

**ORANGE SOUTHWEST SCHOOL DISTRICT
ADMINISTRATIVE EMPLOYMENT AGREEMENT – LEVEL I**

Last approved by the OSSD Board on 7/13/2022

This administrative agreement for Orange Southwest School District covers the following positions of employment: principal, director, associate principal, assistant principal, OSSD business manager, OSSD special education director, and RUHS full time guidance director.

This agreement articulates benefits of employment. The OSSD Board determines individual salary and length of employment contract. All first-year administrators in the OSSD are employed on a one-year probationary contract. Unless notified by the Board of the intent of non-renewal in writing by March 15th of the calendar year the individual employment contract is due to expire, the contract for employment shall be offered for another year. The administrator must sign and return the contract within two (2) weeks of its receipt to secure employment, or the board has the discretion to rescind the offer of employment.

1. LEAVE

1.1 Sick Leave:

- a. A full-time administrator under contract shall be entitled to twenty days sick leave with full pay during the first year of employment. At the beginning of the second contract year of employment, each full-time administrator shall be credited with ninety days of accumulated sick leave with full pay.
- b. In the second and subsequent years of contract employment, each administrator shall be entitled to twenty days of sick leave with full pay, but may only carry forward a maximum of ninety days from year to year. Should an administrator use more than twenty days in a year, said administrator will only carry forward the actual remaining days, but shall be entitled to accumulate additional days in subsequent years, until the ninety day maximum carry over is restored.
- c. Administrators who accumulated more than ninety days prior to the 1996-97 school year remain entitled to those days. However, their accumulated total will be reduced by any days in excess of twenty used in a single year. If all days in excess of ninety are used, said administrators become subject to the ninety day maximum carry over.
- d. A physician's statement will be submitted if more than three consecutive days of sick leave are required.
- e. Sick leave for part-time administrators will be pro-rated.
- f. Administrators may use up to thirty accumulated sick days to care for ill or injured members of their immediate families. Sick days may be used to attend to matters surrounding the death of an immediate family member or other person of similar attachment.

1.2 Annual Leave:

0 - 3 years	--	25 days
4 - 8 years	--	28 days
8 + years	--	32 days

- a. Annual leave may not be accumulated beyond the last day of September of the ensuing school year.
- b. Each regular full-time twelve-month administrator shall be entitled to the following paid holidays: Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas, New Year's Day, Washington's Birthday or Bennington Battle Day, Town Meeting Day, Memorial Day, Independence Day. Beginning July 1, 2023, these days will include Indigenous People's Day and Martin Luther King Day.
- c. Upon leaving the district the administrator may request payment for unused annual leave.

1.3 Extended Leave:

- a. Extended paid leave requests will be made in writing to the superintendent.
- b. A leave of absence without pay for a full school year or the balance of the present contractual year will be granted to an administrator for the purpose of caring for a sick member of his or her immediate family or other persons of similar attachment. The administrator will notify the Superintendent in writing of a desire to take such leave, and except in case of an emergency, shall give such notice at least thirty (30) days before the date on which the leave is to begin. The notice of leave shall include a physician's statement certifying the illness of the person for whom care is to be given.
- c. In cases where an administrator has begun to collect disability, his or her position will be held available and filled by a substitute for up to two contract years, including the one in which the disability occurs. The administrator may request the job be held for an additional contract year. Such requests must be written to the superintendent by April 1st of the second contract year of disability.
- d. An administrator on extended leave will be allowed to continue insurance benefits under any group insurance policy, provided the administrator pays the monthly group premium and obtains the approval of the insurer.
- e. All benefits to which an administrator is entitled at the time a leave of absence commences shall be restored upon return to duty, and the administrator shall be assigned to the same position held at the time the leave commenced, if available, otherwise, to an equivalent position for which the administrator is properly licensed and endorsed, if available. Notice of an administrator's intention to return to the School District shall be given, in writing, to the School Board between January 1 and January 20, inclusive, prior to the commencement of the school year for which he/she intends to return.

1.4 Sabbatical Leave:

- a. An administrator may request a sabbatical leave without pay for a period not to exceed one (1) year. The district will contribute its share of the cost of insurance benefits during the sabbatical leave.
- b. Eligibility: Administrators who have been employed by the district for fifteen (15) consecutive years shall be eligible to apply for a paid sabbatical leave. Any

administrator who has previously been granted a paid sabbatical leave shall be eligible for a second such leave after completing ten (10) consecutive years of employment in the Orange Southwest School District subsequent to the completion of his or her first sabbatical leave. Upon completing a sabbatical leave, an administrator shall be obliged to serve the Orange Southwest School District for a minimum of two (2) consecutive years. Any administrator who fails to complete the said two (2) years of employment shall reimburse the Orange Southwest School District the full amount of salary and benefit costs he or she received while on sabbatical leave.

- c. Approval: No more than one (1) sabbatical leave shall be approved in any school year. Requests for sabbatical leave shall be submitted to the superintendent on or before November 15 of the school year immediately preceding the year for the leave is being requested. The decision will be made on or before February 1 of the preceding school year.

1.5 Other Leave Provisions:

- a. Administrators shall be allowed a maximum of five (5) days leave with full pay for emergencies. The superintendent shall determine whether a situation constitutes an emergency that would qualify under this section.
- b. An administrator called for jury duty shall be excused from work as found necessary by the court. However, the administrator must inform the superintendent as soon as notice from the court is received and shall verify the dates of actual jury duty. Compensation for each day of jury duty will be at the administrator's regular daily rate less the amount paid by the court. The administrator's absence shall be considered as jury duty and not charged as emergency, sick, or personal days.

2. INSURANCE AND RELATED BENEFITS

2.1 Health Insurance:

The district shall offer administrators health insurance benefits as described in the state wide school employee healthcare package.

2.2 Life Insurance:

\$200,000.00 term life insurance coverage. 100% to be paid by the school district.

2.3 Dental Insurance:

The School Board will pay one hundred percent (100%) of the premium cost necessary to provide single, two-person or family coverage in the current dental plan. A consensual agreement that a new plan is comparable will be reached between the administrative cabinet and the Orange Southwest School District prior to any changes. The School Board may use whatever premium payment scheme it selects as long as the benefits provided by the contractually designated dental insurance program, identified herein above, are not altered, diminished or otherwise changed.

2.4 Disability Insurance:

The School Board shall pay one hundred percent (100%) of the premium cost of long-term disability insurance. The Policy must be comparable to the Horace Mann Long Term Disability Income plan. A consensual agreement that the selected plan is comparable will be reached between the administrative cabinet and the Orange Southwest School District prior to any changes. The insurance will have a monthly benefit of two-thirds of salary at

the time of disability (less offsets), an elimination period of 90 calendar days, and a benefit period extending to age 65.

2.5 Retirement Benefits:

The OSSD will make available to each administrator a retirement plan which allows pretax salary dollars to be invested tax deferred as allowed by federal law. All costs for operation and maintenance of this plan shall be borne by the participating administrator. In addition, each administrator will be entitled to a contribution to this plan by the board. The contribution shall be equal to 5% of salary.

An administrator has the option of declaring in writing the intention to retire within three years and transfer the board retirement contribution to salary, at no additional cost to the district, for a period up to but not exceeding three years.

3. OTHER PROVISIONS

3.1 Travel:

Travel for professional development and/or conferences shall be as approved by the superintendent and within budget. Mileage reimbursement for normal job-related travel shall be at the IRS rate as established on September 1st of each year or a set sum of money will be approved for each administrator.

3.2 Professional Development:

Fees for attendance at workshops, conferences and courses shall be paid by the district when within budget and with prior approval of the superintendent.

3.3 Professional Associations:

The district shall pay for annual membership in one state professional association and one national professional association.

3.4 Professional Development & Evaluation:

Administrators will participate in the Orange Southwest School District's Professional Development and Evaluation programs.

3.5 Moving Expenses:

Upon initial offer of employment with the OSSD the Board may, at their discretion, provide an allowance for moving expenses. Any allowance shall be articulated in the individual employment contract.

4. CONDITIONS OF TERMINATION: The terms of this agreement shall continue in full force and effect until terminated in one of the following ways:

- a. The term of the agreement expires
- b. At any time by mutual written consent
- c. At any time by the Board with just cause

Dated at Randolph in the County of Orange and State of Vermont this 13th day of July, 2022.

OSSD School Board:

By: _____