

**WARWICK SCHOOL DISTRICT
ADMINISTRATIVE SUPPORT TEAM BENEFITS
*January 1, 2020 – December 31, 2024 (Term 5 years)***

The following benefits are approved for the Administrative Support Team members listed below:

Assistant Director of Technology
Systems Specialist

Coordinator of Student Services

The benefits provided and procedures for receiving them are as follows:

1. **TERM LIFE INSURANCE EMPLOYEE** - Provided by the District
 - a. Term insurance two and one-half (2.5) times the current salary rate.
 - b. Accidental death and dismemberment benefit equal to two and one-half (2.5) times life insurance benefit.
 - c. Ceases at termination of employment or retirement.

2. **PROFESSIONAL ORGANIZATION DUES** - Membership in three (3) professional organizations paid by the District, subject to approval. The organizations are the following:
 - a. Subject area state professional organization
 - b. Subject area national organization
 - c. The Association for Supervision and Curriculum Development

Procedure: Submit membership enrollment card/materials with purchase order for approval and payment.

3. **TUITION REIMBURSEMENT**
 - a. 100% reimbursement for courses taken with prior approval.
 - b. Pre-payment to administrator for course tuition cost, upon request.
 - c. Upon resignation or retirement, 50% of District financial support provided during the previous 12 months and 25% of support provided during the 13-24 months prior shall be refunded to the District.

Procedure: Submit a Request for Course Approval/Tuition Reimbursement form to the Superintendent's office.

4. **INCOME PROTECTION INSURANCE**

Long-term disability income protection is provided for you by the District.

Benefit = 70% of salary after first 45 days disabled or expiration of sick leave whichever is larger. Maximum benefit is \$4,000 per month.

5. OTHER BENEFITS

- Sick Leave - 12 days cumulative for year-round Administrative Support Team Members
- Vacation Schedule – All year-round Administrative Support Team Members start with 4 weeks vacation. Upon the 6th year, one additional day is added each year through the 10th year to a maximum of 25 days.

(Vacation leave must be approved by the appropriate supervisor)

(Vacation leave will be assigned and available for use the first day of employment)

(Upon resignation or retirement, only prorated Vacation Days will be observed)

(A maximum of five unused vacation days may be carried into the next school year)

- Bereavement – 2 days/near relative
Max: 5 days/immediate family

- Personal Days – 4 days/year cumulative to 7
Administrative Support Team employees may request payment of \$250.00 for each unused personal day. Upon receipt of 4 days effective July 1 of each year, any accumulated days over 7 will be automatically paid. Requests for payment of any additional accrued personal days must be submitted in writing to the Director of Human Resources by May 31. This compensation shall not be considered as part of the employee's annual salary for retirement purposes.

- Paid Holidays –

Good Friday - 1

Labor Day - 1

Easter Monday - 1

Thanksgiving - 3 (1 taken on any day)

Memorial Day - 1

Days between Christmas and New Years

July 4th - 1

- Summer Working Hours – 32 hours/week
- Special Leave Day – 1/year

WARWICK SCHOOL DISTRICT
ACT 93 - LEADERSHIP TEAM BENEFITS
January 1, 2020 – December 31, 2024 (Term 5 years)

The following benefits are approved for the Leadership Team members listed below:

Principals	Assistant Principals
Director of Curriculum, Instruction and Assessment	Director of Technology
Director of Buildings & Grounds	Director of Athletics
Director of Food & Nutrition Services	

Act 93 Scheduled Communication

Meetings between the Act 93 representatives and the School Board Compensation Committee will occur biannually as needed in October and April. Unless major changes to the Act 93 team benefits language are needed, the benefits will run unchanged for five consecutive school years. The benefits provided and procedures for receiving them are as follows:

1. **SALARY INCREASE GUIDELINES** – Performance based annual increase matrix as follows:

Performance Level	Position in SRI Range		
	Lower Third	Middle Third	Upper Third
Excellent	4.5%	4.0%	3.5%
Meets Expectations	3.5%	3.0%	2.5%
Skill Building	0%	0%	0%
Unsatisfactory	0%	0%	0%

2. **MEDICAL COVERAGE** - Employee coverage provided at the rate existing in the teacher agreement and dependent coverage provided by the district.

- a. All benefits per base plan.
- b. Upon retirement - employee coverage maintained, paid by the District until Medicare eligibility is reached by retiree, retiree may purchase dependent coverage at group rate until dependent reaches Medicare eligibility. (District contributes \$1,000 toward dependent coverage.)

3. **DENTAL COVERAGE** - Employee coverage provided at the rate existing in the teacher agreement and dependent coverage provided by the district.

- a. All benefits per base plan
- b. Upon retirement - employee coverage maintained, paid by the District until age 65, employee may purchase dependent coverage at group rate until dependent age 65.

4. **TERM LIFE INSURANCE EMPLOYEE** - Provided by the District

- a. Term insurance two and one-half (2.5) times the current salary rate.
- b. Accidental death and dismemberment benefit equal to two and one-half (2.5) times life insurance benefit.

- c. Upon retirement coverage = \$50,000 until age 65
\$25,000 until age 70
Coverage ceases at age 70; conversion privileges permitted.

5. **TERM LIFE INSURANCE DEPENDENTS** - Provided by the District

- a. Spouse \$10,000 death benefit.
- b. Dependent: age 6 months and older = \$5,000 death benefit
Dependent: age 14 days through 5 months = \$500 death benefit
- c. All coverage ceases at termination of employment, retirement or when dependents cease to be dependents.

6. **VISION REIMBURSEMENT**

- a. All benefits per base plan
- b. Coverage ceases at retirement

7. **PROFESSIONAL ORGANIZATION DUES** - Membership in three (3) professional organizations paid by the District.

Procedure: Submit membership enrollment card/materials with purchase order for approval and payment.

8. **TUITION REIMBURSEMENT**

- a. 100% reimbursement for courses taken with prior approval.
- b. Pre-payment to administrator for course tuition cost, upon request.
- c. Upon resignation or retirement, 50% of District financial support provided during the previous 12 months and 25% of support provided during the 13-24 months prior shall be refunded to the District.

Procedure: Submit a Request for Course Approval/Tuition Reimbursement form to the Superintendent's office.

9. **INCOME PROTECTION INSURANCE**

Long-term disability income protection is provided for you by the District.

Benefit = 70% of salary after first 45 days disabled or expiration of sick leave whichever is larger. Maximum benefit is \$4,000 per month.

10. **403(b) PLAN CONTRIBUTION**

The Warwick School District offers an employer-paid match to employee contributions to 403(b) tax-deferred savings programs for Leadership Team Members. Employee contributions will be matched at 25% up to 1% of the employee's base salary.

District contributions will be made on a quarterly basis according to the following schedule: September 30, December 31, March 31, and June 30.

11. **OTHER BENEFITS**

- Sick Leave – 12 days/cumulative for twelve-month administrators. At retirement, for non-instructional Act 93 members who do not meet the retirement incentive, payment will be granted for accumulated sick leave time at \$100/day for a maximum of 150 days.
- Vacation Schedule – All Leadership Team Members start with 4 weeks vacation per year. Upon the 6th year, one additional day is added each year through the 10th year to a maximum of 25 days.
 - (Vacation leave must be approved by the appropriate supervisor)
 - (Vacation leave will be assigned and available for use the first day of employment)
 - (Upon resignation or retirement, only prorated Vacation Days will be observed)
 - (A maximum of five unused vacation days may be carried into the next school year)
 - (Up to five Vacation Days can be converted to 403b funding by the District at per diem rate. Administrator must provide a written request to HR by May 31 of the current year.)
- Bereavement – 2 days/near relative; Max: 5 days/immediate family
- Personal Days – 4 days/year cumulative to 7

Leadership Team employees may request payment of \$250.00 for each unused personal day. Upon receipt of 4 days effective July 1 of each year, any accumulated days over 7 will be automatically paid. Requests for payment of any additional accrued personal days must be submitted in writing to the Director of Human Resources by May 31. This compensation shall not be considered as part of the employee's annual salary for retirement purposes.

- Paid Holidays –

Good Friday - 1	Labor Day - 1
Easter Monday - 1	Thanksgiving - 3 (1 taken on any day)
Memorial Day - 1	July 4 th - 1
Christmas/New Years – 4	Days between Christmas and New Years
Martin Luther King Jr Day -1	President's Day - 1
- Special Leave – 1/year
- Summer Working Hours – 32 hours/week
- Doctorate Compensation: An increase of \$3,000 in salary for an earned doctorate.

12. **YEARS OF SERVICE RECOGNITION**

The District will make a 403(b) tax-deferred contribution for any Leadership Team member who meets the eligibility requirements for the years of service recognition. Payments will be made in a maximum of four (4) annual installments by no later than September 30th of the fiscal year after the employee becomes eligible. A Leadership Team member meets the eligibility requirements if the Leadership Team member has not less than fifteen (15) consecutive years of full-time service at Warwick at the end of the applicable year, and meets the total years of PSERS recognized service set forth in the table below between July 1st and August 31st of the applicable school year. For the purpose of the 15 consecutive year rule, a year shall be defined as beginning on the first teacher day and ending on the last teacher day. Board approved leaves will not count as a break in service. Those years shall not be counted as a year of service except for a sabbatical leave.—The Leadership Team member should also comply with the following provisions:

- a. The Leadership Team member must be actively at work or unable to return to work after a medical sabbatical.
- b. The Leadership Team member must agree in writing to retire prior to August 31st of the applicable year unless prevented because of a physician-verified health problem. The Leadership Team member must provide the Superintendent with written notification of the intent to retire prior to March 1st of the applicable year. In the event the state legislature enacts early retirement incentives after March 1st for a given school year, the deadline for notification to the superintendent will be extended for that year.
- c. The amounts paid shall not be considered as part of annual salary for any year for purpose of computing retirement benefits.
- d. No other retirement benefit will be paid.

TABLE OF PAYMENTS

<u>Year</u>	<u>Amount of District Payment into 403(b)</u>
1	\$7,000.00
2	\$7,000.00
3	\$7,000.00
4	\$6,500.00

Those Leadership Team members who attain both fifteen (15) years of consecutive full-time service at Warwick and thirty (30) years of PSERS recognized service will be eligible for the first of four yearly payments. (Example: If a Leadership Team member achieves fifteen (15) years of consecutive service at Warwick in his/her 32nd year of PSERS recognized service, the

Leadership Team member will be eligible for a payment of his/her 32nd, 33rd, 34th, and 35th year of PSERS service for a maximum payment of \$27,500).

In the event that any provisions of the Article or any payments made pursuant to this Article shall be determined by any governmental agency (including but not limited to any Court having jurisdiction over the School District) to be violative of an applicable law or regulation relating to age discrimination in employment or employment practices), then this entire Article shall be null and void and no payments of any additional amount shall be made to any Leadership Team member who retires.

**WARWICK SCHOOL DISTRICT
EXECUTIVE TEAM BENEFITS
January 1, 2020 – December 31, 2024 (Term 5 years)**

The following benefits are approved for the Executive Team members listed below:

Superintendent
Chief Financial Officer
Assistant Superintendent
Director of Secondary Education
Director of Human Resources

The benefits provided and procedures for receiving them are as follows:

1. **SALARY INCREASE GUIDELINES** – Performance based annual increase matrix as follows:

Performance Level	Position in SRI Range		
	Lower Third	Middle Third	Upper Third
Excellent	4.5%	4.0%	3.5%
Meets Expectations	3.5%	3.0%	2.5%
Skill Building	0%	0%	0%
Unsatisfactory	0%	0%	0%

2. **MEDICAL COVERAGE** – Employee coverage at appropriate contribution rate and dependent coverage provided by the District.
- All benefits per base plan.
 - Upon retirement - employee coverage maintained, paid by the District until Medicare eligibility is reached by retiree, retiree may purchase dependent coverage at group rate until dependent reaches Medicare eligibility.
(District contributes \$1,000 toward dependent coverage.)
3. **DENTAL COVERAGE** - Employee coverage at appropriate contribution rate and dependent coverage provided by the District.
- All benefits per base plan
 - Upon retirement - employee coverage maintained, paid by the District until age 65, employee may purchase dependent coverage at group rate until dependent age 65.
4. **TERM LIFE INSURANCE EMPLOYEE** - Provided by the District
- Term insurance two and one-half (2.5) times the current salary rate.
 - Accidental death and dismemberment benefit equal to two and one-half (2.5) times life insurance benefit.
 - Upon retirement coverage = \$50,000 until age 65
\$25,000 until age 70
Coverage ceases at age 70; conversion privileges permitted.

5. **TERM LIFE INSURANCE DEPENDENTS** - Provided by the District

- a. Spouse \$10,000 death benefit.
- b. Dependent: age 6 months and older = \$5,000 death benefit
Dependent: age 14 days through 5 months = \$500 death benefit
- c. All coverage ceases at termination of employment, retirement or when dependents cease to be dependents.

6. **VISION REIMBURSEMENT**

- a. All benefits per base plan
- b. Coverage ceases at retirement

7. **PROFESSIONAL ORGANIZATION DUES** - Membership in three (3) professional organizations paid by the District.

Procedure: Submit membership enrollment card/materials with purchase order for approval and payment.

8. **TUITION REIMBURSEMENT**

- a. 100% reimbursement for courses taken with prior approval.
- b. Pre-payment to administrator for course tuition cost, upon request.
- c. Upon resignation or retirement, 50% of District financial support provided during the previous 12 months and 25% of support provided during the 13-24 months prior shall be refunded to the District.

Procedure: Submit a Request for Course Approval/Tuition Reimbursement form to the Superintendent's office.

9. **INCOME PROTECTION INSURANCE**

Long-term disability income protection is provided for you by the District.

Benefit = 70% of salary after first 40 days disabled or expiration of sick leave whichever is larger.
Maximum benefit is \$4,000 per month.

10. **OTHER BENEFITS**

- Sick Leave – 12 days/cumulative for twelve-month administrators. At retirement, for non-instructional Act 93 members who do not meet the retirement incentive, payment will be granted for accumulated sick leave time at \$100/day for a maximum of 150 days.
- Vacation Schedule – All Leadership Team Members start with 4 weeks vacation. Upon the 6th year, one additional day is added each year through the 10th year to a maximum of 25 days.

(Vacation leave must be approved by the appropriate supervisor)
 (Vacation leave will be assigned and available for use the first day of employment)
 (Upon resignation or retirement, only prorated Vacation Days will be observed)
 (A maximum of five unused vacation days may be carried over to the next school year)
 (Up to five Vacation Days can be converted to 403b funding by the District at per diem rate.
 Administrator must provide a written request to HR by May 31 of the current year.)

➤ Bereavement – 2 days/near relative; Max: 5 days/immediate family

➤ Personal Days – 4 days/year cumulative to 7

Executive Team employees may request payment of \$250.00 for each unused personal day. Upon receipt of 4 days effective July 1 of each year, any accumulated days over 7 will be automatically paid. Requests for payment of any additional accrued personal days must be submitted in writing to the Director of Human Resources by May 31. This compensation shall not be considered as part of the employee's annual salary for retirement purposes.

➤ Paid Holidays:

Good Friday - 1	Labor Day - 1
Easter Monday - 1	Thanksgiving - 3 (1 taken on any day)
Memorial Day - 1	July 4 th - 1
Christmas/New Years – 4	Days between Christmas and New Years
Martin Luther King Jr Day -1	President's Day - 1

➤ Special Leave – 1/year

➤ Summer Working Hours – 32 hours/week

➤ Doctorate Compensation: An increase of \$3,000 in salary for an earned doctorate.

11. 403b PLAN CONTRIBUTION

The Warwick School District will make an annual 403(b) tax-deferred employer contribution for the Superintendent, Chief Financial Officer, Assistant Superintendent, Director of Secondary Education and Director of Human Resources. The district contribution will be 50% of the employee's contribution to a *maximum* according to the following schedule:

	<u>Years of Service</u>	
	<u>1 – 5</u>	<u>5 +</u>
Superintendent.....	3% of base salary	5% of base salary
Chief Financial Officer	2% of base salary	4% of base salary
Assistant Superintendent ...	2% of base salary	4% of base salary
Director of Secondary Ed. ..	2% of base salary	4% of base salary
Director of HR	2% of base salary	4% of base salary

Years of service will be measured on June 30 of each year. The administrator must be hired prior to September 1 to be eligible for a “full” year of service. Contributions will be made on a quarterly basis according to the following schedule: September 30, December 31, March 31, June 30.

12. RETIREMENT STIPEND

Upon PSERS (*normal or early*) retirement, the Warwick School District will provide a one-time retirement stipend equal to \$1000 per year of continuous service (*in any of these five positions held at Warwick School District*) to a maximum amount of \$15,000.00.

Years of service will be measured on June 30 of each year. The administrator must be hired prior to September 1 to be eligible for a “full” year of service.