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Adopted by Jackson School Board – February 7, 2019 (to be effective July 1, 2019)

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PERSONNEL POLICIES

FOR

PRINCIPAL

OF

JACKSON SCHOOL DISTRICT

Effective July 1, 2021

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It is expected that all personnel will follow and adhere to all policies of the Jackson School Board.

ARTICLE 1
HEALTH INSURANCE

- (A) Effective July 1, 2021 - Eligible employees may select the Harvard Pilgrim program that best meets their needs. The Jackson School District reserves the right to select the insurance carrier for all insurances required by this agreement, provided that: (1) All such carriers shall be licensed to do business in New Hampshire; (2) The coverage of such insurance policies is substantially equivalent of the existing policies offered; (3) The Jackson School District will inform its employees of any prospective change of carrier ninety (90) calendar days in advance.

Plan options will include: NH Interlocal Trust / Harvard Pilgrim HMO SUPER \$1500.

The plan includes a deductible in the amount of \$2000 for a single, \$4000 for a two person and \$4000 for a family plan. An employee shall participate and complete a mutually agreed upon program in which the NHIT shall contribute \$1000 for a single, \$2000 for a two person plan and \$2000 for a family plan.

The insurance program year will run from July 1 – June 30. There will only be one deductible applied per contract year.

The District shall provide an Internal Revenue Code Section 125 Plan for medical expenses effective July 1, 2010. Under the Section 125 Medical Reimbursement Account (MRA), the District will provide reimbursement according to the schedule below for eligible Flexible Spending Account (FSA) expenses to all eligible individual employees and the employee's eligible dependents. The District reserves the right to contract with a third-party administrator for the processing and reimbursement of these allowed expenses.

- Employee Only: up to \$500 per contract year
- Employee plus one: up to \$1,500 per contract year
- Employee plus two or more: up to \$1,500 per contract year

Health insurance benefits will be available to all employees who regularly work 30 hours or more per week. Employees who work part-time (less than 30 hours per week) will be provided similar coverage at a prorated rate.

- (B) Effective December 1, 2015, full-time (30 hours per week or more) employees who would otherwise be eligible for district health insurance, who elect to take health coverage under their spouse's plan or another comparable insurance plan, shall receive an insurance waiver payment equal to 50% of that portion of the premium the Board would otherwise have to pay for coverage for the employee not to exceed the 2 person premium rate. To be eligible for this benefit, employees must meet the following criteria:

- (1) have and show proof of their coverage in a comparable plan;
- (2) initially, attend an informational seminar to explain the effect of the waiver; and
- (3) sign a "waiver of insurance" to decline or discontinue health insurance with the district.

HEALTH INSURANCE AFTER RETIREMENT (for principals hired after June 30, 2019)

The Board agrees that upon retirement on or after age 55 or for disability at any age, a principal who has been served ten (10) or more years in the Jackson School District and is eligible to receive benefits from the New Hampshire Retirement System, will be eligible for the health insurance plan available to active employees consistent with the terms of the Personnel Policies at the same co-pay as active employees. If the retired principal is eligible for and desires to have two-person or family coverage rather than single coverage, the retired principal is responsible to pay any difference in cost which an active employee must pay for the additional coverage. This difference is the co-payment. The retiree's share of the insurance premium is to be paid to the district office in advance of the due date of payment to the health insurance carrier. If the retiree fails to pay the retiree's share as specified, the coverage will lapse without liability to the Jackson School District. Coverage will continue to age 65, after which the Board will pay on the same basis toward membership in the appropriate Medicare Supplemental program offered by the District's insurance carrier.

ARTICLE 2
DELTA DENTAL INSURANCE

The Jackson School Board agrees to pay 95% of the premium cost of a single, 2-person, or family membership in a dental plan for all full-time employees, with no deductible, which includes: A-100%; B-70%; C-50%. The employee will be responsible for the remaining 5% of the premium cost. Dental benefits will be available to all employees who regularly work 30 hours or more per week. Employees who work part-time (less than 30 hours per week) may buy into the plan at their option. All existing employees as of July 1, 1989, who work less than 30 hours and are presently covered by this benefit, will continue to be covered.

ARTICLE 3
LIFE INSURANCE

The Board agrees to pay the cost of a group Term Life and Accidental Death and Dismemberment Insurance Policy (\$50,000 life insurance/\$50,000 accidental death and dismemberment). The selection of this group Term Life and Accidental Death and Dismemberment Policy will be at the sole discretion of the Jackson School Board. Life insurance benefits will be available to all employees who regularly work thirty (30) hours or more per week and who have been employed by the District for one year.

ARTICLE 4
PROFESSIONAL COMPENSATION

The Board's salary schedule for the purpose of hiring is provided in Appendix A. Annual salary increases, if any, are based on performance evaluations in accordance with the Performance Pay System for Administrators of SAU #9.

The principal's work year will be 215 days.

Longevity – Effective July 1, 2009, principals who have served in a professional position continually in

the Jackson School District will receive a longevity payment of \$500 commencing in the 8th year, an additional \$1,000 (total \$1,500) commencing in the 12th year, an additional \$1,000 (total \$2,500) commencing in the 20th year, and commencing in the 30th year an additional \$500 longevity payment will be made in the year of the principal's retirement. Payment will be made in a separate check at the end of the school year in the appropriate year. The longevity payment will not be part of the base salary.

ARTICLE 5 **EVALUATION**

The principal will be evaluated annually by the immediate superior and rated at, above, or below expectations using the document and process developed by the Superintendent.

The evaluation process shall include:

- (A) The principal will meet with their immediate superior by September 30 of each year and develop a maximum of three performance objectives in addition to normal job expectancies.
- (B) Any principal demonstrating deficient performance shall be advised in writing as soon as practical, and within ten school days after such performance is noted as deficient. The supervisor will confer with the Superintendent and develop a prescription of assistance for the employee. Documentation of conferences and prescriptions for assistance shall be provided to the employee and maintained in the files.
- (C) By February 1, the principal shall have a mid-year review of their performance. If performance is deemed to be satisfactory, with no competencies rated "below expectations," such review may be informal, but must be documented.
- (D) Any principal whose performance has been noted as deficient, and/or who is being considered for nonrenewal, must be notified by March 1 of the Superintendent's decision. At the principal's discretion, the principal may request a nonpublic meeting with the School Board to discuss the evaluation which indicates below expectations performance.
- (E) All principal evaluations and salary recommendations based on performance should be completed by May 15. In all instances of mid-year and final evaluations, the principal retains the right to attach rebuttal statements to the evaluation document.

ARTICLE 6 **TRAVEL EXPENSES**

The School Board agrees to pay reasonable expenses incurred for school activities which shall include, where applicable, mileage at the Federal allowable rate per mile when the principal is requested to use their own vehicle for such activities. Such activities and expenses must be approved by the Superintendent of Schools and will be at his/her sole discretion. Except in unusual or emergency situations, such approval shall be obtained in advance.

ARTICLE 7

LEAVES AND ABSENCES

Maternity Leave - Maternity leave may be granted to any staff member covered by the contract. The leave may be terminated by the Board prior to its expiration upon written request of the principal and written approval of the attending physician. At the expiration of the leave granted by the Board, the principal must return to duty or lose all right, title, and interest in and to the position. The absence of either action will result in termination of employment. Upon returning to service, the principal shall be assigned to the same position which he/she had prior to the beginning of the absence.

A principal returning to the employment of the public schools from maternity leave shall be regarded as retaining the period of probationary service achieved prior to the maternity leave, but none of the time on maternity leave shall count toward continuing contract rights.

For non-probationary principals, any contribution toward medical benefits which the district pays would be continued for the first year of the leave. After, the principal may opt to stay on the medical plan at the cost of the principal. The principal must return to the District for at least one (1) year following the leave. In the event the principal leaves the District before that time, he/she will be required to reimburse the District for the District's contribution to medical and dental benefits. Probationary principals may opt to stay on the medical plan at the principal's expense.

If a principal does not return to work by the employment date set forth in the preceding paragraph, all employment rights of the principal in the district shall cease.

Personal Illness – The principal will be entitled to thirteen (13) days sick leave per year with full pay. Unused sick leave shall be accumulative from year to year up to a maximum of one hundred and fifty (150) days. Up to thirty (30) days per immediate family member per school year of sick leave may be used to attend to an ill family member. The definition of the immediate family for the purposes of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If, in the opinion of the superintendent a relationship exists similar to that of the family relationship, this leave may be granted.

After the principal has accumulated the maximum number of sick days, he/she will be paid \$20.00 for each unused day past the maximum at the end of the school year.

Absence due to injury incurred by a principal in the course of employment shall not be charged against the principal's sick leave days. The Board shall pay the difference between his/her salary and benefits received under Workmen's Compensation Act for the duration of the principal's individual contract and refers to only the dollar difference payment and not to the terms of the Workmen's Compensation policy which could extend beyond the terms of the individual principal's contract.

Personal/Business Leave - Personal leave shall be available for hardships or other pressing needs and will be granted in situations which require absence during school hours for the purpose of transacting or attending to personal or legal business, or family matters. Personal leave will be granted for not more than four (4) days per year, subject to the following guidelines:

The principal must request leave at least 48 hours in advance, unless emergency action prohibits it.

Unless an emergency exists, the supervisor may deny the request for personal leave on a school day if the granting of the leave will create a hardship on the operation of the school or unit, otherwise the leave will be granted.

Personal business leave days are not cumulative from year to year and may not be used for the day preceding or following a holiday or school vacation period.

Bereavement Leave – A maximum of five (5) days will be granted for each death in the immediate family. These days, if used, shall not be deducted from sick leave. The definition of the immediate family for the purposes of this policy shall be as follows: the immediate family includes father, mother, wife, husband, children, brothers, sisters, grandparents, mother and father-in-law, sister and brother-in-law. If in the opinion of the superintendent a relationship exists similar to that of the family relationship, this leave may be granted.

Legal - If it is necessary for the principal to serve as a juror or as a witness, they shall be reimbursed the difference between his/her regular pay and jury pay. If the principal is required to appear in court on school related issues, he/she is considered to be on duty.

ARTICLE 8 **LEAVE OF ABSENCE**

(A) Leave of absence without pay for a period of up to one (1) year may be granted at the discretion of the Board to principals who have been employed five (5) or more years in the Jackson School District.

(1) Leave of absence will normally be for one (1) year in length commencing in September. Leave request will be submitted in writing by April 1 for leave commencing September 1. Notification of intent to return in September of the following school year (after the leave) must be submitted in writing to the Superintendent at the time of application for leave. The applicant will also verify to the Superintendent his/her desire to return prior to February 15.

(2) A principal returning from a leave of absence shall be placed at the same salary he/she was when the leave commenced. Principals taking such leaves shall retain all accrued benefits which were their entitlement at the time of the leave, but not be entitled to any benefits normally available to principals while on leave.

(3) On return from a leave of absence, a principal will be assigned to the same position which he/she had at the time said leave commenced, if available, or if not, to a substantially equivalent position as determined by the Board.

(B) Personal leave for any and all other purposes or reasons may be granted by the Board at its sole discretion.

ARTICLE 9 **COURSE REIMBURSEMENT**

The District will reimburse for courses having direct and meaningful application to the

principal's job up to a maximum of twelve (12) credit hours in any one year, not to exceed UNH costs per credit. Prior approval is required in all cases and is subject to the discretion of the Superintendent.

ARTICLE 10
EMPLOYEE OBLIGATION FOR TUITION REIMBURSEMENT

Any employee who receives tuition reimbursement shall agree to remain as an employee of the Jackson School District for at least one year from the beginning of classes for which the employee is reimbursed. If the employee leaves the employ of the Jackson School District within that period, the District may require the amount of the tuition to be reimbursed.

ARTICLE 11
EARLY RETIREMENT

Any full-time principal who has been employed in the Jackson School District at least ten (10) years may submit a request for early retirement to the Board. This request for early retirement shall be dated and signed by the principal, shall be submitted by November 15 (i.e., November 15, 2011 for retirement in June of 2012) of the year preceding the year in which the retirement shall commence, and shall specify the date selected by the principal for retirement, which shall be at the end of a school year (June). The Board shall act upon the request no later than December 31 of the year submitted.

If approved, the District shall pay principals granted early retirement on the following schedule:

Ages 55-58 years, 30% of the principal's last salary annually for a five year period.

Ages 59-63 years, 25% of the principal's last salary annually until age 65.

Early retirement shall be treated as a voluntary separation, and the principal shall have no right to continue in the District after that date.

ARTICLE 12
RETIREMENT

In recognition of a principal's years of service to the District, the Board has established the policy of providing a system of severance pay. A principal must retire from the School District in order to receive this benefit. Principals who opt for Early Retirement or who leave for employment elsewhere will not qualify for severance pay. Severance pay will be paid to the principal on the following formula: Number of years of service in the District x $\frac{3}{4}$ of one percent (1%) of the base salary at the time of retirement.

Example:	BASE Salary -----	\$77,000
	Years of Experience in Jackson -----	30
	$\frac{3}{4}$ of 1% of \$77,000 =	\$577.50
	\$577.50 x 30 years =	\$17,325

APPENDIX A

Jackson Principal Hiring Schedule for 2019-20

Position	Years of Experience		
	(1-3 years)	(4-7 years)	(8+ years)
Principal	\$77,000 - \$82,000	\$82,000 - \$84,000	\$84,000 - \$87,000

Factors for consideration include: comparable experience, certification, advanced degree