

Procedures for Implementing Board Policy: Administrative Personnel

Section A - Fringe Benefits

1. All administrators ~~and supervisors~~, during the term of their employment, shall be accorded the following fringe benefits at district expense:
 - a. Family health ~~and dental~~ insurance; ~~;~~
¶
 - b. ~~Family dental insurance.~~
 - c. ~~Two times the individual's annual base salary, up to a maximum of \$500,000 in basic Term life insurance, and up to two times the administrator's annual salary in accidental death and dismemberment insurance, up to a maximum of \$500,000 equal to twice the individual's annual base salary, rounded to the next highest thousand dollars subject to limitations of applicable law; ;~~
¶
 - d. ~~Individual disability insurance coverage as outlined in the Negotiated Agreement between the Board of Education and the Glenbrook Education Association; .~~
 - e. ~~Partial or full r~~Reimbursement for membership in professional organizations ~~as approved by the administrator's supervisor; up to \$150 per individual per year, with the exception of the principals and assistant superintendents who shall be allocated \$750 each to be used for professional, civic, or social memberships at the discretion and approval of the superintendent.~~
 - f. Professional leave at full reimbursement as outlined in Board Policy and Procedures #6040 ~~as approved by the administrator's supervisor; when approved in advance by the superintendent or designee, except for meals, subject to substantiation of such expenses and approval by the Board.~~
 - g. Each administrator shall be eligible for two (2) days of personal leave pay per school year for urgent personal or family matters that require the administrator's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods. Annually all unused personal days will be transferred to the personal leave bank. Any days in excess of three, in an administrator's personal leave bank shall be transferred to sick leave. Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the administrator's retirement.

Application for personal leave with pay shall be submitted by the administrator to their supervisor. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible. A statement setting forth the nature of the emergency shall be submitted in writing immediately upon

return to school.

It shall be standard practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the superintendent can make exceptions to this rule in unusual circumstances.

Personal leave in excess of two (2) days per year may be approved by the superintendent in unusual circumstances. However, no more than five (5) personal leave days shall be approved during any school year. Personal leave days used in excess of the two (2) days allotted each year shall be: a) deducted from accumulated personal leave, or b) paid back at the rate of one (1) day per year from the two (2) days allotted.

Unless approved by the superintendent, an administrator who owes personal leave days from the previous school years cannot borrow additional personal leave days in the following school years until all borrowed days have been repaid.

Personal leave may be accumulated from year to year up to a maximum of three (3) days.

- h. Sick leave of 15 days per year;:
- i. Participation in the administrator-supervisor sick leave bank as provided in Board Policy 6280;:
- j. Sabbatical leave as approved by the Board of Education;:
- ~~k. Auto mileage reimbursement, in accordance with current Internal Revenue Service regulations, as approved by the superintendent or designee.;~~
- l. Tuition reimbursement in full when courses are approved in advance by the superintendent or his/her designee;:
- m. Vacation for ~~12-month personnel only~~, as indicated below:

Number of Years of Experience in the District	Vacation Days per Year	
	260-Day Calendar	239-Day Calendar
1st year through 5th year	20 days	18 days
6th year through 10th year	21 days	19 days
11th year through 15th year	22 days	20 days
16th year through 20th year	23 days	21 days
21st year through 25th year	24 days	22 days

26th year and beyond	25 days	23 days
Vacation is earned and accrued on a monthly basis.		

Administrators may make application for vacation by submitting a request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department. The immediate supervisor will approve or disapprove the request.

~~In addition, any earned and unused vacation days at the end of any fiscal year up to a maximum of 15 unused days may be carried over for use in the next year. The time for such vacations being subject to the approval of the Superintendent.~~

At no time may an administrator be credited with more than 40 vacation days (inclusive of the current year's allotment) and the Board reserves the right to require any employee to use accumulated vacation days in lieu of being present for work.

- n. District-recognized legal and granted holidays;:
- o. ~~Fringe benefits in the amount of \$1,300 per fiscal year. Should an employee elect In lieu of the family health and/or dental insurance, this amount shall be reduced to \$600 through a pre-tax payroll deduction, as a contribution to the school district's self-insurance fund individuals may select the then current individual health and dental insurance plan plus receive a \$700 tax sheltered annuity annually;:~~
- p. ~~An additional \$600 IRS Code Section 125 reimbursement benefit allocation to be used as authorized by appropriate Board of Education policies and procedures.~~
- q. Voluntary termination benefits as provided in Board Policy 6100;:
- r. Annual registration of state licensure; ~~at Board expense.~~
- s. Attendance as required for state licensure at administrative academies.

~~¶~~
Section B - Vacations ¶

- 1. ~~Administrative personnel may make application for vacations by:¶~~
 - a. ~~Submitting a request at least 10 days prior to the requested vacation time to their immediate supervisor.~~ ¶
 - b. ~~The immediate supervisor will approve or disapprove the request.~~

Section B - Employees to be Covered Under Administrative Personnel Policy

Individuals who are responsible for leading and overseeing the operations of one or more functional areas of a school or district department, directly supervise and evaluate personnel, responsible for serving as a budget manager for a functional area, responsible for ensuring compliance with local, state, and federal laws, or who are classified as administrative personnel by the Board of Education.

Licensed Personnel:

- Superintendent
- Assistant Superintendent for Business Services / CSBO
- Assistant Superintendent for Educational Services
- Assistant Superintendent for Human Resources
- Principal
- Associate Principal for Administrative Services
- Associate Principal for Curriculum and Instruction
- Assistant Principal for Athletics
- Assistant Principal / Dean of Students
- Assistant Principal for Student Activities
- Assistant Principal for Student Services
- Instructional Supervisors
- Director of Business Services / CSBO
- Director of Instructional Innovation
- Director of Operations / CSBO
- Director of Special Education

Non-Licensed Personnel:

- Director of Human Resources
- Director of Public Relations and Communications
- Safety and Security Manager
- Technology Services Manager
- Plant Operator
- Assistant Plant Operator
- Head Athletic Trainer

Revised: January 28, 1985 (Item #8654)
Revised: April 14, 1997
Revised: December 15, 1997
Revised: August 30, 1999
Revised: February 28, 2000
Revised: July 23, 2001
Revised: January 9, 2006
Revised: April 27, 2009
Revised: September 9, 2013
Revised: December 9, 2019