

EXEMPT EMPLOYEE HANDBOOK



Loveland City School District
2026-2029
Updated 5/19/2026

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
- Fiscal Specialist
- 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 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.

Compensatory Time

Exempt employees may earn compensatory time for work performed on non-work days. All compensatory time must receive prior approval from the employee's direct supervisor. A record of all earned and used compensatory time must be logged and shared with the Treasurer's Office to ensure accurate tracking.

Tuition Reimbursement

Tuition reimbursement will be provided for up to 6 hours per year per exempt employee at a rate of 100%. The "year" is defined as July 1 through June 30. To qualify, coursework must be related to the employee's role within Loveland City Schools and receive prior approval from both Human Resources and the immediate supervisor. . 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.

**LOVELAND CITY SCHOOLS
EXEMPT ASSOCIATES
2026-2027 SALARY SCHEDULES**

252 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	23.45	47,271
2	24.92	50,248
3	25.63	51,678
4	26.34	53,109
5	27.05	54,539
6	27.76	55,969
7	28.47	57,400
8	29.18	58,830
9	29.89	60,260
10	30.60	61,691
11	31.31	63,121
12	32.02	64,551
13	32.73	65,982
14	33.44	67,412
15	34.15	68,842
16	34.86	70,273
17	35.57	71,703
18	36.28	73,133
19	36.99	74,564
20	37.70	75,994
21	38.40	77,424
22	39.11	78,855
23	39.82	80,285
24	40.53	81,715
25	41.24	83,146

195 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	23.45	36,579
2	24.92	38,882
3	25.63	39,989
4	26.34	41,096
5	27.05	42,203
6	27.76	43,310
7	28.47	44,416
8	29.18	45,523
9	29.89	46,630
10	30.60	47,737
11	31.31	48,844
12	32.02	49,950
13	32.73	51,057
14	33.44	52,164
15	34.15	53,271
16	34.86	54,378
17	35.57	55,485
18	36.28	56,591
19	36.99	57,698
20	37.70	58,805
21	38.40	59,912
22	39.11	61,019
23	39.82	62,125
24	40.53	63,232
25	41.24	64,339

	<u>DAYS</u>	<u>RATE</u>	<u>ANNUAL</u>
COURIER	193	61.90	11,947

**LOVELAND CITY SCHOOLS
EXEMPT ASSOCIATES
2027-2028 SALARY SCHEDULES**

252 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	23.92	48,217
2	25.42	51,253
3	26.15	52,712
4	26.87	54,171
5	27.59	55,630
6	28.32	57,089
7	29.04	58,548
8	29.77	60,007
9	30.49	61,466
10	31.21	62,925
11	31.94	64,383
12	32.66	65,842
13	33.38	67,301
14	34.11	68,760
15	34.83	70,219
16	35.55	71,678
17	36.28	73,137
18	37.00	74,596
19	37.73	76,055
20	38.45	77,514
21	39.17	78,973
22	39.90	80,432
23	40.62	81,891
24	41.34	83,350
25	42.07	84,809

195 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	23.92	37,311
2	25.42	39,660
3	26.15	40,789
4	26.87	41,918
5	27.59	43,047
6	28.32	44,176
7	29.04	45,305
8	29.77	46,434
9	30.49	47,563
10	31.21	48,692
11	31.94	49,821
12	32.66	50,949
13	33.38	52,078
14	34.11	53,207
15	34.83	54,336
16	35.55	55,465
17	36.28	56,594
18	37.00	57,723
19	37.73	58,852
20	38.45	59,981
21	39.17	61,110
22	39.90	62,239
23	40.62	63,368
24	41.34	64,497
25	42.07	65,626

	<u>DAYS</u>	<u>RATE</u>	<u>ANNUAL</u>
COURIER	193	63.14	12,186

**LOVELAND CITY SCHOOLS
EXEMPT ASSOCIATES
2028-2029 SALARY SCHEDULES**

252 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	24.63	49,663
2	26.19	52,791
3	26.93	54,293
4	27.68	55,796
5	28.42	57,299
6	29.17	58,801
7	29.91	60,304
8	30.66	61,807
9	31.40	63,310
10	32.15	64,812
11	32.89	66,315
12	33.64	67,818
13	34.39	69,320
14	35.13	70,823
15	35.88	72,326
16	36.62	73,829
17	37.37	75,331
18	38.11	76,834
19	38.86	78,337
20	39.60	79,839
21	40.35	81,342
22	41.09	82,845
23	41.84	84,348
24	42.58	85,850
25	43.33	87,353

195 DAY SCHEDULE

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	24.63	38,430
2	26.19	40,850
3	26.93	42,013
4	27.68	43,175
5	28.42	44,338
6	29.17	45,501
7	29.91	46,664
8	30.66	47,827
9	31.40	48,990
10	32.15	50,152
11	32.89	51,315
12	33.64	52,478
13	34.39	53,641
14	35.13	54,804
15	35.88	55,966
16	36.62	57,129
17	37.37	58,292
18	38.11	59,455
19	38.86	60,618
20	39.60	61,781
21	40.35	62,943
22	41.09	64,106
23	41.84	65,269
24	42.58	66,432
25	43.33	67,595

	<u>DAYS</u>	<u>RATE</u>	<u>ANNUAL</u>
COURIER	193	65.67	12,675

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

**LOVELAND CITY SCHOOLS
DOUBLE EXEMPT
2026-2027 SALARY SCHEDULES**

260 Day Schedule

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	39.55	82,270
2	40.11	83,432
3	40.67	84,593
4	41.23	85,755
5	41.79	86,916
6	42.35	88,078
7	42.90	89,239
8	43.46	90,401
9	44.02	91,562
10	44.58	92,723
11	45.14	93,885
12	45.70	95,046
13	46.25	96,208
14	46.81	97,369
15	47.37	98,531
16	47.93	99,692
17	48.49	100,854
18	49.05	102,015
19	49.60	103,177
20	50.16	104,338

**LOVELAND CITY SCHOOLS
DOUBLE EXEMPT
2027-2028 SALARY SCHEDULES**

260 Day Schedule

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	40.34	83,916
2	40.91	85,100
3	41.48	86,285
4	42.05	87,470
5	42.62	88,654
6	43.19	89,839
7	43.76	91,024
8	44.33	92,209
9	44.90	93,393
10	45.47	94,578
11	46.04	95,763
12	46.61	96,947
13	47.18	98,132
14	47.75	99,317
15	48.32	100,501
16	48.89	101,686
17	49.46	102,871
18	50.03	104,055
19	50.60	105,240
20	51.17	106,425

**LOVELAND CITY SCHOOLS
DOUBLE EXEMPT
2028-2029 SALARY SCHEDULES**

260 Day Schedule

<u>STEP</u>	<u>HOURLY</u>	<u>ANNUAL</u>
1	41.55	86,433
2	42.14	87,653
3	42.73	88,874
4	43.31	90,094
5	43.90	91,314
6	44.49	92,534
7	45.07	93,755
8	45.66	94,975
9	46.25	96,195
10	46.83	97,415
11	47.42	98,635
12	48.01	99,856
13	48.59	101,076
14	49.18	102,296
15	49.77	103,516
16	50.35	104,737
17	50.94	105,957
18	51.53	107,177
19	52.11	108,397
20	52.70	109,618

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/administration/board-of-education/agendas-minutes>. 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 May 7, 2025 and shall supersede all previously adopted exempt employee handbooks.