

# ADMINISTRATOR HANDBOOK



Loveland City School District

August 1, 2023 to July 31, 2026  
Updated 8/6/2024

This handbook is applicable to the following administrative positions (“Administrator” or “Administrators”) by title:

**Administrative Salary Groupings**

<b><u>Group</u></b>	<b><u>Positions</u></b>
<b>I</b>	Building and Grounds Supervisor* Transportation Supervisor Food Service Supervisor
<b>II</b>	Assistant Elementary School Principal Assistant Intermediate School Principal Assistant Primary School Principal Assistant Treasurer* Coordinator of Technology & Innovation*
<b>III</b>	Assistant High School Principal Assistant Middle School Principal Director of Communication and Community Engagement*
<b>IV</b>	District Director of Student Athletics* Intermediate School Principal Early Childhood School Principal Elementary School Principal Middle School Principal Primary School Principal
<b>V</b>	Director of Business Operations* Director of Learning Pathways* Director of Pupil Services* High School Principal*

\* Denotes two hundred sixty-day administrators

**Leave Definition, Accrual & Use**

**Personal Leave**

Administrators 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 other employment, or on a scheduled in-service day under normal circumstances.

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 Administrator 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.

Employees may accumulate up to three hundred (300) days of sick leave.

Sick leave may be used for the Administrator or Administrator’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 due to illness or death in the family of relatives not included in the above definition of “immediate family members” .

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

**Vacation:**

All 12-month (260-day) Administrators are entitled to thirty (30) days of vacation leave annually credited on the first day of their contract.

Administrators may request to sell back up to ten vacation days per year at their daily rate of compensation based upon days actually worked which equals contract days less vacation days, holidays and non-work days.

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.

**Jury Duty:**

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

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

**Calamity Days**

Administrators 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 timely; reporting must meet deadlines.

## **Holidays & Non-Work Days**

Administrators are to have the following days off work:

222 day Administrators - all days listed (14) are non-work days

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 Day
Juneteenth	Christmas Eve Day
Independence Day	New Year's Eve Day

260 day Administrators - (9) Holidays and non-work days

New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

## **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 provide life insurance in the amount of 2 times the employee's annual salary.

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.

**Retirement Pick Up**

The Board will pick up and pay to the appropriate State retirement system contributions on behalf of employees within this classification hired under ORC Sections 3319.02 and 3319.03.

**Severance Pay:**

Severance will be calculated at the daily rate of pay by the number of work days times up to thirty-five (35) days and twenty-five percent (25%) of the remaining balance of up to three hundred (300) days. Severance will only be paid upon death or submission of evidence to the Treasurer from a State retirement system showing employees eligibility at the time of retirement.

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

**Accumulated Leave Plan:**

All administrators 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 Administrator's position and approved by their supervisor. Administrators 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.

**Tuition Reimbursement**

Tuition reimbursement will be provided for up to 9 hours per year per Administrator at a rate of 100%. The "year" is defined as July 1 through June 30. Prior approval of courses is required by Human Resources. Required documentation for reimbursement after the course includes the following:

- Official transcript
- Receipt from college or university showing proof of payment
- Purchase order which was authorized prior to the course

Documentation should be submitted within 30 days of course completion to Human Resources. Grades of "B" or better or "P" for a pass/fail course are required for reimbursement.

**ADMINISTRATIVE SALARY BANDS**

**CONTRACT YEARS**

**2023 - 2024, 2024 - 2025 & 2025 - 2026**

GROUP I	\$80,000 – 101,000
GROUP II	\$90,000 – 108,000
GROUP III	\$100,000 – 125,000
GROUP IV	\$110,000 – 130,000
GROUP V	\$120,000 – 140,000

Administrators shall be paid from within these salary bands unless contractually agreed upon otherwise.

Increases in administrator compensation will be commensurate to the LEA base increase unless otherwise approved by the Board of Education.

Additional Board of Education policies that govern the employment of Administrators 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 administrative handbooks.