



## **DISTRICT 211 ADMINISTRATOR COMPENSATION AND BENEFIT PACKAGE**

### **SECTIONS**

- I. Compensation pg. 1**
- II. Leaves pg. 1**
- III. Insurance pg. 6**
- IV. Fringe Benefits pg. 8**
- V. Other pg. 13**

### **I. Compensation**

The Board of Education will annually review salary adjustments. The Board will take into account, among other factors, comparable salaries in similar districts, teacher salary structure, industry management salaries, inflation and the District's financial position. Annual salary adjustments will be made effective July 1. Administrators may receive an annual Board-established base salary increase as well as potential performance awards. Salary increases may also be reviewed based on base salary adjustments, salary fund balance, salary position relative to other employees in the group and position relative to the range of pay for the group.

Administrators who are new to a position will be assigned a starting salary by the superintendent, subject to Board approval, based upon experience and other factors.

The employee will pay all TRS member contributions including THIS contribution or all IMRF contributions depending on their position.

### **II. Leaves**

#### **A. Sick Leave**

Each twelve-month administrator shall be entitled to 16 days (ten-month, 14 days) leave for personal illness, mental or behavioral health complications, disabilities, quarantine at home and serious illness in the immediate household, with full pay during each contract year, the administrator being eligible for such leave after beginning the contract year. If an administrator does not use the full amount of the annual leave allowed, the amount unused shall accumulate from year to year up to a total of 380 days, but up to a maximum of 340 days for retirement in accordance with Illinois Teachers' Retirement System or 240 for retirement in accordance with the Illinois Retirement Municipal Fund. This amount shall be available for use in addition to the annual leave allowed each year.

## B. Personal Leave

Each administrator shall be entitled to four days of personal leave during each contract year to deal with matters that cannot be completed during non-school days or hours. No more than two personal days may be taken during any three consecutive work days. Such leave shall not be available on days immediately prior to or after school holidays, and shall not be available during the first or last week that school is in attendance, provided that personal leave may be used during the first week of school to transport children to an institute of higher learning. Unused personal leave shall accumulate as sick leave. Exceptions to personal leave usage are made by the Superintendent.

## C. Bereavement Leave

Up to five days of paid leave shall be allowed for each incident of death in the immediate family, miscarriage, stillbirth and for other reasons as defined in the Family Bereavement Leave Act. Immediate family shall include parents, stepparents, spouse, domestic partner, brothers, sisters, children, stepchildren, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians of either the employee or the employee's spouse/domestic partner. Bereavement leave does not need to be continuous days. One day of paid leave for each incident of death shall be allowed for aunt, uncle, niece or nephew. The administrator shall notify the supervisor as soon as possible to implement the use of bereavement leave. Employees may provide written rationale and request bereavement leave for individuals not listed above or for an additional day(s) of leave in extenuating circumstances for any of the non-immediate family members listed above. Granting of such leave will be at the discretion of the Superintendent.

All employees who have worked at least 1,000 hours with the District during the prior 12-month period may receive an additional 5 days of unpaid leave for the death of an immediate family member or for reasons as specified by the Family Bereavement Leave Act. If an employee has paid sick leave or personal days available, the paid sick or personal leave may be substituted for the unpaid leave. The leave shall be administered consistent with the Family Bereavement Leave Act and may not exceed unpaid leave time allowed under the FMLA.

## D. General Absenteeism

District employees are expected to assume diligent responsibility for their attendance. If unable to work because of illness, employees are expected to notify their supervisor before the beginning of the work day on each day of absence.

If an employee is absent for more than three consecutive work days, a statement from a physician may be required before they will be permitted to return to work. If an employee is absent for more than three consecutive work days, the District may also require an employee to be examined by a District-designated physician at its discretion. When the District requires an examination by a physician of its own choosing, it will pay for such examination.

Employees who fail to provide proper notification for absences will be subject to disciplinary action, up to and including discharge.

#### E. Disability Accommodations

The District will make every effort to accommodate employee's disabilities. If an employee seeks an accommodation due to a medical condition, they should contact Human Resources.

#### F. Extended Sick Leave

Administrators shall be entitled to additional paid leave beyond sick leave provisions of up to one calendar year in case of serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of fourteen days), provided the administrator has exhausted accumulated sick leave. The combination of TRS disability insurance, long-term disability insurance, worker's compensation salary, extended sick leave salary and any other applicable benefits shall not exceed the base salary the individual would have received had the individual been performing regular duties. Any part of the calendar year not used may be used at a later date. Continued eligibility for benefits under this paragraph may be subject to periodic verification by a physician.

Any administrator who has suffered serious illness or disability (medical conditions for which a physician confirms to be disabling for a minimum of 14 days) which requires the use of one year extended sick leave, or any administrator who adopts a child or is incapacitated due to pregnancy or childbirth, as verified by a physician, who uses less than ninety (90) days sick leave shall upon return to the District, have sick leave reinstated based upon the number of accumulated sick leave days lost which were directly related to the illness as follows:

1. If the original accumulation was 20 days or more, one-half of the administrator's accumulated sick leave days will be reinstated
2. If the original accumulation was 10 to 20 days, 10 days will be reinstated
3. If the original accumulation was less than 10 days, the number of days accumulated prior to the illness will be reinstated

#### G. Illness, Accident, or Injury

An employee who has been absent from work for two weeks or longer because of illness or injury may be required to have the attending physician submit a medical release before returning to work which should include any requested accommodations.

#### H. Long-Term Disability

The Board will provide long-term disability insurance for administrators. The plan will provide 60% of the base salary at the time of the disability when a covered employee becomes disabled and has been disabled for 180 consecutive days. The plan, which is paid by the Board, will be coordinated with TRS and FICA/IMRF disability plans and any other applicable program.

#### I. Catastrophic Illness Immediately Prior to Retirement

Administrators who have submitted an irrevocable letter of retirement may accumulate unused sick days beyond the 380-day cap. However, those days are available only for catastrophic illnesses and are not eligible for TRS nor IMRF service credit. For purposes of this provision, catastrophic illnesses are defined as a severe and debilitating medical condition that requires an extended period of absence from work, as verified by a healthcare provider chosen by the District.

#### J. Emergency Leave

Application for leave must be made in writing and submitted through the supervisor to the Superintendent. Approved emergency leave will not result in a loss of pay or accumulated sick leave. Conditions under which the Superintendent shall grant emergency leave are:

1. A crisis evolving from the destruction of the administrator's personal property. Examples: flooding, tornado, fire, theft, sudden and catastrophic failure of furnace or water heater.
2. Legal proceedings necessitating the administrator's presence, the date of which the administrator does not control. Examples: jury duty, court appearance, adoptions.
3. Observance of major religious holidays.
4. A community service, governmental function, or honorary ceremony in which the administrator is extended specific personal recognition. Examples: outstanding teacher award, part of the official party at a dedication ceremony, a specific request from a government committee to testify before it.

#### K. Parental Leave

1. An administrator may be eligible for leave under the Family and Medical Leave Act for pregnancy or birth of a child. FMLA allows up to twelve weeks of leave during the twelve-month period after the birth of the child or adoption. Administrators should contact TRS/IMRF regarding service credit reported during leaves.
2. Administrators may use up to thirty work days of accrued sick leave within the twelve-month period following the birth of a child. Additional accrued sick leave may be used due to medical complications, with medical certification.
3. Any administrator who exhausts all of their sick leave while on parental leave may be eligible for an extension of sick leave according to this document.
4. An administrator may use up to thirty days of sick leave for adoption, placement for adoption or the acceptance of a child in need of foster care according to 105 ILCS 5/24-6.

L. Family and Medical Leave Act (FMLA)

The District is committed to compliance with the Family and Medical Leave Act of 1993, as amended (the “FMLA”). The FMLA allows eligible employees a maximum of 12 work weeks of job-protected leave per year for reasons as specified in the FMLA. Administrators should meet with Human Resources to discuss FMLA details prior to requesting this leave.

The District will not interfere with, restrain, or deny the exercise of any right provided by the FMLA, nor will it discharge or discriminate against any individual for opposing any practice or involvement in any proceeding relating to the FMLA. The District recognizes the co-existence of state and/or local laws regarding family and medical leave. Where such laws apply and provide greater family and medical leave rights than the FMLA, the District will comply with those laws.

M. Sabbatical Leave

The Board may permit administrators to take sabbatical leaves for the purpose of self-improvement through a plan of resident study or research. Applications must be recommended by the superintendent before presentation for final Board approval. See Policy GCBD Professional Staff Leaves and Absences - Sabbatical Leaves for additional information.

N. Jury Duty

After due notice, the superintendent may grant leave at full pay for a staff member to be absent from assigned responsibilities for the purpose of fulfilling jury duty. See Policy GCBD Jury Duty.

O. Leave for Summer Graduate Studies

Twelve-month administrators who wish to do advanced study during the summer will be expected to use their vacation period for this purpose. They will be extended extra vacation time beyond their annual allotment for attending six- or eight-week summer sessions upon approval by the Superintendent. Summer school study under this paragraph cannot be combined with a sabbatical leave.

P. Leaves of Absence

Leaves of absence for professional study may be granted to administrators who make application to the Superintendent. The Superintendent will seek the recommendation of appropriate supervisory personnel before recommending Board of Education action. The length of leave should be mutually agreed upon by the Superintendent and the employee requesting the leave. Leaves of absence shall not be granted to administrators who have not been employed in the District for at least three years. Administrators granted a leave to secure an advanced degree will receive reimbursement for tuition charges for all those courses pre-approved by the Superintendent, provided they return to the District for four years.

### **III. Insurance**

#### **A. Health Insurance and Wellness and Prevention Screening (Effective January 1, 2025)**

The district will offer comprehensive medical insurance for all administrators. Varied levels of payments for insurance coverage based on plan benefits and premium equivalent rates will be offered. Family health insurance plans will include the employee and eligible dependents.

The Board will pay for family or individual insurance premiums for administrators who participate in the annual wellness program screening and select one of most efficient District insurance plans which currently include: HMO-BA and HSA plans. The identified most effective insurance plans are subject to change periodically. Administrators who choose a plan other than the plans designated as the most effective insurance plans will be responsible to pay the full employee premium for family or individual through payroll deduction. Administrators who elect a plan other than the designated most efficient plans are eligible for any available wellness credits to be applied directly to their insurance premium costs if they complete the requirements to earn those credits.

Dependent health coverage shall include an employee's Domestic Partner. To be eligible, a Domestic Partner must complete and file with the District an affidavit of Domestic Partnership. Administrators shall contact the Director of Insurance and Group Benefits to determine eligibility for coverage.

Employees enrolling in family coverage plans are eligible for their spouse/domestic partner to participate in the District sponsored wellness screening annually.

Employees who are eligible for health insurance benefits and elect by January 1 of each plan year not to be covered by the District's health insurance plans will receive \$1,000 annually. This amount will be pro-rated accordingly for employees electing not to have the District's health insurance coverage at later dates in the calendar year. This amount will be divided among plan year's paychecks.

Flexible Spending Accounts (FSA) are provided to employees eligible for health insurance coverage through the District.

The Board will provide flu shots on a voluntary basis, if flu vaccine is available at a reasonable cost.

Any required TB test will be provided at the Board's expense.

#### **B. Dental Insurance**

Administrators will receive single or family dental insurance at no cost.

#### **C. Vision Care Plan**

The Board will provide single or family coverage vision care at no expense for all administrators enrolled in a PPO or HSA health insurance plan. These benefits are

considered outside the health insurance portion of the plans and therefore not subject to the medical maximum benefit, deductible or out-of-pocket limit.

#### D. Employee Assistance Program

Administrators and their eligible dependents qualify for free and confidential services through the District's Employee Assistance Program.

#### E. Life Insurance and Death While Employed

1. The Board will provide, at its expense, one times base salary plus \$10,000, of group term life insurance. The life insurance policy will include for administrators a double indemnity feature for accidental death or dismemberment. In addition, an eligible administrator can purchase one, two or three times their base salary in supplementary insurance up to \$500,000 upon approval from the insurance carrier. Additional optional coverage does not include a double indemnity feature.
2. If an administrator dies at any time while under contract, the following shall apply:
  - a. The remaining base salary for the contract that has not been paid to the administrator shall be paid to the spouse and/or estate in a manner that grants the spouse and/or estate payment on a desired timeline.
  - b. If the administrator was enrolled in a District health insurance plan and qualified beneficiaries elect to continue that insurance coverage pursuant to COBRA, the District shall not charge the qualified beneficiary the COBRA premium for that plan for one (1) calendar year from the date of the employee's death.

#### F. Long-Term Disability Insurance

All administrators are eligible to receive up to 66⅔ percent of their monthly rate of basic earnings when combined with other deductible income benefits after being disabled for the later of the date salary ends or 180 consecutive days for a covered disability.

#### G. Workers' Compensation Insurance

All administrators are covered by workers' compensation insurance for work-related injuries or diseases. This coverage includes medical bills and other costs due to the work-related injury or disease, as well as payment for loss of wages under certain conditions as administered by the Illinois Industrial Commission.

#### H. Protection from Lawsuits

The Board will provide legal defense and indemnification to employees for actions taken within the scope of their employment or under the direction of the Board. Insurance coverage for public liability and property damage covering school employees in their

operation of school-owned vehicles shall be carried for property damage and public liability for each individual and for each accident.

#### **IV. Fringe Benefits**

##### **A. 403(b)/457(b) Matching Funds**

Administrators may elect to participate in the District's 403(b) tax-sheltered annuity plan at any time during their employment. The Board shall annually provide up to \$2,000 of matching 403(b) or 457(b) funds per administrator.

##### **B. Vacation Days**

At the time of appointment, twelve-month administrators shall start with a base of 20 vacation days per year. After 10 years of service as a District 211 administrator, the administrator will be entitled to 25 days of vacation. After 15 years of service as a District 211 administrator, an administrator will be entitled to 30 days of vacation.

Vacations are pre-approved by the administrator's supervisor. Each building shall have proper administrative coverage.

##### **C. Paid Holidays (12-Month Administrators)**

Holidays observed in the district are: Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving (2 days), Christmas (2 days), New Year's (2 days), Martin Luther King Jr.'s Birthday, President's Day's, Casimir Pulaski's Birthday, Juneteenth National Day of Freedom and Memorial Day. These days may be adjusted according to law.

Holidays which occur on Saturday or Sunday and are not observed on other days during the week, or holidays for which Township High School District 211 has received waivers from the state to conduct school shall be added to the employee's vacations or assigned by the administration on another date (for example, Lincoln's Birthday may be observed on another day in February commonly referred to as "Presidents' Day" and if school is in session on Casimir Pulaski's Birthday, the holiday will be observed by adding a day to employees' vacations).

##### **D. Additional Assigned Evening Supervision Pay for School-Level Administrators**

While under contract, all administrators are expected to serve in the evening and on weekends as necessary without additional compensation.

School-level administrators (excluding athletic directors and building and grounds managers) are expected to supervise up to 15 evening events annually as assigned by the principal without additional compensation. The following stipend is for school-level administrators (excluding athletic directors and building and grounds managers) who are assigned more than 15 evening events by their principal and approved by the superintendent:

16-20 evening events completed: \$750 stipend

21+ evening events completed: additional \$750 stipend



The individual event pay for IHSA events continues for all administrators. Athletic Directors are not considered for this additional stipend listed above as they are expected to supervise and attend events as part of their job description. Buildings and Grounds managers may be present at evening events as part of their job description but are not assigned supervisory roles.

#### E. Tuition Reimbursement

Administrators can submit pre-approval forms for full tuition reimbursement for graduate credits in college and university courses if recommended by their supervisor and approved by the Superintendent. A paid receipt for tuition and an official transcript of credits earned indicating a grade of “B” or higher will be required for reimbursement. All courses, graduate programs, and college or university attending must be approved in advance by the supervisor and Superintendent to be eligible for tuition reimbursement. Pre-approval graduate course and graduate program forms, with additional procedures and credit limitations per semester, are provided through Human Resources.

The following guidelines will apply to courses approved for tuition reimbursements:

1. No course will be approved for tuition reimbursement if it involves release time unless pre-approved by the Superintendent or Board via leaves available in this document.
2. Generally, courses qualifying for tuition reimbursement will be those which coincide with the university’s normal calendar
3. Conferences and workshops or clinics pre-approval procedures are separate from graduate coursework pre-approvals.
4. Any administrator receiving tuition reimbursement shall provide full restitution for the amount of tuition reimbursed during the proceeding four-year period if the administrator unilaterally terminates employment with the District.

#### F. Doctoral Program Incentive

Upon successful completion of pre-approved doctoral program and submission of a transcript indicating the degree, a one-time payment of \$3,000 will be paid to the administrator.

#### G. Professional Development and Professional Organizations

The Board will fund the fees for joining pre-approved professional organizations (3 maximum), purchasing pre-approved professional literature, and pre-approved attendance at local and national conferences related to the administrator’s current position or for leadership development for future positions. These pre-approvals will be recommended by the supervisor and approved by the Superintendent.

#### H. Published Articles in Professional Journal

Administrators who have an article published in a pre-approved professional journal will receive a \$2,000 stipend with a maximum of one stipend per year.

#### I. Leadership Development Stipend

Administrators who are selected by their supervisor and the Superintendent to be a mentor for other District 211 administrators will be paid \$1,000 for mentoring an administrator in another building and \$750 for mentoring an administrator in their own building. The structure and meeting expectations will be developed in partnership with Human Resources with a minimum of 12 hours of involvement.

#### J. 25 Years of District 211 Service Stipend

After completing 25 years of licensed District 211 service, the Board will award the administrator an annual \$3,500 stipend.

#### K. Service Club Membership

If an administrator is requested by the Superintendent to join an appropriate service club (i.e., Rotary, Chamber of Commerce, etc.), the fee, or dues, will be paid by the Board. The Board will not pay for any memberships in excess of one per chapter of a service club.

#### L. Retirement Benefits

1. To be considered for retirement benefits, the administrator must:
  - a. have completed a minimum of 10 years of full-time employment with the District,
  - b. must be eligible to retire with the Teachers' Retirement System or Illinois Municipal Retirement System, and
  - c. must submit an irrevocable letter of application to the Superintendent four years prior to their first eligibility for regular TRS retirement or IMRF retirement (meaning retirement with a non-discounted annuity).
2. An administrator who has submitted an irrevocable letter of retirement will be limited to an increase in total creditable earnings over the previous year of 6%. The six percent (6%) per year limitation includes all TRS or IMRF creditable compensation paid to the administrator.
3. The administrator who has submitted a letter of retirement shall receive a retirement incentive with a value equal to twenty percent of their annual contracted salary spread over their last four years, and retirement benefits in such a way that compounding effects will not exceed this twenty percent incentive. Any amount of the retirement incentive that exceeds the six percent per year total

compensation limitation will be paid in one lump sum as a post-retirement severance payment within twelve months after the date of retirement.

4. An administrator will receive a yearly contribution of three thousand dollars toward the cost of health insurance until eligible for Medicare. Payment will be spread over their last four years prior to retirement so long as the annual earnings do not exceed the 6% limitation set forth in paragraph B. Any amount of the incentive that exceeds the 6% per year limitation in paragraph B will be paid in one lump sum as a post-retirement severance payment within twelve (12) months after the date of retirement. Except as allowed in this document, retired administrators are not eligible for health insurance benefits through District 211.
5. Retired administrators may stay on the District's health insurance plan if the administrator has a spouse/domestic partner currently employed by the District who has elected and pays for family coverage. The retiree must move from the District health insurance plan once the spouse retires or the retiree is Medicare eligible (whichever comes first). If a retiree remains on the District's health insurance plan through their spouse/domestic partner, they do not receive the incentive in the above paragraph.

However, a yearly contribution of three thousand dollars shall be provided to the retirees for all years subsequent to the spouse/domestic partner's agreed upon date to leave the District's insurance coverage, and the retiree's eligible age to receive Medicare. Payment will be spread over their last four years prior to retirement so long as the annual earnings do not exceed the 6% limitation set forth in paragraph B. Any amount of the incentive that exceeds the 6% per year limitation in paragraph B will be paid in one lump sum as a post-retirement severance payment within twelve months after the date of retirement.

6. An administrator may elect to stay with the District dental insurance program provided they pay the full cost of the premium and provided that the insurance carrier writing such coverage continues to approve participation of retirees.
7. An administrator may elect to stay with the District's group term life insurance policy in the amount of the licensed unit member's final contracted base salary from the time of retirement until the retiree's sixty-fifth birthday provided they pay the full cost of the premium and that the insurance carrier writing such coverage continues to approve participation of retirees.
8. Any administrator who has completed at least fifteen years of service in the District and has earned a masters' degree shall receive the following additional retirement incentive.
  - a. With 15 – 20 years of service = \$5,000
  - b. With 20+ – 25 years of service = \$7,500
  - c. With 25+ years of service = \$10,000

As much of the amount above as is possible without exceeding the six percent limitation shall be paid by the end of June of each year before retirement. The longevity retirement benefit shall be spread over the last four years prior to retirement, so long as annual earnings do not exceed six percent per year as defined in paragraph B. Any amount that exceeds the six percent limitation will be paid in one lump sum as a post-retirement severance payment within twelve months after the date of retirement.

9. The District will not, under any circumstances, be responsible for any employee penalties or costs associated with retirement benefits granted in this agreement.
10. If an administrator who provides four years' advance notice as required by this document is required to extend their retirement date due to an extraordinary circumstance not within their control (e.g. the disability, death of a spouse, or extraordinary financial hardship with Superintendent recommendation), the Board may extend the employee's retirement date beyond their first eligibility to retire provided that it does not result in the District incurring a penalty under TRS or IMRF. If the retirement date is extended, the employee will continue to receive the incentive payments over the four years prior to their first eligibility to retire and any remaining incentive will be paid post retirement. The employee will be limited to an increase in total creditable earnings over the prior year of 6% throughout the duration of their employment. Under no circumstances will an employee whose retirement date is extended receive incentives from the District beyond the amount they would have received had they retired when first eligible to do so.

#### M. Travel Reimbursement

Administrators who are required to travel for work-related purposes will be reimbursed for their mileage in accordance with IRS guidelines.

#### N. Cell Phone Purchase or Reimbursement

Administrators will be reimbursed for a cellular phone service package at a rate of \$75 per month. Select administrators will be eligible for a cell phone and service plan provided and paid for by the District. Administrators will maintain access to District email and communication accessibility for work-related matters through the use of their cellular phone.

#### O. Emergency Bus Driver License Holder Stipend

Administrators who hold a valid CDL and bus permit will be paid a \$600 stipend per semester to be on-call to drive up to 15 individual one-way routes per semester before school and immediately after school when bus drivers and substitute drivers are not available. Administrators will be selected to drive via a rotating list. The Superintendent may limit the number of administrators on the list dependent on the current need for substitute drivers or drivers are needed in an emergency when student evacuation is needed. Administrators who are emergency bus drivers will follow all policies for random drug testing.

## **V. Other**

### **A. Weather Days When School is Closed**

The Superintendent and building principals will ensure there is adequate administrative coverage for each building when school is closed for emergency situations including weather-related closures.

### **B. Reassignment**

The Board recognizes that highly qualified and competent personnel must be retained in order for the school district to maintain a quality educational program. When positions become available, promotion of qualified personnel within the District is encouraged. However, employment of qualified administrators from outside the district should be considered when such employment will significantly improve personnel resources available to the District.

The Board reserves the right to assign administrators in any field of special training or capabilities at any time. Reassignment or transfer may be made when, in the judgment of the Superintendent, such reassignment or transfer is in the best interest of the school district.

Approved by the Board of Education: June 20, 2024