

SECTION 3 - GENERAL SCHOOL ADMINISTRATION

3:92 Administrator Benefits Plan

The Board of Education of Arlington Heights School District No. 25 (the "Board") is committed to attracting, developing, motivating and retaining highly qualified, professional staff for the administrative positions of Arlington Heights School District No. 25 (the "District"). In order to meet these objectives, it is necessary that a comprehensive program for compensation of the administrative staff be developed and implemented. Such a program should include the following: A classification system which differentiates the relative importance of administrative positions and employees on the basis of:

- a. Responsibility involved;
 - b. Competency in meeting responsibilities, goals and objectives;
 - c. Time involvement expectations;
 - d. Years of administrative experience; and
 - e. Professionalism / educational background.
1. An internally equitable and externally competitive compensation system. The term "compensation", as used in this plan, includes both salary and benefits.
 2. Provisions for professional growth and development.
 3. Measures which encourage physical and mental well-being.

The five components of the administrative compensation program are addressed in the following areas: (1) Administrative Classifications; (2) Salary; (3) Benefits; (4) Professional Growth; and (5) Reimbursements. Each of these topics is addressed, in turn, below.

I. ADMINISTRATIVE CLASSIFICATIONS

The administrative classifications and general length of the work year for the positions are:

1. Assistant Superintendent
2. Director
3. Principal
4. Assistant/Associate Principal

5. Coordinator

Administrators are generally hired for 11-month or 12-month contracts. However, the length of a work year may vary. It is understood that an administrator is employed to fulfill the responsibilities in their job description and contract, which may result in some variance in the actual number of days worked per year.

Administrators qualify for benefits listed below when they are scheduled to work at least 30 hours per week. Administrators working less than 30 hours per week but more than a 0.5 FTE may be eligible for health insurance subject to any plan limitations. Benefits are prorated to align with the employee's FTE status.

II. SALARY

1. The Board may make salary adjustments annually for the administrators, based upon recommendation of the Superintendent. The Board may review and increase the salary of an individual administrator at any time during the year upon recommendation of the Superintendent.
2. Annually, the Superintendent or designee will review the performance of each administrator. Salary recommendations will reflect the administrator's performance, the position's work and will strive to be competitive with the prevailing wage rates for comparable positions in similar districts throughout the North Region of Cook County.
3. The ability of the District's administrative personnel to experience compensation increases will be based on decisions of the Board with reference to the financial status of the District, the general increases given to other licensed personnel in the District, guidelines established by the Board for salary progression, and the recommendations of the Superintendent.
4. Salary increases will be effective at the beginning of each contract year, unless specifically specified otherwise.
5. In addition to base salary, the Board may provide the administrator with other Board paid amounts. Provisions for this additional salary will be listed in individual employment contracts.

III. BENEFITS

1. SICK/PERSONAL LEAVE: All administrators, covered by this benefit plan, are provided sick and personal days annually in accordance with the sick and personal leave provisions of the ATA collective bargaining agreement. Personal leave requires advance notice. An administrator may accumulate sick leave days up to a total of 355

days, without limitation. Unused personal days will convert to sick days at the end of each annual contract term.

2. VACATION DAYS: Annually on July 1, administrators employed 260 days or more each year are provided four (4) weeks (20 work days) of vacation time, unless specifically modified in the administrator's employment contract. Vacation days taken during District-scheduled December and spring vacations will be deducted from the allowed vacation time. Administrators working less than 260 days each year will not be provided vacation days unless otherwise provided in the administrator's employment contract.

Scheduling and use of vacation days must be approved by the Superintendent or designee. Administrators directly reporting to a supervisor other than the Superintendent should first seek out that administrator's approval before submitting their vacation request to the Superintendent. Vacation requests may be made no more than 12 months in advance and no less than 2 business days prior to their intended use. Typically, building-based administrators' vacation requests are not approved on student attendance days. Central Office administrators are required to coordinate vacation to provide the required chain-of-command and emergency response.

The maximum number of unused vacation days an administrator may accumulate will be 30 unless specifically modified in the administrator's employment contract.

3. HEALTH INSURANCE: The administrator may participate in the District's medical/health insurance program. In doing so, the administrator may choose the type of insurance from the District's available options (PPO or HMO; single coverage or family coverage).

4. VISION INSURANCE: The administrator may choose to participate in the district's vision insurance program.

5. DENTAL INSURANCE: The administrator may choose to participate in the district's dental insurance program.

6. PHYSICAL EXAM & OTHER WELLNESS: Every other year of employment, the Board will reimburse the administrator for the cost of a physical exam and/or wellness cost to a maximum of \$300. The administrator will submit a claim to the District's insurance provider for physical exam payment. To the extent, the administrator incurs unreimbursed, out-of-pocket expenses after submitting the claim, the Board will reimburse the administrator for such expenses to a maximum of \$300.

7. **LIFE INSURANCE**: The Board shall provide the administrator with term life insurance in the amount of one and one-half times the administrator's base salary. The administrator shall pay the premium for the first \$50,000 in coverage. The Board shall pay the premium for the coverage beyond the first \$50,000.

8. **DOCTORAL DEGREE**: If the administrator earns a doctoral degree, an annual stipend of \$1,000 will be paid beginning in the contract year following the year in which the degree is attained.

IV. PROFESSIONAL GROWTH

The Board of Education will reimburse administrators for attendance at appropriate professional meetings at the local, state and national levels. Such attendance requires pre-approval by the Superintendent or designee and is subject to the availability of funds for such attendance.

Additionally, costs associated with membership fees in community organizations will be paid by the Board, contingent upon approval by the Superintendent. The Superintendent will approve membership in the community organizations if the Superintendent deems membership in the organization is in the best interests of the District.

From time to time, various conferences, memberships and workshops are offered to administrators for the purpose of improving skills. The Superintendent may approve requests for attendance at workshops and conferences and approve membership dues if he/she determines it would be in the best interest of the District.

V. REIMBURSEMENTS

1. **BUSINESS EXPENSES**: Administrators shall be reimbursed for business related expenses. These expenses include mileage, travel, dues, memberships, business lunches and other miscellaneous business expenses up to the limit established in the approved budget amount approved by the Board for such purposes.

2. **Tuition Reimbursement**: Tuition incentives will be provided for administrative staff for taking courses which match district priorities for growth and change (i.e. principal, director of special ed). Master's-level coursework may be considered; however, priority will be given to administrators who are matriculated in a doctoral program to which they have been formally accepted.

Administrators must seek and receive written approval from the Superintendent *prior to beginning* any coursework for which tuition reimbursement will be requested. An official approval letter will be placed in the administrator's personnel file to document this

authorization. Administrators that intend to participate in the program should contact the Superintendent by October 1 to ensure adequate planning of funds. Based on the number of administrators enrolled in doctoral programs, the available money will be distributed in an equitable manner.

Guidelines

- **Eligibility:** All administrative staff members who have completed at least one full year of employment with the District and have received a satisfactory performance evaluation.
- **Budget:** Total budget is \$25,000, split into equal amounts of \$8,333 for summer, fall, and winter/spring programs. The \$8,333 is divided amongst everyone who has been approved and submits for the semester.
- Tuition support is contingent upon successful completion of a course with a grade of B or higher.
- All tuition reimbursement requests (tuition bills and official transcripts) should be submitted to the Assistant Superintendent for Business in September for summer tuition, January for fall tuition, and May for spring tuition. Funds will be distributed based upon the amount of available dollars in the tuition reimbursement account each semester (summer, fall, spring).
- Reimbursement is for tuition only. Payments for housing, books, transportation, mileage, and other program fees are not eligible for reimbursement through this program.
- The first \$5,250 of tuition reimbursement in a calendar year is tax-free. All reimbursements over that amount will be subject to taxes and IRS regulations.
- The Superintendent has final approval/denial for all reimbursements.
- Tuition reimbursements are issued on a fiscal year period (i.e., summer, fall, spring) and are based on the completion date of the course. Tuition reimbursements will not be accepted beyond June 30th for courses completed in the prior fiscal year.
- By accepting tuition reimbursement, the administrator agrees to remain employed by the District for a period of two (2) years following the receipt of the *final* tuition reimbursement payment.
- If the administrator voluntarily resigns for reasons other than disability, retires, or is terminated prior to fulfilling the two-year commitment, the administrator shall become liable to the Board of Education for repayment of *all tuition reimbursement received during the preceding three (3) years*, unless otherwise agreed to in writing and signed by all parties.

Any portion of this Administrative Benefits Plan which is determined to be unlawful or in violation of the regulations of the state or local boards of education shall be determined void.

At the time that such portion is so determined, revisions to the program will be made to bring the program into compliance. Additionally, if any benefit provided under this Plan results in or will result in the Board having to pay a contribution or penalty to the Illinois Teachers' Retirement System for an administrator's retirement, the benefit(s) will not apply to the administrator(s) for whom a contribution or penalty would be required.

All benefits set forth herein are subject to change, reduction, or elimination as determined solely by the Board of Education.

ADOPTED: July 21, 2026

Arlington Heights SD 25