

Policy 3310

Administrative: Personnel Benefits

- A. All leave types must be input in the appropriate system before the absence occurs. Emergency situations would be the only exception.
- B. ~~Sick/Vacation/Personal~~ Paid Time Off (PTO) Leave
1. All 240-day administrators are entitled to 17 PTO/vacation days per year. ~~Unused vacation may accrue to a maximum of 40 days as of July 1. The maximum payoff at the time of contract termination or retirement shall be 20 days at the regular daily salary rate.~~
 2. PTO/Vacation taken by administrators on days when school is in session must be approved in advance by the Superintendent or Supervisor.
 3. 12 days of PTO/sick leave will be granted annually to all administrators.
 4. Unused ~~sick~~ PTO leave shall accrue without restriction or limitation. ~~AT the end of each year, all unused PTO leave will be added to the individual's sick bank.~~ Administrator's sick leave may be used for family illness as described in [Policy 3126 Certificated- Sickness, Absences and Leaves](#) A.2.
 5. In cases where the accumulated sick leave days of an administrator do not adequately care for the sick leave needs of that administrator, the Board may, upon written request of the administrator, grant an extension of the sick leave benefits of the administrator, with or without pay.
 6. Upon approval of the Superintendent or his designee an administrator may be absent without loss of pay for the following circumstances:
 - a. Up to five days for the death and burial of husband or wife and/or child or anyone who has virtually held the position of a child.
 - b. Up to three days for the death and burial of mother, father, legal guardians, mother-in-law, or father-in-law, sibling, brother-in-law or sister-in-law, grandchildren, daughter-in-law, son-in-law, miscarriage or stillbirth.
 - c. One day for the death and burial of his/her grandparents, grandparents-in-law, aunt, aunt-in-law, uncle, uncle-in-law, niece and nephew.

- d. Administrators may be absent without loss of pay for up to one day (7.5 hours) per year (non-accumulative) for funerals and/or weddings.

~~7. Personal Leave is a privilege administrators are given to take care of certain personal and emergency situations which must be addressed during the school day. Personal leave days are to be used only when school is in session.~~

8. Each district administrator will receive three days of PTO/personal leave per year ~~cumulative to 10 days. If on June 30, the three days personal leave granted the administrator causes accumulated personal leave days to exceed 10, the administrator will be paid at one-half of their current daily rate of pay for each day exceeding 10. Payment will be calculated by the district and paid in July.~~

~~9. Requesting sick leave to personal leave~~

- ~~a. An educator with a minimum of 25 accumulated sick days may make a request to convert up to five days per year to personal leave.~~
- ~~b. An educator with fewer than 25 accumulated sick days may make a request to convert up to 3 days per year to personal leave.~~
- ~~c. To convert sick leave to personal leave an educator must provide a written explanation explaining the need (email is fine) to the Executive Director of Personnel.~~
- ~~d. These converted sick leave days cannot be returned to the educator's sick leave account.~~

C. Professional Development/Technology Support

1. Administrators will be allocated \$3,000 annually for professional development activities and their combined technology budget. Funds will accrue to a maximum of \$6,000. Use of these funds may include but not be limited to: payment of professional organization dues, local and national conference and workshop expenses, subscriptions to professional journals, registration fees for special classes or courses, etc.
2. Box Elder School District will pay annual membership dues for all District administrators in the following state and national administrator associations: UAESP and NAESP for elementary principals, UASSP and NASSP for secondary administrators, and a choice of a state with a corresponding national professional organization for District Office administrators.
3. Administrators will be allowed to purchase, from the District, cell phones that have been purchased with the administrator's technology budget. The purchase

rate will be at the current market value determined by the Business Administrator.

D. Travel Reimbursement

1. Administrators will be reimbursed at the District's allowable rate per mile for travel done in personal vehicles for school business. Mileage is to be logged, reported, and claimed according to procedures developed by the Superintendent. Mileage over 100 miles (one way from the District Office) must be pre-approved by the Superintendent. Whenever possible, travel over 100 miles should be done in District owned vehicles. Principals may authorize administrative mileage reimbursement for the school secretary to accommodate banking needs. Such mileage must be reported on the approved mileage log and report form.

E. Insurance Benefits

1. Insurance benefits shall be provided as follows:
 - a. Medical/hospital insurance coverage selected by the administrator from District provided options. Administrators will pay a portion of their monthly insurance premium.
 - 1) New administrators become eligible for insurance on July 1st. For all Administrators hired after July 1st, the eligibility date will be the date of hire.
 - b. Life insurance of \$50,000 double indemnity for the administrator and \$15,000 for the spouse and for each dependent child.
 - c. Long-term disability policy and dental insurance available through payroll deduction only.
 - d. When the employee and spouse are both employed and insured by the Box Elder School District, they have the option of who will sign up for family or couple (if no children are insured) coverage and who will sign up for single coverage. This will provide "coordination of benefits" for those insured.
 - 1) There will be a \$1,000 HSA stipend for employees enrolled in the high-deductible plan.
 - 2) Employees whose spouse also works for the District and is insurance-eligible will have a percentage of the savings to the District deposited into their HSA.
2. Tax Sheltered Annuities are available through payroll deduction only.

3. Activity & Natatorium Passes will be given annually to each administrator. The pass is valid for the administrator and a partner at District sponsored events.

F. Sabbatical Leave

1. Administrators may request Sabbatical Leave with requests being considered on an individual basis.

G. Retirement Benefits

1. State Retirement System

- a. All administrators in the Box Elder School District who qualify will be members of and covered by the provisions of the Utah State Retirement System.

2. School District Retirement/Sick Leave Incentive Benefit

a. Eligibility

- 1) Administrators will be eligible for the Retirement Bonus and Sick leave incentive buy out when they qualify for and accept State Retirement benefits.
- 2) In case of a death, qualifying administrator's Sick Leave Incentive Buy-Out will be paid to a surviving beneficiary.

b. Sick Leave Incentive Buy-Out

- 1) Qualifying administrators will receive upon retirement from the District a Sick Leave Buy-Out computed at the rate of 2% per year times the number of years' experience in Box Elder School District, plus 1% per year for each year of certified educational experience upon employment, to a maximum of 60%.
- 2) This percentage will be applied to the number of unused sick leave days ~~and unused personal leave (max 10) days~~ accumulated by the administrator and based on his/her daily contracted salary of the completed school year immediately preceding retirement.
- 3) One year of qualifying service is based on the regular administrator's contract. Less than full time contracts will be prorated.

c. Payment

- 1) Any sick leave incentive buy-out paid in excess of \$1,500.00 and up to the maximum allowable will need to be run through Utah Retirement System (URS) 401k. If the URS 401k amount reaches the maximum allowable the balance will be deposited in a 403b account **or a medical trust account**. This will save the employee the federal and state taxes on the sum of money that is deferred. Federal and State taxes will have to be paid when the money is withdrawn. It also saves the employee and the school district the Social Security Tax on the deferred amount. This deferral can be left with URS and be invested or can be withdrawn by the employee right after it is deposited.
- 2) Employees who sign a retirement agreement prior to their actual retirement date, up to 12 months, may have a portion of their estimated Sick Leave Incentive buy-out paid out in the proceeding calendar year prior to retirement.
- 3) An administrator who has an excess of 200 days of accumulated sick leave, may request payment annually for up to 10 days of those days in excess of 200. Application for payment must be received in the District Office by October 15th and payment will be made on the end of November payroll. These days will be paid at the administrator's previous year daily rate. The percentage is based on the years of service on June 30th of the current year and experience granted, to a maximum of 60%.

d. Retirement Bonus

- 1) Administrators who qualify for the School District Retirement will receive, upon retirement, a retirement bonus generated at .30 per year of full-time contracted employment in the District, times the base value. The maximum amount will not exceed nine times the base value. The base value will be adjusted each year according to the change in the Consumer Price Index, Annual average for All items, U.S. city average, calculated for the previous calendar year.
- 2) The retirement bonus will be run through Utah Retirement System (URS) 401k. IF the URS 401k amount reaches the maximum allowable the balance will be deposited in a 403b account **or a medical trust account**. This will save the employee the federal and state taxes on the sum of the money that is deferred. Federal and State taxes will have to be paid when the money is withdrawn. It also saves the employee and the school district the Social Security Tax on the deferred amount. This deferral can be left with URS and be invested or can be withdrawn by the employee right after it is deposited.

- 3) Administrators who sign an agreement prior to their actual retirement date may have a portion of their estimated Retirement Bonus deposited annually into the URS 401k for up to four years prior to retirement.

e. Insurance Eligible

- 1) Retirees may participate in the District offered health and accident insurance program by paying the active employee rate charged to the District by the insurance carrier. As long as they continuously accept district insurance, they are eligible until age 65.

H. Additional compensation shall be given for the following:

1. Educational Specialist Degree
2. Doctorate
3. School Activity Supervision
4. Longevity Step

See Administrators Salary Schedule for specific details.