

**ADMINISTRATIVE BENEFITS
2021-22 & 2022-23**

1. ***Life Insurance:*** Term life insurance of \$50,000 for all administrators. Administrators will have the option to purchase an additional \$200,000 of life insurance coverage.
2. ***Long Term Disability Insurance:*** Premium paid by the District.
3. ***Liability Insurance:*** Consistent with all employees...Maximum coverage of \$3,000,000.
4. ***Health Insurance:*** West Fargo school district health insurance plans are available to all administrators. District contributions to premiums and to the Health Savings Account as applicable, will be equivalent to those amounts offered to teachers. A pro rata portion of the premiums will be paid for administrators who work part-time.
5. ***Dental And Vision Insurance:*** Administrators are eligible for a single monthly premium paid by the district in each case. An administrator may elect family dental and/or family vision coverage. Upon such election, the administrator's salary will be reduced by the difference between the monthly single premium and the monthly family premium.
6. ***In-Town Car Allowance:*** Miles driven related to job responsibilities vouchered each month at the current state rate.
7. ***Sick Leave:*** Administrators will receive 12 days of sick leave per year, cumulative to 144 days. Part-time administrators will receive sick leave proportionate to their contract percentage. Sick leave may be used for illness of the administrator's spouse or the administrator's child under the age of 21. After first using all paid emergency leave, an administrator may request up to five days per year of sick leave for the care of the administrator's parent, step-parent or the administrator's child age 21 or older, who has a serious health condition. A request to use sick leave for such purpose shall be submitted to the Superintendent or his/her designee, and the granting or denial of such leave shall be in the sole discretion of the Superintendent or his/her designee.
8. ***Catastrophic Leave:*** Administrators may receive catastrophic leave under the following conditions:
To be eligible for catastrophic leave, an administrator must:
 - Experience a qualifying event under Section 7. Sick Leave
 - Have less than 60 days of available sick leave and all other applicable paid leaves at the start of such sick leave;
 - Have exhausted all sick leave and other applicable paid leaves; and
 - The reason for the sick leave must be an illness or injury of an extraordinary or severe nature causing extreme hardship on the administrator.The granting or denial of catastrophic leave shall be in the sole discretion of the Superintendent of Schools. The Superintendent of Schools shall set the length of the catastrophic leave in his or her sole discretion but, in no event, shall it exceed 60 days. Catastrophic leave days granted, not to exceed 60, shall be taken from sick leave days donated by administrators for such

purpose. Administrators shall be eligible to donate no more than two days per occurrence. The Superintendent of Schools, in their sole discretion, shall establish rules and procedures for the implementation of catastrophic leave as determined are necessary for its implementation.

9. ***Sick Leave Payout:*** Upon retirement from the District, eligible administrators will receive payment for any unused sick leave days not to exceed forty-five (45) days at the rate of \$100 per day. The unused sick leave days eligible for payment must be full days, regardless of the full-time or part-time status of the administrator. To be eligible for this payment, the administrator must meet all of the following requirements:
 - Have at least 10 years of continuous experience in the District.
 - Be eligible for a non-reduced retirement benefit under Teachers Fund for Retirement, either by reaching the applicable rule: Rule of 85 or Rule of 90, or by attaining age sixty-five (65) OR qualify for a non-reduced retirement benefit under the Public Employees Retirement System, either by reaching the applicable rule: Rule of 85 or by attaining age sixty-five (65)
 - Formally declare their intention to retire by submission of a letter to the School Board at least four weeks in advance of the retirement date.

9. ***Funeral Leave:*** Maximum of five days per occurrence for immediate family. Maximum of two days per year for non-immediate family funerals. Under extraordinary circumstances, additional paid funeral leave days may be approved at the sole discretion of the Superintendent of Schools or their designee.

10. ***Paid Holidays:*** Eight paid holidays including July 4th, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day.

11. ***Dues:*** Dues for national and state professional organizations paid to a maximum of \$645 by the school district for those administrators who belong to them. Superintendent dues are not subject to the stated maximum.

12. ***National Convention And Workshops:*** A rotation schedule that allows an administrator to attend once every three years. This schedule does not include the superintendent and the assistant superintendent.

13. ***Emergency Leave:*** Emergency leave, three (3) days per year, accumulative to five (5) days for emergency purposes: Emergency leave will be available in the event of damage to residence (fire, flood, etc), surgery or illness involving a member of the immediate family, limited to the following: parent, step-parent, sibling, step-sibling, child or step-child age 21 or over, grandparent, grandchild, parent-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law, or in the event an administrator is traveling away from his or her residence and prevented from reaching work due to a weather related emergency or involuntary flight delay,

or in the event of a daycare closure leaving the administrator without adequate care for their child.

14. ***Retirement Contributions:*** The district shall pay to the Teachers' Fund for Retirement (TFFR) 11.75% of a licensed administrator's salary as payment of the administrator's contribution to TFFR, as well as the district's expected contribution to the Teachers' Fund for Retirement (TFFR) of 12.75%. Effective January 1, 2015, the district does not pay the administrator's contribution to the North Dakota Public Employees Retirement System (NDPERS). The district contributes the expected contribution of 8.26% to the North Dakota Public Employees Retirement System (NDPERS).
15. ***Administrative 403b Plan-See Policy CCCA-AP. Administrators will be eligible for the Administrative 403b Matching Contributions beginning in the first year of employment.***

Year of service	403b Matching contribution effective July 1, 2021
1 - 6	\$2,650
7 - 11	\$2,900
12 - 16	\$3,150
17 and over	\$3,650