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Park Hill School District

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Building Successful Futures • Each Student • Every Day

*2019-2022*

*ASSISTANT SUPERINTENDENT*

*COMPENSATION  
AND  
FRINGE BENEFITS*

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**PARK HILL SCHOOL DISTRICT  
ASSISTANT SUPERINTENDENT  
COMPENSATION AND FRINGE BENEFITS  
2019-2022**

**I. Assistant Superintendent's Salary Schedule**

- A. All Assistant Superintendents' work time is 12 months with paid vacation. Two year contracts may be issued at the discretion of the Board.
- B. Assistant Superintendents' increments shall be individually set by the Park Hill Board of Education.
- C. Administrative compensation is based on a minimum forty (40) hour work week.
- D. A \$3,000.00 fee will be imposed for administrators who wish to annul their employment contract prior to expiration. Exceptions will be made for the transfer of a spouse, severe illness of self or an immediate family member or other extenuating circumstances.
- E. A \$4,000 rider will be paid annually for a doctorate degree. The doctorate degree must be conferred by September 1<sup>st</sup> and be earned from an NCATE accredited institution of higher learning. Degrees conferred via an official transcript by January 1<sup>st</sup> will be prorated.
- F. A \$1,000 stipend will be paid to administrators who serve as examiners or overseers within the Excellence in Missouri Foundation. An additional \$1,000 may be paid to those administrators who are chosen to serve on an MQA Site Visit.

**II. Insurance**

**A. Individual Health, Dental and Vision Insurance**

The Board of Education will provide each Assistant Superintendent with the premiums toward individual benefits of the District high deductible health insurance program, and dental and vision insurance programs as agreed upon by the Board of Education and the District joint insurance committee.

**B. Liability Insurance**

The Board of Education will pay the premiums to provide an insurance policy with liability coverage for Assistant Superintendents for acts pertaining to fulfillment of duties as employees of the Park Hill School District.

**C. Life Insurance**

Each Assistant Superintendent will be provided with a paid term life insurance policy with face amount of \$100,000.

**D. Disability Insurance**

The Board of Education will pay 100% of premiums for disability insurance. If dividends are received from this policy, they will be used to offset employee's share of premiums.

### III. Leaves

#### A. Sick Leave

All Assistant Superintendents will be entitled to fifteen (15) days of sick leave per year with full pay. The unused portion of the annual sick leave shall accumulate until the aggregate total of annual leave and accumulated leave reaches 250 days.

#### B. Family Sick Leave

A maximum of nine (9) days family emergency leave will be granted per year for illness, surgery, or medical/dental appointments in the immediate family that includes parents, brothers, sisters, legally recognized spouse, children, stepchildren, grandchildren, grandparents, and like relatives of the legally recognized spouse.

#### C. Emergency Leave

Emergency Leave will be available for natural or unnatural disasters to person, home or property. Emergency Leave will be charged against the employee's sick leave days. Employee must provide a written explanation. (Leave form completed and submitted upon return to work.) It is recommended that the employee contact their immediate supervisor at the time of the emergency.

The list below is not exhaustive, but provide examples of acceptable or non-acceptable reasons for emergency leave.

Acceptable Reasons for Emergency Leave	Non-Acceptable Reasons for Emergency Leave
Car accident on the way to work.	Car repairs
Serious home flooding	Yard debris
Fire	Assisting relocation of family member
Serious destruction of property	Burglary or vandalism of personal property
	Illness or funeral of family friend
	Pet-related issues
	Frozen pipes or home repairs

Parents of small children should always have an alternate plan for child care. However, in the event of unexpected loss of child care, a maximum of two (2) days per school year of Emergency Leave may be granted.

Other personal situations may be submitted to the Assistant Superintendent of Human Resources for consideration. Documentation may be required.

#### D. Pregnancy, Childbirth and Adoptive Leave

Six weeks of leave will be available for the purpose of recovering from childbirth. In the event that childbirth occurs through a Cesarean section procedure, eight weeks of leave will be given. The amount of leave will be charged to the employee's sick leave days as per the agreement.

For pregnancies a maximum of five (10) family, sick leave may be used to care for the

employee's spouse.

For an employee's child who has a baby, an employee may use a maximum of two (2) family, sick leave days during the first thirty (30) days after the birth.

Six weeks of leave will be available to the primary caregiver for the purpose of adopting a child. The amount of leave will be charged to the employee's sick leave days as per the agreement. Ten (10) days of leave will be given to a non-primary caregiver who is adopting a child. The leave will be charged to the employee's sick leave days as per the agreement.

Additional unpaid leave may be available through the federal Family and Medical Leave Act. Individuals should contact Human Resources for additional information regarding Family and Medical Leave.

It is important that supervisors and administrators be informed as soon as possible about the need for childbirth or adoptive leave so that appropriate substitute arrangements can be made.

**E. Personal Business Leave**

Personal Business leave will be available upon approval of the Superintendent and will be deducted from accumulated vacation leave.

**F. Jury & Witness Leave**

An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process, time spent actually serving on jury, or when subpoenaed to appear in court. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons. The employee shall present documentation of his or her jury service to the building principal or an immediate supervisor.

If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave.

Other court appearances due to personal situations will be deducted from the employee's personal business leave.

Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, personal business, or any other paid leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of the criminal proceeding.

**G. Bereavement/Funeral Leave**

In the event of death in the immediate family of the employee or employee's spouse, bereavement leave may be used. A maximum of three (3) days may be used in any school year for bereavement purposes. If the immediate family member is a child, stepchild, spouse, parent, or dependent, an additional two (2) days may be used.

Bereavement leave is not cumulative. Bereavement leave will not be deducted from accumulated sick leave.

### **Family Defined**

Immediate family is defined as legally recognized spouse, child, stepchild, mother, father, stepparent, brother, sister, foster parents, aunt, uncle, cousin, nephew, niece, grandparents, and grandchildren or like relatives of spouse or any relative residing in the household

Up to two (2) additional working days may be granted if circumstances require travel out of the surrounding area (more than 150 miles one way).

## **H. Professional Leave**

Professional Leave will be available at the discretion of the Superintendent according to the following:

1. Leave may be granted for professional activities designed to improve or update the Assistant Superintendent's skills and knowledge (i.e., time off for advanced preparation, convention, workshops and seminars.)
2. One National and one State convention may be granted to each Assistant Superintendent per year.

## **I. Sabbatical Leave**

### 1. Purpose

To increase the quality of educational leadership in the Park Hill School District by providing a means for administrative personnel to acquire additional formal preparation.

### 2. Qualifications

- a. Any Assistant Superintendent who has five (5) years in the Park Hill School District.
- b. Compensation will be at the rate of 60% of the pay that would be received, according to the contract in effect during the months of September, December, March and June. Assistant Superintendents on sabbatical shall receive all other benefits normally accrued while on regular duty except teacher retirement.
- c. To complete a full (12 hours per semester) academic program as approved by the Superintendent.
- d. A commitment to the Board for a three (3) year contract, the leave year and two (2) years on return to duty. The Assistant Superintendent shall repay the Board the 60% compensation received for the leave year if he/she fails to honor the two years remaining on his/her contract.
- e. The recipient is guaranteed on his return to the Park Hill School District his

original or equivalent position.

- f. Applications must be submitted to the Superintendent of schools prior to February 1, preceding the school year for which sabbatical leave has been requested.
- g. The action taken on sabbatical will be upon the recommendation of the Superintendent to the Board of Education.

**J. Unpaid Leave of Absence**

Any Assistant superintendent may request an unpaid leave of absence after five years of service for family emergencies, medical or other reasons as deemed appropriate by the superintendent. Reassignment upon returning from unpaid leave of absence for Assistant Superintendent shall be determined prior to the granting of the requested leave.

**IV. Retirement Pay**

Any Assistant Superintendent with ten (10) years consecutive experience in the Park Hill School District immediately prior to retirement shall receive sick leave reimbursement upon retirement a terminal amount computed by multiplying one-half of the accumulated sick leave days, up to 200 days, times the daily rate of salary. For every service year to Park Hill over 10 years, the administrator will receive two (2) additional accumulated sick leave days at their daily rate. An administrator who otherwise qualifies for a separation/retirement severance and dies while currently classified as an active employee will receive such severance as defined above.

**V. Personal Injury**

- A. In the event of any assault and battery on an assistant superintendent during the performance of his/her duty, the offense shall be reported immediately to the Superintendent.
- B. An Assistant Superintendent who loses work time because of an assault on the Assistant Superintendent during performance of his/her duties shall for such period of time, receive remuneration of his/her salary less the amount received from worker's compensation for a period of time not to exceed the current contract. The absences shall not be charged against the Assistant Superintendent's sick leave.

**VI. Payroll Deductions**

Upon appropriate written authorization the Board of Education shall, for Board authorized programs only, deduct from an Assistant Superintendent's salary and make appropriate remittance for annuities, Teacher's Credit Union, dental insurance, health insurance and hospital insurance and savings bonds in multiples of current minimum amounts available. All employees are eligible to participate in Tax Deferred Annuity/Mutual Fund programs with payroll deduction privileges as provided by IRS regulations. All annuity/mutual fund providers must complete appropriate hold harmless and indemnity agreements as determined by Park Hill School District Business Office.

**VII. Vacations**

Twelve month Assistant Superintendents qualify for a paid annual vacation of 20 days. A maximum total of 40 days may be accumulated. Days accumulated past the maximum as of July 31st will be forfeited on the next workday thereafter. Assistant Superintendents will be paid at their daily rate for unused vacation days, up to 40, at separation of employment.

**VIII. Professional Dues**

Professional dues of up to \$700.00 for each Assistant Superintendent will be paid by the District, subject to the Superintendent's approval.

**IX. Business and Professional Expense**

Assistant Superintendents will receive a monthly allowance for local Kansas City area use of their automobile in addition to other business and professional expense. The allowance will be \$566.42 monthly for 2018-2019.

The business and professional expense allowance may be increased as the IRS mileage rate increases. The IRS reimbursement rate will be reviewed annually on January 1<sup>st</sup> and changes are effective on July 1<sup>st</sup>

**X. Voluntary Retirement/Annuity Plan**

Each Assistant Superintendent has the option to determine the amount the Board will pay from their salary package toward a retirement or annuity plan to be paid in an annual payment.

**XI. Physical Examination**

The Board will pay for an annual physical examination for each Assistant Superintendent.

**XII. Outside Employment**

Outside employment and service with civic, professional and/or community organizations shall be reported to the Superintendent on an annual basis.