

# **Certified Administrative Employee Handbook**

## **Effective 7/1/2024**

The following provisions apply to Certified Administrators (Directors, Coordinators and Managers) who are not covered by a collectively bargained agreement. These provisions apply except as specifically set out in the employee's contract.

### **1. PAYROLL.**

- a. Payroll checks for Certified Administrators will be distributed or direct-deposited by the last workday of the month. Certified Administrators will have federal income taxes, Medicare and Teacher Retirement deducted from their paychecks.
- b. One voluntary deduction for an eligible tax-sheltered annuity is available for Certified Administrators. Eligible annuities shall be from companies currently doing business with the District. Employees may change the amount of the tax-sheltered annuity deduction once during the work year.
- c. The District allows for one payroll direct deposit. A direct deposit authorization must be received prior to the payroll processing due date.
- d. The District allows one payroll advance per school year for emergency needs. The District will process advances in accordance with the fee specified in board policy. A Payroll Advance form is required and must be submitted.

### **2. INSURANCE**

- a. Certified Administrators are eligible for medical, dental, and vision insurance. This coverage is described in the Employee Benefits Health Plan booklet which may be amended from time to time. Certified Administrators are provided a life insurance benefit with a face value of two times their annual earnings not to exceed \$400,000. Certified Administrators who have waived medical, dental, vision and life insurance can request an insurance stipend of \$850 per month as determined and approved by the Superintendent.
- b. The District provides medical, visual, audio and dental insurance coverages available, for the eligible employee and the employee's eligible spouse and dependents as follows:
  - i.

#### Medical, Visual, Audio and Dental Coverage

1. Coverage will be as set out in the Employee Benefits Health Plan booklet which plan provides as of July 1, 2024 for the following:

- a. 85/15 in-network coinsurance;
- b. deductible of \$250/\$750;

- c. Out-of-pocket maximum of \$2000/\$6000.
- 2. Employee participation in the cost of insurance as follows starting **July 1, 2024**.
  - a. Employee Only: \$175/month;
  - b. Employee/Spouse: \$225/month;
  - c. Employee/Child(ren): \$225/month;
  - d. Employee/Family: \$275/month;
- 3. Employee participation in the cost of insurance as follows starting **January 1, 2026 through December 31, 2026**.
  - a. Employee Only: \$200/month;
  - b. Employee/Spouse: \$250/month;
  - c. Employee/Child(ren): \$250/month;
  - d. Employee/Family: \$300/month;

**Optional High-Deductible Health Plan (HDHP) / Consumer Driven Health Plan (CDHP) with Health Savings Account (HSA) and Flex Spending Account (FSA)**

Employee participation in the cost of insurance as follows starting July 1, 2024.

- a. Employee Only: \$50/month;
- b. Employee/Spouse: \$75/month;
- c. Employee/Child(ren): \$75/month;
- d. Employee/Family: \$100/month;

**3. LEAVE: ANNUAL, SICK AND HOLIDAY**

- a. The Board provides leaves to help certificated contract employees maintain their health, take care of family, address emergencies, discharge important family and civic obligations, and time off.
- b. Annual and Sick Leave:

Years of Service	Annual Leave	Yearly Days Sick
0-2	15	16
3-5	20	16
6-10	25	16
10+	28	16

- c. Leave shall be accrued monthly. The Superintendent or designee will approve leaves for staff in accordance with applicable policies or procedures. All leave, except that taken for emergencies (including unforeseen illness), must be requested and approved in advance. Taking leave without approval may be considered sufficient cause for discipline.

- d. Employees shall take at least 10 days of annual leave during the fiscal year beginning July 1 and ending June 30. Annual leave accrued, but not used, shall accumulate to the maximum of 30 days as of June 30 of any fiscal year.
- e. An employee who has used 10 days of annual leave during the fiscal year may cash out up to 10 days of unused accrued annual leave between the end of the school year and June 30 at the employee's then applicable rate. Certified Administrators are eligible for up to 30 days of annual leave cash out upon separation from the district. NOTE: Any unused accrued Personal Leave as of 6/30/24 will be converted to annual Leave. Any Certified Administrators with annual leave in excess of 30 days at 6/30/24 will be entitled to write to the Superintendent and Director of Finance to request a one-time cash out to reduce the number of accrued leave days to 30. This application must be made before 5/30/24.
- f. After leave has been approved, and prior to its use by the employee, the immediate supervisor may, upon prior notice to the employee, cancel the approved leave if a critical event or an emergency requires the employee's attendance at work.
- g. The following eight (8) days are paid holidays for hourly and contract employees: Independence Day; Labor Day; Inuit Day; Thanksgiving and the following day; Christmas Day, New Year's Day and Memorial Day. When a holiday falls on a Saturday, the preceding Friday shall be the holiday. When a holiday falls on Sunday, the following Monday shall be the holiday.
- h. "Holiday pay" means the regular salary or wages paid an employee for a normal scheduled day of work.
- i. To be eligible for holiday pay, the employee must work the last regularly scheduled workday preceding the holiday and the first regularly scheduled workday following the holiday, or be on approved paid leave.

#### 4. Other Applicable Policy Provisions

- a. As and to the extent provided by the Family Medical Leave Act (FMLA) or the Alaska Family Leave Act (AFLA), an eligible employee may be eligible for family leave.
- e. The employee must give reasonable and practicable prior notice of the expected leave for family needs. FMLA/AFLA leave will run concurrently inclusive of any paid leave.
- f. District employees who are members of a reserve component of the U.S. Armed Forces or of the Alaska National Guard are entitled to military leave without loss of pay, time, or efficiency ratings, during which the employee is ordered to training duty (as distinguished from active duty), with troops, or a field exercise, or for instruction, or when under direct military control in the performance of search and rescue missions. Leave may not exceed 16.5 working days in any 12-month period. Military leave shall be provided as and to the extent set out in applicable laws.

- g. An employee called for jury duty will receive regular District pay for those hours required by the court. All payments received by the employee for jury duty (except for expenses) will be submitted by the employee to the District

**h. COMMUNITY SERVICE LEAVE**

- a. The District wishes to support those employees who serve on State, Borough or local boards and commissions, or Search and Rescue missions, all of which will be considered eligible community service for the purposes of this section.
- b. Upon approval from their supervisor, Certified Administrators may be granted up to 5 days of community service leave for board or commission meetings, per employee per year, OR up to 10 days for Search and Rescue missions per employee per year.
- c. This leave will not be charged to personal leave, provided such leave is requested in advance and approved by the Certified Administrator's supervisor.
- d. Where the Certified Administrator is involved in an eligible community service for which honorariums and/or loss of pay compensation are not paid, this leave will be paid leave.
- e. Where the Certified Administrator is involved in an eligible community service for which honorariums and/or loss of pay compensation are paid, the employee may take unpaid leave for days missed, or, alternatively, the Certified Administrator may pay the honorarium and/or loss of pay compensation to the District and request paid community service leave from the District.
- f. An employee who wishes to perform other days of community service may use their accrued personal or annual leave for these days. Employees who do not have leave available for this community service activity can make a written request to the Superintendent on a case by case basis, to be granted leave without pay.
- g. The total of all approved community service leave activities, paid and/or unpaid, is not to exceed 10 days per school year.
- h. Search and rescue missions will be deemed to be over when so noticed by the North Slope Borough.
- i. Employees who violate these guidelines may be subject to discipline for abuse of leave up to and including termination.

5. Housing: Certified Administrators shall be provided with District housing when available.

The employee shall enter into the district's standard lease agreement. The rent schedule July 1, 2024-June 30, 2025:

Monthly rental rates for 24-25 shall be:  
Efficiency \$657.00  
One Bedroom Apartment \$714.00  
Two Bedroom Apartment \$795.00  
Three Bedroom Apartment \$876.00  
Four Bedroom Apartment \$947.00

Utility costs will be deducted from monthly payroll checks. The monthly utility rate for 2025 and 2026 shall be \$150.00 per unit plus \$50 per additional adult over the age of 18 years residing in the unit.

6. Residential stipend: Contract certified employees are eligible for \$1,000 per month residential stipend if district housing is not available and the stipend is approved by the superintendent.
7. District Vehicles: Directors will be assigned a district vehicle for business use and incidental personal use subject to all applicable policies and regulations. Other certified contract employees will be allowed access to available department vehicles for business use but will not be assigned a specific vehicle. At the direction of the Superintendent or designee, the District may from time to time place a limit on the use of district fuel cards.

Adopted: \_\_\_\_\_, 2024

Amended:

END OF DOCUMENT