



APPENDIX B

Effective July 1, 2013

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ADMINISTRATORS

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“Administrators” are defined as employees who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.

COMPENSATION AND PAYROLL

Administrator compensation shall be set in accordance with the terms of his or her individual contract and will be based on the salary band for his or her position as well as the level of relevant experience of the Administrator. Employees will be paid by direct deposit on a semi-monthly payroll.

CONTRACTS

Notice of renewal or nonrenewal of an Administrator contract shall be issued in accordance with §118.24, Wis. Statutes. Administrators must accept or reject their contracts no later than 3 months prior to the contract expiration date.

EMERGENCY SCHOOL CLOSING

Please report to work only if you can safely do so.

EVALUATION

The Board is responsible for the Superintendent’s evaluation. The Superintendent is responsible for the evaluation of other Administrators. Administrators shall receive written evaluations based on their job descriptions and responsibilities and shall include direct observation of the Administrator’s performance as part of the evaluation.

HOLIDAYS

All administrators will receive the following ten (10) paid holidays per year:

New Years Day	Thanksgiving Day
Good Friday	Day following Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day
Labor Day	New Years Eve

BENEFITS

Administrators who are scheduled to work 50% FTE or more will be eligible for the benefits outlined below. District insurance contributions and cash in lieu amount will be prorated for part-time employees.

Dental: The current District contribution will be set annually. The employee percentage may vary by option choice. The District may change the insurance plan options at any time.

Health Insurance: The current District contribution will be set annually. The employee percentage may vary by option choice. The District may change the insurance plan options at any time.

Voluntary Vision Insurance: Employees may elect to enroll in Vision Insurance offered by paying 100% of the premium cost. The District may change the insurance plan options at any time.

Cash in Lieu of Insurance: Administrators choosing not to take the District Health Insurance can take cash in lieu in a dollar amount set by the District. In order to receive the Cash in Lieu benefit, employees must provide proof of other coverage at initial enrollment, and henceforth after every annual open enrollment. This election will be subject to all required/applicable deductions.

Flexible Spending Accounts: Employees are eligible to enroll in the Flexible Spending Account options as applicable.

Life Insurance: Benefit will be a payout of two (2) times their salary at the time of their death. The benefit is fully paid by the District. Employees are eligible to purchase supplemental life for themselves, spouses, and children.

Long Term Disability: District will pay 100% of the premium and the policy currently pays out at 66 2/3% of your monthly base salary.

Voluntary Short Term disability: Employees may elect to enroll in the Short Term Disability plan offered by paying 100% of the premium cost.

JOB RESPONSIBILITIES

Administrators shall perform at a professional level of competence, the services, duties and obligations required by law and according to the rules, regulations and policies of the Board which now exist or which may be hereinafter enacted by the Board.

Except as otherwise provided in an Administrator's individual contract, administrators shall devote their full-time attention to the duties and responsibilities normally expected of the Administrator's position.

Administrators shall not engage in any pursuit, or accept any other employment, including coaching duties, which interferes with the proper discharge of the Administrator's duties and responsibilities. Other pursuits will be considered on an individual basis.

An Administrator's work schedule shall be set by the Superintendent in consideration of the particular professional duties of each Administrator.

NONRENEWAL

Administrators employed by the District are subject to nonrenewal on a statutory basis, as prescribed in §118.24, Wis. Stats. No administrator shall be non-renewed for arbitrary or capricious reasons. The nonrenewal of an administrator shall be exclusively subject to the provisions of §118.24, Wis. Stats., and is not covered by the grievance procedure under this Handbook. The nonrenewal of an administrator is not a termination under the Discipline and Termination provisions in the General Section of the Handbook.

PROFESSIONAL DEVELOPMENT

Administrators are encouraged to continue their professional growth through participation in professional development opportunities including conventions, seminars, etc., and will be allotted a dollar amount each year for professional development.

RETIREMENT

Administrators age 57 or older with at least 20 years of District experience in an eligible employee group will qualify for the retirement benefit. It is requested that Administrators give notice of their intent to retire before March 1st.

Tax Sheltered Annuity Payment: Upon retirement, the Retiree will receive a fixed dollar amount (currently \$1,500) per month for 60 months. These dollars will be deposited by the District in a tax sheltered annuity and will grow tax deferred until withdrawn by the retiree. If the Retiree should die during the period of the annuity payments, a surviving spouse shall be entitled to a lump sum payment equal to one hundred (100%) percent of the remaining annuity payments owed to the retiree. The surviving spouse will receive the lump sum payment in cash within thirty (30) days after the District receives documentation confirming the death of the retiree. Internal Revenue Service rules and regulations prohibit the District from making the surviving spouse lump sum payment into a tax sheltered account. The surviving spouse benefit vests as of the date of the employee's death, meaning that if the employee has any surviving spouse at the time the retiree dies, the surviving spouse will receive the remaining benefit regardless whether the retiree was married at the time of retirement. The benefit provided to the surviving spouse may be subject to tax implications as would be required by local, state and federal laws.

Life Insurance: Retirees will receive 5 years of life insurance through the District's Life Insurance Program at the District's expense.

VACATIONS

All administrators will receive 4 weeks (20 days) of paid vacation per fiscal year. Up to ten (10) days may be carried over from the previous year. If you are not in attendance or working from home, Holiday and Spring breaks must be taken as vacation time or some form of paid time off.

Vacation is provided "up-front" on a fiscal year basis (July-June). An employee that ends the employment relationship prior to the end of the fiscal year will have the vacation pro-rated accordingly and in some cases, may need to re-pay vacation used but not earned.