

**PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS
(ADMINISTRATORS)**

The following will define the benefits provided to administrative staff unless otherwise stipulated in their individual contract.

All administrators will be placed on the administrative pay scale with 1 step biennially.

The administrative pay scale ends at Step 13. If an administrator is at the end of assigned column the administrative pay scale will be extended following the pattern of said column.

Insurance

All administrators will follow the certified negotiated agreement for the following due to the certified staff being the larger group of consumers:

- Medical Insurance
- Insurance Opt-Out
- Dental Insurance
- Life Insurance

All administrators will be provided vision insurance at the cost of the Board.

Tuition Reimbursement

All administrators will be eligible for tuition reimbursement if approved by the LPDC as the rate defined in the certified negotiated agreement.

Leave

All administrators may be granted four (4) days of unrestricted personal leave during a contract year pending approval by the Superintendent. One unused day per year will be carried over to the next year for a maximum of five (5) days at any one time. Personal leave shall be granted in full day increments, except that one day per year can be used in one-half (1/2) day increments. Administrators who do not use personal leave each school year shall be reimbursed at a rate of \$150 for each unused full day and \$75 for each unused half day after 1 day is rolled to the next year. No more than four (4) personal leave days may be reimbursed in any one contract year.

All administrators shall be entitled to accrue fifteen (15) days of sick leave per year which shall be credited at the rate of one and one-fourth (1.25) days per month. There shall be no limit on the accumulation of sick leave days. Sick leave is subject to the approval of the Superintendent.

All 12 month administrators shall receive vacation days as follows:

Consecutive Years of Service in 12 Month Admin Position	Vacation Days Per Year	Max Vacation Days to Carryover	Maximum Vacation Days Per Year
0-13 years	15	15	30
14-24 years	20	15	35
25+ years	25	15	40

Upon separation from employment, the Board shall compensate the administrator at his/her current per diem rate for all accrued and unused vacation leave, not to exceed forty (40) days.

Less Than 12- Month Administrators

Less- than -12 month administrators may flex and/or may be asked to flex up to Ten (10) days per contract year by mutual agreement between the administrator and the Superintendent. All flex days must be taken within the same contract year.

Severance and Per Diem Rate

Ohio Department of Education requires certain administrators to hold licenses. Administrative staff can be divided into two groups: Certified and Non-Certified.

Certified Administrative Staff is as follows: Superintendent, Treasurer, Principals, Assistant Principals, Director of Special Services, Director of Curriculum & Instruction, Athletic Director and School Psychologist.

Per Diem rate for certified administrative staff is calculated as follows:

	Days Worked	Holidays	Total	Salary divided by to find per diem rate
12 Month Employee	249	12	261	261
11 Month Employee	222	0	222	222
10.5 Month Employee	212	0	212	212
10 Month Employee	202	0	202	202

Certified administrators will follow the certified negotiated agreement for severance.

Non-Certified Administrative Staff is as follows: Superintendent’s Secretary, Assistant Treasurers, District Network Administrator, Technology Coordinators, Maintenance Supervisor, Transportation Supervisor, and Food Services Supervisor.

Per Diem rate for non-certified administrative staff is calculated as follows:

	Days Worked	Holidays	Total	Salary divided by to find per diem rate
12 Month Employee	249	12	261	261
11 Month Employee	220	12	232	232
10.5 Month Employee	212	10	222	222
10 Month Employee	202	10	212	212

Non-certified administrators will follow the classified negotiated agreement for severance.

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