

School Administrative Unit 55	Policy Code: CBD
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COMPENSATION AND BENEFITS

The Superintendents of Schools, Assistant Superintendent of Schools, and Business Administrator, may be eligible based on competent performance, for increase in compensation annually using three different systems.

A. Basic Compensation Increase

In considering a pool of money to be added to the budget to pay additions to the Basic Compensation Package, the Board will consider the following:

1. Take a sample of employee compensation increases authorized by each of the five towns, the list to be consistent with the current list outlined in the policy.
2. State and regional information on salaries of superintendents, assistant superintendents and business administrators.
3. July Consumer Price Index rate for all New England wage earners.
4. A sample of wage rates for administrative assistants, secretaries, and clerical workers gathered by surveying surrounding schools SAUs and area towns.
5. Other data as it may be appropriate.

The SAU Board will determine which positions in each town will be used to determine the mean.

Atkinson	Danville	Hampstead	Plaistow	Sandown
Librarian	Town Clerk	Town Clerk	Town Manager	Town Clerk
Adm. Asst.	Police Chief	Adm. Asst.	Police Chief	Police Chief
Town Clerk	Police Secretary	Police Officers (3)	Police Officers	Police Officers (2)
Planning Bd Asst	Tax Collector	Code Officer	Fire Chief	Selectmen's Aide
Fulltime Police (2)	Fire Chief	Maint. Supervisor	Hwy Supervisor ^{+3 FT}	Select. Bookkeeper
Police Chief	Librarian	Librarian	Bookkeeper	Road Agent
Secretaries/Clerks ₍₂₎	Selectmen's Clerk		Recreation Director	

B. Performance Bonus Award

The performance bonus award will be a single/one-time payment and not added to the base pay determined for each administrator by awarding one point for each one-tenth of a point, they score above 3 on average using the School Board evaluation form and adding that number of points to the performance pool. The total number of points for all three to be multiplied by the individual number of points to get the bonus award. The bonus award to be paid on or before September first, each year.

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Example:

Superintendent 3.7 (average rating on School Board evaluation)	7 points
Assistant Superintendent 3.9	9 points
Business Administrator 4.1	11 points
	<u>27 points</u>

Pool = 3% x 178,000 = \$5,340 (amount to be established in November)
5340 + 27 points = \$198/point

Superintendent Bonus	=	\$1386
Ass't Superintendent Bonus	=	\$1782
Business Administrator Bonus	=	<u>\$2178</u>
		\$5346

Note: The final ratings for Assistant Superintendent and Business Administrator determined: 50% by School Board / 50% by Superintendent

C. Salary Adjustments

Adjustments to the base salary for the three positions may be considered periodically in view of job worth without regard for the individuals holding the position. It is the intent of the SAU Board to keep baseline administrative salaries at least compatible with the 75th percentile in the state and 50th percentile in the region with salaries of districts with similar equalized valuations per student.

Process

The Board, after reviewing the data, will debate the merits of salary increases under Section A, B, and C and then will establish a pool to cover increases.

The distribution of the pool to administrators and support staff under Section A, B, and C will be a function of what is approved after the Public Hearing and will be determined at the May meeting of the SAU Board after reviewing evaluations and other relevant information.

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1. Life Insurance 2x salary life insurance policy (maximum \$150,000)
2. Medical Insurance 90% SAU support or medical insurance plan; 1-person, 2-person or family

Employees opting not to enroll in the group medical program will receive a cash settlement of 25% of the SAU's support of the plan for which the employee is eligible, that the cash settlement be paid at the end of the contract year with the stipulation that there be no change in selection of plan during the year.

3. Dental Insurance 100% SAU support of dental insurance plan; 1-person, 2-person or family
4. Long Term Disability 100% SAU support of long term disability plan
5. Vacation 20 days paid vacation accumulative to 40 days for salary settlement purposes and 60 days for extended use purposes
6. Holidays - 11 New year's Day Columbus Day
Civil Rights Day Veterans' Day
Presidents' Day Thanksgiving Day
Memorial Day Day after Thanksgiving Day
Independence Day Christmas Day
Labor Day
7. Sick Leave 15 days sick leave annually, accumulative to 120 days
8. Retirement Sick Leave Upon leaving active employment and with at least ten years of service

Redemption with the SAU, unused sick leave may be redeemed at a rate of \$20 per day up to a maximum of 120 days
9. Annual Sick Leave Redemption Days beyond maximum of 120 will be redeemed at \$15 x number of days unused as of June 30; payable July of next fiscal year
10. In-District \$1200 Superintendent
Unvouchered \$1000 Assistant Superintendent
Travel Allowance \$1000 Business Administrator

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- 11. Out-of-District Mileage Reimbursed at IRS rate
- 12. Course Reimbursement UNH Rate, 3 course per year
- 13. Sabbatical Leave
- 14. Maternity/Paternity Leave Eligibility after one year of employment in the SAU
- 15. Personal/Legal/Bereavement At discretion of Superintendent
- 16. Paid Professional Association
Dues
- 17. Business Expense Account Not to exceed \$1,000 to be shared by the Superintendent,
Assistant Superintendent and Business Administrator
- 18. Compensatory Time As approved in advance in writing by the Superintendent for
work on holidays and/or weekends

Effective: July 1, 1997
Approved: December 11, 1996