

Glenbrook High School District #225

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ADMINISTRATIVE PERSONNEL 3020

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Section A - Fringe Benefits

1. All administrators and supervisors, during the term of their employment, shall be accorded the following fringe benefits:
  - 1) Family health insurance.
  - 2) Family dental insurance.
  - 3) Term life insurance equal to twice the individual's annual salary, rounded to the next highest thousand dollars.
  - 4) Income protection insurance.
  - 5) Reimbursement for membership in professional organizations for those employees not referred to in Section A, paragraph 20, up to \$150 per individual per year.
  - 6) Professional leave at full reimbursement when approved in advance by the superintendent, except for meals.
  - 7) Emergency leave up to two days per year, non-cumulative.
  - 8) Sick leave of 15 days per year. In addition, any earned and unused vacation days in excess of 25 at the end of any fiscal year shall be converted to sick leave.
  - 9) Participation in the administrator-supervisor sick leave bank as provided in Board policy 6280.
  - 10) Sabbatical leave as approved by the Board of Education.
  - 11) Auto mileage reimbursement, in accordance with current Internal Revenue Service regulations, as approved by the superintendent.
  - 12) Tuition reimbursement in full when courses are approved in advance by the superintendent.

**Section A - Fringe Benefits (continued)**

- 13) Vacation for 12-month personnel only; as indicated below:

<b>Number of Years of Administrative Experience in the District</b>	<b>Number of Days of Vacation per Year</b>
1st year through 5th year	20 days
6th year through 10th year	21 days
11th year through 15th year	22 days
16th year through 20th year	23 days
21st year through 25th year	24 days
26th year and beyond	25 days

- 14) District-recognized legal and granted holidays.
- 15) In lieu of the family health and dental insurance, individuals may select the then current individual health and dental insurance plan plus receive a \$700 tax-sheltered annuity.
- 16) An additional \$600 IRS Code Section 125 reimbursement benefit allocation to be used as authorized by appropriate Board of Education policies and procedures.
- 17) Voluntary termination benefits as provided in Board Policy 6100.
- 18) Annual registration of state certificates at Board expense.
- 19) Attendance as required for state certification at administrative academies.
- 20) The superintendent, principals, and assistant superintendents ~~for educational services, and the assistant superintendent for business affairs,~~ shall be allocated \$750 each to be used for professional, civic, or social memberships.
- ~~21) The superintendent and the assistant superintendent for business affairs shall be assigned automobiles for their use or provided an equivalent transportation allowance, in accordance with then current IRS regulations.~~

Section B - Vacations

1. Administrative personnel may make application for vacations by:
  - 1) Submitting a written request at least 10 days prior to the requested vacation time to their immediate supervisor.
  - 2) The immediate supervisor will approve or disapprove the request and, if approved, submit the request to the ~~Director of~~ assistant superintendent for human resources for final approval.
  - 3) The ~~Director of~~ assistant superintendent for human resources will return the vacation request, with appropriate action stated, to the supervisor and the administrator requesting the vacation.

Section C- Special Provisions for Administrators and Supervisors Who Have Given Written Notice to Retire Prior to June 1, 2005

- 1) In lieu of those benefits referred to in paragraph 9 of Section A above, sick leave shall accrue at the rate of fifteen (15) days per year without the conversion of excess vacation leave to sick leave.
- 2) Administrators and supervisors may "sell back" up to 25 days of unused vacation days at the time of their resignation from the district. Payment shall be at the per diem rate for the individual and shall be paid during the last month of employment prior to or concurrent with the individual's final paycheck for regular earnings.
- 3) All earned and unused vacation days, in excess of 25 days, must be taken prior to the effective date of termination of employment.

Revised: January 28, 1985 (Item #8654)

Revised: April 14, 1997

Revised: December 15, 1997

Revised: August 30, 1999

Revised: February 28, 2000

Revised: July 23, 2001

Revised: January 9, 2006

Revised: