

## **GENERAL SCHOOL ADMINISTRATION**

### **3:92 Administrator Benefits Plan**

The Board of Education of Arlington Heights School District No. 25 (the "Board") is committed to attracting, developing, motivating and retaining highly qualified, professional staff for the administrative positions of Arlington Heights School District No. 25 (the "District"). In order to meet these objectives, it is necessary that a comprehensive program for compensation of the administrative staff be developed and implemented. Such a program should include the following: A classification system which differentiates the relative importance of administrative positions and employees on the basis of:

- a. Responsibility involved;
  - b. Competency in meeting responsibilities, goals and objectives;
  - c. Time involvement expectations;
  - d. Years of administrative experience; and
  - e. Professionalism / educational background.
1. An internally equitable and externally competitive compensation system. The term "compensation", as used in this plan, includes both salary and benefits.
  2. Provisions for professional growth and development.
  3. Measures which encourage physical and mental well-being.

The four components of the administrative compensation program are addressed in the following areas: (1) Administrative Classifications; (2) Salary; (3) Benefits; (4) Professional Growth; and (5) Reimbursements. Each of these topics is addressed, in turn, below.

#### **I. ADMINISTRATIVE CLASSIFICATIONS**

The administrative classifications and general length of the work year for the positions are:

1. Assistant Superintendent
2. Director
3. Principal
4. Assistant/Associate Principal
5. Coordinator

Administrators are generally hired for 11-month or 12-month contracts. However, the length of a work year may vary. It is understood that an administrator is employed to fulfill the responsibilities in their job description and contract, which may result in some variance in the actual number of days worked per year.

Administrators qualify for benefits listed below when they are scheduled to work at least 30 hours per week. Administrators working less than 30 hours per week but more than a 0.5 FTE may be eligible for health insurance subject to any plan limitations. Benefits are prorated to align with the employee's FTE status.

#### **II. SALARY**

1. The Board may make salary adjustments annually for the administrators, based upon recommendation of the Superintendent. The Board may review and increase the salary of an individual administrator at any time during the year upon recommendation of the Superintendent.
2. Annually, the Superintendent or designee will review the performance of each administrator. Salary recommendations will reflect the administrator's performance, the position's work and will strive to be competitive with the prevailing wage rates for comparable positions in similar districts throughout the North Region of Cook County.
3. The ability of the District's administrative personnel to experience compensation increases will be based on decisions of the Board with reference to the financial status of the District, the general increases given to other licensed personnel in the District, guidelines established by the Board for salary progression, and the recommendations of the Superintendent.
4. Salary increases will be effective at the beginning of each contract year, unless specifically specified otherwise.
5. In addition to base salary, the Board may provide the administrator with other Board paid amounts. Provisions

for this additional salary will be listed in individual employment contracts.

### **III. BENEFITS**

1. **SICK/PERSONAL LEAVE**: All administrators, covered by this benefit plan, are provided sick and personal days annually in accordance with the sick and personal leave provisions of the ATA collective bargaining agreement. Personal leave requires advance notice. An administrator may accumulate sick leave days up to a total of 355 days, without limitation. Unused personal days will convert to sick days at the end of each annual contract term.

2. **VACATION DAYS**: Annually on July 1, administrators employed 260 days or more each year are provided four (4) weeks (20 work days) of vacation time, unless specifically modified in the administrator's employment contract. Vacation days taken during District-scheduled December and spring vacations will be deducted from the allowed vacation time. Administrators working less than 260 days each year will not be provided vacation days unless otherwise provided in the administrator's employment contract.

Scheduling and use of vacation days must be approved by the Superintendent or designee. Administrators directly reporting to a supervisor other than the Superintendent should first seek out that administrator's approval before submitting their vacation request to the Superintendent. Vacation requests may be made no more than 12 months in advance and no less than 2 business days prior to their intended use. Typically, building-based administrators' vacation requests are not approved on student attendance days. Central Office administrators are required to coordinate vacation to provide the required chain-of-command and emergency response.

The maximum number of unused vacation days an administrator may accumulate will be 30 unless specifically modified in the administrator's employment contract.

3. **HEALTH INSURANCE**: The administrator may participate in the District's medical/health insurance program. In doing so, the administrator may choose the type of insurance from the District's available options (PPO or HMO; single coverage or family coverage).

4. **VISION INSURANCE**: The administrator may choose to participate in the district's vision insurance program.

5. **DENTAL INSURANCE**: The administrator may choose to participate in the district's dental insurance program.

6. **PHYSICAL EXAM & OTHER WELLNESS**: Every other year of employment, the Board will reimburse the administrator for the cost of a physical exam and/or wellness cost to a maximum of \$300: The administrator will submit a claim to the District's insurance provider for physical exam payment. To the extent, the administrator incurs unreimbursed, out-of-pocket expenses after submitting the claim, the Board will reimburse the administrator for such expenses to a maximum of \$300.

7. **LIFE INSURANCE**: The Board shall provide the administrator with term life insurance in the amount of one and one-half times the administrator's base salary. The administrator shall pay the premium for the first \$50,000 in coverage. The Board shall pay the premium for the coverage beyond the first \$50,000.

8. **DOCTORAL DEGREE**: If the administrator earns a doctoral degree, an annual stipend of \$1,000 will be paid beginning in the contract year following the year in which the degree is attained.

### **IV. PROFESSIONAL GROWTH**

The Board of Education will reimburse administrators for attendance at appropriate professional meetings at the local, state and national levels. Such attendance requires pre-approval by the Superintendent or designee and is subject to the availability of funds for such attendance.

Additionally, costs associated with membership fees in community organizations will be paid by the Board, contingent upon approval by the Superintendent. The Superintendent will approve membership in the community organizations if the Superintendent deems membership in the organization is in the best interests of the District.

From time to time, various conferences, memberships and workshops are offered to administrators for the purpose of improving skills. The Superintendent may approve requests for attendance at workshops and conferences and approve membership dues if he/she determines it would be in the best interest of the District.

### **V. REIMBURSEMENTS**

1. **BUSINESS EXPENSES**: Administrators shall be reimbursed for business related expenses. These expenses include mileage, travel, dues, memberships, business lunches and other miscellaneous business expenses up to the limit established in the approved budget amount approved by the Board for such purposes.

Any portion of this Administrative Benefits Plan which is determined to be unlawful or in violation of the regulations of the state or local boards of education shall be determined void. At the time that such portion is so determined, revisions to the program will be made to bring the program into compliance. Additionally, if any benefit provided under this Plan results in or will result in the

Board having to pay a contribution or penalty to the Illinois Teachers' Retirement System for an administrator's retirement, the benefit(s) will not apply to the administrator(s) for whom a contribution or penalty would be required.

All benefits set forth herein are subject to change, reduction, or elimination as determined solely by the Board of Education.

Adopted: May 6, 2021

**Arlington Heights SD 25**

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