

**SCOTTSBLUFF PUBLIC SCHOOLS
ADMINISTRATOR SALARY SCHEDULE
2022-23 & 2023-24**

I. Rationale

This schedule was originated to provide the following:

- A. A proper starting salary (minimum) which would be kept in line with all other positions.
- B. A proper starting salary which would attract qualified personnel for each position.
- C. Salary growth based on:
 - 1. Satisfactory Experience
 - 2. Professional Growth via Education
- D. A maximum salary which is kept in respect to other positions.
- E. A salary range which provides for movement or promotion between positions.
- F. An indexing system which allows for equitable salary settlement for all positions.
- G. An overall salary range which will obtain and retain qualified and competent administrative staff.

II. The Components

The components are used in determining a salary range for all administrative positions. They are:

- A. **Base Salary** - This is the common base used in this structure. It is set each year by the Board of Education. This dollar amount is multiplied by the salary schedule factor to derive individual's annual salaries. This base salary relates to and includes the following items:
 - 1. Responsibility
 - 2. Qualifications (experience and education)
 - 3. Contracted Days
- B. **Salary Schedule** - This is the factor schedule which provides incremental salary increases on the range from minimum to maximum based on:
 - 1. Satisfactory Experience - The advancement of one step is dependent on satisfactory performance. The Board of Education may 'freeze' an administrator on a step or at a salary. Merit increases are not tied directly to this schedule as yet.
 - 2. Educational Growth - The horizontal movement is allowed for continued education completed subsequent to September 1, 1980. The Board of Education feels that a continued education is important for an administrator to remain a vital part of the schools' staff.

ADMINISTRATOR SALARY SCHEDULE

Page 2 of 5

C. **Placement on the Schedule:**

1. All administrators are placed on the step equivalent to the number of years of experience in the position and credit hours above the earned Master's Degree.
2. A new administrator to the School System would be placed on the schedule as follows:
 - (a) With no prior experience: Step 1 (Minimum Qualifications)
 - (b) With experience – a new administrator will receive credit for all administrative experience and be placed on the salary schedule accordingly (this is consistent with certified staff).

D. **Flat Dollar Salary:** The annual salary includes a flat amount of \$3,320.00. These amounts will be included fully as part of the total salary and subject accordingly to the appropriate required withholdings including but not limited to Federal and State income tax, FICA, Medicare and Retirement.

E. **Education will be allowed for horizontal movement.**

1. As stipulated in Section 79-830, Nebraska School Law, every six years permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth or, in the alternative, such other activities as are approved by the school board, which may include, but are not limited to, educational travel, professional publications, or work on educational committees. Evidence of professional growth will be provided using the SBPS Professional Growth Application/Verification form.
2. Hours used for horizontal movement must be graduate hours appropriate for an Ed. D. or Ph.D. or Six-Year Specialist, or receive prior approval of the Superintendent, as recorded on the Scottsbluff Schools Credit Approval Form.

The salary schedule is a privilege and movement within the schedule is not automatic. If the superintendent has an administrator on probation, the administrator is only entitled to the salary designated by the superintendent. Voluntary movement by an administrator to another position with a different base factor will be placed on the schedule in accordance with the schedule. The administrator's base and schedule factors will not be reduced for one year if the movement is involuntary.

ADMINISTRATOR SALARY SCHEDULE

POSITION	22-23 BASE SALARY	23-24 BASE SALARY	CONTRACTED MONTHS/DAYS
1. Director of Curriculum & Instruction	106,094	107,378	12/260
2. Director of Student Services	106,094	107,378	12/260
3. Principal, Senior High	102,945	104,191	12/260
4. Assistant Principal, Senior High	84,259	85,279	10/209
5. Assistant Principal, Senior High	93,567	94,699	12/260
6. Principal, Middle School	94,963	96,112	12/260
7. Assistant Principal, Middle School	83,233	84,240	10/209
8. Assistant Principal/Assistant AD, Middle School	83,233	84,240	10/209
9. Assistant Principal, Senior High (K-12 Activities)	90,567	91,663	12/260
10. Elementary Principal	85,833	86,872	10/209
11. Assistant Director Student Services	84,259	85,279	10/209
12. Preschool Director	85,833	86,872	12/260
13. Assistant Principal, Elementary	73,307	74,194	9.5/199

FORMULA: Annual Salary = Base Salary X Schedule Factor + 3,320 Flat Dollar Salary

Note: The filling of any position is at the discretion of the Board of Education and the Superintendent.

ADMINISTRATOR SALARY SCHEDULE (Schedule Factor)
Accrued Hours of Credit*

YEAR	MA+0	MA+6	MA+12	MA+18	MA+24	MA+30	Advanced Degree
1	1.000	1.020	1.040	1.060	1.080	1.100	1.120
2	1.040	1.060	1.080	1.100	1.120	1.140	1.160
3	1.070	1.090	1.110	1.130	1.150	1.170	1.190
4	1.100	1.120	1.140	1.160	1.180	1.200	1.220
5	1.120	1.140	1.160	1.180	1.200	1.220	1.240
6	1.140	1.160	1.180	1.200	1.220	1.240	1.260
7	1.160	1.180	1.200	1.220	1.240	1.260	1.280
8	1.180	1.190	1.220	1.240	1.260	1.280	1.300
9	1.190	1.200	1.240	1.260	1.280	1.300	1.320
10		1.220	1.260	1.280	1.300	1.320	1.340
11		1.240	1.28	1.300	1.320	1.340	1.360
12				1.320	1.340	1.360	1.380
13				1.34	1.36	1.380	1.400
14						1.400	1.420
15						1.42	1.44

*Hours received by District Office will be included in the next months' payroll.

Administrator Fringe Benefits

Fringe Benefits Paid by the School Board:

- a. **Health Insurance:** Scottsbluff Public Schools shall, commencing at the beginning of the 2016-2017 contract year, pay for full-time faculty member's (1.0 full-time-equivalency) the premium for one-half of the "Employee" (individual) health and dental insurance premium at the rate of \$1,050.00 deductible or its successor rate and plan, which includes 100% of A 75% of B, and 50% of C coverage for dental insurance, commencing with first day of September of each such contract year at renewal rates per Educator's Health Alliance in effect for such contract year. In those instances where both spouses are employees of Scottsbluff Public Schools, the "Employee" (individual) health and dental insurance premium for the second spouse shall be applied to family coverage.
- b. **Social Security:** 7.65% of gross salary (employee matches Board cost 100%),
- c. **State Retirement:** employee contributes 9.78% of gross salary (Board matches 101% of this amount or ~ 9.8778% of gross salary)
- d. **Long-Term Disability Insurance:** The Scottsbluff Public Schools will provide disability insurance to all employees who are working at least .5 F.T.E. (half-time), that will commence upon exhaustion of sick leave days, regardless of how many or how few days were available to the employee. Long-term disability monthly payments are 66 2/3% of basic monthly earnings. The insurance is effective the first of the month following the hire date.
- e. **Life Insurance Coverage:** \$15,000 per employee (\$1.35/mo.) and \$2,000 per dependent (\$1.15/mo. includes \$3,000 for spouse) - Board pays 100% of premium. Additional \$5,000 increments at cost to employee. At age 70 the coverage drops to 50% or \$7,500.
- f. **Sick Leave:** Provision is made for a ten-day sick leave the first year, ten days the second year and one day per contracted month each succeeding year. Sick leave is granted for personal illness or accident and may be used for illness of children, spouse, and parents. The immediate supervisor shall approve the sick leave in the designated employee portal to acknowledge that the staff person was in fact gone from the building and using sick leave. When an Administrator leaves the district and is age 55 or greater (or the death of the administrator) the Scottsbluff Public Schools will provide up to 100 days of accumulated sick leave to be paid at the rate of \$40.00 per sick leave day. The sick leave will be rolled over on the 31st of August of the last year of employment.
- g. **Emergency Leave:** The Scottsbluff Public Schools provides personal emergency leave to administrative staff. Personal emergency leave may be granted to a maximum of one day per year, non-cumulative, with the day being charged to sick leave, for the purpose of accommodating special obligations or emergencies which cannot be scheduled on non-duty days or at a time other than school hours. The following items are typical of approved requests for emergency leave:
 - Transaction of serious personal business which cannot be arranged at a time other than school hours.
 - Legal arrangements which are related to the immediate family of the employee.
 - Compliance with a court summons.
 - Special examinations administered by a university for an advanced degree program.
 - Extension of death or illness leave.
 - Absence of an employee resulting from mandatory pre-induction physical examination.

ADMINISTRATOR SALARY SCHEDULE

Page 5 of 5

- Attendance at a family member's college graduation.
- Travel time for a funeral or a wedding of the immediate family some distance away.
- Other events considered of an emergency nature not covered above may be approved by the immediate supervisor and the office of the superintendent.

Application for emergency leave should be submitted to the immediate supervisor as far in advance as possible except in the case of immediate emergency situations.

- h. **Personal Leave:** (For 12 months only) The Scottsbluff Public Schools shall provide two (2) days per year of personal leave for each 12 month administrator. Personal leave can be accumulated to a maximum of three (3) days over a two-year period. Notification to immediate supervisor shall be made as far in advance as possible.
- i. **Bereavement Leave:**
A total of up to five (5) consecutive days at full pay is allowed each certificated employee that is employed full-time for absences in case of a death in the immediate family for funeral arrangements and services. Immediate family is defined as wife, husband, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandchildren, grandparent or a person in the same home as part of the family or someone for whom the employee is guardian or holds power of attorney. Staff members who suffer the death of a child, step-child or spouse will have five (5) bereavement days plus an additional (5) bereavement days that will be deducted from the employee's sick leave balance. This time may be extended by personal leave.
Employees may be excused, without the loss of pay, for a period of up to one day, to attend funeral services of relatives other than those listed above or to attend funeral services of friends with the prior approval of the building administrator. Bereavement leave is not limited to five (5) days in one year, but covers each death in the immediate family that occurs during the year. The maximum number of bereavement leave days shall be no more than 15 days in any one contract year. Bereavement leave is noncumulative year to year.
- j. **Physical Examinations:** Each administrator may have a comprehensive physical ordered by your physician every 3 years with reimbursement up to \$400.00. Must submit detailed billing statement and Explanation of Benefits with reimbursement request.
- k. **Vacation:** Twelve month contracted administrators shall be allowed 25 days of paid vacation per contract year and may elect to carry over up to 10 days of their annual vacation leave each year or receive salary compensation for 5 days and carry over 5 unused days, subject to approval by the Superintendent of Schools. Total excess accrual may not exceed 10 days.
- l. **Annual Leave:** Contracted administrators less than 12 months, will be provided seven (7) days per year for annual leave. This leave can be used for personal leave, emergency leave and/or consulting leave. Any unused Annual Leave would roll over into the staff member's sick leave at the end of the year.