

## SALARY PROGRAM FOR ADMINISTRATORS 2024-25

### A. POSITIONS

1. Middle School / Horizon Assistant Principal (222 days)
2. Twelve Month Coordinator (12-Month)
3. High School Assistant Principal (12 month) and Activities Director (12-month)
4. Elementary Principal (12-month)
5. Millard Learning Center/Horizon High School Principal (12-month)
6. Middle School Principal (12-month)
7. Director (12-month)
8. High School Principal (12-month)
9. Executive Director (12-month)
10. Assistant Superintendent (12-month)
11. Associate Superintendent/Chief Financial Officer (12-month)

### B. SALARY RANGES

Position	Minimum Pay
1 Middle School / Horizon Assistant Principal	\$93,503
2 Twelve Month Coordinator	\$96,782
3 High School Assistant Principal	\$99,677
4 Elementary Principal	\$105,102
5 Horizon Principal	\$106,298
6 Middle School Principal	\$113,480
7 Director	\$114,586
8 High School Principal	\$119,937
9 Executive Director	\$120,681
10 Assistant Superintendent	\$135,466
11 Associate Superintendent/Chief Financial Officer	\$150,250

### C. SALARY PLACEMENT AND ADVANCEMENT

Initial salary placement, and salary placement as a result of a change in class shall be determined by the Superintendent based upon qualifications, experience, and earned degrees. The annual salary placement shall be based on a 5.20% total package percentage increase and upon the administrator's current salary, except: (a) Administrators not meeting expectations shall receive a 0.0% total salary increase; and (b) Administrators far exceeding expectations, as designated by the Superintendent, shall receive an additional 1.0% increase. Each administrator earning a Doctorate Degree shall receive an additional one-time 1.0% annual salary increase (an official transcript must be provided to human resources). No certificated administrator shall earn less than if he or she were placed on the teacher's salary range for 192 days.

### D. EDUCATIONAL SPECIALIST DEGREE & PROFESSIONAL GROWTH

Each certificated administrator must meet the requirements of Board rule 4300.1 and Nebr. Rev. Stat. §79-824, and 79-830 by earning 6 professional growth points every 6 years. The District shall reimburse each administrator the cost of tuition for graduate level courses taken during the school year; provided, however, such courses are part of a Ed Specialist or Doctorate program approved by the Superintendent or his/her designee. The maximum reimbursement during any school year shall be for 9 graduate hours and fees (12 graduate hours and fees for an administrator in his/her year of dissertation) at a rate no greater than the tuition rate for the University of Nebraska at Omaha or Doane University College of Educational Administration.

### E. ADMINISTRATOR STIPENDS:

1. Longevity Stipend: The District shall provide each administrator additional compensation which shall be paid monthly as salary based on longevity. The administrator is encouraged to use this compensation towards the purchase of a qualified retirement plan.

Payments to the administrator are based upon the following schedule:

<u>Year</u>	<u>% of Salary</u>
1-4	1.0%
5-9	2.0%
10-14	3.0%
15-19	4.5%
20+	6.0%

"Year" is defined to be years of service as a Millard administrator and includes the year in which the benefit is paid. Service as a teacher and/or service in another district or agency does not count toward service for this purpose.

Assistant Superintendent, Associate Superintendents, and the Chief Financial Officer shall receive an additional 10.5% of salary for Longevity.

2. On-Call Stipend: Each administrator approved by the Superintendent shall receive a salary stipend of \$1,200 per year payable on a monthly basis for being in a position that may require on-call status during normal non-working hours.
3. 20-Year Career Service Stipend: Each administrator who has accumulated 20-years or more of service as a teacher and/or administrator in the District shall receive a \$1,200 stipend as flat salary. The Career Service Stipend shall be paid on a monthly basis, and for ease of administration, will be calculated separately from the employee's base salary calculation as defined in the Salary Placement and Advancement section of this summary. This Career Service Stipend will not be considered part of salary range for the purposes of determining future salary computations.

F. ADMINISTRATOR BENEFITS

1. Dues & Fees, 501(c)(3), or Physical: As approved by the Superintendent or his designee, each administrator shall be allowed \$800 toward the payment of dues and fees in professional organizations. Payment of dues must first be applied to the Nebraska Council of School Administrators before any other reimbursement. If any amount remains after payment for dues and fees, the remainder may be applied to eligible expenses as approved by the Associate Superintendent of Human Resources. All bills must be submitted to the Business Office for payment. Any unused portion of the \$800 is forfeited if not requested by July 15 of the contract year.
2. Term Life insurance: \$100,000 with the option to purchase additional coverage.
3. Leave of Absence with Pay (Paid Leave Bank): Each full-time administrator shall receive an annual allocation of leave with full pay, and further be allowed any unused and accumulated leave from the previous years not to exceed the designated maximum:

	<u>Annual Allocation</u>	<u>Maximum Accumulation</u>
222 day employees	- 14 days	89 days
12 month employees	- 15 days	90 days

Leave shall only be taken in accordance with Board Policy and Rule.

Reimbursement for unused Paid Leave: At the conclusion of each school-year, each full-time administrator shall receive reimbursement for each unused day of accumulated paid leave in excess of seventy-five (75) days and further shall have his or her accumulated paid leave allotment reduced by this amount. The rate of reimbursement shall be the administrator's daily rate.

4. Long term disability insurance: Each administrator must participate in the District's long-term disability insurance policy. The administrator will pay the entire premium through monthly payroll reduction. Premiums shall not be paid through the District's Section 125 plan.
5. Health, and Dental insurance: Full-time administrators shall be eligible to participate in the District's health and dental insurance plans and the District shall pay the premiums for health coverage and dental coverage in the same manner as teachers.

Cash Option: Each full-time administrator who was employed by the District during the 1996-97 school year and who has been continuously employed by the District thereafter, shall be eligible to exercise a cash option of \$325.28 per month in lieu of health and dental insurance in accordance with the cash option plan adopted by the District. Any such administrator electing cash option may, at his or her option, purchase single or family dental coverage. Any such administrator electing cash option may, at his or her option, receive a reduced cash option of \$157.40 per month and the District will pay the premium for single health coverage and single dental coverage. Continuous service shall include school-years during which the administrator was on an approved leave of absence. Administrators may not increase cash option elections after January 1, 2013.

Direct Bill: In order to be eligible for the Direct Bill Plan as an early retiree, the employee, the spouse and dependents each must have had a minimum number of months of continuous coverage under the District's Health, Dental, and/or Vision Plan at the time COBRA coverage begins. The minimum number of months of continuous coverage required is 60 months. The District Health, Dental, and Vision Plans shall provide for a Re-enrollment Period each year.

6. Vacation, Holidays, and Flex Scheduling: Twelve-month administrators will work year-round except as follows:

- a. Vacation schedule:  
22 days per school year. Vacation does not accrue from year to year; the maximum number of vacation days allowed is 22. If a twelve-month administrator ends the year with days in his/her vacation leave bank, a maximum of two (2) days will be converted and added to the administrator's Paid Leave Bank. After the conversion of these days, the twelve-month administrator will be granted as many vacation days for the following year as is necessary to bring the total up to 22. The use of vacation at the beginning and end of the school year, during workshops, parent-teacher conferences and student days is restricted. The Superintendent shall determine specific restrictions for each administrative position. Vacation must be approved in advance by the administrator's supervisor.
- b. Ten (10) paid holidays:  
July 4,  
Labor Day,  
Thanksgiving,  
Friday following Thanksgiving,  
December 24,  
December 25,  
December 31,  
New Years Day,  
1 day at Spring Break, and  
Memorial Day
- c. Flex Scheduling:  
A 222-day administrator may utilize flex scheduling days to take time off during his/her regular working schedule. Any unused flex days from the previous year do not accumulate.

	<u>Flex Scheduling Days Annual Allocation</u>	
222 day employees	-	<u>Five (5) days</u>

The use of flex scheduling days are subject to District procedures and supervisor approval.

7. Buy back of unused paid leave. Each retiring administrator shall be reimbursed for all unused paid leave (not to exceed 90 days) at his or her daily rate. For purposes of reimbursement of all unused paid leave, "retirement" shall be defined as separation from service with the Millard Public Schools at age 55 or above. To the degree permitted by the Tax Code of 1986 as amended, the reimbursement for paid leave at retirement shall be paid as "employer contributions" to a 403(b)/TSA account established by the District for the retiring administrator or in any other manner approved by the District in its sole discretion.