

BRUNSWICK SCHOOL DEPARTMENT
 COMPENSATION PLAN FOR BUILDING ADMINISTRATORS

I. Preface

- A. It is the intent of the Brunswick School Board to fairly and equitably compensate building administrator whose performance is acceptable through the evaluation process. Other factors which shall be considered by the Board shall include increases granted to other professional staff in Brunswick as well as salaries paid to administrators holding comparable positions in surrounding school systems.
- B. This policy is intended to guide the Board in its determination of compensation for building administrators after their initial employment. The level of compensation to be paid an administrator during his/her first year of employment shall be determined by the Board at the time an offer of employment is authorized.

II. Determination of Annual Salaries

- A. Each building administrator with acceptable performance in accordance with the evaluation process shall receive an increase in accordance with the ratios listed in this section of the policy:

<u>Position</u>	<u>Factor</u>		<u>Step on CAS Scale</u>		
			<u>Year</u>		
			<u>(1-2)</u>	<u>(3-4)</u>	<u>(5 on)</u>
High School Principal	1.525	x	16	18	*
High School Assistant Principals	1.280	x	16	18	*
High School Athletic Director	1.208	x	16	18	*
Junior High School Principal	1.460	x	16	18	*
Junior High School Assistant Principal	1.2525	x	16	18	*
Elementary School Principals	1.3975	x	16	18	*
Elementary Assistant or Teaching Principal	1.225	x	16	18	*

* Means the top CAS step on the teacher salary schedule.

- B. In the case of a building administrator whose performance is not satisfactory, the Superintendent of Schools shall make a recommendation to the Board which will establish the salary for the administrator for that year.
- C. Longevity Steps will be paid to administrators by this Plan as follows:

(1) At the start of the eighth year and every four-year period thereafter of consecutive service as an administrator with the Brunswick School Department - \$1,000.

III. Length of Work Year

- A. The High School and Junior High Principal shall be scheduled to work 46 weeks each year inclusive of holidays:
- B. Elementary Principals shall be scheduled to work 44 weeks each year inclusive of holidays:
- C. Assistant Principals at all levels and the High School Athletic Director shall be scheduled to work 42 weeks each year inclusive of holidays:
- D. All vacation must be used within the contract year (August 1 – July 31) for which it is granted, except as follows:
 - 1. Unused vacation from the previous contract year may be taken between August 1 and the start of the new school year in September. Notwithstanding the preceding, unused vacation leave may be compensated for, with the approval of the Superintendent, for an amount equal to up to five (5) days at the per diem rate (Note: It is intended that the use of these five per diem days will be limited in unusual circumstances that prevent vacation leave from being used in the normal time frames.).
 - 2. Vacation from the previous year which has not been taken by the start of school may be added to the administrator's vacation during the next contract year if recommended by the Superintendent and approved by the Board.

IV. Fringe Benefits

Administrators covered by this policy shall be entitled to the same benefit package as accorded teachers.

V. Other

- A. The Board shall pay on behalf of each administrator the full cost of membership in one state and national professional association.
- B. An administrator may transfer up to 20 days of sick leave from his previous employment unit, if available, after five (5) years of employment as an administrator with the Brunswick School Department.
- C. The School Department will reimburse administrators covered by the Plan for courses taken as part of a formal program of studies leading to a CAS or Doctorate degree to the same extent that that benefit is accorded to teachers under the negotiated agreement with the Brunswick Education Association.
- D. The Board will make a contribution to an administrator's individual annuity plan, beginning with the 6th year of employment, as follows:
 - 1.5% of salary at the beginning of the 6th year
 - 2.5% of salary at the beginning of the 8th year
 - 3.5% of salary at the beginning of the 10th year
- E. The Board will pay the yearly premium on a life insurance policy of 3 times the administrator's salary. The administrator may choose to have the yearly cost of the life insurance added to his/her annuity rather than taking the insurance.

- VI. Negotiations between the School Board and the building administrators may be reopened with 30 days written notice to be served by either party, but no reopeners shall occur within the first two years unless by mutual agreement.

**Hiring of Retired Administrators
Conditions of Employment**

The opportunity described below is being implemented as a “sidebar” to the AGREEMENT between the BRUNSWICK SCHOOL BOARD and the CENTRAL OFFICE PROFESSIONAL POSITIONS and COMPENSATION PLAN for BUILDING ADMINISTRATORS that is dated August 8, 2012.

The following “sidebar” will be effective under the requirements of Maine State law for the hiring of retired personnel.

- The sidebar applies only to those members of the bargaining unit who are employed by the Brunswick School Department as of March 01, 2011.
- Several conditions must be met in order to qualify for the “rehire of retired personnel provision” of this bargaining unit. First, the employee must have reached normal retirement age under Maine law and be eligible for full retirement under MPERS, which means generally that:
 - a. The employee must retire with no less than 25 years service credit in the Maine Public Employees Retirement System.
 - b. The employee must be at the age allowing full retirement without penalty under MPERS guidelines (59.5 years or 61.5 years depending on the date MPERS deductions began).
- Also, the employee must have retired, and be collecting the retirement income and benefits earned under MPERS, at the time that he or she is rehired.

1. Any employee who retires under this sidebar agreement may apply for the opening created by his or her retirement after waiting 30 days after ending the position before returning to work. The employee may serve for up to five (5) years after retirement.
2. The retired employee will be hired at no more than 75% of compensation established for this position.
3. The retired employee will not maintain seniority, nor gain new seniority status. As a result, a retired administrator will be listed as the least senior administrator in the appropriate group.
4. The retired employee will be eligible for the yearly allotment of sick days, personal days and bereavement days set out in the Agreement. However, those leave days will not accumulate from year to year.
5. The School Board will not reimburse the retired employee for any medical benefits as per Maine State law.
6. Retired employees shall not be eligible for the Sick Leave Fund, for sabbatical leaves, for retirement stipends, or for longevity payments under the applicable salary schedule.
7. Each retired employee will be evaluated as per the Brunswick Evaluation Plan, but will not be required to attend programs for a new administrator. They will be responsible for maintaining appropriate certification for the position they hold.

ADMINISTRATOR

SUPERINTENDENT

By _____ Date _____

By _____ Date _____