



WESTERVILLE CITY SCHOOLS

**LICENSED/CERTIFICATED AND CLASSIFIED
ADMINISTRATOR**

WAGE AND BENEFIT GUIDELINES

EFFECTIVE July 1, 2023-June 30, 2025

Table of Contents

Philosophy of Commitment	3
Administrator Titles	4
I. PERSONNEL FILES	5
II. JOB DESCRIPTION AND EVALUATION OF PERFORMANCE	5
III. SALARY PROCEDURES.....	5
IV. INSURANCE.....	11
V. BENEFITS.....	14
VI. WORK SCHEDULE	17
VII. LEAVES.....	20
VIII. INDIVIDUAL CONTRACTS AND REDUCTION IN FORCE (RIF).....	26
APPENDIX A	27
APPENDIX B	28
APPENDIX C.....	29
APPENDIX D	31
CERTIFICATE OF ADEQUATE REVENUES.....	36

Philosophy of Commitment

The Westerville City School District serves and benefits from a diverse population of students. Board of Education members strive to employ only those educational professionals who, through their visionary leadership, are capable of meeting the needs of our diverse community of learners and their families. To this end, members of the district's administrative team must remain committed to acquiring the knowledge, skills, and personal characteristics that allow them to be successful in their respective leadership roles.

Our district faces a two-fold challenge: how might it attract the most qualified educational leaders available, and how can it keep those excellent, experienced administrators currently employed? Board of Education members, as well as district leaders, must concentrate their collective efforts on supporting and retaining high-performing administrators. By following the practices of successful businesses that provide competitive wages and benefits, the Westerville City School District will be able to attract, and retain, the best professional educators available.

Salaried Certificated/Licensed Administrators Titles

Twelve (12) month Certificated/Licensed Administrators

Deputy Superintendent
Assistant Superintendent
Executive Director
Director
Principal, Elementary, Middle & High School
Assistant Principal, Elementary, Middle & High School
Director, Athletic & Activities, High School
Coordinator
Administrative Intern

Eleven (11) month Certificated/Licensed Administrators

Principal, Elementary and Middle School
Assistant Principal, Elementary, Middle & High School
Director, Athletic & Activities, High School
Coordinator
Administrative Intern

The above Salaried Certificated/Licensed Administrators follow the Ohio Revised Code rules and regulations for eligibility with the State Teachers Retirement System (STRS).

These administrative positions require a certificate or license through the Department of Licensure of the Ohio Department of Education.

Salaried Classified Administrators Titles

Twelve (12) month Classified Administrators

Business Manager
Executive Director
Director
Assistant Treasurer
Manager
Assistant Manager
Coordinator

Eleven (11) month Classified Administrator

Coordinator

The above Salaried Classified and/or Licensed Administrators follow the Ohio Revised Code rules and regulations for eligibility with the School Employees Retirement System (SERS).

I. PERSONNEL FILES

- A. Each Certificated/Licensed and Classified Administrator shall have only one (1) personnel file, which shall be maintained in the Office of Human Resources of the Board of Education.
- B. Records shall be examined in the presence of the Superintendent/Designee and shall not be removed from the immediate area.

II. JOB DESCRIPTION AND EVALUATION OF PERFORMANCE

- A. Information regarding job descriptions is provided in Policy 1400 *Job Descriptions* of the Westerville City Schools Bylaws and Policies.
- B. In addition to the specific job description, all administrators are expected to perform their duties in accordance with Policy 1200 *Administrator Ethics* of the Westerville City Schools Bylaws and Policies.
- C. Each administrator shall be evaluated according to the Westerville City Schools Policy 1530 *Evaluation of Principals and Other Administrators*.

III. SALARY PROCEDURES

- A. Salary Ranges (See Appendix A)
 - 1. Individual compensation will be based on objective measures. The Board of Education feels that good measures do the following:
 - a) Provide a way to see if our strategies are working;
 - b) Focus administrator's attention on what matters most to the success of the district as aligned with the district's established goals;
 - c) Allow measurement of internal and external accomplishments, not just of the work that is performed;
 - d) Provide a common language for communication clearly aligned with the district established goals;

- e) Are explicitly defined in terms of owner, unit of measure, collection frequency, data quality, expected value (targets);
- f) Are valid, to ensure measurement of the right things;
- g) Are verifiable, to ensure data collection accuracy.

B. Salary

1. The Board, by the annual appropriations resolution, may establish an amount of funds, either a specific amount or a percentage above the amount expended the previous fiscal year for administrator salaries, for salary adjustments of the individuals in the positions listed in Appendix A of the Administrative Guidelines. Determinations regarding adjustments will be made by the Superintendent based upon criteria established by the Board of Education as outlined in Appendix D: Administrator Performance-Based Compensation.
2. Initial Placement – The following factors will be considered when placing a new administrator within the salary range in Appendix A.
 - a) Current Salary
 - b) Comparisons to current administrators in same job classification
 - c) Years of administrative experience
3. Any administrator may request a salary review with the Superintendent and designee.
4. For the 2023-24 and 2024-25, school years, base salary shall increase as follows:

2023-2024	2.6%
2024-2025	2.6%
5. In addition to the base increases above, all administrators may receive a salary increase in accordance with the performance based compensation model outlined in Appendix D if applicable.

Nothing in this policy shall be construed as guaranteeing an individual an increase in salary.

If the Board determines for financial reasons to freeze increases in salary it may do so and the provisions in these guidelines for salary increases does not obligate the Board in any manner to implement the increases.

C. Hours of Work/Calamity Days

1. A calamity day is a school day when school is closed due to epidemic or other calamity.
2. All Certificated/Licensed and Classified Administrators should report to work on a calamity day unless the Superintendent/Designee determines there is a serious risk to personal safety. In the event the Superintendent/Designee determines there is a serious risk to personal safety, administrators will work remotely on their normal schedule.
3. Certificated/Licensed and Classified Administrators will not be compensated for working on make-up calamity days.

D. Early Release/Delayed Start

1. An early release/delayed start is a school day when school or the work day is shortened due to calamity or activity approved by the Superintendent.
2. Certificated/Licensed and Classified Administrators will work on an early release/delayed start day on their normal schedule.
3. Certificated/Licensed and Classified Administrators will not receive additional compensation for working on an early release/delayed start.

E. Service Credit

1. Years of service upon employment:
 - a) Actual years of military service pursuant to the provisions of the Ohio Revised Code sections 3319.085 and 5923.05.
 - b) Years of experience that may be granted by the Superintendent for job related experience.

2. The Board agrees that one hundred twenty (120) work days in a full time classification within a work year shall constitute one (1) year of service credit.

F. Severance Pay

1. General

Severance pay shall be a one-time, lump-sum payment to eligible Certificated/Licensed and Classified Administrators according to the following provisions.

2. Eligibility

Certificated/Licensed and Classified Administrator's eligibility for severance pay shall be determined as of the final date of employment. The criteria are as follows:

- a) A Certificated/Licensed or Classified Administrator retires from the Westerville City School District.
- b) A Certificated/Licensed or Classified Administrator who previously retired and separated from a district.
- c) Retirement shall be defined as a disability or service retirement as specified in the Ohio Revised Code and the rules and regulations of the appropriate retirement system: State Teachers Retirement System (STRS) or State Employees Retirement System (SERS).
- d) The Certificated/Licensed or Classified Administrator must be eligible for a disability or service retirement as of his/her last date of employment with the Board and:
 - For Certificated/Licensed or Classified Administrators who have less than twenty (20) years of service credit with Westerville City Schools, they must, within one hundred twenty (120) days of the last day of employment with the Board, prove acceptance into the retirement system by having received and cashed his/her first retirement check.
 - For Administrators who have at least twenty (20) years of service credit with the Westerville City Schools, they shall be eligible to receive severance pay after receiving his/her first benefit check from STRS or SERS provided that said benefit check is received no later than five (5) years after the last day of employment with Westerville City Schools and provided that the Administrator has

not worked for another school district or political subdivision of the State of Ohio since his/her last day of employment with the Westerville City Schools.

- e) A Certificated/Licensed or Classified Administrator must not have less than ten (10) years of service with the Westerville District, the state, or its political subdivisions to be eligible for full severance. An Administrator with less than ten (10) years' experience in the Westerville City School District will be paid severance, pro-rated for each year of service in the Westerville City Schools (e.g., 1/10 of 72 days for 1 year of service with WCS) and only on those sick leave days accumulated during employment with the Westerville City Schools. Eligibility for severance is stated under these provisions of F.2.
- f) The Certificated/Licensed or Classified Administrator must sign a form provided by the Board certifying that all of the above eligibility criteria have been met.
- g) Service credit for those Certificated/Licensed or Classified Administrators employed by the Educational Service Center of Central Ohio and assigned full time with the Westerville City Schools shall be counted for severance purposes per F.2.d and e above.

3. Benefit Calculation

- a) For any Certificated/Licensed or Classified Administrator hired prior to August 1, 2014, who meets the eligibility requirements of this Article shall receive severance payment of accrued and unused sick leave to a maximum of seventy-two (72) days on a per diem rate (see 3.b. below).

A Certificated/Licensed or Classified Administrator who began employment on or after August 1, 2014, who meets the eligibility requirements of this Article shall receive severance at the rate of one (1) day of severance for every four (4) days of up to a maximum of 255 days of accrued and unused sick leave on a per diem rate. Severance shall be calculated using a per diem rate based on the number of contract days worked according to their employment contract.

- b) For any Certificated/Licensed or Classified Administrator hired prior to January 1, 2011, the per diem rate for severance and unused vacation shall be calculated by dividing 185 days into the Administrator's current annual salary.

Certificated/Licensed or Classified Administrator hired after January 1, 2011, will have severance calculated on the number of contract days according to their employment contract using the current annual salary.

- c) For all Certificated/Licensed or Classified Administrators, who upon retirement has exceeded the 255 sick leave days (see Section VII, Leave, Sick), shall receive one additional day of severance pay for every increment of ten (10) days above the 255 day limit.
- d) Receipt of severance pay shall eliminate all sick leave credit accrued by the Administrator.
- e) The estate of the Administrator will be paid earned severance pay as a death benefit in addition to any life insurance provided under this agreement. The calculation of this benefit shall be the same as would be paid to the administrator had they been eligible for severance.

4. Severance Pay/Accumulated Leave Plan

All Administrative Employees who turn fifty-five (55) years old or older in the calendar year in which they retire shall become Participants in the Accumulated Leave Plan for Westerville Schools Employees. Employees fifty-four (54) years old or younger in the calendar year in which they retire are not eligible to participate in the Accumulated Leave Plan. It is understood that the vendor used by the Treasurer's office for this retirement plan does not charge a fee for the transmittal.

- a) If a retiring member is a Participant in the Accumulated Leave Plan, and if all other requirements for the receipt of severance have been met, the employer contribution shall be made within seventy five (75) days of the Participant's separation from employment, in a lump sum to the Participant's account(s) in the retirement plans under the Accumulated Leave Plan in an amount equal to the lesser of:
 - (1) The total amount of the Participant's Severance Pay, or
 - (2) The maximum contribution amount allowable under the terms of the Accumulated Leave Plan.
- b) Severance Pay, for purposes of the Accumulated Leave Plan, shall not include unused vacation leave.

- c) To the extent that an Accumulated Leave Plan Participant's Severance Pay exceeds the maximum contribution amount allowable under a 403(b) plan for a calendar year, the excess amount shall be payable to the Accumulated Leave Plan in January of each of the following calendar years, up to the 403(b) maximum, not to exceed five (5) years.
- d) If an Administrative Employee is entitled to have a contribution paid to an Accumulated Leave Plan and dies prior to such contribution being paid to the Plan, the contribution shall be paid to the estate of the deceased employee, per the administrative contract.
- e) It is intended that all contributions made under the Accumulated Leave Plan are non-elective employer contributions. At no time will an Accumulated Leave Plan Participant have a choice to receive a cash payment or any other form of payment in lieu of the non-elective employer contributions. It is intended that the Accumulated Leave Plan will be administered in compliance with all provisions on the Internal Revenue Code and its regulations. Westerville Schools reserves the right to amend this Accumulated Leave Plan and/or any retirement plan subject to applicable collective bargaining agreements and Board policies.

IV. INSURANCE

Insurance benefits contained in these guidelines, including but not limited to premium and HSA contributions, are subject to modification at any time within the sole direction of the board.

The Certificated/Licensed or Classified Administrator will pay the total premium for all health insurance after twenty (20) consecutive workdays during an unpaid leave of absence except as required by the Family Medical Leave Act (FMLA).

Insurance for Administrators will begin on their first effective day of employment.

A. Medical Insurance Benefits (Hospital, Surgical, Major Medical)

1. Full-time Certificated/Licensed or Classified Administrators:

The Board will pay ninety-five percent (95%) of the single premium and will pay eighty percent (80%) of the family premium.

2. Administrators who are less than 30 hours per week are not eligible for Health Insurance.
- B. The health insurance plan shall be a High Deductible Healthcare Plan (HDHP) and Health Savings Account (HSA).
1. High Deductible Healthcare Plan/Health Savings Account
 - a) The district shall provide a High Deductible Healthcare Plan. Deductibles for the HDHP will be no less than the IRS minimum. Eligible health care expenses including prescription drugs apply toward the deductibles and the Out-of-Pocket Maximum. Preventive Care shall be pursuant to the Insurance Certificate. Current deductible rates can be provided by the Payroll Department in the Treasurer's Office.
 - b) A Health Savings Account (HSA) shall be available for each administrator who is a part of the HDHP. The Insurance Trust Committee shall recommend a custodian for the HSA. The Board shall determine a custodian for the HSA. Any contribution by the administrator to his/her HSA up to the maximum limits provided by law may, at the member's discretion, be made by payroll deduction of either six months or twelve months, or in a lump-sum payment. The HSA shall be maintained by the individual administrator for his/her exclusive benefit and that of his/her beneficiaries. Distributions of funds from this HSA may be made at any time upon the discretion of the member. The member is responsible for substantiating that the distribution is for qualified medical expenses.
 2. Details and forms will be available from the Treasurer's Office each school year. The insurance programs include but are not limited to Hospital, Surgical, Major Medical, Dental, Life, Health and Accident, Vision, and Income Protection policies.
 3. Life Insurance (Term Life, Accidental Death, Dismemberment)
The Board will provide the Certificated/Licensed and Classified Administrator with a term life insurance policy of one and one-half (1 1/2) times his/her highest annual salary. An Administrator who retires shall have the opportunity to convert (at his/her expense) the Life Insurance policy. Such conversion shall be according to the rules and procedures prescribed by the Life Insurance Carrier at the time the Administrator's retirement.

4. Dental Insurance

The Board will pay one hundred percent (100%) of the cost of the premium of the current dental program.

5. Vision Insurance

The Board will pay one hundred percent (100%) of the cost of the premium of the current vision program.

6. Flexible Spending Accounts (FSA)

The Board will provide, to the extent available under the Internal Revenue Service Code and Regulations, Flexible Spending Accounts (FSA) for the payment of Administrators' insurance(s) premium contributions, qualified medical expenses, and dependent care on a pre-tax basis. A "Full Use FSA (FSA 1)" shall be available only for administrators who do not chose or qualify for an HSA. A "Full USE FSA (FSA 1)" shall be for qualified medical expenses (including, but not limited to, deductibles, co-pays, over the counter medication, etc.), vision, and dental. A "Limited Use FSA (FSA 2)" shall be available to administrators with Health Savings Accounts and it shall be for dental, vision, but not for medical benefits except as provided by law.

The Flexible Spending Accounts are solely for the purpose of reducing current tax for administrators and will remain in effect so long as IRS Flexible Spending Account laws and rules remain substantially unchanged. The Flexible Spending Accounts will be available to administrators with language providing for recovery of funds if necessary. The Board does not guarantee any tax results associated with the FSA or HSA plans, and are not liable for any tax consequences for the members.

7. General Liability Insurance

The Board will pay one hundred percent (100%) of the cost of the premium for liability insurance: \$1,000,000 per incident up to an aggregate of \$2,000,000 (per location).

8. Employee Assistance Program (EAP)

- a) The Board of Education will provide an Employee Assistance Program (EAP).
- b) Employee participation in EAP is voluntary.
- c) All information derived from any employee or his/her immediate family involvement with EAP shall be confidential through the rules and regulations of HIPAA (Health Insurance Portability and Accountability Act of 1996). No information shall be released under any circumstances without prior written authorization of the employee. Such information shall not be placed in an employee's file nor affect job security, the assignment, transfer, or eligibility for promotional opportunities.

V. BENEFITS

A. STRS and SERS PICK-UP

- 1. Except as provided elsewhere in this agreement, the Board will "pick-up" an Administrator's contribution to the State Teachers Retirement System or School Employee Retirement System through the salary reduction method at no cost to the Board. For the purpose of State and Federal tax only, the Certificated/Licensed or Classified Administrator's annual compensation shall be reduced by an amount equal to the difference between the total employee retirement contributions to STRS or SERS minus the amount "picked-up" by the Board. This practice will remain in effect so long as it is in accordance with state and federal law and regulations.
 - a) In addition to the salary reduction pick-up method set forth in paragraph 1 above, the Board will pay or "pick-up" 100% of the Administrator's retirement contribution to the STRS or SERS.
 - b) Pick-up on the Pick-up

The foregoing amounts (item 2) pick-up by the Board on behalf of the employee do not discharge, relieve or reduce the Board's contributions required by Section 3307.28 of the Ohio Revised Code. In addition, the Board shall pay all retirement contributions on the amount "picked-up." The retirement pick-up by the Board as set forth in (item 2) above shall be included in the Administrator's earned income for retirement contribution purposes and there shall not be a reduction of the Administrator's salary for the purpose of

making this payment. The Board shall pay the cost of the pick-up on the pickup. The parties intend that the retirement contribution paid by the Board under this provision be treated by the State Teachers Retirement System or School Employee Retirement System as a "pick-up of the pick-up."

c) Medicare

Board shall pay on behalf of all Administrators, the employee's share of Medicare payroll tax.

d) Payment for all paid leave, sick leave, personal leave and severance pay including unemployment and Workers' Compensation shall be based on the Administrator's daily rate of pay prior to pre-tax deduction of the pick-up.

e) Each Certificated/Licensed and Classified Administrator will be responsible for compliance with the Internal Revenue Service salary exclusion allowance with other tax deferred compensation plans.

f) If the foregoing "pick-up" provisions are nullified by subsequent Internal Revenue Service rulings, Ohio Attorney General opinions, or other governing regulations, the Board will be held harmless and this section, --A. "STRS and SERS Pick-Up", shall be declared null and void.

B. Tax Sheltered Programs

The Board agrees to provide the Administrator with tax sheltered programs. Contributions are made through payroll deductions.

C. Operational Allowances

1. Mileage Reimbursement

A Certificated/Licensed and Classified Administrator required in the course of his/her work to drive a personal vehicle for school purposes may elect to be reimbursed at the prevailing Internal Revenue Service (IRS) rate per mile. For criteria relating to travel expenses refer to Department of Treasury, relevant Internal Revenue Service publication.

2. Electronic Communication Expectation

A Certificated/Licensed and Classified Administrator is expected to have a cellular phone to use for district related activities.

D. Administrator Professional Development

The Board will make available funds for Professional /Meeting Expense, tuition and Membership over the term of the agreement. All requests should be made to the Certificated/Licensed and Classified Administrator's immediate supervisor for consideration. Only requests that are directly aligned with the goals of the district will be considered for funding.

1. Professional Conference/Meeting Expense

Requests must be submitted to the Certificated/Licensed and Classified Administrator's immediate supervisor using the Administrator Leave Form and funds will be available, prior to the event, to pay for approved travel, registration, accommodations and reimbursement for meals. Complete and submit the Administrator Leave Form (Appendix C).

2. Tuition Reimbursement

Money will be placed in a fund for reimbursing Certificated/Licensed and Classified Administrators for tuition expenses for graduate level work in the field of school administration or related areas. Requests must be submitted to the Administrator's immediate supervisor using the Administrator Leave Form (Appendix C).

Related areas are limited to:

- a) Renewal of the Administrator's certificate/license(s).
- b) Upgrade of a certificate/license.
- c) Professional growth as pre-approved by the Superintendent/Designee.
- d) Coursework must be completed during the fiscal year that the request is being submitted.

Reimbursement Procedures:

- a) Reimbursement will be for out of pocket expenses only.

- b) Submission of a paid tuition bill from an accredited college or university to the Superintendent will be cause for the Superintendent to have the Treasurer of the Board issue payment to the Administrator as soon as possible.

3. Membership to Professional Organizations

The Board will pay annual membership dues for a Certificated/Licensed and Classified Administrator.

VI. WORK SCHEDULE

A. Work Week

Under normal circumstances, the work week shall consist of five (5) consecutive days, Monday through Friday, for all hours scheduled by the Board. If abnormal circumstances exist, the Board may be required to adjust the work week.

B. Annual Work Schedule

- 1. The annual work schedule for a 12-month Certificated/Licensed and Classified Administrator shall be two hundred sixty (260) work days encompassing the first work day of the first month of their contract year through the last workday of the last month of their contract year.
- 2. The annual work schedule for an 11-month Certificated/Licensed and Classified Administrator shall be two hundred and thirty-eight (238) workdays. Unless an alternative schedule is mutually agreed upon between the administrator and his/her immediate supervisor prior to July 1st, the first work day will normally be nineteen (19) work days prior to the first day of classes for students each school year and the last work day will be seventeen (17) work days after the last day of student classes. Winter break and Spring break are not counted as workdays.
- 3. The actual number of workdays may vary from year to year depending upon the school calendar established by the Board.

C. Vacation

1. A twelve (12) month Certificated/Licensed and Classified Administrator shall earn vacation under the following schedule:

1-5 years	Twenty (20) days
6-11 years	Twenty-one (21) days
12 years	Twenty-two (22) days
13 years	Twenty-three (23) days
14 years	Twenty-four (24) days
15 years	Twenty-five (25) days
16+ years	Twenty-six (26) days

Vacation shall accrue monthly at a rate of 1/12 of the total vacation days per year.

2. Years of administrative experience in a school district or educational setting and/or district non-administrative experience will be counted to determine the number of earned vacation days as listed above. (Example: Teacher experience for Certificated Administrator or classified employee experience for Classified Administrator).
3. The operational needs of the school district require that vacation time, normally and to the extent possible, will be taken in those periods when the workload is relatively lighter than at other times. Requests to use earned vacation shall be submitted in writing to the Superintendent/Designee.
4. With the approval of the Superintendent/Designee, an employee may use vacation days as they are earned, or allow them to accumulate.
5. Vacation days may be used in one quarter (1/4) day increments.
6. For twelve (12) month Certificated/Licensed or Classified Administrator employed by the Board of Education prior to May 6, 2013, the following rules apply:
 - a) Administrator may "cash-in" up to fifteen (15) vacation days each contract year;
 - b) The total number of vacation days may not exceed the equivalent of three (3) previous years earned accumulation as of July 31st. Unused vacation in excess of the three (3) years accumulation shall be added to accumulated sick leave or applied to retirement severance if it is not cashed in.

- c) Upon separation from employment, a Certificated/Licensed or Classified Administrator shall be entitled to compensation at a rate of pay calculated for severance, per (Item III.F. 3) for all lawfully accrued and unused vacation leave to his/her credit at the time of separation, not to exceed the vacation leave accrued to his/her credit for the three years immediately preceding his/her separation.
- d) In the year of retirement, an Administrator may accumulate up to four (4) years' worth of vacation leave as of July 31st. In the final year of employment prior to retirement, the administrator shall be entitled to cash in (using 185 days to calculate per diem for administrators hired prior to July 1, 2011) up to one year's worth of his/her earned but unused vacation leave, at least one month prior to his/her separation from employment, based on the current year annual accrual rate.
7. The following provision will apply to Certificated/Licensed or Classified Administrators hired on or after May 6, 2013, and for those Administrators employed by the district that were moved from a ten (10) or eleven (11) month contract to a twelve (12) month contract on or after May 6, 2013.
- a) "Cash-in" for unused vacation leave will not be permitted
- b) At the end of each contract year, up to ten (10) days of unused vacation leave may be carried over into the following contract year and added to the accumulated balance. The maximum accumulated balance of accrued and unused vacation shall not exceed thirty-five (35) days at the end of each contract year. Unused vacation in excess of the maximum accumulated balance shall be added to accumulated sick leave at the end of each contract year. See example below (assumes no vacation usage for the first five years of employment):

Year	Annual Accrual	Carry Over	Maximum Accumulated Balance	Balance at End of Year	Excess Transferred to Sick Leave
1	21	10	35	10	11
2	21	10	35	20	11
3	21	10	35	30	11
4	21	10	35	35	16
5	21	10	35	35	21

- c) Upon separation from employment, the Board shall compensate a Certificated/Licensed or Classified Administrator at his/her current per diem rate of pay for all unused vacation leave accrued. in the then current contract year, excluding any vacation leave carried over from a prior contract year.

8. In the case of the death of a Certificated/Licensed or Classified Administrator, such accrued and unused vacation leave and prorated portion for the current year shall be calculated per (Item III.F.3) and paid in accordance with Section 2113.04 of the Ohio Revised Code, or to his/her estate.

D. Holidays

12-Month Certificated/Licensed or Classified Administrators will have the following holidays:

Labor Day	Martin Luther King Day
Thanksgiving Day	President's Day
Day After Thanksgiving	Good Friday
Day Before Christmas	Memorial Day
Christmas Day	Juneteenth
New Year's Day	Independence Day

11-Month Certificated/Licensed or Classified Administrators will have the following holidays:

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King Day
Day After Thanksgiving	President's Day
Day Before Christmas	Good Friday
Christmas Day	Memorial Day
Juneteenth*Only if it falls within the work calendar for that year.	

If a paid holiday falls on a Saturday, it will be observed on the previous Friday. If a paid holiday falls on a Sunday, it will be observed on the following Monday.

VII. LEAVES

A. Paid Leaves

1. Sick Leave

- a) Sick leave shall accrue at the rate of one and one-fourth (1-1/4) days per month (15 days per year) to a total of two hundred fifty- five (255) days. (Sick leave shall not be earned during the term of unpaid

leave consisting of 10 or more contract days in a given month.) A Certificated/Licensed or Classified Administrator may use sick leave for personal illness, illness or death in the immediate family, pregnancy or exposure to a contagious disease. Sick leave for pregnancy may be used for a period of up to twelve (12) weeks upon the birth or adoption of a child.

Immediate family shall be defined as father, mother, sister, brother, husband, wife, child, grandchild, grandmother, grandfather, uncle, aunt, niece, nephew, legal guardian, foster parent, stepparent, foster child, stepchild, stepbrother; stepsister; in-laws bearing any of these relationships, and any person living in the Certificated/Licensed or Classified Administrator's household.

- b) Falsification of any kind regarding the need to use and/or the use of sick leave shall constitute sufficient grounds for the suspension or termination of employment.
- c) Sick leave will be calculated to the nearest quarter (1/4) hour.
- d) Each new Certificated/Licensed or Classified Administrator or any Certificated/Licensed or Classified Administrator who has exhausted his/her accumulated sick leave shall be credited with five (5) days of sick leave. If any of these five (5) days of sick leave are used, they shall be deducted from the sick leave accumulated during that contractual year, or if necessary, the following contractual year. If a Certificated/Licensed or Classified Administrator's employment ends before he/she has repaid the advanced sick leave, the per diem amount not paid back will be deducted from his/her last payroll check.
- e) Certificated/Licensed and Classified Administrators shall notify the Superintendent of their absence on a daily basis at least one (1) hour prior to their starting time.

2. Personal Leave

- a) All Certificated/Licensed and Classified Administrators shall be granted a maximum of four (4) days personal leave per year. Unused leave shall not accumulate from year to year. Any unused personal leave days shall be added to accumulated sick leave or retirement severance personal leave cash out as applicable as of August 1.

- b) If the date the Certificated/Licensed or Classified Administrator needs to take personal leave is scheduled or known in advance he/she shall notify the Superintendent at least forty-eight (48) hours in advance of the leave date.
- c) Personal days may be used in one quarter (1/4) day increments.

3. Jury Duty-Compulsory Court Appearance

- a) A Certificated/Licensed or Classified Administrator, upon written request to the Superintendent, shall be granted leave for the number of days or partial days needed to accept and serve on jury duty, as long as the employee is not engaged in pursuing a lawsuit against the district. The Certificated/Licensed or Classified Administrator shall receive his/her normal pay during jury service and retain any jury duty pay received from the court. A leave form shall be submitted when the Certificated/Licensed or Classified Administrator becomes aware of the need to use Jury Duty Leave. If a Certificated/Licensed or Classified Administrator is released from Jury Duty with one half or more of his/her workday remaining, the Certificated/Licensed or Classified Administrator shall return to the worksite.
- b) A Certificated/Licensed or Classified Administrator who is subpoenaed to appear, as a witness in a school business/activity case, shall be granted paid leave for the number of days or partial days needed to give testimony, as long as the employee is not engaged in pursuing a lawsuit against the District. A written request shall be submitted to the Superintendent as soon as the need for such leave is known.

4. Assault Leave

A Certificated/Licensed or Classified Administrator shall be granted assault leave for up to twenty (20) days per contract year, in the event that injuries resulting from an assault render the Administrator unable to perform his/her duties. The assault leave will be granted to an Administrator who is assaulted during the performance of his/her official duties as an employee of the district.

5. Professional Leave

A Certificated/Licensed or Classified Administrator may be granted professional leave at the discretion of the Superintendent.

Reimbursement for expenses, if any, will be determined by the Superintendent. Requests for professional leave shall be submitted to the Superintendent, prior to the leave, on the Administrator Leave Form.

6. Sabbatical Leave

Sabbatical Leave for one (1) year may only be granted after seven (7) years' service as an Administrator in the district.

Understandings include the following:

- a) Prior request for leave will be submitted to the Superintendent.
- b) No more than one (1) Administrator will be granted leave during a school year.
- c) Compensation to the Administrator, upon return to duty, unless the Superintendent determines otherwise, will be the difference between his/her expected salary and the cost of the substitute Administrator hired to fill his/her position or a rate established by the Superintendent.
- d) Leave may not be used to engage in other employment, but rather to follow a course of professional growth approved by the Superintendent.

7. Military Leave

An Administrator who is a member of a reserve component of the Armed Forces of the United States and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed thirty-one (31) days in any one calendar year. An Administrator's leave request shall be submitted to the Superintendent after the administrator becomes aware of the need to use military leave.

- a) Military leave beyond one month per calendar year shall be granted to any administrator who is drafted, activated or recalled to active

duty with any branch of the Uniformed Services, including the guard and/or the reserves, of the United States. Upon request, the administrator shall provide documentation from his/her military unit that the military service to be performed when on leave from work is pursuant to one or more of the following criteria: (1) an executive order issued by the President of the United States, (2) because of an act of Congress, or (3) because of an order to perform duty issued by the governor pursuant of Section 5919.29 of the Revised Code. At the expiration of military leave, the returning administrator shall be granted his/her position held prior to the leave if it is vacant.

- b) Should the position be filled, the returning administrator shall be appointed to a position with equivalent contract status for which he/she is qualified. Compensation shall be in accordance with Revised Code 5923.05 and any other provision of state and federal law.

8. Religious Leave

- a) An Administrator may be absent, with pay, on a Religious Holiday not included in the school calendar. The Holiday must be observed by a *bona fide* religion or religious body, which has historically observed the Religious Holiday.
- b) A request for such absence shall be made in writing to the Superintendent at least ten (10) school days prior to the religious holiday. Where the religious holiday occurs less than ten (10) school days after the beginning of the school year, the request shall be submitted on or before the end of the second working day of the school year. Such absences shall not exceed three (3) days during the school year.

B. Unpaid Leaves

The Certificated/Licensed or Classified Administrator will pay the total premium for all health insurance after exhausting applicable FMLA rights and unpaid absence of twenty (20) consecutive workdays.

1. Leaves of Absence

- a) A Certificated/Licensed or Classified Administrator, upon application, may be granted a leave of absence for up to two (2) consecutive years for illness, disability or for other reason approved by the Board.

- b) The Certificated/Licensed or Classified Administrator's application for medical leave shall be accompanied by a physician's statement describing the need for such leave and the period of time during which the Certificated/Licensed or Classified Administrator is required to be relieved of his/her duties.

2. Short Term Leave

Short-term leave for five (5) days or less may be granted by the Board without pay. A request for said leave shall be submitted to the Superintendent at least five (5) days in advance of the requested starting date of leave.

3. Child Care

a) Child Care Leave

A Certificated/Licensed or Classified Administrator, who is the biological or adoptive parent of a child, shall be entitled to an unpaid leave of absence for the purpose of caring for his/her child. Such leave shall be for a maximum period of six (6) months and shall be granted upon giving the Board four (4) weeks' notice prior to the anticipated date on which the leave is to commence. If the Certificated/Licensed or Classified Administrator returns to work within six (6) months, he/she shall return to a position within areas of their certification/licensure.

- (1) In those cases where an Administrator and his/her spouse are both employed by the Board, the total amount of child care leave for both employees shall be six (6) months with the Administrator and spouse having the option to split the six (6) months.

b) Adoption Leave

A Certificated/Licensed or Classified Administrator who is adopting a child shall be entitled up to five (5) days of unpaid leave for the purpose of the adoption. This is in addition to the twelve (12) weeks of sick leave, which may be used for this purpose.

4. Family and Medical Leave Act (FMLA)

The Board may designate any paid sick leave or unpaid leave of absence provided in this agreement as a FMLA leave of absence and exercise such rights as it may have under the FMLA and Regulations enacted hereunder

with respect to such leave. An "eligible employee" is an employee who has been employed for at least twelve (12) months and has actually worked at least 1,250 hours during the twelve (12) month period immediately preceding the leave. The FMLA permits a qualified Certificated/Licensed or Classified Administrator to receive up to twelve (12) weeks of unpaid leave per year for personal or family medical reasons. FMLA leave is unpaid except that the Board must, during the period of the leave, continue to pay the same contribution to the staff member's health insurance contributions as was paid during the time of the staff member's active employment.

VIII. INDIVIDUAL CONTRACTS AND REDUCTION IN FORCE (RIF)

A. Employment Contract

1. Under Ohio law, all Administrators' contracts are limited contracts. They may be issued for no more than five (5) years.
2. The initial employment contract shall be one (1) year. The Superintendent may recommend additional years.
3. The length of re-employment contracts after the first year will be based upon individual recommendations of the Superintendent. However, after three (3) years of employment with the District, a contract for re-employment must be for at least two (2) years and no more than five (5) years unless recommendation is made for a one (1) year probationary contract.

B. Administrative Assignment

Pursuant to ORC 3319.01 and 3319.02, the Superintendent has the right to assign Administrators at his/her discretion. At the sole discretion of the Superintendent, an Administrator's assignment can be changed at any time as long as the assignment is not of a lesser responsibility and does not result in a reduction of compensation.

C. Reduction in Force (RIF) Suspension of Administrative Contracts

1. When the Board of Education determines that it is necessary to reduce the number of administrators currently employed in the District, it may suspend administrative contracts in accordance with the applicable Board policy. The suspension of administrative contracts under this policy shall also be known as an administrative reduction in force (RIF).

APPENDIX A

WESTERVILLE CITY SCHOOLS ADMINISTRATIVE SALARY RANGE

ADMINISTRATIVE POSITIONS	The following ranges should be used to determine initial salary placement.		
	Months	LOW	HIGH
Deputy Superintendent	12	\$145,000	\$170,000
Assistant Superintendent	12	\$135,000	\$155,000
Business Manager	12	\$135,000	\$155,000
Executive Director	12	\$120,000	\$140,000
High School Principal	12	\$120,000	\$140,000
Assistant Treasurer	12	\$120,000	\$140,000
Director	12	\$100,000	\$125,000
Middle School Principal	11/12	\$100,000	\$120,000
Elementary School Principal	11/12	\$90,000	\$110,000
High School Athletic Director	11/12	\$85,000	\$110,000
Assistant High School Principal	11/12	\$85,000	\$110,000
Assistant Middle School Principal	11	\$80,000	\$105,000
Coordinator	12	\$80,000	\$105,000
Assistant Elementary Principal	11	\$80,000	\$100,000
Manager (Facilities, Custodial, Purchasing/Food Service, Environmental Health and Safety)	12	\$70,000	\$85,000
Assistant Manager (Transportation, Transportation/Warehouse, Food Service)	12	\$60,000	\$80,000

APPENDIX B

GUIDELINES FOR ASSIGNING SUBSTITUTE ADMINISTRATORS

District administrators will continue to be maintained in AESOP as “requiring no substitute.” As a result, the system will not assign a substitute when an administrator reports an absence on AESOP. **Personnel in the HR office will make all substitute administrator assignments.** Substitute administrators will normally be assigned only when an administrator is absent for five (5) or more consecutive days and then only in accordance with the following procedures:

1. When a Building Principal or “department” Executive Director becomes aware of an administrative absence that will be for a **period of five* or more consecutive days** for an administrator under his/her supervision, the immediate supervising administrator shall submit a request to the Office of Human Resources via an e-mail to the Deputy Superintendent for the assignment of a substitute administrator. The written request needs to specify the following:
 - a. Name of the administrator who will be absent;
 - b. Date the absence period will begin;
 - c. Date the absence period will end;
 - d. Dates for which a substitute administrator is requested.
- 2.
3. If the request is from a Building Principal, the Deputy Superintendent will immediately forward (via e-mail **within one workday**) the request to the appropriate Executive Director for review and recommended action.
4. Upon receipt of the request for action from the Deputy Superintendent, the Executive Director will review and recommend approval or denial **within one workday** by responding to the Deputy Superintendent via e-mail.
5. Upon receiving the reply from the Executive Director, the Deputy Superintendent will proceed to notify the requesting Principal of the action to be taken and proceed to assign a substitute administrator, if approved by the Executive Director.
6. If the initial request for a substitute administrator is from an Executive Director, the Deputy Superintendent will review the request with the Superintendent and proceed according to the Superintendent’s direction.

* If safety concerns, emergency or other special circumstances create a need for a substitute administrator to be assigned sooner than five days of consecutive absence, the supervisor requesting the substitute may submit a written request to HR with a detailed explanation as to why the substitute is necessary.

APPENDIX C

Westerville City Schools													
Administrator Leave/Membership/Prof. Dev. Form													
Section I													
Date: _____													
Name: _____	Position: _____												
Building: _____	_____												
Date(s) of leave: _____													
Section II													
Requested leave: <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;">☐ Assault ☐ Jury Duty ☐ Religious ☐ Military ☐ Personal ☐ Professional (<i>complete Professional Development/Membership/Tuition Rationale on reverse side of form</i>)</td><td style="width: 50%; vertical-align: top;">☐ Sabbatical ☐ Sick Personal ☐ Sick Family ☐ Vacation</td></tr></table>		☐ Assault ☐ Jury Duty ☐ Religious ☐ Military ☐ Personal ☐ Professional (<i>complete Professional Development/Membership/Tuition Rationale on reverse side of form</i>)	☐ Sabbatical ☐ Sick Personal ☐ Sick Family ☐ Vacation										
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Unpaid <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top;">☐ Childcare ☐ FMLA ☐ Other _____</td><td style="width: 50%; vertical-align: top;">☐ Medical ☐ Short-term</td></tr></table>		☐ Childcare ☐ FMLA ☐ Other _____	☐ Medical ☐ Short-term										
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<table style="width: 100%; border: none;"><tr><td style="width: 50%; border-bottom: 1px solid black; text-align: center;">Applicant</td><td style="width: 10%;"></td><td style="width: 10%; border-bottom: 1px solid black; text-align: center;">Date</td><td style="width: 10%;"></td><td style="width: 20%; border-bottom: 1px solid black; text-align: center;">Immediate Supervisor</td><td style="width: 10%; border-bottom: 1px solid black; text-align: center;">Date</td></tr><tr><td style="border-bottom: 1px solid black; text-align: center;">Approved _____</td><td></td><td style="border-bottom: 1px solid black; text-align: center;">Denied _____</td><td></td><td style="border-bottom: 1px solid black; text-align: center;">Superintendent/Designee</td><td style="border-bottom: 1px solid black; text-align: center;">Date</td></tr></table>		Applicant		Date		Immediate Supervisor	Date	Approved _____		Denied _____		Superintendent/Designee	Date
Applicant		Date		Immediate Supervisor	Date								
Approved _____		Denied _____		Superintendent/Designee	Date								

Administrator Professional Development Rationale <i>Attach all registration/membership documentation</i>																											
Date submitted:																											
Name:		Position:																									
District Goal:																											
Request:																											
Rationale:																											
How shared & impact on student achievement :																											
Tuition Reimbursement Request <i>Attach all coursework documentation</i>																											
Name of Course:																											
Institution Name:																											
Date of Course:		Cost:																									
Amount submitting for reimbursement:																											
Professional Leave/Membership Requested Costs <i>Attach all membership/registration documentation</i>																											
Registration/Membership Fee(s) \$																											
Please indicate request for above: ☐ Reimburse me. I'll submit proof of payment ☐ Please open a purchase order to be issued to organization																											
Travel		\$																									
Meals		\$																									
Lodging		\$																									
TOTAL		\$																									
(Travel, meals and lodging is reimbursement only. Itemized receipts re to be submitted for reimbursement)																											
Funding source: ☐ General Fund Account ☐ Professional Development Account ☐ Tine Funds:																											
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Immediate Supervisor:</td> <td style="width: 25%;">Approve</td> <td style="width: 25%;">Deny</td> <td style="width: 25%;">(initial) Date</td> </tr> <tr> <td>Asst. Superintendent:</td> <td>Approve</td> <td>Deny</td> <td>(initial) Date</td> </tr> <tr> <td colspan="4">Distribution Order. Supervisor</td> </tr> <tr> <td colspan="4">Asst. Superintendent</td> </tr> <tr> <td colspan="4">Human Resources</td> </tr> <tr> <td colspan="4">Treasurer</td> </tr> </table>				Immediate Supervisor:	Approve	Deny	(initial) Date	Asst. Superintendent:	Approve	Deny	(initial) Date	Distribution Order. Supervisor				Asst. Superintendent				Human Resources				Treasurer			
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APPENDIX D

PERFORMANCE BASED COMPENSATION MODEL

For the term of these administrative guidelines (2023-2024 and 2024-2025), performance based compensation will not apply.

Introduction

Changes to each Westerville City School District Administrator's annual compensation, with the exception of the base increase, will be based upon a Performance Based Compensation model as outlined below.

The goals of the PBC model are to:

- Align compensation to improvement in job performance.
- Provide clarity in regard to the measurements the Board of Education uses to determine annual changes to each administrator's salary.
- Align and focus individual performance to district and building/department academic and operational goals.

PBC Model Framework

The PBC Model determines recommended annual compensation changes and is a combination of cost of living and performance (see Rubric). The performance based component includes four measures as noted below.

1. Shared District Performance
 - a. Set annually by the Superintendent
2. Building or Department Performance
 - a. Agreed upon by Administrator and Evaluator
 - b. For administrators who are evaluated using OPES this must be related to improving student academic performance
 - c. For administrators who are not evaluated using OPES this must be related to process improvement with measures of improved efficiency
3. Individual Professional Growth
 - a. Agreed upon by the Administrator and Evaluator
4. Overall Evaluation Rating
 - a. The final rating from the Evaluation Rubric as determined by the evaluator.

Performance Based Compensation Rubric

The following rubric is used as a means of determining the recommended performance based compensation percentage.

Completed by the evaluator/supervisor and submitted to the District Superintendent for review.

Performance Based Compensation rates will include all four Performance Measures as noted below. Adjustments will be based off of prior year performance.

Performance Area Rating	1.0% Total Skilled: Met	2% Total Accomplished: Exceeded
Shared District Academic Performance	.25%	.5%
Building or Department Performance	.25%	.5%
Final Rating on Evaluation Rubric	.25%	.5%
Professional Growth Performance	.25%	.5%

CERTIFICATE OF ADEQUATE REVENUES Wage or Salary Schedule

The undersigned, Treasurer and the Board of Education of the Westerville City School District, Ohio, certifies that the money required to meet the obligations of the Board during Fiscal Year 2023 under the attached contract have been lawfully appropriated by the Board for such purposes and are in the treasury or in the process of collection to the credit of an appropriate fund, free from any previous encumbrances.

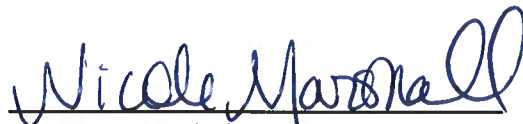
The undersigned, Treasurer and President of the Board of Education of the Westerville City School District, Ohio, and the Superintendent of Schools of the Westerville City School District, Ohio, hereby certify that the District has in effect for the remainder of the current fiscal year and the succeeding two fiscal years or the term of the attached contract, whichever is longer, the authorization to levy taxes, including the renewal of existing levies, which, when combined with estimated revenue from all other sources available to the District at the time of this certification, are sufficient to provide the operating revenues necessary to enable the District to maintain all personnel, programs and services essential to the provision of an adequate educational program on all of the days set forth in its adopted school calendars for the current fiscal year and for the number of days in the succeeding fiscal years equal to the number of days of instruction was held or is scheduled for the current fiscal year.

This Certificate is given in compliance with Sections 5705.41, 5705.412, 5705.44 of the Revised Code.

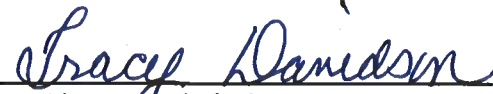
Dated: April 24, 2023

WESTERVILLE CITY SCHOOL DISTRICT

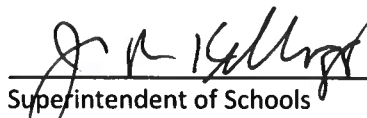
FRANKLIN COUNTY, OHIO



Treasurer, Board of Education
Westerville City School District, Ohio



President, Board of Education
Westerville City School District, Ohio



Superintendent of Schools
Westerville City School District, Ohio