

The School Board of Gadsden County

Bylaws & Policies

Unless a specific policy has been amended and the date of the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Gadsden County were adopted on June 25, 2013, and were in effect beginning June 26, 2013.

1420 - BENEFITS

The School Board shall provide all administrative staff members with the following benefits:

A. **Life Insurance**

All administrators will have life insurance in an amount equal to their annual salary, computed to the nearest \$1,000. Additional life insurance and limited dependent coverage are options provided to administrators at a group rate.

B. **Hospitalization and Medical Insurance**

Through a flexible benefits program, all administrators shall have the opportunity to enroll in hospitalization and medical care benefits.

C. **Employee Assistance Program**

An Employee Assistance Program which, through outside professional counseling, may provide help for administrators and their families in areas including, but not limited to, emotional disorders, chemical (alcohol or drug) abuse, and/or marital, financial, family, legal, or occupational problems. The program shall be reviewed by the Superintendent and a recommendation for these services shall be made to the Board for approval.

D. **Liability Coverage**

All administrators will have insurance covering injury and property damage liability arising from the performance of assigned duties. This policy covers the administrator's liability for negligent acts arising out of administrative activities.

E. **Workers' Compensation**

Florida State law requires Workers' Compensation to be provided to all employees and volunteers of the District. This assures administrators who sustain a work-related illness or injury both income and medical care for that injury until they are able to return to work.

Administrator who are eligible for Workers' Compensation may be paid earned sick leave benefits in addition to Workers' Compensation benefits. The sick leave amount is reduced by the amount of the Workers' Compensation benefit. In no case can total pay exceed the administrator's regular at-work salary.

F. **Other Insured Employee Benefits**

Dental, vision, short term disability, long term disability, and accidental death and dismemberment group insurance plans are available to administrators.

G. **Flexible Spending Accounts**

Through a cafeteria style flexible benefits plan accounts are available as an option for paying some medical, dental, vision, and child care costs with pre-tax dollars.

H. **Legal Services**

Legal services in tort action shall be provided for administrators at such time when action is construed to be an outcome of duties performed for the Board.

I. **Holidays**

Holidays will be designated by the Board at the time it adopts and amends the school calendar and/or ratifies contractual agreements with employee bargaining units.

J. **Sick Leave Bank**

The sick leave bank, available to qualified administrators, is a source from which additional paid sick leave days may be granted for the administrators' catastrophic, prolonged personal illness, accident, or injury. Membership in the sick leave bank is available to administrators after completion of at least one (1) full year of employment with the District. The *Sick Leave Bank Procedures* is incorporated by reference and is part of the policy. The procedures may be updated by the Superintendent as necessary.

K. **Retirement**

Retirement Options including, but not limited to regular disability, In-Line-of-Duty Disability, and the Deferred Retirement Option Program (DROP) are available to qualified employees.

An administrator who participates in DROP will receive pay for accumulated sick leave as indicated in Policy [1420.01](#) – Terminal Pay. The rate of pay for such leave shall be based upon the salary rate of the administrator at the time DROP begins. Such leave shall be paid in annual installments during each of the years of DROP participation. The initial payment will be made during the first month of DROP, with subsequent payments made during the retirement anniversary months. Leave accrued during DROP will be included in the final payment and will be at the salary rate of the retiring administrator upon separation from service.

An employee who begins participation in DROP, but elects to cancel DROP shall, within six (6) months of the DROP cancellation, repay the Board all sick leave pay previously received as part of DROP. Such sick leave time when repaid, will be returned to the account of the administrator as if there had been no DROP participation.

Retirement procedures and all Florida Retirement Service retirement guides published by the State of Florida, Department of Management Services, Division of Retirement are incorporated by reference and are part of this Board policy.

F.S. 112.08, 112.1915, 121, 440.491, 1012.26, 1012.33, 1012.61, 1012.65

F.S. 1012.74, 1012.798

© Neola 2009