

FARGO PUBLIC SCHOOLS

FARGO, NORTH DAKOTA



SALARY SCHEDULE, BENEFITS & TERMS OF EMPLOYMENT FOR ADMINISTRATORS

www.fargo.k12.nd.us

July 1, 2023 - June 30, 2025

Statement of Purpose and Disclaimer

The Terms of Employment for Administrative staff dated 7/1/23-6/30/25 sets the general guidelines of employment with the Fargo Public School District. This document has been developed in good faith with input from the District and its personnel. The document will guide the District and its personnel in maintaining consistency and uniformity.

The contents of this document are not intended to be, nor are they, a contract of employment between the employee and the Fargo Public Schools. **No part of this document may be construed as a contract.** The Fargo Public Schools reserves the right to modify, suspend or revoke any provision of this document at any time, in its sole discretion.

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TERMS OF EMPLOYMENT

Experience Credit:

The Superintendent or their designee will be responsible for determining the number of years that shall be granted to new administrators. Experience credit will be based on the number of years of directly related administrative experience and applied to the appropriate salary grade range.

Payment of Salary:

Monthly salary payments are made electronically through direct deposit on the fifteenth of each month. If the fifteenth of a month falls on Saturday, payment will be made on the preceding Friday. If the fifteenth of a given month falls on Sunday, payment will be made on the following Monday.

Travel/Car Allowances – In District:

Car allowances for administrators who are required to use their private autos in their assigned responsibilities will be based on the following criteria:

- Travel allowance will be given to administrators designated by the Superintendent.
- Car allowance payments for the use of private autos shall be made monthly.

District Support of Education Cohorts – Doctorate:

When administrators participate in continuing education programs that require a cohort experience or are offered only at a time of day that results in time away from their contracted duties, the following criteria apply:

The days requested should not be greater than 5% of the contracted number of days. For example:
Administrator contracted for 222 days = 11 days.

The requested days can be divided between the following:

- Professional development days which are not required to be made up, as they are deemed no different than a professional conference.
- Contracted days that will need to be made-up or reassigned.

This can be accomplished through district level administrative requests, principal requests, or building needs that can be met in these days through pre-approved assignments. These assignments might include:

- Extended supervision
- Special projects
- Internal study or staffing needs

Professional Dues:

Dues for professional affiliated organizations at the local, state, and national levels will be paid at the current rate for employees in a district administrator role. As the annual budget allows, the amount will be annually adjusted to maintain the administrator's membership in the state and national organizations. Such dues may include: NDCEL and or affiliated organizations.

Requests for the District to pay for these dues must be submitted to the Business Office and must contain the following information:

- Administrator Name
- Title
- School/Location
- Organization enrollment/renewal form (completed in its entirety)

222-day Administrators

222-day administrators are scheduled to work a 210-day calendar with 12 additional flex days. The 12 days will be placed into the calendar based on the following guidelines:

- Two flex days in July (on-site or off)
- Six days before the 210-day schedule begins in August
- Four days in June

222-day administrators may request in writing, shifting of summer days by working with their supervisor. The written request will address the date that will be flexed and the date it will be made up. In addition, it will contain the rationale for the change.

- Elementary principals or assistant principals will need to cover the first two days of transition summer school each year
- Evening conferences are flexed

Exempt Employees

Administrative Staff are salaried employees. Any work conducted within their regular work calendar does not qualify for additional compensation. This includes any training and presentations they may conduct or attend outside of their regular work hours.

For Administrative Staff who have mandatory training or presentations outside of their regular work calendar, such as during the summer, they will receive compensation based on their daily rate if prior approval is granted by their direct supervisor.

Administrative Staff are classified as exempt employees. Being exempt means, they receive a salary rather than hourly wages, as their positions are considered professional or executive roles, and they are not eligible for overtime pay.

Resignations

All resignations should be completed using the district provided resignation document that can be found on the employee portal in the District Forms landing page and submitted to both the employee supervisor and the Human Capital Office. Notification is preferred at least two weeks prior to the effective date of the resignation. All staff members will be asked to complete the district exit survey that they will receive via email. Once submitted, resignations are final and may not be rescinded. Employees wishing to return to Fargo Public Schools will need to reapply.

Leave Summary – Administrators:

Holidays

The following are considered paid, non-work holidays for administrators:

Administrators (260 days)	July 4 Labor Day Indigenous Peoples Day Veteran’s Day Thanksgiving Day December 24 (p.m. if a regular workday) Christmas Day December 31 (p.m. if a regular workday) New Year’s Day Martin Luther King Day Presidents Day Good Friday Memorial Day Juneteenth
Administrators (210 and 222 days)	Labor Day Veteran’s Day Thanksgiving Day Good Friday Memorial Day Juneteenth - 222

If a paid holiday falls on Saturday, the Superintendent shall designate the preceding Friday as a holiday for eligible employees as listed above. If a paid holiday falls on a Sunday, the Superintendent shall designate the following Monday as a holiday for eligible employees as listed above.

Parent/teacher conference trade days will be non-working days (building level administrators only).

Emergency Leave:

- Each Administrator shall be credited with three (3) days of emergency leave per fiscal year, prorated to the length of the workday; emergency leave may accumulate to a maximum of twelve (12) days. In the first year, emergency leave will be prorated to the number of months of employment if the starting date

is not at the beginning of the school year.

- Emergencies are defined as funerals not covered by funeral leave, unexpected emergencies that are outside of an employees' control and weather-related emergencies
- Approval for Emergency leave shall be obtained from the Human Capital Department
- Prior to requesting loss of pay, employees must exhaust all applicable paid leave
- Emergency leave is not payable upon separation and is not reinstated upon hire
- Emergency Leave will not be granted for:
 - Planned surgeries/medical/dental appointments. Use sick leave
 - Planned childcare center/daycare closures. Use personal leave
 - Caring/Babysitting for grandchildren. Use personal leave
 - Attending an event for a family member. Use personal leave
 - Moving into/out of a home/apartment or closing on a home. Whether yourself or assisting others. Use personal leave
 - Making arrangements with a financial institution or legal representative. Use personal leave
 - All vet appointments unless requested the night before or morning of if an emergency arises. Use personal leave
 - IEP/school meetings/orientations; including foster children. Use personal leave
 - Attending a sporting event of any kind. Use personal leave
 - Helping/assisting parents move into a nursing home or another residence. Use personal leave
 - Any court appearances, whether testifying on behalf of oneself or as a witness in a court of law. Use personal leave (except as a witness on behalf of FPS).
 - Illness – regardless of when it occurs for you or your family. Use sick leave.

Parental Leave

The district will provide employees with five consecutive workdays of paid parental leave. The five days of paid parental leave are in addition to any other paid leave the employee may have available.

Administrators may use days available in the Parental Leave Donation Bank

- a) Prior to receiving leave from the Parental Leave Donation Bank, administrators must have exhausted all paid parental leave and all personal leave. They may reserve no more than 12 sick leave days and two emergency leave days.
- b) Leave from the Parental Leave Donation Bank must be used within the 12 weeks following birth or adoption of a child.
- c) Requests for leave from the Parental Leave Donation Bank shall be approved in the order in which they are received. At the end of the fiscal year, any days remaining in the Parental Leave Donation Bank shall be deposited in the Parental Leave Donation Bank for the following fiscal year.
- d) Donations of any leave other than emergency leave may be made to the Parental Leave Donation Bank during the first full work weeks in September, January, and May. The maximum number of days that may be donated by any one employee in a year is 5 days. Donated days shall be considered transferred at the time of donation and shall not be returned or paid out.

Funeral Leave:

In the event of the death of a near relative (wife, husband, domestic partner, father, mother, sister, brother, son, daughter, mother-in-law, father-in-law, grandmother, grandfather, grandchildren, sister-in-law, brother-in-law,

son-in-law, or daughter-in-law), each benefited school district administrator is allowed a maximum of five (5) working days without salary deduction to attend the funeral and to make final arrangements.

Personal Leave:

Personal Leave will be granted to administrators working two-hundred and ten (210) days or more, but less than a twelve (12)-month agreement. Administrators will be credited five (5) days per fiscal year with a maximum accrual of up to ten (10) days. Administrators may roll (5) days forward to the next fiscal year and sell back up to (3) days at their current daily rate of pay. The opportunity to sell back personal days will be administered through Employee Self Service beginning in late April through mid-May. The opportunity and deadline will be advertised on the Employee Portal. Payments will be issued in June.

NOTE: All personal leave needs to be requested through the absence management system. Leaves not processed through the system will be subject to loss of pay. Prior to requesting loss of pay, employees must exhaust all applicable paid leave. Personal leave is paid upon separation from employment.

Vacation Leave:

Full-year (260 days) administrators are credited with vacation leave annually in July. Authorized paid annual vacation allowances for all full-year (260 days) administrators of the school district are prorated upon hire date with a maximum of twenty (20) days. Of the twenty (20) days credited each year in July, up to five (5) days may be rolled forward into the next school year to accumulate to no more than twenty-five (25) days.

Administrators may 'sell back' up to five (5) days of vacation annually at their current daily rate of pay. The opportunity to sell back personal days will be administered through Employee Self Service beginning in late April through mid-May. The opportunity and deadline will be advertised on the Employee Portal. Payments will be issued in June.

NOTE: All vacation leave needs to be requested through the absence system. Leaves not processed through the system will be subject to loss of pay. Prior to requesting loss of pay, employees must exhaust all applicable paid leave. Vacation leave is payable upon separation from employment.

Sick Leave:

Administrators are credited with sick leave annually in July. Administrators working less than 222 days are credited with twelve (12) days and those who work 222-260 days are credited with fifteen (15) days. Days will be prorated on the percentage of contract.

Administrators employed prior to July 1, 2012, may have a balance of Legacy Sick Leave - this is sick leave that was earned prior to the 2012-13 contract year. Sick leave usage will be charged against the employee's accumulative legacy sick leave first. Sick leave used after either the individual's maximum days allowed have been met, or accumulated sick leave has been used, will be without pay.

Sick leave shall be prorated based on the date of hire.

Sick Leave 'Buy -Back' Provision:

If an administrator has sixty-five (65) days of accumulated sick leave in either the legacy sick leave and/or the new sick leave account, they may request a payment of the coming year's sick leave (no more than the number of days credited) to be paid in January. This payment is equal to the number of days times one-half of the

current daily rate of the employee. This payment request can be accessed through the Employee Portal through Employee Self-Service.

Upon separation from employment, administrators with fifteen (15) years of service to Fargo Public Schools will be eligible for a separation of service buy-out of all sick leave accumulated after 7/1/12 at 50% of their current daily rate of pay. In the event of the death of an eligible administrator, the deceased's beneficiary will be eligible for the buy-out.

Administrators that are separated from employment due to discharge for just cause or nonrenewal, will not be eligible for the separation of service buy-out.

Use of Sick Leave:

- Employees may use sick days to care for a sick or injured spouse, parent (natural or step), child (natural, adopted, foster, stepchild, or guardianship), domestic partner, or any relative permanently residing in their household. Employees must furnish a medical certification signed by a medical doctor when such a certificate is requested by the Human Capital Department. Medical certification is required for any medical leave over three (3) days in accordance with Family Medical Leave Act guidelines.
- The maximum days of sick leave that can be used for any one disability is limited to the number of workdays that must be used prior to the start date of the long-term disability coverage by the Board.
- Employees who are unable to work during the remainder of a fiscal year (July 1-June 30) because of a disability may use the balance of their sick leave beyond the end of the fiscal year but are not eligible for additional sick leave days until a medical doctor certifies that they are able to return to work.
- An employee who is anticipating a leave due to the birth or adoption of a child shall submit a written notification to the Human Capital Department at least sixty (60) days prior to the proposed commencement of the leave period. Such leave will be granted for a period of time to permit the employee to return to work in accordance with the Family Medical Leave Act guidelines.
- Sick leave may be used for disability due to pregnancy or childbirth as certified by the employee's licensed physician.
- Prior to requesting loss of pay, employees must exhaust all applicable paid leave

Military Leave:

Employees who are members of the National Guard or the armed forces reserve when ordered by proper authority to active non-civilian employment shall be entitled to a leave of absence. The first twenty (20) days of such leave of absence shall be without loss of pay. If the leave of absence is necessitated by a full or partial mobilization of the National Guard or armed forces reserve, or emergency state active duty, the first thirty (30) days of leave shall be without loss of pay. (North Dakota Century Code 37-01-25)

Leave Bank

The Board of Education will establish a Leave Bank of two hundred (200) days. Employees needing leave beyond their accumulated total may request leave from the Leave Bank in writing to the Human Capital Department. The request will be granted or denied by a Leave Committee composed of one teacher appointed by the Fargo Education Association President, one Board member appointed by the Fargo Board of Education President, and one administrator appointed by the Superintendent.

Employees may also request leave for an injury resulting from student behavior. These requests may require a physician's certification and do not require approval of the Leave Bank Committee. There is no expectation, in these circumstances, that the employee has exhausted all other leave balances.

Sabbatical Leave:

Sabbatical leaves of absence may be granted to administrators that have completed at least seven (7) years of continuous and satisfactory full-time service in the Fargo Public Schools. These leaves of absence will be paid at half the administrator's current base annual salary. Sabbatical leaves are subject to the following conditions:

- Written application must be submitted to the Superintendent one-hundred and twenty (120) days prior to the first day of the proposed leave. An administrator on sabbatical leave will return to district employment for at least one-contract year following the completion of the leave.
- The following criteria must be met for consideration of a sabbatical leave:
 - The sabbatical program is coordinated by the administrator, the Board of Education, and an institution of higher learning.
 - The sabbatical program is in accordance with the long-range goals of the district.
 - The sabbatical program is designed to enhance the professional growth and development of the administrator in their professional area of preparation.
 - The sabbatical program will prepare the administrator to return to the district with professional expertise to significantly enhance the instructional program of the district.
- Administrators on leave shall not engage in remunerative work except with approval of the Superintendent. Scholarships, fellowships, assistantships, and other grants shall not bar an administrator from the sabbatical leave program.
- No more than one administrator may be granted a sabbatical leave at one time.
- Administrators returning from a sabbatical leave shall submit a written report to the Superintendent by July 1 summarizing the benefits derived from the sabbatical and shall agree to give oral reports if requested.
- Upon expiration of a sabbatical leave and upon presentation of evidence to the Superintendent showing compliance with the conditions of the leave, the administrator shall be returned to a position for which he/she is qualified. Reinstatement to the specific position held at the time the sabbatical leave was granted is not guaranteed.

EMPLOYMENT BENEFITS

Benefit Summary:

Administrators receive a comprehensive benefits package. This benefit summary is published by the Fargo Public Schools as a useful reference for providing information relating to administrative benefits. Administrators may find benefits information on the [Employee Portal](#).

Health Insurance:

Administrators employed 50% or more are offered single, single plus dependent(s), or family health insurance coverage in accordance with the current health insurance provisions.

The District Health Insurance Committee will review the district's health insurance plan design and premium contribution levels. It will make recommendations to the appropriate employee groups and the School Board. Recommendations will be presented for consideration and action each year.

The following provisions apply to the health insurance program:

- Employees whose employment continues from year to year will be offered district group health insurance on a twelve (12) month basis.
- Employees who separate from district service will be provided with district group health insurance to the last day of the month they separate in.
- Coverage may be extended at the time of separation based upon federal COBRA regulations.

Dental Insurance:

Administrators employed 50% or more are offered single, single plus dependent(s) or family health insurance coverage in accordance with the current dental insurance provisions. Dental insurance premiums are employer paid for administrators.

The District Health Insurance Committee will review the district's dental insurance plan design and premium contribution levels. It will make recommendations to the appropriate employee groups and the School Board. Recommendations will be presented for consideration and action each year.

Vision Insurance:

Vision insurance is offered to all administrators employed 50% or more. Vision Insurance is a voluntary benefit, and all premiums are paid by the employee.

Life Insurance:

Administrators employed 50% or more are eligible for \$50,000 of basic life insurance coverage. This benefit includes an equal amount of Accidental Death and Dismemberment (AD&D) coverage. Additional supplemental life insurance is available to purchase for the employee, spouse and/or dependent children. Current rates and information are posted on the [Employee Portal](#)

Long-Term Disability Insurance:

The Fargo Public Schools (FPS) provides Long-Term Disability (LTD) income insurance to all administrators working 50% or more. Current coverage has an elimination period of ninety (90) calendar days. See the [Employee Portal](#) for detailed information.

North Dakota Teacher Fund for Retirement (TFFR):

All administrators currently licensed to teach in North Dakota by the ESPB and contractually employed are required to be members of TFFR. TFFR is a qualified defined benefit public pension plan covered under Section 401 (a) of the Internal Revenue Code. The administrator is assessed 11.75% on the salary earned during a school year (July 1 – June 30). In addition, FPS contributes an additional 12.75% on the salary earned during a school year (July 1 – June 30). Additional information is available through the [TFFR website](#).

North Dakota Public Employees Retirement (NDPERS):

Administrators who are not licensed through the Education Standards and Practices Board (ESPB) are required to be members of NDPERS. The administrator is assessed 7.00 % on the salary earned during the school year (July 1-June 30). In addition, Fargo Public Schools pays an additional 8.26% of the salary earned during a school year. Additional information is available through the [NDPERS website](#).

Any staff hired after January 1st, 2025, will be enrolled in the new PERS plan. You can find more information here; [PERS Defined Contribution Plan 2025.docx](#)

Flexible Benefits:

The Fargo Public Schools offers a voluntary Flexible Benefits Plan to all eligible employees. Flexible Benefit Plans are part of the Internal Revenue Code, section 125, and are designed to give employees the opportunity to pay for certain eligible living expenses with tax-free dollars. Employees save federal, state, social security, and Medicare taxes on those dollar amounts, thus increasing their take-home pay. Further information is available on the [Employee Portal](#).

Employee Assistance Program:

Fargo Public Schools, as part of its Employee Assistance Program (EAP), contracts with The Village Business Institute's EAP to provide services to all Fargo Public Schools employees. Services include, but are not limited to, confidential financial planning, individual and family counseling, and crisis management services for employees and their household members.

Tax-Sheltered Investments:

In accordance with the current Federal Internal Revenue Code, the Fargo Board of Education authorizes employees to take advantage of tax-sheltered annuities in accordance with current applicable administration regulations. The [Employee Portal](#) has information on establishing a 403b plan.

EQUAL OPPORTUNITY EMPLOYER

The Fargo Public Schools is an Equal Opportunity Employer that celebrates diversity and is committed to creating an even more inclusive environment for all employees, students, and families. The district fully and actively supports equal access for all people regardless of race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The Fargo Public Schools seek to provide access to all its programs for those interested persons who might have differing levels of ability. This includes those with impaired vision and hearing loss. Furthermore, Fargo Schools' administrative policy 5060 assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other Office of Civil Rights enforced statutes. Additionally, the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator (Will figure out who does this), David Burkman, Principal, Dakota High School at (701)446-2850. For more information regarding Title IX compliance call Dr. Patty Cummings, Director of Compliance, District Office, at (701) 446-1009. Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with the U.S. Department of Education and the North Dakota Division of Juvenile Services: U.S. Department of Education, Office for Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-4544 and ND Division of Juvenile Services, 100 Railroad Avenue, Bismarck, ND 58501.

**Administrator Salary Schedule
2024-2025**

Job Families and Job Classes					# of work days
	Grade	Min	Midpoint	Max	
High School Principal	AD9	\$151,714	\$169,234	\$186,753	260
	AD8	\$144,490	\$161,175	\$177,859	
Special Education Director	AD7	\$137,609	\$153,500	\$169,389	260
Middle School Principal	AD7	\$137,609	\$153,500	\$169,389	260
Standards Based Instruction Director	AD6	\$131,057	\$146,190	\$161,323	260
Student Activities Director	AD6	\$131,057	\$146,190	\$161,323	260
District General Counsel	AD6	\$131,057	\$146,190	\$161,323	260
Accounting Director	AD5	\$124,816	\$139,229	\$153,641	260
Information Technology Director	AD5	\$124,816	\$139,229	\$153,641	260
Facilities Director	AD5	\$124,816	\$139,229	\$153,641	260
Elementary School Principal	AD5	\$124,816	\$139,229	\$153,641	222
Middle School Principal - Self Directed Academy	AD5	\$124,816	\$139,229	\$153,641	260
High School Assistant Principal	AD5	\$124,816	\$139,229	\$153,641	222
	AD4	\$118,872	\$132,599	\$146,324	
Assistant Special Education Director	AD3	\$113,212	\$126,284	\$139,357	260
Educational Justice Director	AD3	\$113,212	\$126,284	\$139,357	260
Nutrition Services Director	AD3	\$113,212	\$126,284	\$139,357	260
Middle School Asst Principal	AD3	\$113,212	\$126,284	\$139,357	222
Assistant Human Capital Director	AD2	\$107,820	\$120,271	\$132,721	260
Assistant Educational Justice Director	AD2	\$107,820	\$120,271	\$132,721	222
Adult Learning Center Director	AD2	\$107,820	\$120,271	\$132,721	222
Data Analysis Director	AD2	\$107,820	\$120,271	\$132,721	260
Early Childhood Special Education Administrator	AD2	\$107,820	\$120,271	\$132,721	222
Performing Arts Director	AD2	\$107,820	\$120,271	\$132,721	260
Elem School Assistant Principal	AD1	\$102,686	\$114,544	\$126,402	222
Dean of Students	DEAN	\$87,884	\$98,033	\$108,182	190
Specialty Schools Principal	ADSPC	\$102,686	\$120,957	\$139,229	TBD

Education Factor:

Specialist: \$1000.00/year
 Doctorate: \$2000.00/year
 CAA: \$200/year
 CMAA: \$400/year

