

SYCAMORE COMMUNITY SCHOOLS
ADMINISTRATIVE FRINGE BENEFITS
(governed by R.C. 3319.02)

Board Approved 4/23/25

BENEFIT	DETAILS	NOTES
VACATION (MUST BE CONTRACTED TO WORK 260 DAYS)	30 DAYS PER YEAR**	MAX OF 3 YEARS ACCUMULATION MAY BE CARRIED OVER AT CONTRACT YEAR END. PAY 100% BALANCE UPON RETIREMENT OR TO THE ESTATE OF UPON DEATH. PAY BALANCE UP TO 10 DAYS UPON RESIGNATION.
PERSONAL LEAVE	4 DAYS UPON HIRE DATE**	NOT PRORATED - AT THE END OF THE FISCAL YEAR ALL REMAINING PERSONAL LEAVE WILL BE CONVERTED TO SICK LEAVE
SICK LEAVE	1.25 DAYS PER MONTH (15 DAYS PER YEAR)	NO CAP ON ACCUMULATION
PAYMENT IN LIEU OF VACATION	MAX OF 10 DAYS PER EACH FISCAL YEAR	EMPLOYEE MUST REQUEST THIS BENEFIT IN WRITING TO THE TREASURER/CFO EACH YEAR PRIOR TO JULY 1. PAYMENT WILL BE MADE TO THE ADMIN IN AUGUST.
LIFE INSURANCE	TWO TIMES SALARY ROUNDED UP TO THE NEAREST ONE THOUSAND DOLLARS (\$1,000.00)	NO COST TO THE EMPLOYEE
HEALTH INSURANCE	85% OF PREMIUM PAID BY BOARD & 100% OF JANUARY PREMIUM FOR ADMIN WHO PARTICIPATE IN THE EVALUATION SCREENING	
DENTAL INSURANCE	85% OF PREMIUM PAID BY BOARD FOR PREMIUM OPTION, 90% PAID FOR STANDARD OPTION, 95% PAID FOR BASIC OPTION	
PAYMENT IN LIEU OF HEALTH INSURANCE	\$1,000.00 PAID TO EMPLOYEE ANNUALLY	EMPLOYEE MUST WAIVE HEALTH INSURANCE ANNUALLY DURING OPEN ENROLLMENT TO RECEIVE THIS PAYMENT
HSA CONTRIBUTION	THE BOARD WILL CONTRIBUTE \$2,200 PER PLAN YEAR PER IRS GUIDELINES TO A HEALTH SAVINGS ACCOUNT (HSA) FOR THOSE ADMIN WHO SELECT THE FAMILY HDHP PLAN AND \$1,200 PER PLAN YEAR FOR THOSE WHO SELECT A SINGLE HDHP PLAN	EMPLOYEE MUST OPEN AN HSA ACCOUNT WITHIN 45 DAYS OF SELECTION TO BE ELIGIBLE TO RECEIVE THIS BENEFIT.
EMPLOYEE ASSISTANCE PLAN (EAP)	100% BOARD PAID	NO COST TO THE EMPLOYEE
SUPPLEMENTAL BENEFITS	AVAILABLE TO EMPLOYEE AT 100% PREMIUM PAID BY EMPLOYEE	NO BOARD CONTRIBUTION FOR PREMIUM
SEVERANCE	1/3 SICK LEAVE UP TO 130 DAYS	UPON RETIREMENT AND RECEIPT OF BENEFITS FROM APPLICABLE STATE RETIREMENT SYSTEM. PAYMENT MADE IN ACCORDANCE WITH IRS ACCUMULATED LEAVE PLAN
RETIREMENT INCENTIVE PLAN	IF THE ADMINISTRATOR HAS AT LEAST FIVE (5) UNINTERRUPTED YEARS OF SERVICE WITH SYCAMORE & RETIRES IN THEIR FIRST YEAR ELIGIBLE WITH FULL OR UNREDUCED BENEFITS WITH STRS/SERS, THEY ARE ELIGIBLE TO RECEIVE A RETIREMENT INCENTIVE PAYMENT BY MULTIPLYING THEIR SEVERANCE CALCULATION BY .9 (90%)	
PAID HOLIDAYS	13	NEW YEARS EVE; NEW YEARS DAY; MARTIN LUTHER KING, JR. DAY; PRESIDENTS DAY; GOOD FRIDAY; MEMORIAL DAY; JUNETEENTH; JULY 4TH; LABOR DAY; THANKSGIVING DAY AND DAY AFTER; DAY BEFORE AND CHRISTMAS DAY. HOLIDAY MUST FALL WITHIN EMPLOYEE'S CONTRACTUAL WORK YEAR TO BE PAID.
PROFESSIONAL DUES	ONE (1) PROFESSIONAL MEMBERSHIP PER FISCAL YEAR	
TUITION REIMBURSEMENT	\$50,000.00 FUND ESTABLISHED EACH FISCAL YEAR	MAX OF 3 SEMESTER HOURS REIMBURSED PER ADMIN PER YEAR

* Those employees who accumulate 30 vacation days as of 4/23/2025 will continue to earn 30 vacation days and 9 personal days.

