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Contract Database Metadata Elements

Title: **Berlin Central School District and Administrators (2007)**

Employer Name: **Berlin Central School District**

Union: **Administrators**

Effective Date: **07/01/07**

Expiration Date: **06/30/08**

PERB ID Number: **9524**

Unit Size: **10**

Number of Pages: **3**

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AD1/9524

Berlin Central

School District

Administrative Offices, P.O. Box 259, 53 School Street, Berlin, NY 12022

REVISED 9/19/2007

EMPLOYMENT CONTRACT FOR ADMINISTRATIVE POSITION

1. OFFER OF EMPLOYMENT

The Board hereby offers to employ **XXX** as **XXX Administrator** upon the terms and conditions set forth in the Agreement.

2. ACCEPTANCE BY THE ADMINISTRATOR

The Administrator hereby accepts said offer of employment and agrees to perform, to the best of his/her ability, the duties of such position.

3. TERMS OF CONTRACT

The terms of this contract shall be for a one-year period, commencing on July 1, 2007, and terminating on June 30, 2008 unless further extended or sooner terminated. The administrator shall be employed on a 12-month basis.

COMPENSATION

- a.) The Administrator's salary for the 12-month period (July 1, 2007 – June 30, 2008) shall be **\$XXXX** paid in equal installments in accordance with district practices governing salary payment to District employees.
- b.) At the option of the Board, compensation related to an extension of this agreement may be negotiated; however, in no case shall the Administrator's salary be lowered.

4. VACATION LEAVE

The Administrator shall receive 20 days of vacation with pay exclusive of holidays in each year of this agreement. If the Administrator is not able to use vacation days due to work requirements, the district will pay for unused vacation days up to a maximum of ten (10) days. The Administrator shall make a written request of the Superintendent of Schools (by June 1) and substantiate the request with documentation.

Upon the retirement or resignation of the Administrator, he/she may receive salary of up to ten (10) days of unused vacation time accumulated to the date of such retirement or resignation. Reimbursement for unused vacation days will be calculated by dividing the annual salary by 240 days.

The Administrator shall be allowed to carry over into the next school year, with prior approval from the Superintendent, ten (10) days of vacation for the purpose of providing an extended vacation at a later time.

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NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

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5. HOLIDAYS

The Administrator shall be paid for 12 holidays as scheduled and one floating holiday each year.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day & Day After
Memorial Day	Christmas Day
Independence Day	1 Floating Holiday

6. SNOW DAYS

Attendance is required on snow days, with consideration given to road conditions and personal safety on such days.

7. SICK LEAVE/PERSONAL LEAVE

Sick leave is accrued at 1.5 days per month of employment (18 days per year) and may be accumulated up to 200 days. Up to three days per year of that leave may be used for personal business.

8. BEREAVEMENT LEAVE

Up to five (5) consecutive days with pay shall be granted to the Administrator for each death in the immediate family, herein defined as father, mother, spouse, and children. Up to three (3) consecutive days bereavement leave with pay will be granted for each death in the family, herein defined as brother, sister, mother/father-in-law, son/daughter-in-law, grandchildren and grandparents. Bereavement leave must be immediately associated with the date of death of the person for whom the leave is used, and the leave shall be taken in consecutive days. One additional day may be used to extend the above bereavement leave when necessary, and shall be charged to personal leave or personal sick leave.

9. JURY DUTY

The Administrator shall be excused from work for jury duty. While on jury duty, he/she shall receive his/her regular rate of pay with no loss of leave benefits. He/she shall be required to remit any remuneration received for jury duty to the school district.

10. FAMILY AND MEDICAL LEAVE ACT

Nothing in this agreement shall limit the obligations of the employer or the employee under the provisions of the Family and Medical Leave Act.

11. ADMINISTRATIVE SICK LEAVE POOL

The Administrator shall contribute a minimum of one (1) day to the sick leave pool on a yearly basis and shall have access to the benefits thereof.

12. HEALTH INSURANCE

The Administrator shall pay 10.0% of the premium for health insurance. When both spouses are employed by the District and eligible for health insurance coverage, they shall have the option of one family plan, one two-person plan, or two individual plans. If the Administrator does not intend to be enrolled in a district health insurance plan, the district would provide cash payment of \$2,000 for family or two-person plans or \$1,000 for individual plan.

13. HEALTH INSURANCE – RETIREMENT PROVISION

The District shall provide health insurance benefits for the Administrator who retires from District pursuant to the rules and regulations of the New York State Employee's Retirement System. At the time of retirement, the Administrator shall be entitled to use sick leave to pay for health insurance in retirement in the following manner. The District shall pay 50% of the cost of individual coverage and 35% of the cost of dependent health insurance coverage on retirement. The Administrator may use blocks of ten (10) days of sick leave to earn an additional 2% towards the cost of health insurance up to a maximum of 90% of individual coverage.

14. IRS CAFETERIA PLAN AND 403(b) PLANS

The Administrator may participate in available IRS Cafeteria Plans and 403(b) plans offered by the District.

15. EXPENSE REIMBURSEMENT

The Administrator is authorized to incur and be reimbursed for reasonable expenses in the discharge of his/her duties, including but not limited to expenses for travel and lodging, professional association dues, and attendance at professional conferences.

16. PERFORMANCE EVALUATION

The evaluation of the Administrator is the responsibility of the Superintendent of Schools. A written evaluation will be completed once each year.

17. PERSONNEL FILE REVIEW

The Administrator shall have the right, upon reasonable notice, to review his/her personnel file in the presence of an appropriate school official and to respond in writing to materials contained therein.

Signature - Superintendent of Schools

Date

Signature – Administrator

Date

Cc: Personnel File
Payroll Clerk