

**PERSONNEL BENEFIT POLICY FOR NON-UNIT ADMINISTRATIVE AND
SUPERVISORY PERSONNEL**

PURPOSE:

The purpose of this policy is to set forth the primary guidelines of employment for all non-unit administrative and supervisory personnel of the North Kingstown School District.

PHILOSOPHY:

The North Kingstown School Committee, in consideration of its belief that clarity and confirmation of its desire for a strong worker and work ethics performance of its non-unit administrators and supervisory personnel, sets forth the foregoing employment guidelines and expectations in regards to employee non-contractual rights and benefits of employment.

POLICY STATEMENT:

Nothing in this policy should be interpreted to create contractual employment obligations on the part of the North Kingstown School District. The School Committee herewith establishes the following employment guidelines:

For any half time personnel, the benefits shall be proportion to their hours worked.

These conditions shall be specific to all such positions which function outside of an established and approved employee group and those personnel whose services are not established and governed by the stipulation set forth in this policy.

Administrative Assistant to Superintendent
Controller
Director of Pupil Personnel Services
Assistant Director of Pupil Personnel Services
Network Manager
Principal Elementary
Principal Assistant High School
Principal High School
Principal Assistant Middle School
Principal Middle School

Supervisor of Facilities
Food Service Manager
Supervisor of Transportation
Benefits Coordinator
Supervisor of Human Resources
School Committee Clerk

I.
WORK SCHEDULES & AUTHORIZED LEAVE

I. A. GENERAL

All non-unit personnel's work year shall be determined on an individual basis. Leave may be taken in accordance with the provisions detailed below and only with the approval of the immediate supervisor.

I. B. VACATION

1. Entitlement

All Non-unit Personnel covered by this policy working 50 or more weeks shall receive 20 days per year of paid vacation leave. The taking of such leave, except as otherwise stipulated, shall be subject to the approval of the employee's supervising administrator.

2. Accrual

a. Non-unit personnel who accrued vacation prior to this policy will retain the accrued days until they are used, or until the non-unit personnel leaves the School Department employment. All vacation not used will be paid at the per diem rate calculated when the vacation was accrued. Beginning July 1, 2008, newly accrued vacation days will follow section I B2c.

b. Newly appointed personnel shall receive vacation days in an amount determined through the established number of pro-rated days earned compared to the number of days to be worked to the end of the school year of appointment.

Vacation days are provided and available for use no earlier than 60 days from the date of employment.

c. It is expected that all personnel covered by this policy shall use all vacation days during the fiscal year in which they are earned. Unused vacation days may, under unusual, job-related circumstances, be carried over under this section for up to one (1) fiscal year with the specific permission of the Superintendent. By no later than June 30 annually, each non-unit personnel may request of the Superintendent that unused days be carried over. Any exception to this section will require specific School Committee approval. Otherwise, on July 1 annually, all days earned in a prior year shall be converted to sick leave and credited to the employee's eligible sick bank.

d. Non-unit personnel who are eligible for vacation under these rules whose services are terminated for any reason, either voluntary or involuntary, shall be paid an amount equal to the vacation that had been accrued in accordance with the above guidelines prior to such termination.

I. C. PAID HOLIDAYS

All personnel covered by this policy are provided the following yearly paid holidays when they occur on what ordinarily would be scheduled as a working day, subject to changes in the school calendar:

New Year's Day	Fourth of July	Thanksgiving Day
Martin Luther King Day	Victory Day	Day After Thanksgiving
President's Day	Labor Day	Christmas Day
Good Friday	Columbus Day	
Memorial Day	Veterans Day	

I. D. PAID SICK LEAVE

1. Entitlement/Accrual

All non-unit personnel are entitled to fifteen (15) paid sick leave days per year. Days are awarded on July 1 annually or, in the case of newly hired personnel, in accordance with in an amount determined through the established number of pro-rated days earned compared to the number of days to be worked to the end of the school year of appointment.

Days may accrue from year to year up to a total of 135 maximum. Upon termination, all accrued sick leave days are forfeited without compensation.

I. E. SICK LEAVE BANK

All non-unit personnel shall be eligible to participate in the non-unit sick leave bank. Participation is subject to the rules of the bank as established by the School Committee policy and as amended from time to time.

I. F. PAID PERSONAL LEAVE

All non-unit personnel are entitled to two (2) paid personal days annually. Days must be used in the year in which they are earned. Any days not used in a given year will be forfeited without compensation.

I. G. FAMILY ILLNESS

In case of extreme illness in the immediate family (spouse, parents, step-parents, grandparents, children, step-children or other relatives who are members of the immediate household), non-unit personnel shall be allowed a maximum of five (5) days with pay, per occurrence. Such leave shall be charged to the non-unit personnel's sick leave.

I. H. BEREAVEMENT LEAVE

In case of death of the immediate family (spouse, parents, step-parents, children, step-children, grandchildren, sibling, or other relatives who are members of the immediate household), personnel shall be allowed leave for no more than five (5) days. Such days shall not be charged to the non-unit personnel's sick leave.

II. **BENEFITS**

II. A. GENERAL- HEALTH & DENTAL

All fringe benefits contained in the teachers' contract and in effect between the School Committee and the Teachers' Association shall be provided to non-unit personnel at a level at least equal to that of full-time certificated personnel.

- Effective July 1, 2009, all non-unit personnel will contribute 20% to their healthcare.
- Effective July 1, 2010, non-unit *new hire* personnel will contribute 25% to their healthcare.
- Effective July 1, 2010, the healthcare buy back option will no longer be offered to non unit *new hire* personnel.

II. B. LIFE INSURANCE

Group term-life insurance for non-unit personnel shall be provided by the School Department at a level at least equal to that of certificated teachers. In addition, non-unit personnel may elect to purchase additional \$100,000 (face value) coverage in term-life insurance, provided that purchase incurs no additional expense to the School Department and that the School Department insurance carrier will provide said benefit.

- Effective July 1, 2010, the above Life Insurance benefit will no longer be offered to *new hire* personnel. New hires will be allowed to purchase life insurance at their own expense through the school district's life insurance policy carrier at the same discounted rate that the school district receives.

III. **RETIREMENT**

All non-unit personnel employed prior to the effective date of this policy shall maintain the rights to the retirement benefits equal to those held at the time of employment.

A. NON-UNIT SUPERVISORS RETIREMENT

All full-time (35 hours per week) Supervisors shall participate in the Municipal Employees Retirement System as defined in Title 45, Chapter 21, General Laws of Rhode Island.

IV. **PROFESSIONAL DEVELOPMENT**

The North Kingstown School Department seeks to support its non-unit full-time personnel through continuance of professional development in areas of study and growth which benefit

both the individual and the school or department. Approval of all tuition reimbursement and conferences, seminars and workshops will be based on budget availability and prior approval by the Superintendent.

IV. A TUITION REIMBURSEMENT

All non-unit personnel whose employment is governed by the provisions of Personnel Policy GCB may be entitled to tuition reimbursement by the School Department for coursework taken to support their area of responsibility or in connection with the program of study closely related to their area of responsibility provided that:

1. The number of courses approved for reimbursement in any calendar year shall not exceed 12 credits per employee;
2. All such courses or programs shall be approved in advance by the Superintendent;
3. A grade of “B” or greater must be achieved to be eligible for reimbursement;
4. Reimbursement is limited to the per credit fee in place only at RI public higher education institutions. Enrollments at private or out-of-state institutions are reimbursable, but only to the extent of the per credit fee at the comparable RI public higher education institution.
5. Evidence of course or program completion must be presented to the Business Office with the Superintendent’s authorization prior to reimbursement.

IV. B. SEMINARS, WORKSHOPS AND CONFERENCES

All non-unit personnel may be entitled annually to attend professional conferences, workshops and/or seminars and to be reimbursed provided that the program content is of benefit not only to the individual, but also to the betterment of the North Kingstown School Department. All requests for such reimbursement shall be approved in advance by the Superintendent.

V. TRAVEL AND MILEAGE

Requests for reimbursement for mileage expenses incurred by all non-unit personnel using their own personal vehicles in the course of School Department business shall be granted on a per mile basis in keeping with the current IRS mileage reimbursement rate.

Individual requests for mileage reimbursement shall be made monthly to the Business Office by the employee. Whenever such cost is less than \$5.00, it shall be filed when reaching an amount in excess of \$5.00. Requests shall include a detailed accounting of the incurred travel, including the date of travel, purpose of trip, and total miles traveled. If the travel is between schools, the mileage shall be computed from the chart below. If the mileage is outside of the district, the mileage shall be computed using an approved search engine such as <http://maps.google.com/> with the approved starting place and ending place.

VI. **SALARY COMPUTATIONS**

VI. A. CALCULATIONS

The base salary paid to non-unit personnel will be determined on the base amount paid to teachers in the NEANK contract.

In an effort to maintain service of long-standing excellence, after 5 years of service to the North Kingstown School District, whether as a non-unit personnel or otherwise, the longevity compensation will be as follows: after five (5) years \$1000, after ten (10) years \$1500, after (15) years \$2000.

- Effective July 1, 2010, non-unit *new hire* personnel will no longer be offered the longevity benefit.

VI. B. EVALUATIONS ON MERIT

Administrative and non-unit personnel evaluations shall be based on merit and achievement towards goals set jointly by the administrator and the non-unit personnel. Goals will be based on:

1. District and school goals and student performance targets as set by school improvement teams (for the schools) and the School Committee (for the district);
2. Performance standards for the positions;
3. And job description.

Goals for administrators and non-unit personnel shall be measurable and include indicators of performance.

Annual non-unit personnel evaluations shall be completed by July 31. The Superintendent's recommendation for an increase of a salary schedule shall be after consultation with the respective administrators and non-unit personnel and forwarded to the School Committee no later than necessary for action at the first April meeting. A recommendation for placement of new hires shall be made at the time of an employment recommendation. Job performance shall be determined by evaluation and will range from 0%-3%. Merit will not be added to base salary.

Adopted: 6-10-08

Revised 6-16-09; 6-9-10; 2-5-13

Salary Range for Administrative Positions

<u>POSITION</u>	<u>LOW</u>	<u>HIGH</u>
High School Principal	1.37	1.47
Middle School Principal	1.24	1.34
Elementary Principal	1.20	1.30
Director of Special Education	1.24	1.34
Director of Administration	1.20	1.30
Assistant Principal	1.14	1.24
Assistant Special Education Director	\$	1.17
Network Manager	.87	.97
Facilities Supervisor	.87	.97
Controller	.87	.97
HR Supervisor	.77	.87
Food Supervisor	.77	.87
Transportation Supervisor	.70	.80
Superintendent Administrative Assistant	.60	.70
Benefits Coordinator	.43	.53
School Committee Clerk	\$15.00 per hour	\$20.00 per hour

RD SSN	CR WN	R.I. C.	SO RIC	R.I. D.E.	NK TW	SLE	QE	HE	FPE	FCE	DE	WM S	DM S	NK HS	AD MIN	
17.3	15.5	25.1	4.4	23.8	0.7	4.4	5.5	1.3	5.5	4.7	5.9	1.5	5.6	0.75		ADMIN
17.2	15.4	24.9	4.9	23.6	0.8	4.4	5.5	1.3	5.5	4.7	6.1	1.6	5.6		0.75	NKHS
12.2	10.4	20.0	3.6	18.7	5.1	3.2	2.9	6.7	0.9	3.3	0.8	4.4		5.6	5.6	DMS
14.5	12.7	22.3	3.3	21.0	1.0	3.2	4.3	2.6	4.3	3.3	4.8		4.4	1.6	1.5	WMS
11.9	10.2	19.7	3.5	18.4	5.0	2.7	3.7	7.0	1.5	3.6		4.8	0.8	6.1	5.9	DE
13.5	11.7	21.3	1.0	20.0	3.7	3.7	3.2	6.0	3.2		3.6	3.3	3.3	4.7	4.7	FCE
12.3	10.5	20.0	3.5	18.7	4.9	4.5	2.7	6.5		3.2	1.5	4.3	0.9	5.5	5.5	FPE
17.9	16.1	25.7	5.6	24.4	1.5	5.7	6.6		6.5	6.0	7.0	2.6	6.7	1.3	1.3	HE
13.6	11.9	21.4	3.3	20.1	4.7	4.5		6.6	2.7	3.2	3.7	4.3	2.9	5.5	5.5	QE
12.7	10.9	20.4	3.5	19.1	3.5		4.5	5.7	4.5	3.7	2.7	3.2	3.2	4.4	4.4	SLE
						3.5	4.7	1.5	4.9	3.7	5.0	1.0	5.1	0.8	0.7	NK TWN
						19.1	20.1	24.4	18.7	20.0	18.4	21.0	18.7	23.6	23.8	R.I.D.E
						3.5	3.3	5.6	3.5	1.0	3.5	3.3	3.6	4.9	4.4	SORIC
						20.4	21.4	25.7	20.0	21.3	19.7	22.3	20.0	24.9	25.1	R.I.C.
						10.9	11.9	16.1	10.5	11.7	10.2	12.7	10.4	15.4	15.5	CRWN PL7
						12.7	13.6	17.9	12.3	13.5	11.9	14.5	12.2	17.2	17.3	RDSS N