

MURRAY CITY SCHOOL DISTRICT

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Statement of.....

## **Policy and Responsibility**

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SUBJECT: MEMORANDUM OF UNDERSTANDING FOR SCHOOL ADMINISTRATORS

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### Introduction

The Murray Association of School Administrators (MASA) is an organization established to cooperate with the Board in assisting them in reaching their goals and objectives. The Board and the MASA desire to cooperate in perpetuating and building quality educational leadership. The MASA membership consists of certificated Central Office administration, supervisors, coordinators, and all school principals and vice principals.

The Board and the MASA do not desire to enter into negotiations or collective bargaining as a means of determining administrator's salaries or conditions of employment. It is however, desirable and necessary for the Board and the Superintendent of schools to be appraised of any concerns or suggestions that will strengthen school administration in the school system. To accomplish this, the Board will meet with representatives of MASA to receive and carefully consider recommendations that represents views of the administrative staff.

The Board believes that term of employment for school administrators should be committed to writing. The following statements summarize the contractual agreements, salaries, and other benefits provided by the Board for its administration staff.

### Salary Determination

The Board and the Superintendent will make continuous effort to provide equitable salaries through upgrading of the administrators salary schedule. They will study administrative salary schedules of neighboring districts and compensation appropriate to the responsibility will be given each position and will be reflected in the salary schedule. The contracts offered to administrators, in so far as budget will permit, will recognize and compensate administrators for the responsibility they carry.

### Length of Service

Administrators serving in the school will be extended contracts for eleven or twelve calendar months depending upon the assignments. During the school year when schools are closed for holidays, principals will not be required to report for duty, except for emergencies or special assignments, as determined by the Superintendent.

The contract year for administrators in the Murray City Schools will be from July 1 to June 30. This

will tie in with the fiscal year, state retirement act and surrounding districts.

### Schedule Annuities

Administrators will be allowed an annual amount as listed on the Administrator Salary Schedule that may be used for a tax sheltered retirement plan or salary deferral (401(K), 457, or 403(B)).

### Tenure and Dismissal

Administrative personnel shall be employed as long as their work is considered as being satisfactory and there is a need for the position and the service being performed. In all matters involving the dismissal of an administrator, the Board will adhere to the Employee Orderly Termination Policy and Procedure (SP 908).

### Filling Vacancies

All openings for administrative positions in the school system will be announced and opportunities will be provided for administrators to make application for positions and receive equal consideration with all other qualified candidates before a decision to employ is made. All administrative appointments will be made by the Board upon the recommendation of the Superintendent.

### Mileage Reimbursement

Administrators will be given mileage reimbursement for travel while performing duties of the district. This mileage rate will be the federally approved rate as of July 1 of the current fiscal year. The reimbursement will be paid upon submission of the documented miles traveled.

### Retirement

All administrators in the Murray school system will receive retirement benefits as prescribed by the Utah School Employee's Retirement Act.

Administrators who retire at age 65 or after shall be eligible in the District for retirement benefits for past services rendered determined on the following basis unless dismissed for cause:

- A. In order to receive full retirement benefits the administrator must work 15 school years preceding retirement. In order for an administrator to receive one-half the benefits, he would be required to work ten school years preceding retirement.
- B. One-half of the percent of the final base salary (current administrator salary) times the number of years of service (full credit for professional service as defined in the current salary schedule plus one-half year's credit for a full year of service in other Utah School Districts only) up to a maximum of thirty years of teaching or administrative work in the field of education.
- C. The above 15 years and ten years requirement shall be deemed to refer to cumulative and not consecutive years for the purpose of the Board's retirement plan.

### Early Retirement - (Hired before July 1, 2003)

Early retirement benefits will be paid to administrators with 15 years of employment in Murray City Schools, for those who qualify for retirement under the Utah State Retirement System on or before

age 67. The stipend will be 50% the first year, 50% the second year and 50% the third year of the difference between step 3 of the existing Bachelor's degree on the Teacher's Salary Schedule and the base salary the year of retirement. This benefit will be divided into monthly payments and deposited into the employee's post retirement account.

Those retiring at age 65 will receive two years' early retirement using the 50% amounts. Those retiring at 66 will receive one year early retirement using the 50% amount.

The District will contribute the capped medical premium (as listed at the end of this policy) into the employee's post-retirement account for the lesser of three years or full Medicare eligibility. Following the three years mentioned above, the District will contribute 1/2 of the capped medical premium into the employee's post-retirement account until the administrator reaches age the age of full Medicare eligibility.

The early retirement benefits will be paid to the retiring employee's beneficiary if death occurs before the end of the three years.

The District will pay the premium for the existing life insurance policy provided by the District from the time of retirement until age 65.

In the event a retired administrator dies, the district will allow that spouse to purchase health insurance through the district at the group rate until Medicare is an option.

Early Retirement For All Administrators Starting After June 30, 2003:

Early retirement benefits will be paid to administrators with 15 years of employment in Murray City Schools, for those who qualify for retirement under the Utah State Retirement System before age 67. This benefit will be divided into monthly payments and deposited into the employee's post retirement account. The early retirement incentive will be calculated as follows:

15 to 19 years in District	-	15% of base salary
20 to 24 years in District	-	25% of base salary
25+ years in District	-	30% of base salary

Those retiring at age 65 will receive two years' early retirement. Those retiring at 66 will receive one year early retirement.

The District will contribute the capped medical premium into the employee's post-retirement account as follows based upon years of service in the district:

15 - 19 years	Three years of coverage up to age 65
20+ years	Three years of coverage and then one-half until age 65

The early retirement benefits will be paid to the retiring employee's beneficiary if death occurs before the end of the three years.

The District will pay the premium for the existing life insurance policy provided by the District from the time of retirement until age 65.

In the event a retired administrator dies, the district will allow that spouse to purchase health

insurance through the district at the group rate until Medicare is an option.

The years of service requirement listed above are cumulative years in the district. In order to receive Administrator benefits, an employee must have also worked at least five years as an administrator in Murray School District. If the five year administrative requirement is not met, the employee would receive retirement benefits based on their previous job classification.

**Early Retirement Benefits for those hired after June 30, 2007**

Early retirement benefits will be paid to administrators with 15 years of employment in Murray City Schools, for those who qualify for retirement under the Utah State Retirement System before age 67. This benefit will be divided into monthly payments and deposited into the employee's post retirement account. The early retirement incentive will be calculated as follows:

15 to 19 years in District	-	15% of base salary
20 to 24 years in District	-	25% of base salary
25+ years in District	-	30% of base salary

Those retiring at age 65 will receive two years' early retirement. Those retiring at 66 will receive one year early retirement.

The years of service requirement listed above are cumulative years in the district. In order to receive Administrator benefits, an employee must have also worked at least five years as an administrator in Murray School District. If the five year administrative requirement is not met, the employee would receive retirement benefits based on their previous job classification.

Insurance

The Board of Education provides the following insurance benefits for administrators:

- A. Health and accident insurance under the District group policy will be purchased by the District with the selected insurance carrier. The provisions of this program will change from year to year to meet changing conditions and needs.
- B. Sick leave, temporary leave, leave of absence, and long term disability, insurance for administrators will be consistent with those provided other employees.
- C. The District will provide each administrator a \$50,000 term life insurance policy and a \$2,000 dependent life insurance policy.

Sabbatical Leaves

Administrators may be granted sabbatical leave for any one of the following purposes, subject to the recommendation of the Superintendent and final approval by the Board.

- A. To attend an accredited university at one-half salary, B. To teach at a college, university, or in another school system where a stimulating and enriching experience may be provided that will be beneficial to the district. The District will pay the difference between the salary that the sabbatical leave recipient receives for his services and that which he would have received had he remained in his current position.

- C. The district's medical, surgical, and hospitalization insurance program will be provided for administrators who are on sabbatical leave.

#### Attendance at Professional Meetings

The benefits derived from attending a convention, conference, or workshop should be directly related to the educational objectives of the school district when the expenses are paid by the district. The following factors will be considered in recommending and approving travel for attendance at conventions, conferences, and workshops:

1. The direct benefit to the district, the school, and the individual in terms of professional growth and development.
2. The direct or indirect benefit to the children under the administrative supervision and direction of the administrators

Where practical, summer in-service training program funds should be utilized to the maximum extent possible for travel and conventions that meet the criteria established for these purposes.

It will be the policy of the Board to offer educationally enriched experiences to the leadership staff. These will be granted, however, within the limits of funds and demands upon the time of administrators. Opportunities to attend national conventions sponsored by such organizations as the National Association of Elementary School Principals, National Association of Secondary School Principals, Association of School Administrators will be provided on a rotating basis. The frequency of attendance and the selection of those to attend will be determined by the Superintendent.

#### Participatory Management

By virtue of their position in the administrative organization, administrators are considered by the Board to be members of the management team of the school system. As such, they are expected to render the highest caliber of leadership in carrying out school board policy and specific directions from the Superintendent of schools.

#### Work Stoppages and Strikes

Since the members of the Murray Association of School Administrators are engaged in management responsibilities, neither the association nor any of its members will participate in a strike or will withhold any administrative service from the Board of Education and the school system.

In the event that teachers or other employees engage in any work slowdown, stoppage or other withholding of services, the administrators of the school system accept the management responsibility to carry out duties as assigned by the Superintendent and the Board of Education. In the event that teachers or other employees engage in a work slowdown, stoppage, or strike the Superintendent and the Board of Education will confer with administrative staff members in planning to provide for the safety and educational welfare of the children in the school system.

Negotiations

The Board and the Superintendent will keep the total administrative staff informed on progress of negotiations and will make every effort to receive suggestions and advice from administrators on items being negotiated in the agreement with the Murray Education Association that may affect the work of school administrators.

**Post-Retirement  
Capped Insurance Amt**

<b>Year</b>	<b>Amount</b>	<b>Year</b>	<b>Amount</b>
2006-07	6,648	2022-23	12,452
2007-08	6,914	2023-24	12,950
2008-09	7,190	2024-25	13,468
2009-10	7,478	2025-26	14,006
2010-11	7,777	2026-27	14,567
2011-12	8,088	2027-28	15,149
2012-13	8,412	2028-29	15,755
2013-14	8,748	2029-30	16,385
2014-15	9,098	2030-31	17,041
2015-16	9,462	2031-32	17,722
2016-07	9,841	2032-33	18,431
2017-18	10,234	2033-34	19,169
2018-19	10,644	2034-35	19,935
2019-20	11,069	2035-36	20,733
2020-21	11,512	2036-37	21,562
2021-22	11,973	2037-38	22,425