



**Administrative Center  
Human Resources**

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## **Administrative Salaries & Fringe Benefits**

**Initially Approved by the Board of Education November 10, 2008  
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Most fringe benefits afforded the District's non-administrative personnel are also afforded to administrators. The following fringe benefits apply to all administrative personnel. Fringe benefits that have limitations are identified.

1. **SALARIES**

The starting salary for an administrator is approved by the Board of Education upon an administrator's hire into his/her position. Thereafter, the Superintendent will make a recommendation for raises and other compensation changes annually in accordance with Board Policy 520.09.

Regardless of the salary and compensation approved by the Board for Administrators under Board Policy 520.09 each year, no Licensed Administrator who is within four years of being eligible for regular retirement under the Illinois Teachers' Retirement System (TRS) shall receive in excess of a 6% aggregate annual increase in TRS creditable earnings.

2. **RETIREMENT SYSTEM CONTRIBUTIONS**

The Board of Education pays 100% of an administrator's employee contributions to either the Teachers' Retirement System (TRS) or the Illinois Municipal Retirement Fund (IMRF).

Within thirty (30) days from when a Licensed Administrator whose position falls under the Teachers' Retirement System (TRS) is first employed in the District, the Licensed Administrator shall provide Human Resources with the amount of the Licensed Administrator's total creditable service with TRS and any other service which may be purchased or available for creditable service with TRS.

3. **HEALTH, DENTAL, & VISION INSURANCE**

All administrators have the opportunity to enroll in the health, dental, and vision insurance programs. The Board of Education will cover an administrator's health, dental, and vision insurance premiums at the same dollar amounts provided under the terms of the collective bargaining agreement with the Champaign Federation of Teachers (CFT) teacher's union.

4. **TERM LIFE INSURANCE**

\$100,000

5. **ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE**

All administrators have insurance coverage for death or dismemberment as a result of accidents while actively at work. Coverage levels are:

- \$100,000 for loss of life
- \$100,000 for loss of two or more members (hands, feet, eyes, or combination)
- \$100,000 for loss of speech and hearing
- \$50,000 for loss of either a hand, foot, or an eye

- \$50,000 for loss of speech or hearing
- \$25,000 for thumb and index finger on same hand

6. ADMINISTRATIVE TRAVEL REIMBURSEMENT

Approved mileage reimbursement shall be at the rate established by the Internal Revenue Service (IRS) rate for business travel outside the District (professional leave, conferences, workshops, etc.).

7. SICK & PERSONAL LEAVE

Sick Leave shall be posted based upon an administrator's contract year. Unused sick leave is carried from year to year and may be accumulated without limit.

- 12.0 month administrator → 20.0 days per year (equates to 1.67 days/month)
- 10.5 month administrator → 17.5 days per year (equates to 1.67 days/month)

Each fiscal year, a number of the normal allotment of Sick Leave may be used for Personal Leave. At the end each fiscal year, unused Personal Leave shall revert to Sick Leave. Personal Leave shall be posted based upon an administrator's contract year.

- 12.0 month administrator → 4.0 days per year
- 10.5 month administrator → 4.0 days per year

8. BEREAVEMENT LEAVE

All administrators shall have use of up to two (2) days per year for Bereavement Leave. Bereavement Leave may be used upon the death of an administrator's spouse, child, step-parent, step-child, grandchild, mother, father, brother, sister, aunt, uncle, niece, nephew, grandparent of either the employee or employee's spouse, parent-in-law, brother-in-law, sister-in-law, legal guardian, or partner in a civil union. Bereavement Leave is not charged against an employee's Sick Leave allotment, is not posted on an employee's payroll check, and does not accumulate from year to year.

9. SICK LEAVE BANK

The Board of Education may, in its sole discretion, grant an administrator compensation at his or her regular salary rate for up to twenty-five (25) days of Sick Leave over and above that accumulated by the administrator. These days shall be deducted from the Administrator Sick Leave Bank. If compensation for such days is granted by the Board, payment will be made on the final check of a fiscal year.

The Administrator Sick Leave Bank shall initially contain the number of "lost" vacation days from the 2012-2013 school year. As vacation days are lost in successive school years (see Item 9 below), they shall be added to the Bank. In no instance shall the number of days in the Bank be allowed to exceed two hundred (200). In no instance shall an administrator be granted compensation for Sick Leave beyond the number of Sick Leave days available in the Bank. Access to the Bank will only be considered if all other accrued leave available to the employee has been exhausted.

An administrator must submit a written request to the Superintendent on or before May 15 in order for the Board to consider any request.

10. HOLIDAYS

Administrators will have the following holidays, or holiday-related days, as non-work days:

- Independence Day (July 4)
- Labor Day
- Fall Holiday
- Veterans Day
- Wednesday before Thanksgiving\*

- Thanksgiving Day
- Friday after Thanksgiving
- December 24
- Christmas Day
- New Year's Day
- 2 other work days during Winter Break
- Martin Luther King, Junior's Birthday
- President's Day
- Spring Holiday
- Monday after Easter\*
- Memorial Day

If a holiday falls on a non-working day during an administrator's regular work calendar (not including holidays that occur during breaks or intersession for 10.5-month administrators), an alternate date may be taken in its place. The alternate day off must be after the date of the holiday but before the end of the fiscal year and approved by the administrator's supervisor. For example: If Veterans Day falls on a Sunday, administrators will be allowed to take an "exchange" day off between November 12 and June 30 (with the alternate date off approved by the administrator's supervisor).

Days marked with an asterisk (\*) will only be considered non-work days if the Board of Education approves a school calendar that designates them as non-student/non-teacher attendance days.

#### 11. VACATION

All 12.0 month administrators earn twenty-four (24) vacation days annually. Vacation days shall be available for use at the beginning of an administrator's work year. Requests for use of a vacation day are subject to approval by the Superintendent or his/her designee.

Administrators who resign in the middle of a contract year will be compensated for unused vacation days at the rate of two (2) days per month for each month actually worked during that contract year.

Vacation days available for use by an employee on July 1 of any calendar year must be used by June 30 of the following calendar year, or such days shall be lost. Up to five (5) days that might otherwise be lost will be carried over until the close of business on the next December 31.

In the event that employment is severed with the District prior to January 1 and vacation carryover days are outstanding, such days will be paid at the employee's per diem at the time employment is severed.

All vacation days accrued prior to June 30, 2002 will be reimbursed at the administrator's per diem rate during the current year reimbursement is made. Accrued vacation days must be paid at least five (5) years prior to a certified administrator's retirement in order to avoid TRS penalties. IMRF administrators may elect to take any accrued vacation days within the last four years prior to retirement.

Unless an Early Retirement Incentive program is in effect, if an administrator notifies the district of his/her intent to retire within four years and requests payment for available unused vacation, the days will be paid in the years requested with the understanding that the paid days will reduce, one-for-one, the days available for the final fiscal year.

#### 12. WORK YEAR

12.0 month administrator → July 1 through June 30

10.5 month administrator → August 1 through June 15 (Regular Calendar)

10.5 month administrator → July 1 through June 15 (Balanced Calendar)

13. SECTION 125 CAFETERIA PLAN

The District offers a Section 125 Cafeteria Plan for all staff who wish to participate from year to year. Options include a flexible spending account, disability insurance, life insurance, cancer and critical illness coverage, and accident insurance.

14. SECTION 403(b) and 457(b) PLANS

Interested administrators may voluntarily participate in a 403(b) and/or 457(b) plan. A variety of annuity (both fixed and variable) and mutual fund products are offered. Participation information and enrollment forms are available from Payroll.

15. CELL PHONE REIMBURSEMENT

The District does not provide cell phone reimbursement for its administrators.