

Policies

Westerly Public Schools Administrators Benefits Summary

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Certification

Administrators shall maintain in good standing a valid and appropriate certificate qualifying him/her to administer his/her areas of responsibility in the state of Rhode Island as required by [Rhode Island General Laws § 16-11](#).

Performance Evaluation

Administrators shall receive an annual performance evaluation to be conducted by the Superintendent or his/her designee.

Compensation

In addition to his/her base salary, Administrators shall receive an annual progressive lane stipend consistent with the [current WTA collective bargaining agreement](#) to be paid in equal biweekly installments.

Paid Time Off

1. **Holidays**

Administrators shall receive compensation for legal holidays, to include New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Victory Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and Presidential Elections.

2. **Vacation Days**

Administrators who work on a calendar year schedule shall receive vacation days in accordance with the schedule below. Such days shall be awarded at the start of each fiscal year cumulative to a maximum of sixty (60) vacation days total. Administrators who do not work a calendar year schedule will not receive any vacation days.

Less than 10 years of service – 20 days
10 – 19 years of service – 21 days
20+ years of service – 26 days

3. **Personal Leave**

Administrators shall receive two (2) personal days annually, to be awarded at the start of the fiscal year cumulative to a maximum of four (4) personal days.

4. **Sick Leave**

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Administrators shall receive fifteen (15) sick days annually at the start of the fiscal year cumulative to a maximum of one hundred thirty-five (135) sick days total.

5. **Bereavement**

Administrators shall be entitled to a maximum of five (5) consecutive days of paid leave for death in the immediate family (mother, father, spouse, child, siblings, father-in-law, mother-in-law, stepchild, stepparent, grandchild, or any person with whom the employee may be living). For other relatives, up to three (3) days will be granted for the purpose of attending the wake and/or funeral service.

6. **Jury Duty**

Administrators shall be excused for jury duty, with pay, to be offset by any compensation received from the state or federal government for such duty. When payment is received, a copy of the check or verification of that payment must be sent to payroll and said amount shall be deducted from the next paycheck of the Administrator.

Benefits

1. **Medical and Dental Insurance**

Administrators shall be offered medical and dental benefits provided that each Administrator makes a twenty percent (20%) contribution to the cost of that coverage, to be paid annually through bi-weekly payroll deductions.

2. **Buyback**

Administrators who elect not to receive medical coverage through the Westerly Public Schools shall receive an annual payment of three thousand thirty-six dollars and thirty cents (\$3,336.30), and Administrators who elect not to receive dental coverage shall receive an annual payment of four hundred forty-six dollars and ninety-four cents (\$446.94).

3. **Life Insurance**

Administrators shall receive term life insurance coverage in the amount of one hundred twenty-five thousand dollars (\$125,000).

4. **Disability**

Administrators shall receive long term disability benefits at a maximum of two thousand dollars (\$2,000) per month.

Retirement

1. **Employees' Retirement System of Rhode Island**

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Eligible Administrators shall receive retirement contributions in their [Employees' Retirement System of Rhode Island](#) (ERSRI) account as required by [Rhode Island General Laws § 16-16](#).

- 2. **403(b)**
Administrators who are not eligible to participate in the ERSRI will instead receive an annual payment equivalent to ten percent (10%) of their annual salary, which payment shall be contributed to a 403(b) plan. Administrators will be responsible for opening a 403(b) account with one of the District's [approved vendors](#) and completing the [403\(b\) salary reduction agreement](#) in order to receive the contribution.

Reimbursements

- 1. **Professional Development**
Administrators are expected to engage in opportunities for professional development and shall be entitled to up to two thousand dollars (\$2,000) annually for expenses and dues associated with such membership and attendance, to include, but not limited to, costs of transportation to attend appropriate meetings and conferences, courses, seminars, webinars, special travel, and/or other items or activities that serve to enhance his/her performance and skills. Administrators shall seek prior approval of the Superintendent to attend such conferences and conventions.

- 2. **Tuition Reimbursement**
Administrators are entitled to up to one thousand fifty dollars (\$1,050) annually for tuition reimbursement. Courses must be pre-approved by the Superintendent, taken at an accredited institution, and related to improving the abilities of the Administrator. Reimbursement shall be made upon receipt of payment and passing grade for the course and is based on actual costs incurred; scholarships and other sources of funds shall be deducted before reimbursement.

Adopted:	June 30, 1979
Revised:	October 17, 2002
Approved:	January 7, 2004
Revised:	July 11, 2005
Revised:	June 30, 2006
Revised and Amended:	August 16, 2006
Revised:	January 3, 2007
Revised:	May 9, 2018
Revised:	April 30, 2021