

WEST BOYLSTON PUBLIC SCHOOLS

Policy GCBA - MANAGEMENT COMPENSATION, FRINGE BENEFITS, AND CONDITIONS OF EMPLOYMENT

The Committee believes that fair compensation and benefit plans are necessary to attract and retain the services of highly qualified administrators necessary to the provision of the quality educational program it wishes in its schools.

For purposes of Policy GCBA, "*management*" positions shall include principalships, associate or assistant principalships, the Administrator for Special Needs, and the Coordinator of Administrative Services.

Each management position shall be described and defined in a Committee-approved job description which shall be used as partial criteria for performance evaluation in compliance with Policy/Regulations AFC/GCN - Evaluation of Professional Staff.

The Superintendent shall promote the development and use of annual administrative targets by each administrator. Targets shall be drafted cooperatively by each administrator and the Superintendent, will be approved by the Committee, and will be used as partial criteria for performance evaluation in compliance with Policy/Regulations AFC/GCN - Evaluation of Professional Staff.

The School Committee, subject to recommendation by the Budget Subcommittee, shall establish the annual compensation for management positions.

Management positions shall be entitled to fringe benefits and leave provisions available to teachers in the agreement negotiated between the West Boylston Teachers' Association and the West Boylston School Committee except that administrators shall:

- A. be granted twenty (20) days of sick leave per year which shall be cumulative. Upon retirement from the West Boylston Public Schools, an administrator will receive twelve dollars (\$12) per day for unused sick days in excess of fifty (50) days, up to one hundred and fifty (150) accumulated days (one hundred (100) days buy back maximum); and,
- B. be allowed to extend four (4) days bereavement leave through use of vacation days as approved by the Superintendent; and,
- C. be allowed two (2) personal days for transacting personal business which cannot be transacted outside of the work day.

Administrators shall also be accorded the following benefits of employment:

Vacation

- Each administrator shall be granted thirty (30) working days of vacation per work year, exclusive of legal holidays.
- Vacation days shall be allowed to accumulate from year to year not to exceed forty (40) days.
- Vacation leave must receive the specific approval of the Superintendent.
- Vacation leave may be used during the school year upon approval by the Superintendent.

Professional Development

- At the discretion of the Committee, funds shall be budgeted to enable management employees to attend conferences/meetings which provide opportunities for professional growth, such attendance subject to the approval of the Superintendent. Further, such funding may be used for professional memberships or other activities which, in the judgment of the Superintendent, are conducive to professional development.
- Subsequent to approval of the Superintendent, tuition costs for courses related to professional development will be paid at an amount not to exceed one thousand dollars (\$1,000.00) per year, per administrator. Benefits paid in total under this clause shall not exceed two thousand dollars (\$2,000.00) per year in total.

Insurance

- Administrators shall be eligible for participation in such group health plans as may be available to town employees.
- Administrators shall be eligible for participation in such life insurance plans as may be available to town employees.

Performance Incentive

- Each administrator may annually select a target of significant substance which addresses a school system need of consequence. The administrator may develop, with the Superintendent, a list of tasks, a time-line, and evaluative criteria which can effectively be used to measure results.
- Approval of such projects must be obtained from the Superintendent who shall bear responsibility for assuring project quality and proper results verification as well as implementation of this Performance Incentive program in its entirety.
- Upon successful completion of the selected target project, as verified by the Superintendent, participating management employees will receive a five hundred dollar (\$500.00) merit stipend in June of the school year.

Should any management employee have a complaint relative to conditions of employment, or performance expectations, such should be pursued through Policy GBK – Staff Complaints and Grievances.

Management employees, like all school system employees, shall be subject to such rules and regulations for employees as may be established by the Committee, and shall be expected to complete their duties in compliance with the letter and spirit of such policies as have been, or may be, established for the operation of the school system.

VOTED: December 5, 1984

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