

# Administrative Negotiated Agreement 2015-2017

## I. Employment

### A. Annual Workdays for Administration

The number of work days will be outlined for each administrator on an annual work calendar. The official school calendar (185 days) will be indicated as core days and the remaining days (example  $212 = 185 + 27$  days) will be individually scheduled jointly between the administrator and his/her immediate supervisor. Core days for central office administrators and the activities director may vary due to necessary job duties outside of the school year. The core days for the central office administrators will be set jointly between the administrator and the superintendent. The core days for the activities director will be set jointly between the activities director and the high school principal, with final approval by the superintendent. Nine paid holidays will be included in the work calendar. These days are:

- |                     |                   |
|---------------------|-------------------|
| 1) Independence Day | 6) Christmas Day  |
| 2) Labor Day        | 7) New Year's Day |
| 3) Veteran's Day    | 8) Good Friday    |
| 4) Thanksgiving Day | 9) Memorial Day   |
| 5) Christmas Eve    |                   |

### B. General Work Responsibilities

The superintendent will assign and review general work responsibilities with each administrator. When changes are contemplated in an administrator's general work responsibilities, there will be formal consultation by the superintendent with affected administrators prior to making a final decision. Compensation will be given for new additional duties assigned. The exception to this would include reassignment of duties.

## II. Benefits

### A. Health Insurance

Administrators will be eligible for group health insurance with 80% of the premium paid by the District.

### B. Dues

The District will pay the dues for administrators to join the local, state and national administrative associations relevant to their major area of responsibility. The administrator and superintendent will jointly decide which associations are included.

### C. Life Insurance

Term Life insurance of \$50,000 for all administrators will be paid by the school district. Administrators can purchase additional coverage as allowed by IRS regulations.

### D. Long Term Disability Insurance

All administrators will receive the disability insurance provided by the district.

## E. Leaves

Leave forms should be completed by all administrators prior to, or immediately following, a leave of absence. All administrative leave forms should be forwarded to the superintendent for approval.

- 1) Sick Leave – Administrators will receive a total of 15 days of sick leave per year, accumulative to 120 days.
- 2) Doctor Appointment Leave – Administrators may use a maximum of two days sick leave from the annual allowance for doctor and dental appointments that are for their treatment or diagnosis.
- 3) Emergency Leave – A maximum of five days sick leave from the total 15 day annual allowance may be used for accidents, illness or death involving the administrator's or spouse's immediate family. Immediate family is defined as spouse, children, mother, father, sister, brother, grandparents, grandchildren, and the spouses of brothers, sisters, and children. Of these five allowable days, one may be used for a person outside of the definition of immediate family. After an administrator has used his/her personal leave, additional emergency leave may be granted by submitting written request to the superintendent.
- 4) Personal Leave – Administrators may take two days personal leave per year, accumulative to six days, including the current year's two day allocation. If personal leave is not used, it may be added to the accumulated sick leave at the end of the contract year.

## III. Travel

### A. In – District

Travel incurred in-district due to job responsibilities may be vouchered and will be reimbursed according to school board policy.

### B. National Conventions and Workshops

A schedule for administrative personnel will be established and funded by the District that will allow administrators to attend a national workshop or convention at least once every two years. The superintendent will be involved in the planning. The final approval shall be the responsibility of the superintendent. Flexibility within the once every two year time schedule could be used, with superintendent approval, for the purpose of optimum professional development opportunities. Attached as Appendix A, is the potential current schedule.

## IV. Salary

### A. Out-of-District Administrative Experience

The superintendent, with consultation of the personnel director, may allow newly hired administrators a maximum of ten (10) years credit for out-of-district administrative experience. Outside experience qualifying for placement on the administrative schedule may be considered partial if it is limited in scope. All partial experience will be computed on full-time equivalent basis.

### B. Salary Schedule

The formula for salary determination based on length of work year, length of service, level of education, and a position factor is included as Appendix B.

**Ratification**

In witness thereof, signatures of duly authorized representatives of the administrators' organization and the school board indicate that this agreement has been ratified by the Dickinson Public School Administrators' Organization and the Dickinson Public School Board.

Dated at Dickinson, North Dakota, this 29<sup>th</sup> day of May 2015.

**Dickinson Public Schools Administrator's Organization**

By: \_\_\_\_\_ Chief Negotiator

By: \_\_\_\_\_ President

**Dickinson Public School Board**

By: \_\_\_\_\_ Chief Negotiator

By: \_\_\_\_\_ President

Appendix A

July 1, 2015

Administrative Travel Schedule

A schedule for administrative personnel will be established and funded by the district that will allow administrators to attend a national workshop or convention at least once every two years. The superintendent will be involved in the planning. The final approval shall be the responsibility of the superintendent.

2015-2016      Henry Mack  
                     Tammy Praus  
                     Sherry Libis  
                     Ron Dockter  
                     Marcus Lewton  
                     Melanie Kathrein  
                     Dot Martinson

2016-2017      Guy Fridley  
                     Susan Cook  
                     Rebecca Pitkin  
                     Vince Reep  
                     Shawn Leiss  
                     Cassie Francis  
                     Jay Hepperle

Dickinson Public Schools – Administrative Salary Schedule 2015-2016

Base - \$55,701

Position Factors

Time

Time
183 = 0% Base
202 = 15% Base
212 = 22.5% Base
217 = 26.25% Base
227 = 33.75% Base

Service
0 Yr = \$0
1 Yr = \$1236
2 Yr = \$2469
3 Yr = \$3704
4 Yr = \$4280
5 Yr = \$4857
6 Yr = \$5433
7 Yr = \$6008
8 Yr = \$6586
9 Yr = \$7159
10 Yr = \$7738
11 Yr = \$8312
12 Yr = \$8889
13 Yr = \$9467
14 Yr = \$10,043
15 Yr = \$10,618

DHS Principal	89%	227
Asst. Superintendent	83%	227
Dir. of Student Services	79%	227
Director of Instructor	70%	227
Jr. High Principal	70%	217
Elementary Principal	60%	212
Berg Elementary Principal	50%	212
DHS Asst. Principal	50%	227
Jr. High Asst. Principal	45%	202
Activities Director	50%	217

Flat Rate Added To Each Administrator \$2,532

Education Semester Hours
MS + \$740
MS + 15 = \$1975
MS + 25 = \$3210
MS = 35 = \$4445
Specialist = \$5679
ED. D = \$8148

Career Increment
5% of base every 2 years after reaching 15 year service step: 17th yr., 19th yr., 21 <sup>st</sup> yr., 23rd, etc.

**Formula: Base salary + ((Base salary X (Responsibility +Time)) + Service + Education + Flat Rate**

Dickinson Public Schools – Administrative Salary Schedule 2016-2017

Base – \$57,931

Position Factors

Time

Time
183 = 0% Base
202 = 15% Base
212 = 22.5% Base
217 = 26.25% Base
227 = 33.75% Base

DHS Principal	89%	227
Asst. Superintendent	83%	227
Dir. of Student Services	79%	227
Director of Instructor	70%	227
Jr. High Principal	70%	217
Elementary Principal	60%	212
Berg Elementary Principal	50%	212
DHS Asst. Principal	50%	227
Jr. High Asst. Principal	45%	202
Activities Director	50%	217

Service
0 Yr = \$0
1 Yr = \$1285
2 Yr = \$2568
3 Yr = \$3852
4 Yr = \$4451
5 Yr = \$5051
6 Yr = \$5650
7 Yr = \$6248
8 Yr = \$6849
9 Yr = \$7445
10 Yr = \$8048
11 Yr = \$8644
12 Yr = \$9245
13 Yr = \$9846
14 Yr = \$10,445
15 Yr = \$11,043

Flat Rate Added To Each Administrator \$4,200

Education Semester Hours
MS + \$770
MS + 15 = \$2054
MS + 25 = \$3338
MS = 35 = \$4623
Specialist = \$5906
ED. D = \$8474

Career Increment
5% of base every 2 years after reaching 15 year service step: 17th yr., 19th yr., 21 <sup>st</sup> yr., 23rd, etc.

**Formula: Base salary + ((Base salary X (Responsibility +Time)) + Service + Education + Flat Rate**