

EXEMPT EMPLOYEE HANDBOOK



Loveland City School District

2023-2026

Updated 12/5/2023

Definition of “Exempted Employee”

“Exempted employee” refers to any employee in the school district who is not qualified (therefore exempt) to be a member of a collective bargaining unit (union/association) and who is not employed under an administrative contract. The exempted employee is excluded from the bargaining unit either because he/she has supervisory responsibility for bargaining unit members or because he/she deals with confidential information regarding employees, official contracts and/or financial matters of the school district. A “Double Exempt” employee is also exempt from FLSA hourly restrictions and requirements and may require a specific license or certification to perform their duties.

This handbook is applicable to the following exempted employees by title:

- Administrative Assistant
- Courier
- EMIS Specialist*
- Payroll Specialist*
- Site Manager
- System Administrator*
- Technology Specialist

* Double Exempt

Leave Definition, Accrual & Use

Personal Leave

Employees shall be entitled to a maximum of three (3) paid personal leave days per contract year.

Personal leave may not be used to extend a vacation or holiday, for recreation, for other employment, or on a scheduled in-service day under normal circumstances or to accompany a friend or spouse on a trip.

Requests for personal leave days, except in the case of an emergency, must be made by email to the supervisor at least three (3) workdays preceding the day being requested. Notice of approval or non-approval shall be made in writing as soon as possible. If the personal leave is denied, the employee will be notified immediately, or, if not available, as soon as possible.

All unused personal leave will convert to accumulated sick leave at the end of the contract year.

Misuse of personal leave may be grounds for disciplinary action, including potential termination.

Sick Leave

Employees are entitled to fifteen (15) days of Sick Leave per contract year, in accordance with ORC 3319.141; and shall be credited at the rate of one and one-fourth (1¼) days per month.

Exempt employees may accumulate up to two hundred and sixty (260) days of sick leave.

Sick leave may be used for the employee or employee’s immediate family member’s medically related appointments, tests & procedures. Immediate family members include the father, mother, husband, wife, child, sister, brother, grandparents, and in-laws bearing any of these relationships, and other persons who are permanent residents of the household.

Personal leave may be utilized for absences due to illness or death in the family of relatives not included in the above definition of “immediate family”.

Vacation:

All (252-day) employees are entitled to vacation leave annually credited on the first day of their contract according to the following schedule:

One through five years	10 days
Six through ten years	15 days
Eleven through fourteen years	20 days
Fifteen and over	25 days

All 12-month (260-day) employees are entitled to 25 days vacation.

Vacation leave may be taken with prior approval of the supervisor. Up to 10 days of unused vacation may be carried over as of July 1st.

Other Leave:

Jury Duty:

An employee who is required to be absent in compliance with a summons for jury duty or a subpoena requiring the employee to appear in court as a witness shall give proper notice to the appropriate supervisor and provide the district with the official documentation from the courts.

The employee required to attend jury duty shall be excused with pay for the period during which the employee is absent on scheduled days because of jury service or court attendance. When an employee is excused from court duty for part of a day or for an entire day, the employee shall report to the appropriate supervisor in person or by telephone, for such assignment as is reasonable under the circumstances.

Any payment to the employee by the court for services rendered belong to the employee.

Calamity Days

Exempt employees are not expected to report to work on days when all schools are not in session due to weather conditions or other school closing reasons requiring the declaration of a calamity day unless otherwise directed by the superintendent/designee. Work may be required remotely and in a timely manner, especially as it impacts the District as a whole e.g. payroll must be made on time; vendor checks must be made on time; reporting must meet deadlines.

Holidays & Non-Work Days

Hourly Employees are to be paid for the following holidays and non-work days listed below:

Double Exempt Employees are to have the following days off work:

New Year’s Day	Labor Day
Martin Luther King Jr. Day	Day before Thanksgiving Day
President’s Day	Thanksgiving Day
Good Friday	Day following Thanksgiving Day
Memorial Day	Christmas Eve Day
Juneteenth	Christmas Day
Independence Day	New Year’s Eve Day
	Veterans Day*

*When the district decides to hold school on Veterans Day, it will work with exempt staff to identify an alternative holiday to serve as a floating holiday.

Insurance and Fringe Benefits

Medical, Dental, and Life Insurance:

The Board will provide employees the following insurance choices:

- Health Insurance – the Board will pay 85% of Family or Individual premiums
- Dental Insurance – the Board will pay 100% for Family or Individual premiums
- Life Insurance – the Board will pay 100% for \$50,000 of term life insurance

Employees opting out of health insurance coverage will receive a stipend of \$100.00 per month.

Insurance which was in force for any dependent(s) on the date of an employee's death will remain in force without payment of premium until the earliest of the following dates:

1. Remarriage of the surviving spouse, in which case the coverage for all dependents terminates;
2. The date a covered person ceases to qualify as a dependent for any reason other than lack of primary support by the employee;
3. Two years from the date of the employee's death.

The coverage, which is continued in force for dependent children as well, will not be affected if the surviving spouse dies during the two year maximum continuation of coverage.

Severance Pay:

Severance will be calculated at the daily rate of pay by the number of work days times up to 35 days and twenty-five percent (25%) of the remaining balance of up to two hundred fifty (250) days. Severance will only be paid upon death or submission of evidence to the Treasurer from a State retirement system showing employee's eligibility at the time of retirement.

An additional \$8,000 lump sum payment may be made to an Exempt Employee retiring from a State retirement system. This provision applies to all Exempt Employees hired prior to August 1st, 2023.

Accumulated Leave Plan:

All exempt employees retiring at age 55 and older are required to participate in the District's accumulated leave plan when receiving a severance payment of converted sick leave upon retirement.

Professional Development:

The Board of Education will pay for appropriate seminars and workshops pertaining to the employee's position and approved by their supervisor. Employees will be reimbursed by the Board of Education as described below for related travel expenses.

Mileage & Expense Reimbursement:

Mileage for District business-related travel will be reimbursed at the current IRS mileage rate.

Meals and lodging for District business-related expenses will be reimbursed or directly paid by District cards supported by appropriate documentation submitted in a timely manner. Contact the Treasurer's Office in the case of insufficient documentation.

Salary Schedule

The salary of exempt employees shall be paid from the following schedules unless contractually agreed upon otherwise.

**LOVELAND CITY SCHOOLS
EXEMPT ASSOCIATES
2023 - 2024 SALARY SCHEDULES**

252 DAY SCHEDULE

195 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>	<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	21.46	43,260	1	21.46	33,475
2	22.81	45,984	2	22.81	35,583
3	23.46	47,293	3	23.46	36,596
4	24.11	48,602	4	24.11	37,609
5	24.76	49,911	5	24.76	38,622
6	25.41	51,220	6	25.41	39,634
7	26.06	52,529	7	26.06	40,647
8	26.71	53,838	8	26.71	41,660
9	27.35	55,147	9	27.35	42,673
10	28.00	56,456	10	28.00	43,686
11	28.65	57,765	11	28.65	44,699
12	29.30	59,074	12	29.30	45,712
13	29.95	60,383	13	29.95	46,725
14	30.60	61,692	14	30.60	47,738
15	31.25	63,001	15	31.25	48,750
16	31.90	64,310	16	31.90	49,763
17	32.55	65,618	17	32.55	50,776
18	33.20	66,927	18	33.20	51,789
19	33.85	68,236	19	33.85	52,802
20	34.50	69,545	20	34.50	53,815
21	35.15	70,854	21	35.15	54,828
22	35.80	72,163	22	35.80	55,841
23	36.44	73,472	23	36.44	56,854
24	37.09	74,781	24	37.09	57,866
25	37.74	76,090	25	37.74	58,879

**LOVELAND CITY SCHOOLS
EXEMPT ASSOCIATES
2024 - 2025 SALARY SCHEDULES**

252 DAY SCHEDULE

195 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>	<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	22.10	44,558	1	22.10	34,479
2	23.49	47,364	2	23.49	36,650
3	24.16	48,712	3	24.16	37,694
4	24.83	50,060	4	24.83	38,737
5	25.50	51,408	5	25.50	39,780
6	26.17	52,756	6	26.17	40,823
7	26.84	54,105	7	26.84	41,867
8	27.51	55,453	8	27.51	42,910
9	28.18	56,801	9	28.18	43,953
10	28.84	58,149	10	28.84	44,997
11	29.51	59,498	11	29.51	46,040
12	30.18	60,846	12	30.18	47,083
13	30.85	62,194	13	30.85	48,126
14	31.52	63,542	14	31.52	49,170
15	32.19	64,891	15	32.19	50,213
16	32.86	66,239	16	32.86	51,256
17	33.53	67,587	17	33.53	52,300
18	34.19	68,935	18	34.19	53,343
19	34.86	70,284	19	34.86	54,386
20	35.53	71,632	20	35.53	55,429
21	36.20	72,980	21	36.20	56,473
22	36.87	74,328	22	36.87	57,516
23	37.54	75,676	23	37.54	58,559
24	38.21	77,025	24	38.21	59,602
25	38.88	78,373	25	38.88	60,646

**LOVELAND CITY SCHOOLS
EXEMPT ASSOCIATES
2025 - 2026 SALARY SCHEDULES**

252 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	22.77	45,895
2	24.20	48,784
3	24.89	50,173
4	25.58	51,562
5	26.27	52,950
6	26.95	54,339
7	27.64	55,728
8	28.33	57,117
9	29.02	58,505
10	29.71	59,894
11	30.40	61,283
12	31.09	62,671
13	31.78	64,060
14	32.46	65,449
15	33.15	66,837
16	33.84	68,226
17	34.53	69,615
18	35.22	71,003
19	35.91	72,392
20	36.60	73,781
21	37.29	75,169
22	37.98	76,558
23	38.66	77,947
24	39.35	79,335
25	40.04	80,724

195 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	22.77	35,514
2	24.20	37,750
3	24.89	38,824
4	25.58	39,899
5	26.27	40,974
6	26.95	42,048
7	27.64	43,123
8	28.33	44,197
9	29.02	45,272
10	29.71	46,346
11	30.40	47,421
12	31.09	48,496
13	31.78	49,570
14	32.46	50,645
15	33.15	51,719
16	33.84	52,794
17	34.53	53,868
18	35.22	54,943
19	35.91	56,018
20	36.60	57,092
21	37.29	58,167
22	37.98	59,241
23	38.66	60,316
24	39.35	61,391
25	40.04	62,465

The salary of double exempt employees shall be paid from the following schedules unless contractually agreed upon otherwise.

**LOVELAND CITY SCHOOLS
DOUBLE EXEMPT
2023-2024 SALARY SCHEDULES**

**LOVELAND CITY SCHOOLS
DOUBLE EXEMPT
2024-2025 SALARY SCHEDULES**

**LOVELAND CITY SCHOOLS
DOUBLE EXEMPT
2025-2026 SALARY SCHEDULES**

260 DAY SCHEDULE

260 DAY SCHEDULE

260 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>	<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>	<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	35.70	74,263	1	37.28	76,491	1	38.40	78,786
2	36.20	75,303	2	37.81	77,562	2	38.94	79,889
3	36.70	76,343	3	38.34	78,633	3	39.49	80,992
4	37.20	77,383	4	38.86	79,705	4	40.03	82,096
5	37.70	78,423	5	39.39	80,776	5	40.57	83,199
6	38.20	79,463	6	39.91	81,847	6	41.11	84,303
7	38.70	80,503	7	40.44	82,918	7	41.65	85,406
8	39.20	81,543	8	40.97	83,990	8	42.20	86,509
9	39.70	82,583	9	41.49	85,061	9	42.74	87,613
10	40.20	83,623	10	42.02	86,132	10	43.28	88,716
11	40.70	84,663	11	42.55	87,203	11	43.82	89,819
12	41.20	85,703	12	43.07	88,275	12	44.36	90,923
13	41.70	86,744	13	43.60	89,346	13	44.91	92,026
14	42.20	87,784	14	44.12	90,417	14	45.45	93,130
15	42.70	88,824	15	44.65	91,488	15	45.99	94,233
16	43.20	89,864	16	45.18	92,560	16	46.53	95,336
17	43.70	90,904	17	45.70	93,631	17	47.08	96,440
18	44.20	91,944	18	46.23	94,702	18	47.62	97,543
19	44.70	92,984	19	46.76	95,773	19	48.16	98,646
20	45.20	94,024	20	47.28	96,844	20	48.70	99,750

Additional Board of Education policies that govern the employment of employees and general operations of the school district can be found on the school district’s website at: <https://www.lovelandschools.org/Page/385>. Should the benefits and terms and conditions of employment provided for in this handbook conflict with the benefits and terms and conditions of employment provided for in Board policy, the benefits and terms and conditions of this handbook shall prevail.

This handbook was adopted by the Board of Education on August 22, 2023 and shall supersede all previously adopted exempt employee handbooks.