

NORTHVIEW PUBLIC SCHOOLS
SALARY & BENEFITS MANUAL

ADMINISTRATIVE EMPLOYEES

August 1, 2010– July 31, 2012

Administrative Personnel
August 1, 2010 – July 31, 2012

TABLE OF CONTENTS

CLASSIFICATION.....	1
COMPENSATION.....	1
DEGREE STIPEND.....	1
ADDITIONAL DUTIES.....	2
SABBATICAL LEAVES.....	2
RETIREMENT.....	3
CONTRACT.....	3
CONTRACT PERIOD.....	4
PLACEMENT ON SALARY SCHEDULE.....	4
ADVANCEMENT.....	5
EVALUATION.....	5
ADDITIONAL TIME WORKED.....	5
INSURANCE.....	5
TUITION REIMBURSEMENT.....	6
PTO DAYS.....	7
PROFESSIONAL DUES.....	7
CONFERENCE ATTENDANCE.....	7
IN-COUNTY MILEAGE ALLOWANCE.....	7
PAY PERIODS.....	8
POLICY REVIEW.....	8
ADMINISTRATIVE STAFF REDUCTION.....	8
HOLD HARMLESS.....	8
ADDENDUM - ADMINISTRATIVE AGREEMENT (Protytype).....	9
ADDENDUM 2 - ADMINISTRATIVE SALARY SCHEDULE.....	11

NORTHVIEW PUBLIC SCHOOLS
ADMINISTRATIVE SALARY & BENEFITS MANUAL

(August 1, 2008 – July 31 2010)

CLASSIFICATION

The following administrative positions shall be covered by this salary guide:

- High School Principal
- High School Assistant Principal
- Athletic Director
- Middle School Principal
- Middle School Assistant Principal
- Elementary Principals
- Director of Special Education
- Supervisor of Program for Deaf/Hard of Hearing
- Director of Alternative High School
- Director of School Improvement Services
- Assistant Superintendent for Finance and Operations
- Director of District and Community Services
- Director of Technology
- Director of Food Service

COMPENSATION

Base Salary Schedule is attached as *Addendum 2*.

DEGREE STIPEND / LONGEVITY

A stipend for additional graduate credit will be paid during the **2010-11** and **2011-12** school years, as follows:

Longevity	0-3 years	4-9 years	10-15 years	15+ years
	\$ -0-	\$1,000	\$1,900	\$2,800
College Credits				
MA+15	\$900	\$1000	\$1100	\$1100
MA+30	\$1600	\$1700	\$1800	\$1800
MA+45	\$1600	\$1800	\$1900	\$1900
MA+60	\$1600	\$1900	\$2100	\$2100
MA+75	\$1600	\$2000	\$2200	\$2200
MA+90	\$1600	\$2100	\$3100	\$3100
Ed.D	\$2600	\$3100	\$3200	\$3200
Ph.D	\$3100	\$3100	\$3200	\$3200

For longevity purposes credits will be allowed as follows:

- Teaching credit up to 3 years or ½ of total teaching experience in Northview, which ever is greater.

- Administration experience credit outside of Northview – up to 4 years will be approved.
- All Northview Administration experience credit will be approved.

All graduate credit and seminar and/or workshop credit hours are subject to prior approval by the Superintendent. Administrator must provide proof of completion of graduate credit and/or seminar hours by submitting a grade report, certificate, or other applicable documentation. Twelve seminar/workshop credit hours equals one credit hour.

ADDITIONAL DUTIES

Any principal, including assistant principals, may be assigned by the Superintendent to district-wide responsibilities in addition to his/her responsibilities as building principal.

SABBATICAL LEAVES

Administrators who have been employed for seven (7) consecutive years by the Board may, in the sole discretion and judgment of the Board, be granted a sabbatical leave for up to one (1) school year.

Applications shall be filed with the Superintendent by February 15, for leave beginning the following September.

An applicant for sabbatical leave of absence shall file with the application an outlined program for the period requested for sabbatical leave. This plan shall be indicated on an attached statement and shall include details for study resulting in university credit in an approved college, university or technical school related to administrator's present field and, also, why such leave would be of benefit and advantage to the school district. The Board shall have the prerogative to grant a sabbatical leave of absence for reasons not covered above, upon the request of the administrator when such leave would be in the best interest of the school district.

To be eligible the applicant shall not have been granted a sabbatical leave of absence from the Northview School District during the seven (7) consecutive years of service immediately preceding current application.

The applicant signs an agreement on terms satisfactory to the Board guaranteeing to return to service with the Northview School District immediately upon termination of the sabbatical leave and continue in such service for a period of two (2) years or to refund any compensation received from the Northview School District while on sabbatical leave except as the Board shall, by special action, waive such obligation.

Unless otherwise expressly stated, any benefits provided shall not be continued and/or accrued to the person on leave.

If for any reason the leave is not used for its intended purpose, the recipient shall report to the Superintendent prior to the next pay period for employment or forfeit all further leave pay for the year.

An administrator on sabbatical leave will be paid either fifty percent (50%) of their prior year salary, or forty percent (40%) of their prior year salary and Board paid premiums for Health, Dental and Vision Insurance, and Managed Sick Leave programs.

An Administrator shall be responsible for notifying the Payroll Department of the District as to the place to which his/her checks should be addressed during his/her period of sabbatical leave.

An administrator, upon return from a sabbatical leave, will be returned to his/her position unless subject to layoff due to staff reduction.

RETIREMENT / SEPARATION PAYOUT

Section A – The Board of Education may require retirement of any administrator whose physical or mental health, as determined by a qualified physician, makes it impossible for the employee to meet the normal obligations of his/her regular assignment. The expense of this medical examination shall be assumed by the Board of Education.

Section B – After five (5) years of continuous employment an administrator severs his/her employment with the Northview Public Schools, the Board shall pay the administrator his/her choice of either:

Retirement benefit pay outs will be deposited by the employer in the form of a non-elective employer contribution to a 403(b) plan account 60 days following the payment of the final compensation by the District. This pay out is subject to IRS limitations.

1. Based on years of service with Northview Public Schools the administrator will receive the following percentage (%) of their final year's salary (contract year).

- Five (5) through nine (9) years = 15%
- Ten (10) through fourteen (14) years = 20%
- Fifteen (15) through nineteen (19) years = 25%
- Twenty (20) years plus = 30%

AND

\$45 for each day of accumulated sick leave up to a maximum of 150 days

or . . .

2. If applicable, an early retirement incentive program provided by Board policy. All terms and conditions will be determined by Board policy. After six (6) years, service credit will be calculated in the same manner as the longevity credit.

CONTRACT

Multiple year contracts up to a maximum of two (2) years may be granted administrators when recommended by the Superintendent and approved by the Board of Education. Multi-year contracts will be offered on or before the June Board of Education meeting for study and return within 30 calendar days. (Noted on individual contracts.)

Single year contracts shall be offered as the law provides. A copy of the contract shall be provided at least sixty (60) days before the termination date of the administrator's current contract. Notice to consider non-renewal shall be given no later than April 1st. Contracts made available for study shall be returned within 30 calendar days.

CONTRACT POSITIONS

<u>POSITION</u>	<u>CONTRACT PERIOD</u>
• High School Principal	235 Days
• High School Assistant Principal	215 Days
• Athletic Director/High School Asst. Principal	215 Days
• Middle School Principal	215 Days
• Elementary Principals	215 Days
• Director of Special Education	210 Days
• Supervisor of Program for the Deaf/Hard of Hearing	210 Days
• Director of School Improvement Services	215 Days
• Director of Alternative High School	215 Days
• Middle School Assistant Principal	215 Days
• Assistant Superintendent for Finance and Operations	260 Days
• Director of District and Community Services	260 Days
• Director of Technology	260 Days
• Director of Food Service	210 Days

PLACEMENT ON SALARY SCHEDULE

Placement on the salary schedule shall be based on the evaluation and recommendation of the Superintendent. Considered will be such factors as classroom experience, administrative experience, and professional preparation.

- A. Classroom Experience – Up to and including three credits may be given for successful classroom experience. Nature of the experience, years taught, and the ratings and recommendations of competent observers will be considered.
- B. Administrative Experience – Up to and including four credits may be given for successful administrative experience. Nature of position, scope of responsibility, length of service, and the ratings and recommendations of competent observers will be considered.
- C. Professional Preparation – The quality of graduate study and the relationship of professional training to the administrative position will be considered. Ordinarily additional credit will not be given for professional preparation since a Masters Degree is considered as the minimum standard for placement on this guide, and since provision is made for additional training beyond the Masters Degree. However, in cases of unusual merit, additional credit may be granted.

ADVANCEMENT

All salary increases (resulting from step and base adjustment) shall be based on professional competence and performance as determined by the Board of Education, upon recommendation of the Superintendent. All administrators whose work is satisfactory will advance one level each year until the stated maximum has been reached.

EVALUATION

Administrators will meet with the Superintendent, or their supervisor, for a conference at least once each year prior to the April Board of Education meeting. Each Administrator will receive a written evaluation from the Superintendent, or supervisor, each year of his/her contract. Evaluations will be signed by the administrator indicating receipt and discussion of the evaluation. Evaluation will serve a dual purpose:

- A. To provide a sound basis for administrative improvement.
- B. To provide an objective measure of administrative effectiveness.

Administrators shall be kept fully informed of their status at all times. Anyone whose contract renewal is in doubt will be so notified in writing by the Superintendent by April 1.

ADDITIONAL TIME WORKED

Should additional time be approved, the salary will be figured at the applicable daily rate.

INSURANCE

The Board of Education shall provide the Administrator with the following insurance benefits:

- A. **Medical Care Insurance:** A comprehensive, semiprivate, medical care plan for the employee and employee's family –Each administrator is eligible for reimbursement of a physical examination up to \$300 once every two years.

Administrators will be paying \$65.00 per month (pre-tax) for health insurance.

Option: Cash compensation in the amount of \$400 per month, \$4800/annually may be chosen in lieu of the health insurance program. Information is available in the Employee Services office.

- B. **Dental Insurance:** A comprehensive program for the employee and employee's family – The plan will include Basic, Major and Orthodontic services. The plan year will become September 1 to August 31.
- C. **Vision Insurance:** A comprehensive program for the employee and employee's family – The Board will provide a SET Ultra-Vision Plan for all full-time administrators who elect such coverage by completing and signing the appropriate application. Starting with the 2004-2005 year the annual deductible for the vision plan will be \$100 per plan year for full family coverage and \$50 per plan year for single coverage. The plan year will become September 1 to August 31.

D. **Salary Protection Plan** – The Board of Education will make available to each full-time Administrator a Salary Protection (Long Term Disability) insurance program to enhance the present sick leave provision with the following conditions.

1. There will be a limit of 66-2/3 (75% monthly pay limit) of income not to exceed \$6,000 per month prorated over a twelve (12) month period to age 65.
2. There will be ninety (90) day modified fill waiting period.
3. The Board of Education will consider any financial offset such as Worker's Compensation, Social Security, other insurance income, etc., to determined its obligation to the employee (freeze on offsets).
4. Alcoholism/drug addiction – 2 year limit.
Mental/nervous – 2 year limit.
5. The coverage shall become effective at the beginning of the insurance month immediately following date of employment.
6. An administrator who qualifies for Long Term Disability will be afforded medical care premium payments as outlined under Health Insurance through the end of the school year in which the disability occurs.
7. All other benefits are severed with the exception of medical care at the point in time where the employee can no longer provide services as an administrator.
8. The Board agrees to provide the above mentioned insurance benefits within the underwriting rules and regulations as set forth by the insurance carrier in the Master Contract held by the policyholder.

E. **Life Insurance** – Each administrator will be provided with term life and ADD&D insurance in the amount of \$250,000.

TUITION REIMBURSEMENT

- A. Administrators can request reimbursement up to a maximum of six (6) semester hours annually for graduate courses taken to satisfy requirements for longevity or degree movement on the salary schedule.
- B. The reimbursement for authorized courses will be for actual tuition costs at any publicly supported Michigan University. For authorized courses taken out of state at private universities, the reimbursement will be computed at the average cost of tuition at Western Michigan University, Michigan State University, Grand Valley State University, and Central Michigan University.

- C. The Superintendent, or designee, may authorize credit for workshop hours offered through the Kent Intermediate School District when University credit is offered upon payment of tuition provided workshop requirements are the same as the University credit requirements.
- D. No tuition payment shall be in addition to tuition paid under any other grant or scholarship.
- E. To receive tuition reimbursement, evidence of successful completion of the approved courses must be presented to the Employee Services Office. Each individual requesting tuition reimbursement shall be responsible for reporting any reimbursement from another source.

PTO DAYS

The administrator is allowed fifteen (15) days of Paid Time Off (PTO). Any days not used in one year shall be accumulated to a maximum of one hundred-fifty (150) days.

PROFESSIONAL DUES

Membership dues to professional organizations recognized by the Board shall be paid by the Board of Education. This is limited to membership in one state, and one national professional organization of the administrator’s choice.

CONFERENCE ATTENDANCE

Four (4) administrators per year will be allowed to attend a national conference. The administrative group, in consultation with the Superintendent, will decide who will be attending. Attendance will be contingent upon availability of funds and approval of the Superintendent.

IN-COUNTY MILEAGE ALLOWANCE

The following annual mileage stipends will be paid and will be reported for tax purposes on IRS Form W-2:

• High School Principal	\$1,800
• High School Assistant Principal	1,800
• Athletic Director/High School Asst. Principal	1,800
• Middle School Principal	1,600
• Elementary Principals	1,600
• Director of Special Education	1,600
• Supervisor of Program for the Deaf/Hard of Hearing	1,600
• Director of School Improvement Services	1,600
• Director of Alternative High School	1,600

The above amounts will be paid for “in county” driving. Out of county mileage will be paid at the current IRS rate. On request prior to July 1, an administrator may be paid for actual mileage for the ensuing fiscal year in lieu of the above figure.

PAY PERIODS

Administrative annual salaries shall be paid in twenty-six (26) approximately equal payments, with payroll checks issued every other Friday beginning with the first pay period following the commencement date of the administrator's individual contract.

POLICY REVIEW

The Board of Education will review the administrative salary policy prior to July 1 of each year and will finalize any salary policy changes prior to contract considerations at the regular meeting in June. The Board review will be preceded by discussions between the Superintendent and the Administrators' Committee.

ADMINISTRATIVE STAFF REDUCTION

In the event that circumstances require a reduction in administrative staff, performance, experience, education and seniority will be the primary criteria in that decision process.

HOLD HARMLESS

The Board of Education agrees, as a further condition of employment, that it shall defend, hold harmless, and indemnify the administrator from any and all demands, claims, suits, actions, and legal proceedings brought against the administrator in his/her individual capacity, or in his/her official capacity as agent and employee of the Board of Education, provided the incident arose while the administrator was acting within the scope of his/her employment.

ADDENDUM 1
ADMINISTRATIVE AGREEMENT
(Prototype)

NORTHVIEW PUBLIC SCHOOLS
KENT COUNTY
GRAND RAPIDS, MICHIGAN 49525

THIS AGREEMENT, made this day, **(Date)**, between the Northview Public Schools, Kent County, Michigan (hereinafter called the District) and **(Name)** hereinafter called the Administrator) for the school year(s) **(Year)** for the position of **(Position)**.

WITNESSED:

1. **CONTRACT VALIDITY** - The Administrator represents that he/she is duly and legally qualified to perform the duties of the employment position hereinafter designated. This Agreement shall not be valid unless the Administrator shall have such qualification for the employment position herein designated as required by law at the time the contractual period shall begin, and this contract shall terminate if the Administrator shall at any time fail to possess any such qualification.
2. **EMPLOYMENT AND DUTIES** - Said Administrator agrees to perform the duties of the assigned position and those duties required of the Administrator by law, to obey and fulfill the rules and regulations as established by the Board of Education of the District, and to carry out its education program and policies during the entire term of this contract. The Administrator is subject to assignment and transfer at the discretion of the Superintendent or the Board of Education.
3. **COMPENSATION AND BENEFITS** - The District agrees to pay said Administrator at an annual salary determined as follows:

- **MA+30 Step 12 (example) = \$_____ for (school year)**

The salary for any subsequent year of this Contract shall be computed in accordance with the Northview Public Schools' *Administrative Salary and Benefits Manual*. It is, however, understood that the District retains the right to change the salary index or the *Administrative Salary and Benefits Manual* from time to time or to revoke them, provided however that in case of any such change or revocation the Administrator's salary for any subsequent year of this Agreement shall not be less than the amount of such Administrator's salary for the prior year. The District is authorized to make such payroll deductions as may be required by law or authorized by the Administrator and such sums as have not been earned due to absence from employment. The annual salary shall be prorated to reflect (a) services actually rendered (except when time away from work is consistent with Board policies) and (b) contract start or termination date.

All fringe benefits, policies and procedures as established by the Northview Board of Education and the *Administrative Salary and Benefits Manual* (last revised on **(date)**) shall be afforded within this Agreement.

4. **CONTRACT PERIOD** - This Contract shall be effective for the periods hereinafter set forth.

Contract Information: (Year) School Year

Length of Contract: (Number) Days Beginning - (date)
(Refer to page #3 "contract" length) Ending - (date)

5. **TENURE** -- The Administrator shall not have tenure in any administrative position or non-classroom capacity by virtue of this contract of employment.

6. This Agreement will terminate should the Administrator fail to meet the requirements prescribed in Section 1246 of the School Code of 1976, as amended or should the Administrator be convicted of a felony or an offense involving moral turpitude. Upon such termination, the District shall only be liable to the Administrator for prorated compensation from **(date)** to the time of such termination.

7. This Agreement may be terminated at any time for a reason that is not arbitrary or capricious, including for failure of the Administrator to meet any of its terms, all of which are material to continued employment. In the event of notice of termination, the Administrator may, upon written request made within ten (10) days of the notice of termination, meet with the Superintendent to discuss the reason(s) for termination. Further, upon written request to the Board made within ten (10) days of meeting with the Superintendent, the Administrator may meet with a designated committee of the Board to discuss the reason(s) for termination. The designated Board committee may request the presence of others having knowledge of facts if it determines such to be appropriate.

8. In the event the Administrator is charged with misconduct which reflects adversely upon the Board or, in the judgment of the Board, inhibits the full and complete performance of the Administrator's duties, the Administrator may be suspended from employment with or without pay, at the Board's discretion, until the merits of the charges have been decided. The Board may, but is not required to, rely upon the final decision of a court or other tribunal having jurisdiction to render a decision upon the charges. An Administrator suspended without pay that is found by the Board or its designee not to have engaged in the charged misconduct shall be paid for the period of suspension.

9. This Agreement sets forth the full terms and conditions of employment of the Administrator and is the only binding agreement between the Board and the Administrator regarding employment of the Administrator by the Board for the duration of this Agreement. No employee of the Board or an individual Board member is authorized to modify this Agreement or to enter into any new or different contract of employment with the Board.

IN WITNESS WHEREOF, the Board has caused this Contract to be subscribed in its name by its President and Secretary the day and year first above written, and said Administrator has hereunto set his/her hand.

**NORTHVIEW PUBLIC SCHOOLS
BOARD OF EDUCATION**

(Administrator's Signature)

By _____
Its President

Date _____

By _____
Its Secretary

ADDENDUM 2
ADMINISTRATIVE SALARY SCHEDULE
2010-2012

See separate Addendum

ADMINISTRATIVE SALARY & BENEFITS MANUAL

Document Revision Dates

August 14, 1972
May 23, 1974
September 8, 1975
November 24, 1975
May 10, 1976
April 11, 1977
March 13, 1978
March 10, 1980
June 1, 1981
May 23, 1983
May 13, 1985
April 14, 1986
April 6, 1987
September 14, 1987
September 14, 1987
July 11, 1988
May 14, 1990
July 8, 1991
August 8, 1994
June 11, 1996
August 11, 1997
July 12, 1999
July 10, 2000
July 1, 2001
July 1, 2004
June 12, 2006
July 1, 2008
July 1, 2010