

COLLECTIVE BARGAINING AGREEMENT

between the

CAPE ELIZABETH SCHOOL BOARD

and the

CAPE ELIZABETH EDUCATIONAL  
ADMINISTRATORS' ASSOCIATION

Cape Elizabeth, Maine

**July 1, 2017 to June 30, 2020**

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## **PREAMBLE**

This Agreement has been entered into by and between the Cape Elizabeth Administrators Association (hereinafter called the "Association") and the Cape Elizabeth School Board.

## **WITNESSETH**

**WHEREAS**, the School Board and Association both recognize that providing a quality education for the children of the Cape Elizabeth Public Schools is a mutual aim, and

**WHEREAS**, it is the vested right and responsibility of the School Board to formulate educational policies and programs and that the members of the administrative staff are in many instances particularly qualified as consultants with respect to educational policies and programs designed to improve educational standards, and

**WHEREAS**, the parties have reached certain understandings which they desire to confirm in this Agreement:

**NOW, THEREFORE**, in consideration of the following mutual covenants, it is hereby agreed as follows:

## **ARTICLE I** **RECOGNITION**

The School Board hereby recognizes the Association for the purposes of collective bargaining for a unit consisting of Administrators as defined herein and employed by the Cape Elizabeth School Board pursuant to Title 26 M.R.S.A. § 962.

This contract constitutes a binding agreement between the Association and the Cape Elizabeth School Board.

## **ARTICLE II** **DEFINITIONS**

As used in this Agreement, the following terms shall have the meanings set forth below unless specifically otherwise provided:

"Administrator" – Principal, Assistant Principal, Director of Special Services, Director of Teaching and Learning, Technology Coordinator, Athletic Director.

"Agreement" – the collective bargaining agreement between the Cape Elizabeth School Board and the Cape Elizabeth Educational Administrators Association for the period July 1, 2017 through June 30, 2020.

"Assistant Principal" – Assistant Principal of an elementary school, middle school or high school.

"Association" – the Cape Elizabeth Educational Administrators Association.

"Board" – the School Board of the Town of Cape Elizabeth, Maine.

"Principal" – Principal of an elementary school, middle school or senior high school.

"School" – any school administered by the Board.

"Retirement" - voluntary termination of employment absent disciplinary action, concurrent with payment of a retirement allowance granted under the Maine Public Employees Retirement System.

"Immediate Family" – father, mother, brother, sister, husband, wife, son, or daughter.

"Week" – a week is 1-5 days based on the school calendar of the week. In the summer, a week is five days unless a holiday falls within that week.

### **ARTICLE III** **GRIEVANCE PROCEDURE**

#### DEFINITIONS

A "grievance" means a dispute as to the meaning or application of any specific provisions of this Agreement.

"Days" as used in this Article means working school days, except that after the last day of school until the first day of school, "days" means days on which the School Department is open for business.

#### INFORMAL PROCEDURE

Any Administrator asserting a Grievance (the "grievant") shall first discuss the grievance informally with his or her immediate supervisor in an effort to resolve the Grievance.

#### FORMAL PROCEDURE

##### LEVEL ONE – SUPERINTENDENT OF SCHOOLS

If the grievant is not satisfied with the outcome of the informal discussion of the grievance with his or her immediate supervisor, the grievant may submit the Grievance in writing to the Superintendent. The grievance shall state the nature of the grievance, the contract provision(s) alleged to have been violated, and the relief sought. A Grievance will be deemed waived if it is not submitted in writing to the Superintendent at this Level One within ten (10) days after the grievant or the Association knew or should have known of the event giving rise to the Grievance.

Within ten (10) days after receipt of the written Grievance at this Level One, the Superintendent will meet at a mutually satisfactory time and place with the grievant for the purpose of adjusting or resolving such grievance. A decision shall be rendered in writing within five (5) days following the meeting.

##### LEVEL TWO – SCHOOL BOARD

If the grievant is not satisfied with the disposition of the Grievance at Level One, or if no decision has been rendered within the prescribed time, the grievant may, within five (5) days after receipt of the Superintendent's decision, or, if no decision has been rendered within the prescribed time, within five (5) days thereafter, submit the grievance in writing to the Board.

The Board will consider the grievance in executive session within thirty (30) days after receipt of the Grievance at a regularly scheduled Board meeting.

Within twenty (20) days after such meeting, the Board will render its decision in writing with a copy to the Association President.

### LEVEL THREE – ARBITRATION

If the Association is not satisfied with the disposition of the Grievance at Level Two, the Association may, within five (5) days after receipt of the Board's decision at Level Two, or, if no decision has been rendered within the prescribed time, within five (5) days thereafter, submit the Grievance to arbitration by so notifying the Board in writing.

Within ten (10) days after receipt of such request, a representative of the Board and the Association President shall attempt to select a mutually agreeable arbitrator. If the parties are unable to agree upon an arbitrator within ten (10) days, the Association may within five (5) days after that ten (10) day period, request of the American Arbitration Association that an arbitrator be selected pursuant to the procedures of the American Arbitration Association.

The arbitrator shall have no power to add to, subtract from, or modify the provisions of this Agreement. The arbitrator shall be without power to make any decision which is contrary to law, which requires the commission of an act prohibited by law, or which is violative of the terms of this Agreement. The arbitrator's decision will be binding subject to judicial review as provided by law.

The costs for the services of the arbitrator shall be borne equally by the Board and the Association.

### REPRESENTATION

At any level of the Grievance procedure, a grievant may be represented by his or her authorized Association representative.

## **ARTICLE IV** **RIGHTS, BENEFITS AND PRIVILEGES**

All rights, benefits, privileges and provisions accruing to the administrators are itemized in Appendix A of this Agreement.

## **ARTICLE V** **SALARIES**

Salaries for the duration of this Agreement are itemized in Appendices B and C of this Agreement.

**ARTICLE VI**  
**ADMINISTRATOR EMPLOYMENT**

I. **EVALUATION INSTRUMENT**

All Administrators shall be evaluated in accordance with the District's performance evaluation and professional growth system as per Chapter 508 of Title 20-A and Chapter 180 of the Department of Education Rules. The Association shall be notified of any changes to be made in said instruments and criteria prior to an evaluation.

II. **PROBATIONARY STATUS**

All Administrators shall be on probationary status for their first two full years of employment in a specified position within the bargaining unit. During this period of time, Administrators shall exhibit their fitness for their position to the Board prior to achieving their non-probationary status. A probationary administrator whose contract is not to be renewed shall receive notification thereof no later than April 1 of the year the contract expires.

III. **NON-PROBATIONARY STATUS**

Following the successful completion of the two (2) year probationary period, administrators will be issued an individual contract of no less than two (2) years. By March 1 in each subsequent year, if recommended by the Superintendent, the Board shall vote whether to extend the contract one additional year (to give a total of two years employment). An Administrator, if not recommended by the Superintendent for an additional contract year, shall receive notification thereof no later than March 1 of his/her first contract year. This will leave the administrator with one remaining year of employment. Upon written request, the Board shall provide the Administrator a written statement of the reasons for nonrenewal.

IV. **NONRENEWAL**

Within 15 days of the receipt of notice of non-renewal of a contract by an Administrator who has been employed for more than two (2) years, the Administrator may request, in writing, a hearing with the Board on the decision not to renew the contract. The Board shall hold the hearing within thirty (30) days of receipt of the Administrator's request; either or both parties may be represented by counsel.

The right to eliminate an Administrator's position is governed by 20-A M.R.S.A. § 13305 and is not a grievable matter under this agreement.

**ARTICLE VII**  
**MANAGEMENT RIGHTS**

Except as otherwise specifically provided in this Agreement, the determination of educational policy and the operation and management of the Schools are vested exclusively in the Board.

**ARTICLE VIII**  
**SAVINGS CLAUSE**

If any provision of this Agreement or any application thereof to any Administrator or group of Administrators is found contrary to law, then such provision or application will be valid and subsisting only to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

**ARTICLE IX**  
**COOPERATION**

Administrators agree that, as administrative personnel responsible for the operation of their schools and the management of the school system, they shall at all times cooperate fully with the Superintendent or other representative(s) of the Board as requested. Administrators shall advise and consult with the Superintendent and Board regarding the evaluation of proposals under consideration or made during collective bargaining between the Board and the Cape Elizabeth Education Association; shall cooperate in the processing, investigation and hearing of grievances; shall maintain the confidentiality of sensitive information; and shall cooperate fully with the Board concerning all other activities involving the management of the Board's collective bargaining contract with the Cape Elizabeth Education Association.

**ARTICLE X**  
**NEGOTIATION OF SUCCESSOR AGREEMENT**

The Association may submit to the Board in writing, matters which the Association requests to be negotiated in a successor agreement. The Board may submit additional matters for negotiation. Negotiations on a successor agreement shall begin no later than January 15<sup>th</sup>, with the intent of both parties to have negotiations completed by May 1, except as modified by written agreement.

**DURATION OF AGREEMENT AND REOPENER**

This Agreement shall become effective as of July 1, 2017 and shall continue in effect until June 30, 2020. This contract may be reopened by mutual agreement. This agreement constitutes the entire agreement between the parties for the term thereof as to all matters subject to collective bargaining.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives.

  
\_\_\_\_\_  
Jenua A. Clark  
Cape Elizabeth Educational Administrators'  
Association

\_\_\_\_\_  
June 13, 2017  
Date

  
\_\_\_\_\_  
Cape Elizabeth School Board

\_\_\_\_\_  
6/13/17  
Date

## **APPENDIX A**

The rights, benefits, and privileges of administrators are as follows:

### **I. LEAVES WITH PAY**

All Administrators shall be entitled to the following leaves with pay upon the approval of the Superintendent of Schools.

#### **SPECIAL LEAVE**

Administrators shall be granted the following special leaves with pay during each school year upon written application to the Superintendent.

- A. Five days in each event of death in the Administrator's immediate family;
- B. Three days, cumulative, for death(s) of other family relations;
- C. Five days for the purpose of caring for ill member(s) of the Administrator's immediate family, provided that if an Administrator uses more than four days of leave under this subsection, such additional day shall be deducted from sick leave.
- D. Two days for personal business requiring absence from school. Leaves requested under this section during the opening three days (Orientation Day included) or closing three days of the school year, or the days immediately preceding or following a holiday, may be approved only at the discretion of the superintendent of schools. Leave for personal business shall not be used for business which can be conducted outside the normal school day. Up to two (2) days of unused personal leave may be carried over to the next year but may not result in any more than four (4) days in the aggregate.
- E. The time necessary for appearances in any legal proceeding connected with the Administrator's employment or with the school system in any other legal proceedings if the Administrator is required by law to attend and provided such proceeding does not involve an employment dispute between the Administrator and the District. Any payments received by an Administrator for attendance at any such proceeding shall be transmitted to the Board, except that an Administrator shall not be required to transmit to the Board any payments received for travel.

#### **EXTENDED LEAVES OF ABSENCE**

- A. Emergency military leave as provided by Maine Statutes will be granted, without pay, to any Administrator who is inducted or enlists in active military services in time of war or other emergency declared by the proper authority of the State or of the United States. Upon return from such leave, an Administrator will be placed on the salary schedule at the level which s/he would have achieved if s/he had not taken such leave. Military leave is for one year at a time and the Administrator must renew his/her leave each year thereafter for the duration of the period of such war or other emergency;
- B. Administrators who are members of the National Guard or other authorized state military or naval forces, and those Administrators who are members of the Army, Air Force, Marines, Coast Guard or Naval Reserve shall be entitled to a leave of absence from their respective

duties, without net loss of income during, period of annual training, not to exceed seventeen (17) calendar days in any calendar year specified under the National Defense Act or Armed Forces Reserve Act of 1952, provided that such Administrators shall have made every reasonable effort to perform such annual training during the period when school is not in session.

### **SABBATICAL LEAVE**

A. When a fully certified Administrator shall have completed not less than seven (7) years of full-time service in Cape Elizabeth schools, and meets the following requirements, s/he shall be eligible for sabbatical leave for one academic year or two (2) consecutive school terms at one-half of his/her last scheduled salary paid in bi-weekly equal installments. This leave must be spent in further study, travel, research or other approvable activity which will be judged beneficial to the Administrator and to the school system.

B. No more than one (1) Administrator may be approved for this leave in any one academic year. Notice of intent must be filed with the Superintendent of Schools on or before October 1 in the academic year prior to the year for which leave is requested. Prior to final approval, the Administrator must accept an obligation to return to his/her position, or an alternative position, in the Cape Elizabeth schools for at least one (1) year. Final approval of application must be made by a screening committee composed of the Superintendent of Schools and a member of the School Board to be appointed by the Board. The selected Administrator and the Superintendent shall meet to agree upon the specific terms governing the sabbatical leave and said agreement is subject to Board approval. The specific terms as approved by the Board shall be reduced to writing and signed by the Board Chair and the Administrator. A copy of the form is appended to this Agreement.

C. To facilitate timely recruitment of a suitable replacement Administrator, candidates must notify the Superintendent of Schools in writing of his/her acceptance of the terms of the Sabbatical Leave no later than March 1 of the academic year prior to the year for which leave is requested.

D. Administrators shall be entitled to payments for Medical Insurance, Group Life Insurance and Disability Insurance pursuant to Sections 5 and 6 of this Agreement but the accumulation of sick leave is not earnable during the Sabbatical leave. Experience equivalent to the length of the leave will be credited upon completion of the program.

E. Failure to complete the planned program for any reason may invalidate the agreement subject to review of the School Board, and in the event of a breach of such an agreement, the Administrator will repay all sums advanced for his/her sabbatical leave in proportion to the fulfillment of his/her one year re-employment commitment.

### **II. LEAVES OF ABSENCE**

Leaves of absence without pay may be granted to Administrators upon approval by the Board following recommendation by the Superintendent of Schools.

### **III. SICK LEAVE**

Administrators shall be entitled to fifteen (15) days sick leave per year, accruable to 135 days. Accrued sick leave is transferred when an Administrator moves from one position in the system to another.

Administrators may voluntarily contribute sick leave days to a sick leave bank administered by the Association. Unused days in the bank will be carried over to the next year. The Association will promptly inform the office of the Superintendent of all contributions and withdrawals of sick leave days. On June 1 of each year, the Association may add contributory sick leave days to increase the unused balance to a maximum of 50.

To qualify for sick leave from the sick leave bank, an Administrator must have:

- A. Used all of his/her personal sick leave.
- B. Received the approval to use sick leave from the sick leave bank from the Association with prior notice provided to the Board.
- C. Used no more than a cumulative total of 10 days from the sick leave bank during the Administrator's employment by the Board.
- D. Contributed at least one day to the sick leave bank at the start of the school year.

#### **IV. RETIREMENT BENEFIT**

Upon retirement after no less than ten (10) consecutive years of working in the Cape Elizabeth School System, a full-time administrator shall receive a single, one-time payment equal to the number of years of service as an educator in Cape Elizabeth multiplied by two (2) percent of the current salary rate of the individual administrator.

Notification of retirement plans must be given to the Superintendent not later than February 15 in the year in which the Administrator retires.

#### **V. HEALTH BENEFITS**

The Board shall make available a comprehensive group health insurance program for eligible employees. Entitlement applies to those belonging to the Cape Elizabeth Educational Administrators' Association.

The Board shall contribute according to the following schedule.

|           |                                   |
|-----------|-----------------------------------|
| 2017-2018 | 86% of the MEABT Choice Plus Plan |
| 2018-2019 | 86% of the MEABT Choice Plus Plan |
| 2019-2020 | 86% of the MEABT Choice Plus Plan |

- A. Upon termination of employment with the Cape Elizabeth School Department, an Administrator may continue his/her enrollment in the Board's health insurance plan at his/her expense for a period of 18 months or such longer period as may be required by applicable federal or state law, provided that the Administrator shall pay the cost of all

premiums annually in advance or in such other installments as may be permitted by applicable federal or state law, and further provided that said continuation does not violate any provision of the Board's health insurance plan.

- B. Any eligible employee who waives medical coverage offered by the Cape Elizabeth School Department will, upon completion and submission of the required waiver form (Appendix D), become eligible to receive a cash contribution (paid as wages) in the amount of \$100.00/month. This contribution is intended to help offset the incurred costs of benefits coverage for the other source of medical insurance. It is important that employees realize that once benefits are declined, only certain qualifying events allow enrollment (or re-enrollment) for benefits. Consult the plan detail or Business Manager for specifics.
- C. Section 125.
  - 1. The School Board will offer a Section 125 premium-offset plan which would provide a tax sheltered opportunity for employees to pay for health and dental insurance premiums.
  - 2. The School Board will offer as benefits under the Section 125 Plan through a party chosen by the Board a Medical Care Reimbursement Plan and a Dependent Care Reimbursement Plan. The per account/per month administrative fee(s) shall be paid by the individual participant utilizing one or both of the separate benefit plans under the Cafeteria Plan.

## **VI. DENTAL BENEFITS**

The Board agrees to pay 100% of the cost of a single plan per year for the duration of this contract of a group dental plan consisting of the Northeast Delta Dental Plan, provided that the Board reserves the right to institute a new program of insurance providing benefits substantially equal to or superior to those referred to herein. Entitlement applies to those belonging to the Cape Elizabeth group.

## **VII. LIFE INSURANCE**

The Board agrees to pay the cost of the first \$50,000 of life insurance coverage for those Administrators who choose to purchase supplemental coverage through the Maine Public Employees Retirement System.

## **VIII. DISABILITY INSURANCE**

The Board agrees to purchase disability insurance on behalf of the Administrator from a plan of the Board's choosing.

## **IX. SEMINARS, CONFERENCES, WORKSHOPS**

The Board shall use its best efforts to include in its budget \$5,000 per year to be used for the purposes of seminars, conferences, workshops and similar activities that enhance Administrators' value to the Cape Elizabeth school system. These funds will be expended only upon the recommendation of the Superintendent of Schools.

## **X. REIMBURSEMENT FOR ADVANCED DEGREE COURSE WORK**

The Board agrees to reimburse any administrator for the cost of course work earned in a planned degree or other program approved by the Superintendent. Reimbursement will be up to and based upon the cost per credit hour at the University of Maine at Orono rate plus 15% for the 2017-2018, 2018-2019, and 2019-2020 school years. Other reimbursable costs include texts and activity and lab fees. These costs will be determined at the time of participation and shall be approved by the Superintendent. Anticipated use of this benefit shall be communicated in writing by the administrator to the Superintendent prior to February 1 preceding the use of this benefit. Reimbursement shall not be made for any courses taken during the summer recess if the administrator resigns from employment prior to or within ninety (90) work days of the immediate school year. The maximum number of credit hours to be reimbursed in any year shall not exceed nine (9) credit hours. The Superintendent is authorized to review course reimbursement requests that are above the 9-credit limit on a case-by-case basis. In all situations, the decision of the Superintendent is final and is not subject to the grievance procedure. Additional reimbursement in a given year is intended for, but is not limited to, the following reasons: (1) financial need; (2) planned program requirements.

## **XI. HEALTH FITNESS BENEFIT**

The Board agrees to reimburse any administrator up to \$100 per year towards a health club membership.

## **XII. WORK DAYS AND WORK YEAR**

See Appendix B for number of work year days by administrator position title. Work days are considered exclusive of legal holidays recognized by the "Board" and weekend days of Saturday and Sunday.

Any increase in the number of days worked by an administrator must be approved by the Superintendent and the School Board.

**APPENDIX B**  
**CURRENT ADMINISTRATIVE POSITIONS INDEX**

|                                     | <u>2017-2018</u> * | <u>2018-2019</u> | <u>2019-2020</u> | Work Days |
|-------------------------------------|--------------------|------------------|------------------|-----------|
| Elementary Principal                | 114,726            | 114,726          | 116,183          | 228       |
| Middle School Principal             | 116,142            | 116,142          | 117,617          | 228       |
| High School Principal               | 117,560            | 117,560          | 119,053          | 228       |
| Elementary Assistant Principal      | 91,433             | 94,195           | 98,132           | 208       |
| MS Assistant Principal              | 98,347             | 98,878           | 100,114          | 208       |
| HS Assistant Principal              | 98,696             | 101,677          | 102,948          | 208       |
| Director of Special Services        | 103,136            | 106,745          | 112,075          | 218       |
| Director of Teaching and Learning   | 103,136            | 106,745          | 112,075          | 218       |
| Athletic Director                   | 94,794             | 97,657           | 98,878           | 228       |
| Technology Coordinator <sup>1</sup> | 94,794             | 97,657           | 98,878           | 223       |

**The salary scale for administrators hired after the execution date of this Agreement is adopted and included in Appendix C.**

<sup>1</sup> It is agreed that the Technology Coordinator position will be removed from recognition when the next Technology Coordinator is hired after July 1, 2014. This position is subject to contract exceptions as the Technology Coordinator also serves as the Town of Cape Elizabeth's technology coordinator and oversees Town technology staff. This position is not subject to Maine Department of Education certification or oversight and is not eligible to participate in the Maine Public Employers Retirement Plan (MePERS). This position will participate in the School Department's 403(b) plan with a 3.97% (and as adjusted by statute) contribution from the Employer. (Contribution follows the required teacher contribution from the employer.) This is also subject to FICA taxation. The Superintendent will maintain discretion in managing this position as it relates to the contract.

**APPENDIX C**  
**PROBATIONARY ADMINISTRATIVE POSITIONS (ONLY) SCALE**

For 2017-2018

Years 1 and 2

| <b>POSITION</b>              | <b>Tier 1</b> | <b>Tier 2</b> | <b>Tier 3</b> |
|------------------------------|---------------|---------------|---------------|
| Elementary Principal         | 102,804       | 104,603       | 106,433       |
| MS Principal                 | 105,377       | 107,221       | 109,097       |
| HS Principal                 | 107,950       | 109,839       | 111,761       |
| Elementary AP                | 87,804        | 89,603        | 91,433        |
| MS AP                        | 90,377        | 92,221        | 94,097        |
| HS AP                        | 92,950        | 94,839        | 96,761        |
| Dir of Special Services      | 99,010        | 101,073       | 103,136       |
| Dir of Teaching and Learning | 99,010        | 101,073       | 103,136       |
| Athletic Administrator       | 89,765        | 91,336        | 92,935        |

For 2018-2019

Years 1 and 2

| <b>POSITION</b>              | <b>Tier 1</b> | <b>Tier 2</b> | <b>Tier 3</b> |
|------------------------------|---------------|---------------|---------------|
| Elementary Principal         | 103,832       | 105,649       | 107,497       |
| MS Principal                 | 106,431       | 108,293       | 110,188       |
| HS Principal                 | 109,030       | 110,937       | 112,879       |
| Elementary AP                | 88,682        | 90,499        | 92,347        |
| MS AP                        | 91,281        | 93,143        | 95,038        |
| HS AP                        | 93,880        | 95,787        | 97,729        |
| Dir of Special Services      | 100,000       | 102,084       | 104,167       |
| Dir of Teaching and Learning | 100,000       | 102,084       | 104,167       |
| Athletic Administrator       | 90,663        | 92,249        | 93,864        |

For 2019-2020

Years 1 and 2

After  
Probation

| <b>POSITION</b>              | <b>Tier 1</b> | <b>Tier 2</b> | <b>Tier 3</b> | <b>Year 3</b> |
|------------------------------|---------------|---------------|---------------|---------------|
| Elementary Principal         | 105,130       | 106,970       | 108,841       | 111,018       |
| MS Principal                 | 107,761       | 109,647       | 111,565       | 113,797       |
| HS Principal                 | 110,393       | 112,324       | 114,290       | 116,575       |
| Elementary AP                | 89,791        | 91,630        | 93,501        | 95,372        |
| MS AP                        | 92,422        | 94,307        | 96,226        | 98,151        |
| HS AP                        | 95,054        | 96,984        | 98,951        | 100,929       |
| Dir of Special Services      | 101,250       | 103,360       | 105,469       | 107,579       |
| Dir of Teaching and Learning | 101,250       | 103,360       | 105,469       | 107,579       |
| Athletic Administrator       | 91,796        | 93,402        | 95,037        | 96,939        |

**APPENDIX D**

**Cape Elizabeth School Department  
Waiver of Medical Coverage**

Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

I waive medical coverage for myself and my eligible dependents under the Cape Elizabeth School Department's plan, due to the fact that:

\_\_\_ I and my eligible dependents are currently covered under another health plan; or

\_\_\_ I have decided not to participate in the plan

**I understand that to qualify for Health Insurance coverage after declining coverage, I must notify the plan administrator during the open enrollment period, or as soon as possible after:**

- Termination of my/our current coverage as a result of exhausting the maximum period of COBRA coverage or due to legal separation, divorce, death or termination of employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Please note that waiving your coverage may affect your ability to pick-up coverage when retiring under the Maine Public Employees Retirement System. There are specific rules that must be followed if an employee wants to continue or pick-up insurance coverage when receiving benefits through MainePERS. For specific requirements please call the MEA Benefits Trust Representative.