

ROMEO COMMUNITY SCHOOLS
BENEFITS AND CONDITIONS OF EMPLOYMENT
ROMEO ADMINISTRATOR ASSOCIATION
JULY 1, 2015 – JUNE 30, 2016
BENEFITS

1. **Leave Days.** The administrator shall be provided with twelve (12) leave days per year. These days shall be fronted to the administrator July 1 of each year, and are accumulative. There are no restrictions on the use of leave days. When taking three (3) or more consecutive leave days, the administrator must receive approval of the Superintendent or his/her designee one (1) week in advance, except in an emergency. Leave days are prorated if hired after July 1 or employment is terminated before June 30. Leave days are capped at 60 days. Accrued leave days in excess of 60 days to be paid to administrator at 25% of administrator's daily rate in first June payroll of each year.
2. **Bereavement Days.** In the event of a loss of life to an Administrator's spouse or child, the district will provide access to a maximum of five (5) contract days to be used by the said administrator for bereavement. The administrator shall also be granted up to three (3) days per incident involving the death of an administrator's parent, brother, sister, grandparent, in-law and grandchild. Up to one (1) day shall be granted for other instances. These days will be an expense incurred by the district and not deducted from the administrator's accumulated leave days.
3. Full family hospital/medical insurance plan. MESSA Choices PPO, or similar as provided by the Board of Education.

Part A - those who elect health insurance

MESSA Choices PPO

MESSA Saver RX

\$20.00 office visit co-payment

\$300/\$600 calendar year deductible

Delta Dental 80/80/80: \$2,300.00 ortho maximum, all other coverage \$3,000 yearly maximum or

50/50/50: \$2,000.00 ortho maximum; or comparable coverage

Life Insurance: \$225,000.00 A D & D: \$225,000.00 term life insurance of which \$5,000.00 is included in health coverage

VSP-3 Plus; or comparable coverage

LTD - After 90 calendar days - 70% to \$8,000.00 month maximum, No COLA

Note: Orthodontics is for children under age 19. The dental plan does coordinate benefits if you have coverage through another source.

Each employee enrolled in health care coverage shall have the required employee contribution payroll deducted on a pre-tax basis in accordance with necessary payroll procedures and applicable guidelines of the Internal Revenue Services. All employee payments will be payroll deducted on a pre-tax basis in accordance with necessary payroll procedures and applicable guidelines of the Internal Revenue Service.

Part B - those who don't elect health insurance

Delta Dental 100: 90/90/90: \$2,500.00 ortho maximum all other coverage \$3,000.00 yearly maximum or 50/50/50: \$2,000.00 ortho maximum, or comparable coverage

Life Insurance: \$225,000.00 A D & D and \$225,000 term life insurance and \$10,000 spouse and \$5,000.00 children

Vision - VSP-3 Plus, or comparable coverage

LTD - After 90 calendar days - 70% to \$8,000.00 month maximum, No COLA

Compensation in lieu of medical coverage - \$450.00 per month

Note: Orthodontics is for children under age 19. The dental plan does coordinate benefits if you have coverage through another source.

The MESSA disability plan uses full family social security offsets, not primary only offsets.

- 4. **Leave Bank.** In case of an extended illness beyond sixty-five (65) days, the Administrator shall use twenty (20) of his/her own leave days, forty-five (45) days from the Leave Bank, and then utilize the disability insurance program.
- 5. Annual physical examination paid by District up to Three Hundred (\$300.00) Dollar maximum.
- 6. Administrative experience/longevity factor is determined according to the following schedule:

Completion of 11 years	\$1,000
Completion of 14 years	\$1,500
Completion of 17 years	\$2,000
Completion of 20 years	\$2,500
Completion of 23 years	\$3,000
Completion of 26 years	\$3,500
Completion of 29 years	\$4,000

NOTE: Per the 8/10/95 Meeting of the Romeo Community School District Human Resources Subcommittee, longevity shall be added to the administrator's salary for purposes of calculating the daily rate of pay.

In order to determine an administrator's position on the longevity schedule, the following criteria will be utilized:

- A. Credit for all Romeo teaching and administrative experience.
- B. Credit for all public school administrative experience outside Romeo.
- C. Credit for a maximum of five years of outside related teaching and/or work experience.

- 7. District-paid membership fees to local, state and one (1) national professional association.
- 8. Milage reimbursement at the standard mileage deduction rate approved for all mileage driven for the purpose of conducting approved school business.
- 9. Administrators eligible for retirement from professional service with the Romeo Community Schools

will receive \$50 per year for all years of service in the District. In addition, if the administrator has been employed by the Romeo Community Schools for ten (10) consecutive years prior to retirement or resignation in good standing, the District will pay the administrator 25% of his/her accumulated leave days in accordance with the administrator's most current daily rate of pay which is calculated by dividing current salary by the number of workdays recorded on the face of the individual administrator's contract.

Unused leave days will be payable at the specified percentage and rate to a named beneficiary in the event of the death of an administrator while still on active service to the district.

10. Board of Education annuity payment set at One Thousand (\$1,000.00) Dollars per year.
11. One Thousand (\$1,000.00) Dollar goal attainment payment per year.
12. Additional One Thousand (\$1,000.00) Dollar goal attainment payment per year attached to student achievement/growth.
13. If an administrator is requested to work additional time by the Superintendent or designee, they will be given straight time pay for the time worked. An additional hour's timesheet will be filled out and turned in to the Superintendent for approval. The timesheet will then be processed in the following pay period.
14. Administrators who are serving in the capacity of a mentor to a newly hired or aspiring administrator shall be compensated in the amount of \$500.00 annually. The mentor/mentee relationship shall last for a period of two years and be initiated by the Superintendent or designee and terminated in the same capacity.
15. Vacation Fifty-two (52) week administrators shall receive twenty-four (24) leave days annually, exclusive of legal holidays. Annual leave days shall be noncumulative from year to year (July 1 through June 30) and, thus, any or all such days will lapse if not taken prior to June 30 of each year. Annual leave days are prorated if hired after July 1 or employment is terminated before June 30. Notwithstanding the noncumulative nature of such vacation days, the administrator may elect to use vacation days not taken in a preceding school year up until September 30 in a subsequent year only. Each administrator may take a maximum of five (5) annual leave days each year in compensation form at his or her daily rate. This must be requested in writing to the Superintendent or his/her designee prior to being compensated.
16. Administrators hired prior to July 1, 2012: Fifty (50%) percent tuition reimbursement for graduate classes up to a maximum of six credit hours per calendar year upon submission of registration and successful completion of course.

WORKING CONDITIONS

I. Professional Growth

The Board of Education recognizes the importance of professional conferences for the professional growth of the individual administrator and therefore, subject to available resources, shall provide the opportunity for and reimbursement of appropriate expenses for such conferences upon the approval of the Superintendent or his/her designee.

II. Transfer

Transfer shall mean the movement from one administrative position to another administrative position which has essentially the same job specifications, movement to a position which the administrator meets the qualifications as established by the Board of Education.

- A. An Administrator, currently employed by the District, who is eligible for transfer under the terms of the definition above shall be given an opportunity to apply for a transfer to another position within the District before candidates from within or outside the District are considered for that position. An Administrator will not be allowed a transfer unless approval is obtained from the Superintendent.
- B. When an administrative opening occurs, it shall be announced in writing to all administrators, and a period of at least one (1) week shall be established for submitting transfer requests to the Superintendent for the open position or any other opening that may occur as a direct result of approving a transfer to the open position.
- C. The Board of Education and the Superintendent after considering said transfer requests reserve the right to post the position both within and/or outside the district and to employ the person they feel to be best qualified for the vacancy.
- D. Any two (2) administrators may agree, but subject entirely to the approval of the Superintendent and Board of Education, to exchange their respective positions so that the first administrator would assume the former duties of the second and he/she would assume the former duties of the first administrator.
- E. If for reasons of inadequate performance of duties, the Superintendent believes it would be in the District's best interest to transfer an administrator to another administrative position within the district, the following shall apply:

Before effecting a Superintendent-initiated transfer, the Superintendent shall offer all appropriate assistance and counsel to the administrator to help correct the situation giving the underlying reasons for the contemplated transfer.

If the performance problem persists, a formal warning shall be issued to the involved administrator at a conference and the administrator shall have any observable inadequacies specifically written out for him/her and he/she shall be awarded an opportunity of no less than two (2) months time to rectify that which may be inadequate in his/her performance.

If the Superintendent feels that the problem has not been rectified, a formal review of the involved administrator's activities shall be written out and presented to the involved administrator at a subsequent conference prior to effecting the transfer. If such a conference is held, the involved administrator shall be entitled to legal representation.

If a transfer is exercised under the above listed transfer language, the administrator's salary and benefits will change to the new position's amount following the expiration date of the administrator's contract.

The administrator shall be subject to assignment and transfer at the discretion of the Superintendent of Schools.

III. Evaluation

The Superintendent of Schools or his/her designee will be responsible for the evaluation of all administrators. Administrators may be evaluated at least once annually prior to April 1. If an evaluation is not completed prior to April 1, it shall be assumed that the competency level of the administrator shall be considered satisfactory for that year.

The evaluation of each administrator shall be discussed with the individual administrator, reduced to writing, and presented to the administrator. The administrator shall receive a copy of each evaluation and a copy shall be placed on file with the Superintendent and shall be handled in an ethical manner.

The agreed upon evaluation instrument will be used. In the event a new instrument is considered, the Board agrees to discussion and input from administrators on the evaluation plan but retains the right to select the final criteria and instrument.

IV. Discipline of Administrators

No administrator shall be disciplined, reprimanded or dismissed, without just cause. Nonrenewal of an administrator's contract pursuant to Section 247 of the School Code of 1976, as amended, shall not constitute discipline or dismissal.

V. Reduction In Force

In reduction-in-force situations for administrative personnel, the Board of Education will consider, but not be bound by, factors of seniority, evaluations and qualifications.

If, after the application of the above provision, the Administrator is laid off, he/she shall have recall rights equal to his/her total length of service with the District, but in no event less than the expired term of his/her most current contract.

**ROMEO ADMINISTRATIVE ASSOCIATION SALARY SCHEDULE
2015-2016 SALARY SCHEDULE - 0% Increase - Step Freeze**

POSITION	STEP NO.	2015-2016 RATE
HIGH SCHOOL PRINCIPAL (HS PRIN)	5	116378
	4	113745
	3	110869
	2	108114
	1	105364
	0.5	104849
	00	104333

POSITION	STEP NO.	2015-2016 RATE
MIDDLE SCHOOL PRINCIPAL Teachers plus 30 days (MID PRIN)	5	104627
	4	101885
	3	99146
	2	96405
	1	93666
	0.5	93161
	00	92656

POSITION	STEP NO.	2015-2016 RATE
ELEMENTARY PRINCIPAL Teachers plus 20 days (ELEM PRIN)	5	99497
	4	96750
	3	94003
	2	91257
	1	88509
	0.5	88004
	00	87499

POSITION	STEP NO.	2015-2016 RATE
MIDDLE SCHOOL ASSISTANT PRINCIPAL Teachers plus 25 days (AST MD PRN)	5	94552
	4	91816
	3	89076
	2	86339
	1	83599
	0.5	83094
	00	82589

POSITION	STEP NO.	2015-2016 RATE
HIGH SCHOOL ASSISTANT PRINCIPAL Teachers plus 25 days (AST SR PRN)	5	98220
	4	95473
	3	92725
	2	89982
	1	87236
DIRECTOR OF STUDENT ACTIVITIES Teachers plus 30 days (DIR STU AC)	0.5	86731
	00	86226