

Administration

Series 300

Policy Title:     Fringe Benefits-Administrators/Supervisors    

Code No. 312.3-E1  
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The Marshalltown Community School District provides the following benefits to administrators:

*Life Insurance	Term to twice salary or dollars applied to permanent plan
*Accidental Death/Dismemberment	Double annual salary
*Long Term Disability	60% after 120 days
*Vision Insurance	Scheduled Benefits
*Dental Insurance	Scheduled Benefits
*Prescription Drug.....	Scheduled Benefits
*Medical	Scheduled Benefits

Professional dues to include dues to one state and one national administrator organizations, plus a maximum of \$150 for one additional organization except \$500 for the Director of Instruction for organizational dues. In addition, Service Club and Chamber of Commerce dues will be provided for the Superintendent and MHS Principal in accordance with the employment contract to represent the district in educational committees and educational issues.

National Conference Attendance - District and building level administrators and directors will be able to attend a national conference, of their choice, once every three years with approval from the superintendent. A separate district account will be established for this purpose so as not to be funded from building and/or department funds. The ability to take advantage of this professional learning opportunity will be available contingent on the District's annual financial health.

Holidays - 12 month administrators - (9) July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, Good Friday, Memorial Day.

Vacation - 12 month administrators - 25 days. (Policy 409.1) Days may utilized through the following July, while employed by the district. A maximum of ten unused vacation days may be carried over, any given year, not to exceed ten days cumulatively.

Personal business days - 2 days annually with the second day a deduction in salary, cumulative to 6 days.

Bereavement leave - maximum of 5 days as arranged with the Superintendent of Schools for immediate family; grandparents or grandchildren, maximum of 2 days; aunt, uncle, nephew, niece, or first cousin, a maximum of 1 day.

Emergency leave - maximum of 15 days in any one school year, first five days without deduct, remaining time to be a deduct.

Sick leave - fifteen days per year accumulative to 140 days including unused personal leave. (Policy 409.2)

Family Illness - District and building level administrators and directors will be provided 5 days for the purpose of immediate family illness leave annually, not to be carried over. In the event the five days are used, five personal sick day leaves may be used for family illness purposes (not to exceed ten total family illness days per year). Refer to MEA contract p.5; Article V, Section 2.

Other leaves - arranged with Superintendent of Schools.

Health Exam - required at time of employment and once each three years thereafter with District paying up to \$50, except Superintendent who is required to have annual examination paid for by the District.

In-District Travel - \$600 for Building Principals, Associate Building Principals, and High School Athletic Director; \$1000 for Director of Business Operations, Director of Transportation, Director of Technology, Director of Special Services, Director of Food Services, Communications Director and High School Auditorium Manager; \$1200 for Associate Superintendent/Director of Instruction, Director of Human Resources/Student Services, Director of Buildings and Grounds, and Operations Supervisor; unless a vehicle is otherwise provided.

Cell Phone Use - \$50.00 per month when administrator uses personal cell phone for business-related purposes. The stipend shall be requested on form 312.3-E2 and will be paid as a non-taxable stipend. If a cell phone is provided by the district or a personal cell phone is not necessary, the stipend shall not be paid.

Retirement - Iowa Public Employee's Retirement System - Early Voluntary Retirement including medical coverage in accordance with Policy 314.1.

\*For full details, a schedule of benefits is available in the Central Office. The premium amount paid by the District will be determined annually. If an administrator's spouse is employed in the District in a position where insurance is provided, the District will apply an amount equal to the contribution for the position to the employee deduction for the administrator. Any amount due for the insurance coverage exceeding this contribution for the spouse will be deducted from the administrator's salary

Adopted: December 14, 1987

Legal Reference: (Code of Iowa)

Reviewed: December 17, 2007

December 3, 2012

June 6, 2016

Amended: December 12, 1989

February 8, 1993

August 14, 1995

April 8, 1996

February 10, 1997

January 26, 1998

October 25, 1999

November 20, 2006

January 21, 2008

August 4, 2008

September 29, 2011

June 20, 2016

June 19, 2017

June 18, 2018

December 17, 2018

March 4, 2019

Cross Reference:

314.1 Administrator Voluntary Retirement  
Incentive Program

409.1 Licensed Employee Vacation-  
Holidays – Personal Leave

409.2 Sick Leave