



# Cumberland School Department Policy Manual

PERSONNEL

G

PERSONNEL BENEFIT POLICY FOR NON-UNIT ADMINISTRATIVE AND SUPPORT PERSONNEL

G-6

## **PURPOSE**

The purpose of this policy is to set forth the primary guidelines of employment for all non-unit administrative and support personnel of the Cumberland School Department.

## **PHILOSOPHY**

The Cumberland School Committee, in consideration of its belief that clarity and confirmation of working conditions promotes a healthy and productive working environment, sets forth the foregoing employment guidelines and expectations in regard to benefits of employment.

## **POLICY STATEMENT**

Nothing in this policy should be interpreted to create a contractual employment obligation on the part of the Cumberland School Department. The School Committee herewith establishes the following employment guidelines:

These conditions shall be specific to all such positions which function outside of an established and approved collective bargaining agreement.

- Assistant to the Business Manager
- Assistant Principal – Elementary
- Assistant Principal – Middle School
- Assistant Principal of Teaching and Learning – High School
- Athletic Director
- Business Manager
- Confidential Assistant to the Superintendent and School Committee
- Confidential Assistant to the Assistant Superintendent
- Confidential Assistant to the Director of Human Resources
- Confidential Assistant to the Director of Special Education
- District Data Manager
- District Support Technician
- Director of Information Technology
- Director of Human Resources
- Director of Special Education
- Information Technology Manager
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- Preschool Administrator
- Principal – Elementary
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# Cumberland School Department Policy Manual

PERSONNEL

G

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G-6

For any half-time personnel, the benefits shall be in proportion to their hours worked.

## **WORK SCHEDULES & AUTHORIZED LEAVE**

All non-unit personnel are considered to be twelve (12) month employees of the Cumberland School Department, unless stated otherwise. Leave may be taken in accordance with the provisions detailed below, following the processes and procedures created by the Human Resource Office. All leave shall be approved by the employee's immediate supervisor.

### Vacation

All Non-unit Personnel covered by this policy, who are considered twelve (12) month employees, shall receive twenty (20) days per year of paid vacation leave. The taking of such leave, except as otherwise stipulated, shall be subject to the approval of the employee's immediate supervisor.

Assistant Principals and Principals shall receive twenty (20) vacation days per year, as well as one (1) school vacation week of vacation time. Flexibility in the deployment of vacation time is subject to approval of the Superintendent and/or Assistant Superintendent.

Non-unit personnel who have been continuously employed with the Cumberland School Department for fifteen (15) years or more will receive twenty five (25) days of paid vacation leave.

It is expected that all personnel covered by this policy shall use all vacation days during the fiscal year in which they are earned. Employees who do not discharge all vacation days shall be entitled to carry over five (5) vacation days each year. Any additional accrued vacation days not utilized by the employee during the fiscal year shall be forfeited.

Non-unit personnel who are eligible for vacation days whose services are terminated for any reason, either voluntary or involuntary, shall be paid an amount equal to the vacation time that had been accrued during that fiscal year in accordance with the above guidelines prior to such termination.

Beginning with the following non-unit personnel hired after July 1, 2018

- Assistant to the Business Manager
- Confidential Assistant to Superintendent and School Committee
- Confidential Assistant to Assistant Superintendent
- Confidential Assistant to the Director of Human Resources
- Confidential Assistant to Director of Special Education
- District Data Manager
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# Cumberland School Department Policy Manual

PERSONNEL

G

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G-6

a tiered paid vacation time accrual shall be as follows:

After one (1) year of service	Two (2) weeks of paid vacation leave
After five (5) years of service	Three (3) weeks of paid vacation leave
After ten (10) years of service	Four (4) weeks of paid vacation leave
After fifteen (15) years of service	Five (5) weeks of paid vacation leave

### Paid Holidays

All personnel covered by this policy are provided the following yearly paid holidays when they occur on what ordinarily would be scheduled as a working day:

New Year's Day	Victory Day	Day After Thanksgiving
Martin Luther King Day	Labor Day	Christmas Eve
President's Day	Columbus Day	Christmas Day
Good Friday	National Election Day	New Year's Eve
Memorial Day	Veterans Day	
Fourth of July	Thanksgiving Day	

### Paid Sick Leave

#### *Entitlement/Accrual*

All non-unit personnel are entitled to eight (8) paid sick leave days per year. Days are awarded on July 1<sup>st</sup> of each year or, in the case of newly hired personnel, in accordance with in an amount determined through the established number of pro-rated days earned compared to the number of days to be worked to the end of the school year of appointment.

Non-unit personnel shall receive payment for accrued sick days up to ninety (90) days at a rate of Fifty Dollars (\$50.00) per day.

### Long-Term Disability

All non-unit personnel are included in the Long Term Disability program instituted by the District. Payroll deduction is utilized for this purpose.

### Paid Personal Leave

All non-unit personnel are entitled to three (3) paid personal days annually. All unused personal days shall be converted to sick days in the following fiscal year.

### Family Illness

In case of extreme illness in the immediate family (spouse, parents, step-parents, grandparents, children, step-children or other relatives who are members of the employee's immediate household), non-unit personnel shall be allowed to discharge sick days for the purpose of family illness.



# Cumberland School Department Policy Manual

PERSONNEL

G

PERSONNEL BENEFIT POLICY FOR NON-UNIT ADMINISTRATIVE AND SUPPORT PERSONNEL G-6

## Bereavement Leave

In the case of death of the immediate family (spouse, parents, step-parents, children, step-children, grandchildren, sibling, or other relatives who are members of the employee's immediate household), the employee shall be allowed leave for no more than five (5) days. These days should be consecutive and shall immediately follow the death of said family member.

In the case of death of relatives by marriage or by blood not included in the aforesaid paragraph, employees shall be allowed the day of the funeral with full pay. In the case of a mother-in-law or father-in-law, employees may have an additional consecutive day with full pay.

Such days shall not be charged to the non-unit personnel's sick leave.

## **BENEFITS**

### General - Health & Dental

All fringe benefits offered by the Cumberland School Department shall be provided to non-unit personnel.

Non-unit personnel shall contribute to their health and dental insurance as follows:

- Employees who earn Seventy Thousand Dollars (\$70,000.00) or less shall pay seventeen percent (17%).
- Employees who earn more than Seventy Thousand Dollars (\$70,000.00) shall pay the same co-share as the highest bargaining unit member, but shall not pay less than twenty percent (20%).

### Health Insurance Buyback

Any employee covered under this policy may elect, annually, to exchange his/her health plan for a payment of One Thousand Two Hundred Dollars (\$1,200.00). Said payment shall be made in the last pay period in June. If both husband and wife are employed by the Cumberland School Department, the enrollment in health insurance with the District prohibits the other employee from being eligible to receive the available buyback benefit.

### Life Insurance

Group term-life insurance for non-unit personnel shall be provided by the Cumberland School Department at the level of One Hundred Thousand Dollars (\$100,000.00) for the following positions:

- Assistant to the Business Manager
- Confidential Assistant to Superintendent and School Committee
- Confidential Assistant to Assistant Superintendent
- Confidential Assistant to the Director of Human Resources
- Confidential Assistant to Director of Special Education



# Cumberland School Department Policy Manual

PERSONNEL

G

PERSONNEL BENEFIT POLICY FOR NON-UNIT ADMINISTRATIVE AND SUPPORT PERSONNEL

G-6

- District Data Manager
- District Support Technician
- Network Manager

Group term-life insurance for non-unit personnel shall be provided by the Cumberland School Department at the level of Two Hundred Thousand Dollars (\$200,000.00) for the following positions:

- Assistant Principal – Elementary
- Assistant Principal – Middle
- Assistant Principal of Teaching and Learning – High School
- Athletic Director
- Business Manager
- Director of Information Technology
- Director of Human Resources
- Director of Special Education
- Information Technology Manager
- Preschool Administrator
- Principal – Elementary
- Principal – High School
- Principal – Middle School

For all employees hired after January 1, 2015, group term-life insurance for non-unit personnel shall be provided by the Cumberland School Department at the level of Fifty Thousand Dollars (\$50,000.00) for the following positions:

- Assistant to the Business Manager
- Confidential Assistant to Superintendent and School Committee
- Confidential Assistant to Assistant Superintendent
- Confidential Assistant to the Director of Human Resources
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# Cumberland School Department Policy Manual

PERSONNEL

G

PERSONNEL BENEFIT POLICY FOR NON-UNIT ADMINISTRATIVE AND SUPPORT PERSONNEL

G-6

For all employees hired after January 1, 2015, group term-life insurance for non-unit personnel shall be provided by the Cumberland School Department at the level of One Hundred Thousand Dollars (\$100,000.00) for the following positions:

- Assistant Principal – Elementary
- Assistant Principal – Middle
- Assistant Principal of Teaching and Learning – High School
- Athletic Director
- Business Manager
- Director of Information Technology
- Director of Human Resources
- Director of Special Education
- Information Technology Manager
- Preschool Administrator
- Principal – Elementary
- Principal – High School
- Principal – Middle School

## Longevity

Beginning July 1, 2014, no non-unit personnel shall receive a longevity payment.

## Advanced Lane Payment

The District shall pay an advanced lane stipend for a Doctorate Degree in the amount of Five Thousand Dollars (\$5,000.00) per year once that degree has been obtained and the District has been notified in writing and received proof of said degree. Said stipend shall be paid on a pro-rata basis throughout the fiscal year.

## Cell Phone/Cell Phone Stipend

For the positions listed below, each employee shall elect to either be provided with a District issued cell phone or receive a stipend of Fifty Dollars (\$50.00) per month for the professional use of their personal cell phone. Said stipend shall be paid in the last pay period in June.

- Assistant Principal – Elementary
- Assistant Principal – Middle School
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- Athletic Director
- Business Manager
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# Cumberland School Department Policy Manual

PERSONNEL

G

PERSONNEL BENEFIT POLICY FOR NON-UNIT ADMINISTRATIVE AND SUPPORT PERSONNEL

G-6

- Information Technology Manager
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## **PROFESSIONAL DEVELOPMENT**

The Cumberland School Department seeks to support its non-unit full-time personnel through continuance of professional development in areas of study and growth which benefit both the individual and the school department. Approval of all tuition reimbursement and conferences, seminars and workshops shall be based on budget availability and prior approval by the Superintendent and Assistant Superintendent.

### Tuition Reimbursement

All non-unit personnel whose employment is governed by the provisions of this policy may be entitled to tuition reimbursement by the School Department, up to a maximum of Five Hundred Dollars (\$500.00) per class, for coursework taken to support their area of responsibility or in connection with the program of study closely related to their area of responsibility provided that:

1. The number of courses approved for reimbursement in any calendar year shall not exceed six (6) credits per employee;
2. All such courses or programs shall be approved in advance by the Superintendent;
3. A grade of "B" or greater must be achieved to be eligible for reimbursement;
4. Reimbursement is limited to the per credit fee in place only at RI public higher education institutions. Enrollments at private or out-of-state institutions are reimbursable, but only to the extent of the per credit fee at the comparable RI public higher education institution.
5. Evidence of course or program completion must be presented to the Director of Human Resources prior to reimbursement.

### Seminars, Workshops and Conferences

All non-unit personnel may be entitled annually to attend professional conferences, workshops and/or seminars and to be reimbursed provided that the program content is of benefit not only to the individual, but also to the betterment of the Cumberland School Department. All requests for such reimbursement shall be approved in advance by the Superintendent and Assistant Superintendent.

## **TRAVEL AND MILEAGE**

Requests for reimbursement for mileage expenses incurred by non-unit personnel using their own personal vehicles in the course of School Department business shall be granted on a per mile basis in keeping with the current IRS mileage reimbursement rate.



# Cumberland School Department Policy Manual

PERSONNEL

G

PERSONNEL BENEFIT POLICY FOR NON-UNIT ADMINISTRATIVE AND SUPPORT PERSONNEL

G-6

Individual requests for mileage reimbursement shall be made twice each year to the Business Office by the employee. Whenever such cost is less than Five Dollars (\$5.00), it shall be filed when reaching an amount in excess of Five Dollars (\$5.00). Requests shall include a detailed accounting of the incurred travel, including the date of travel, purpose of trip, and total miles traveled. If the travel is between schools, the mileage shall be computed based on the chart created by the Business Office. If the mileage is outside of the district, the mileage shall be computed using an approved search engine such as <http://maps.google.com/> with the approved starting place and ending place.

A mileage stipend may be included in the non-unit personnel's contract if frequent travel characterizes completion of job responsibilities.

## *Salary Range for Administrative Positions*

<b>POSITION</b>	<b>Salary Range</b>
<i>Assistant to Business Manager</i>	<i>57,308-64,949</i>
<i>Assistant Principal – Elementary and Middle</i>	<i>90,929-98,570</i>
<i>Assistant Principal of Teaching and Learning – High School</i>	<i>92,457-100,098</i>
<i>Athletic Director</i>	<i>70,297-77,939</i>
<i>Business Manager</i>	<i>99,334-106,975</i>
<i>Confidential Assistant to the Superintendent/SC</i>	<i>45,846-57,891</i>
<i>Confidential Assistant to Asst. Superintendent</i>	<i>41,206-52,834</i>
<i>Confidential Assistant to Director of Human Resource</i>	<i>38,206-49,834</i>
<i>Confidential Assistant to Special Education</i>	<i>38,206-49,212</i>
<i>Data Manager</i>	<i>43,554-55,719</i>
<i>District Support Technician</i>	<i>42,026-52,667</i>
<i>Director of Information Technology</i>	<i>99,334-106,975</i>
<i>Director of Human Resources</i>	<i>99,334-106,975</i>
<i>Director of Special Education</i>	<i>106,975-114,616</i>
<i>Information Technology Manager</i>	<i>70,297-77,939</i>
<i>Network Manager</i>	<i>57,308-64,949</i>
<i>Preschool Administrator</i>	<i>77,939-80,231</i>
<i>Principal – Elementary</i>	<i>95,515-103,154</i>
<i>Principal – High School</i>	<i>109,267-116,908</i>
<i>Principal – Middle School</i>	<i>99,334-106,975</i>





# Cumberland School Department Policy Manual

PERSONNEL

G

PERSONNEL BENEFIT POLICY FOR NON-UNIT ADMINISTRATIVE AND SUPPORT PERSONNEL

G-6

## EVALUATIONS

Mid-year, the Superintendent shall meet with the Chairperson of the School Committee to discuss personnel reviews and/or potential contract offerings.

*This policy supersedes the previously adopted policy dated 7/1/1988.*

*Reviewed by Policy & Procedures Sub-Committee: 1/31/2012*

*Reviewed by Policy & Procedures Sub-Committee: 2/13/2012*

*Amended Policy Approved by Cumberland School Committee: 3/8/2012*

*Amended Policy Approved by Policy & Procedures Sub-Committee: 9/11/2012*

*Amended Policy Approved by Cumberland School Committee: 9/13/2012*

*Amended Policy Reviewed and Approved by Policy & Procedures Sub-Committee: 4/8/2014*

*Amended Policy Approved by Cumberland School Committee: 4/10/2014*

*Amended Policy Reviewed and Approved by Policy & Procedures Sub-Committee: 10/28/2014*

*Amended Policy Approved by Cumberland School Committee: 11/13/2014*

*Amended Policy Reviewed and Approved by Policy & Procedures Sub-Committee: 4/2/2015*

*Amended Policy Approved by Cumberland School Committee: 4/9/2015*

*Amended Policy Reviewed and Approved by Policy & Procedures Sub-Committee: 3/20/2018*

*Amended Policy Approved by Cumberland School Committee: 3/22/2018*

*Amended Policy Reviewed and Approved by Policy & Procedures Sub-Committee: 4/10/2018*

*Amended Policy Approved by Cumberland School Committee: \_\_\_\_\_*