

COMPENSATION & FRINGE BENEFITS FOR WORTHINGTON SCHOOLS ADMINISTRATORS

Commencing on August 1, 2017 and ending on July 31, 2020, the fringe benefits for administrators, supervisors, and administrative directors employed by the Worthington City School District will be as follows:

1. **Medical Insurance:** The Board will provide a High Deductible Health Savings Account (HSA) insurance plan for administrators. The deductible amount will be \$1500 per year for single coverage and \$3000 per year for family coverage or the minimum required by IRS regulations for HSA plans, whichever is greater.

Premium Cost

The administrator shall pay fourteen percent (14%) of the monthly premium for family and single coverage. Provided, however:

If the Board's monthly cost for a family plan exceeds a dollar amount equal to eighty-six percent (86%) of \$1,927 beginning January 1, 2017 then the Health Insurance Committee shall consider and may recommend changes in the health insurance plan or the Board's HSA contribution. Any change in plan design would require a joint recommendation of the representatives of both employee Associations (WEA and WESP).

- a. Beginning January 1, 2017, the Board shall pay eighty-six percent (86%) of the monthly family premium up to 86% of a total monthly family health premium of \$1,927 (up to 86% of a total monthly single health premium of \$714).
 - b. The Health Insurance Committee shall make recommendations about how to manage or reduce insurance costs if the total monthly family premium exceeds the limits listed in section a. above. The Health Insurance Committee may recommend changes in the health insurance plan or a reduction in the Board's contribution to the HSA in order to deal with a total monthly family premium cost exceeding those limits. In the absence of the Committee doing so, all the cost exceeding 86% of the total monthly family premium and 86% of the total monthly single premium of the above stated limits shall be borne by the employees. At least one of the three Superintendent designees will be an administrator on the Insurance Committee.
2. **Health Saving Account:** The Board will contribute to each participating administrator's HSA (Health Savings Account) account, an amount equal to fifty percent (50%), of the annual deductible amount applicable to that administrator's insurance plan (single or family), subject to the annual dollar cap in paragraph one (1) above. Administrators may make additional contributions consistent with IRS regulations, by payroll deduction. Board contributions to HSA accounts will be made on January 1. Administrators who leave the insurance plan for any reason during the following twelve-month period will reimburse the Board at the rate of one-twelfth of the Board-paid contribution for each month that the administrator is no longer in the plan. Administrators hired after January 1 shall receive a pro-rated Board contribution based on the number of months in the District employment during the initial year.
 3. **Dental Insurance:** The benefits of this dental policy are set forth and described in the booklets and plan summaries supplied to each administrator. The monthly premium for such insurance shall be paid for by the Board.
 4. **Group Term Insurance:** The death benefit accorded under this group term-like insurance policy is \$100,000. Accidental death and dismemberment and conversion benefits are described in the group term insurance booklet supplied to each administrator. The monthly premium for such insurance is paid for by the Board.
 5. **Vision Insurance:**
The benefits of this vision policy are set forth and described in the booklets and plan summaries supplied to each administrator. The monthly premium for such insurance shall be paid for by the Board.

6. **Paid Holidays:** For only those administrators, supervisors, and administrative directors on a full-year (260-day) contract, the following shall be paid holidays.

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving	Day before or after Christmas Day
Christmas Day	Three Floater Days*	

*Determined by the employee subject to the approval of the Superintendent. Administrators, supervisors, and administrative directors under a contract consisting of less than 260 days per year are not entitled to any paid holidays.

7. **Paid Vacation Days:** Administrators, supervisors, and administrative directors on a 260-day contract shall start the year with twenty (20) paid vacation days, effective August 1, 2004. If employment is terminated prior to the effective end date of the administrator's contract, through voluntary or involuntary separation, administrator shall pay back vacation days used that exceed an accrued rate of 1.67 days per month from August 1st of the current school year. Administrators will be permitted to carry over all unused vacation days up to two time's annual accrual. These vacation days will be reimbursed at the current per diem rate of pay calculated on a 260-day contract year. The accumulated unused days up to ten (10) are eligible for reimbursement if they are part of the administrator's cumulative total by July 31 of a given year. There is no stipulation on the number of vacation days used during a given year in order to receive reimbursement for these days. Vacation days must be applied for and approved on the appropriate forms. The administrator shall either be compensated for unused vacation days to a maximum of 40 days upon resignation, or shall be permitted to use any unused vacation prior to the effective date of resignation.
8. **Professional Growth Opportunities:** There shall be \$800 available annually for an administrator's membership in professional organizations/associations.

In the event that the administrator is unable to receive fee script, the Superintendent may authorize tuition payments for up to fifteen (15) credit hours during a five-year period for an administrator, provided that the coursework is in accordance with an approved Individual Professional Development Plan (IPDP). If the administrator leaves within twelve months of receiving a tuition reimbursement payment, the Board will collect 50% of said payment upon resignation.

Funds for administrator professional development are maintained by the Superintendent. Those administrators who wish to attend workshops, conferences, and/or take advantage of other professional growth opportunities should make the request initially to their immediate supervisor who shall indicate preliminary approval/disapproval, and forward to the Superintendent. Once received and, if approved, the Superintendent's office will process the forms. Following attendance, the administrator should re-submit the previously approved Professional Development Reimbursement form with itemized receipts for all previously approved and appropriate reimbursable expenses attached.

9. **Leave of Absence:** Administrators, supervisors, and administrative directors shall be entitled to the following leaves of absence:
- Sick Leave** shall be granted at the rate of one and one-fourth (1-1/4) days per month to a maximum of fifteen (15) days per year and shall accumulate without limit. Such leave may be paid for any absence due to personal illness, pregnancy, injury, exposure to contagious disease which could be communicated to others, and for absence due to illness, injury, or death to the immediate family. Sick leave requests must be initiated by the administrator. Completion of a re-admission form and compliance with Section 3319.141, Ohio Revised Code, shall be required upon return from such leave and an examination by a Board-appointed and paid physician may be required upon return from such leave.

Immediate family is defined as including husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, or dependent living in the home of the employee. Sick leave may also be used, in addition to those listed above, for significant others with the pre-approval of the Superintendent/designee.

- b. **Personal Leave** may be granted with the approval of the Superintendent/designee up to three (3) paid days per school year which shall not accumulate so long as:
 1. Such leave is approved, prior to its commencement, by the Superintendent; and
 2. Any unused personal leave days will be converted to the administrator's sick leave accumulation at the end of each contract year (July 31).
- c. **Professional Leave** of up to ten (10) non-cumulative days shall be granted to a 260-day administrator each year on a graduated basis. No reason for use of these days needs to be given. Professional days are subject to the following limitations:
 1. Professional days shall not be used on the day before or after a vacation or holiday period except with the pre-approval of the Superintendent/designee.
 2. No more than three (3) consecutive leave days may be taken without the pre-approval of the Superintendent/designee unless the days are taken on non-student days.
 3. Absences can only be taken in full day (1) increments.
 4. Graduated Professional leave days shall be accrued using the following time table:

<u>Administrative Years Completed in Worthington</u>	<u># of Days</u>
2	3
4	5
6	7
8	10

- d. **Assault Leave** may be granted to an administrator who is required to be absent due to disability resulting from a physical assault which occurs in the course of Board employment while on duty during school hours when the administrator is required to be in attendance at a school sponsored function or when the assault results from Board employment or performance of the administrator's duties shall be eligible to receive assault leave. Upon determination of eligibility by the Board, the leave shall be granted for a period not to exceed thirty (30) calendar days.
 1. The administrative staff member requesting assault leave shall submit to the treasurer a signed statement on forms prescribed by the Board of Education and maintained by the treasurer. Such statements will indicate the nature of the injury, the date of the occurrence, the identity of the individual(s) causing the assault if known, and the facts surround the assault. If medical attention is required the staff member shall supply the certificate from a licensed physician stating the nature of the disability and the probable duration.
 2. Full payment for assault leave less worker's compensation and any other approved financial remuneration, shall not exceed the staff member's per diem rate of pay and will not be approved for payment unless and until the form and certification as provided above are supplied to the treasurer.

The administrator's false qualification of either the signed statement or physician's certificate

is grounds for suspension or termination of employment.

- e. **Disability Leave** shall be granted without pay to a person requesting such leave who has exhausted or who chooses not to use sick leave so long as:
 - 1. The reason for the request is identical to one of the reasons permitting the use of sick leave; and
 - 2. Such leave does not exceed two (2) consecutive school years; and
 - 3. A written request is submitted to the Superintendent.
If the person requesting such leave a) has been employed by the Board for five (5) years; b) has exhausted all sick leave; and c) is not eligible for a State Retirement System Disability Retirement, the Board shall pay full fringe benefits for up to one year for such person.
- f. **Leave of Absence** may be granted, upon written request to the Board, without pay for up to one (1) school year so long as the person making such request has completed five (5) years of employment by the Board.
- g. **Child Care Leave** for a period not to exceed one (1) year shall be granted without pay upon thirty (30) days written notice to the Superintendent when the birth or adoption of a child of such person making the request occurs or when the birth of a child is imminent.

- 10. **STRS/SERS Pick-up**: The Worthington Board of Education will implement the “pick-up” and the “pick-up” on the “pick-up” of the administrative employees required contributions to the State Teacher Retirement System or School Employees Retirement System, up to 14% required employee contribution plus required contributions attributable to this 14% pick-up (effectively 15.96%). The STRS/SERS pick-up and pick-up on the pick-up will be continued so long as it is allowed by the IRS, the retirement systems, and the state attorney general. The Board shall implement a pick-up and pick-up on the pick-up equal to the current administrators’ share of retirement.

If legislation becomes effective during the term of this contract that requires the Board to cease paying the fringe benefit pick-up, then the Board on the date the change in law becomes effective shall provide additional annual salary and/or other compensation equal to the same total cost to the Board as the total cost the Board would have incurred had such fringe benefit pick-up (“pick-up on the pick-up”) been in effect for the entire contract year that the change becomes effective, prorated for any partial contract year.

- 11. **Severance Pay**: An administrator who ends his/her employment with the Board for one of the following conditions shall be eligible for severance pay so determined herein.
 - a. The administrator who is eligible for and does retire under a state or municipal retirement system.
 - b. The administrator who is eligible for and takes disability retirement under a state or municipal retirement system.
 - c. The administrator who dies. In the case, the severance pay would be paid to his/her beneficiary or estate.
 - d. The administrator who has completed ten (10) or more years of service with the Worthington City Schools.
 - e. Severance pay shall be calculated based on the administrator’s per diem rate of pay at the time of severance multiplied by one-fourth (1/4) of the administrator’s accrued and unused sick leave days to a maximum of seventy-five (75) days.

- f. The administrator who has completed more than ten (10) consecutive years of employment with the Worthington City Schools shall receive two (2) days of severance pay for each additional year of service over ten (10) not to exceed twenty-six (26) days of severance pay.
- g. An administrator may elect to be compensated for accrued and unused sick leave if he/she has accumulated 90 days or more of unused sick leave by September 1 of the current year.
 - 1. Each eligible administrator shall submit a signed voucher provided by the Treasurer requesting payment for all unused sick leave earned between July 1 and June 30 of that year. Failure to submit a voucher by June 30 of each year will indicate the administrator's choice to accumulate the sick days.
 - 2. Unused sick leave days accumulated between July 1 and June 30 of the previous year will be reported in the July 15 paycheck and will be paid on July 30. If an administrator disagrees with the reported amount, he/she should contact the Treasurer by July 20.
 - 3. No later than July 30, the Treasurer shall provide to the administrator a sick leave check equal to unused sick days for that year times \$25 per day.
 - 4. All days purchased by the Board will be removed from the administrator's total sick leave accumulation.

General Provisions Governing Severance Pay:

- a. Severance pay shall be made only once to any administrator.
 - b. The administrator must request his/her severance pay on the prescribed form and within 60 days of his/her last day of employment unless he/she wishes to have severance deposited in a tax-deferred account in which case the member must request his/her severance prior to his/her last day of employment. The member shall be paid within 45 days of the date of his/her last date of employment or within 45 days of the date of request should he/she make the request after the last day of employment.
 - c. The amount of severance pay will be calculated by the actual number of days in the individual's contract, not including paid holidays and vacations.
 - d. All sick leave accrued by the administrator shall be eliminated for future use within the Worthington Schools with the receipt of his/her severance pay. The administrator may transfer the balance of his/her sick leave to another employer.
 - e. A certified administrator who departs the Worthington City Schools during the school year (between the first day of school and the last day of school) will have their severance reduced by 25%.
12. **Mileage:** Administrators shall be reimbursed at the IRS standard mileage rate for miles eligible for reimbursement under IRS regulations. Prior to requesting reimbursement, the administrator will obtain the authorization and approval of his/her supervisor and the Superintendent/designee. The Treasurer's office shall provide forms for requesting such reimbursement and instructions on completing those forms.
13. **Administrator Contracts:** Administrators employed by the district shall receive employment contracts in the following sequence (recognizing, however, the Superintendent's authority to recommend a contract of fewer years pursuant to ORC 3319.02 and the Board's authority to approve that recommendation):

An administrator's first contract – 2 years
An administrator's second contract – 2 years
An administrator's third contract – 3 years

An administrator's fourth contract and thereafter – 4 years

If an administrator changes job classification within the district, or leaves the district and returns as an administrator he/she would go back to the beginning of the sequence.

The Superintendent shall evaluate the salary of each administrator entering his/her fourth year in the district (prior to the first 3-year contract) and has the authority to adjust the salary \$0-7,000 based on the assignments/responsibilities, needs of the district, and market conditions. This will be done via personnel action form.

14. **Enrollment of Administrators' Children in Worthington Schools:**

Beginning with the 2004-2005 school year for pupils, the District will adopt and implement a policy permitting the enrollment of administrator's children in the schools of the District. Such policy will comply with R.C. Section 3313.64 provided, however, that the enrollment of administrators' children will be subject to the following conditions:

- a. Enrollment will be permitted on a "space available" basis only. Space available means the school to which enrollment is requested ("Enrollment School") having classes which are not at optimum class size after taking into account the enrollment of: a) pupils residing in the Worthington School District and in the designated attendance area for the Enrollment School of attendance, b) pupils residing in the Worthington School District and eligible to enroll in the Enrollment School by reason of the federal Elementary and Secondary Education Act or regulations adopted there under, and c) pupils residing in the Worthington School District and eligible to enroll in the Enrollment School under the District's open enrollment policies.
- b. Administrators enrolling pupils under this agreement acknowledge and agree that the following provisions shall govern such enrollment:
 1. No transportation shall be provided pupils enrolling under this provision, unless otherwise required by law.
 2. All pupils enrolling under this provision shall be subject to the Code of Conduct and other regulations of the Enrollment School.
 3. There is no guarantee that siblings seeking to enroll under this provision will be admitted to the same Enrollment School.
 4. There is no guarantee that enrollment will be continued beyond any year in which enrollment is approved.
 5. Athletic eligibility will be determined by the rules of the Ohio High School Athletic Association.
- c. Recognizing that the District will incur additional costs as a result of compliance with this provision, the Worthington Leadership Association agrees to pay to the District an amount equal to the annual sum of one thousand dollars (\$1,000) per school year for each pupil enrolled by an administrator. Payments will be made in three equal installments during the school year, upon invoice from the District Treasurer to the administrator. The District Treasurer will deduct payments, at the written request of any administrator, from the administrator's payroll in the same manner as other payroll deductions. In the event that the District is determined to be ineligible to include the enrollment of administrators' children in District ADM the District may, at its election: a) waive any provisions of this section, and/or b) repeal the policy providing for the enrollment of administrators' children for whom state foundation funds are not provided as of the end of the school year.

15. **Administrator Retire/Rehire:** An administrator who is considering a resignation for the purpose of retirement to be followed by re-employment with the district (Retire/Rehire) may submit a request for Retire/Rehire re-employment to the Superintendent. Such requests shall be submitted no later than **January 10th** for August 1st rehire. Administrator will be considered for Retire/Rehire so long as allowed by the IRS, STRS/SERS, and ORC.

The Board will conduct such hearing as required by Law and will act upon the Retire/Rehire request following the hearing. Rehire of the retiring administrator will take effect upon final Board approval.

If the request for Retire/Rehire re-employment is denied, the administrator may choose to continue employment and will maintain all rights and benefits entitled to all administrators. If the request for re-employment is denied, the administrator may also choose to retire.

In instances where an administrator of the Worthington Schools is eligible to and desires to be considered for rehire following retirement the following shall apply:

- a. It shall be the Superintendent's decision whether a retiring administrator is recommended for rehire in the district.
 - b. The retired and rehired administrator will be employed on a one year administrative contract, if permitted by Ohio Revised Code. If employment commences after August 1, the time employed up through July 31 shall be considered a full year. Contract renewal will be subject to Superintendent recommendation and Board approval.
 - c. The retired and rehired administrator shall receive a salary **not less than** eighty-five percent (85%) of his/her salary at retirement, or if at the end of a contract cycle, scheduled to be in effect the next contract year.
 - d. Sick leave balance upon rehire equal to balance of sick leave remaining after calculation of maximum severance (i.e. in excess of 260 days).
 - e. Rehired administrator may carry forward up to ten (10) previously accumulated but unused vacation days.
 - f. Rehired administrator shall retain all other benefits of a newly hired Worthington Schools administrator.
16. **Salary Adjustment:** New administrators will continue to be placed on an Administrative salary grid upon employment. Administrator base salaries will increase 2.5% annually on August 1, 2017, 2.5% annually on August 1, 2018, and 2.5% annually on August 1, 2019. An administrator who is deemed ineffective will not receive a base increase in that year. The placement grid will not be adjusted during the 2017-18 school year.
17. **Performance Increase:** Any administrator who was employed during the 2016-17 school year and returns for 2017-18 school year will receive a one-time increase of \$750.00 to the base salary. This addition will be made effective in August of 2017.