

Administrator Compensation Package Provided by the Columbus Board of Education

Effective August 1, 2022

This Compensation Package is in effect as of August 1, 2022, unless otherwise specified. This Compensation Package constitutes all current pay and benefits for administrators and supersedes all economic benefits that the Board of Education has previously conferred by resolution on administrators.

1. Administrative Salary Schedule Adjustment

Effective August 1, 2022, the salary schedule for administrators below the level of Superintendent shall be increased 4%. Effective August 1, 2023, the salary schedule for administrators below the level of Superintendent shall be increased 4%. Effective August 1, 2024, the salary schedule for administrators below the level of Superintendent shall be increased 4%. All salaries shall be expressed to the nearest \$1.00.

2. Step Increases

Salary increments/step increases shall become effective only on the date on which a new pay year begins.

Employees will be determined to be eligible for a step increase if they worked a minimum of 120 days in the previous fiscal year. An employee will move through the Munis steps on the pay schedule annually unless determined to be ineligible.

3. Pick-Up

The Board will pick-up the total amount of employee contributions required by Sections 3307.26 and 3309.27, Revised Code, to be contributed by Board Employees in Administrator positions to STRS Ohio or SERS Ohio, respectively. These picked-up contributions, although designated as employee contributions, will be paid by the Columbus City Schools Board of Education in lieu of employee contributions and shall be paid by the board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall not be treated as additional compensation for retirement purposes.

Employees in Administrator positions may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by the Columbus City Schools Board of Education and paid to STRS Ohio or SERS Ohio

4. Incentives for Targeted Schools

Principals assigned to targeted schools identified by the Superintendent may be provided an incentive package of up to \$10,000.00 per administrator. Assistant principals assigned to targeted schools identified by the Superintendent may be provided an incentive package of up to \$5,000.00 per administrator. Placement of the administrator in the position, criteria for payment of the incentive, dollar amount of incentive, and/or school improvement objectives tied to the payment of the incentive are subject to approval of the Superintendent or designee. The assignment incentives shall be paid as supplemental compensation at the end of the school year and shall not become a part of the salary

schedule. The designation as a targeted school will be reviewed annually by a committee designated by the Superintendent. Administrators assigned to the schools so designated will be notified annually.

5. Residency Incentive

The Board of Education shall compensate administrators, one-and-one-half percent (1½%) of their annual salary for residing within the Columbus City School District.

New administrators or administrators moving within the District during a school year shall be paid a prorated district residency incentive if they present proof of residency within Columbus City School district boundaries to the Director of Human Resources within ninety (90) days of the move. Administrators moving out of the district have the responsibility to notify the treasurer's office within 30 days of moving outside of the district. The incentive will then be prorated.

6. Earned Doctorate Degree

Administrators who present official proof of an earned doctorate degree from an accredited college or university related to position assignment shall receive an additional \$2,500 per year, which shall not become a part of the salary schedule. New administrators or administrators presenting proof of an earned doctorate degree from an accredited college or university during a school year shall be paid a prorated incentive from the date received by Human Resources.

7. Leadership Interns

The initial Administrator Salary Schedule placement for former CCS leadership interns shall be based on annual salary, including leadership interns' supplemental contracts, plus 5% not to exceed Step H without the Superintendent's approval. The leadership intern will be placed on the Administrator Salary Schedule at the step that is closest to (but does not exceed) this placement salary. Leadership interns from outside CCS shall be given credit for up to ten (10) years of previous service credit as similarly prescribed in Article 901.07 of the Master Agreement between the Board of Education and the Columbus Education Association. Placement on the Administrator Salary Schedule of an outside CCS leadership intern will be calculated the same as that of a former CCS leadership intern.

8. New Administrator Appointments (Effective November 2, 2022)

External hires: Newly hired administrators who are not currently district employees will generally be hired at the first step on a salary scale. If an external hire has documented experience which directly corresponds to the job responsibilities and level of the job in which they are being hired, years of experience will be granted, one step for each year of full-time experience, up to step H. School principal experience will equate to director-level and below administrator experience.

Internal hires: Newly hired administrators who are current district employees (non-administrators) will be hired at the first step on a salary scale or their current base salary plus 7.5% (tied to the closest calculated step), whichever is greater.

Consistent with past practices and Board authorization, the Superintendent has the authority to set the salary and fringe benefits for newly appointed administrators subject to Board of Education approval.

9. Promotions/Appointments of Current Administrators (Effective November 2, 2022)

Current administrators being promoted to a higher classification will be hired at the first step on a salary scale or their current base salary plus 7.5% (tied to the closest calculated step), whichever is greater.

Consistent with past practices and Board authorization, the Superintendent has the authority to set the salary and fringe benefits for newly promoted administrators subject to Board of Education approval.

10. Hourly Rate of Pay for Substitute or Part Time Administrators

The rate of pay for substitute administrators or hourly rate of pay for extended time shall increase at the same percentage increase as agreed to for any annual increase applied to the Administrative Salary Schedule.

11. Reorganization of Grade Levels into Single Site Schools

The reorganization of school sites into schools of expanded grade levels (e.g., K-8 or 6-12) shall result in the administrator being assigned to the higher pay scale (e.g., K-8 would be on the middle school salary schedule; 6-12 would be on the high school pay scale) when at least 2 grades of the higher level are provided at the school.

12. Working in Higher Job Classification (Effective November 2, 2022)

Any administrator assigned to work in a higher job classification for fifteen (15) consecutive workdays or longer shall be retroactively paid at the first step on the salary scale of the higher job classification or their current base salary plus 7.5% (tied to the closest calculated step), whichever is greater.

13. Longevity Retention Steps

Longevity retention steps as follows will be awarded effective August 1st each school year and eligibility will be determined utilizing September 1 as the cutoff date for completing the requisite number of years.

- Administrators with a minimum of nineteen (19) but less than twenty-three (23) years of experience with Columbus City Schools shall have \$1,000 added to the salary, which shall not become part of the salary schedule.
- Administrators with a minimum of twenty-three (23) but less than twenty-seven (27) years of experience with Columbus City Schools shall have \$2,000 added to the salary, which shall not become part of the salary schedule.
- Administrators with a minimum of twenty-seven (27) but less than thirty (30) years of experience with Columbus City Schools shall have \$3,000 added to the salary, which shall not become part of the salary schedule.
- Administrators with a minimum of thirty (30) of experience with Columbus City Schools shall have \$4,000 added to the salary, which shall not become part of the salary schedule.
- The longevity retainment steps shall not apply to administrators who return from retirement and assume a full-time administrator contract.

14. Vacation

Deputy superintendent (or equivalent), unit administrator, chief officers (or equivalent), executive directors, executive director – general counsel, area superintendents, special assistant to the superintendent, high school principals, high school assistant principals, directors, supervisor C-260, supervisor B-260, supervisor A-260, professional III, professional II, and professional I shall be entitled to 25 work days of vacation with full pay, excluding holidays, during each contract year. Days of vacation shall be scheduled in advance in cooperation with the employee's immediate supervisor.

Days of vacation are accrued on a monthly basis at a rate of one-twelfth the annual days of vacation accrued as determined by length of qualifying service. However, Administrators will be credited with their 25-day balance on August 1, except that his or her first year credit will be prorated based upon start date if it is other than August 1. There shall be no payout of any credited, but unaccrued vacation leave. Upon separation, an employee's final vacation leave balance will be prorated based upon the length of time he or she worked after his or her last credit of vacation leave. An employee must repay any unaccrued vacation used unless its use was granted prior to the District's knowledge of the employee's intent to terminate. An employee may not use unaccrued vacation leave to alter his or her date of termination.

Accumulated vacation accrual shall not exceed three times the annual accrual. When an employee is credited with vacation leave, he or she shall only be credited up to his or her vacation maximum. Excess vacation leave up to five days will be provided as paid compensation. Excess leave beyond five days will be forfeited. No employee shall receive payment for more than five days of vacation leave in a single fiscal year.

15. Work Year

The scheduled work year for administrators shall be in accordance with the following:

- A. Elementary Assistant Principal, Middle School Assistant Principal - 215 paid days consisting of the teachers' work year and fifteen work days immediately prior to and five work days immediately following the teachers' work year.
- B. Supervisor A (220), Supervisor B (220), Middle School Principal, and Elementary School Principal - 220 paid days consisting of the teachers' work year and fifteen work days immediately prior to and ten work days immediately following the teachers' work year.
- C. All other administrators - 260 paid days

All paid holidays for which administrators are eligible are included within the number of paid days indicated above.

16. Professional Leave for Administrative Meetings

The Columbus Administrators Association shall receive administrators' applications for funds to attend professional meetings/conferences. An administrator may not be allowed to access these funds in two consecutive years. The Board will appropriate \$30,000 per school year to fund this professional leave provision.

17. Sabbatical Leave

An administrator employed five (5) years or more as an administrator in the CCS shall be granted full contract year educational leave of absence subject to approval of the Superintendent and the Board.

18. Leaves of Absence

General Rules Pertaining to Sick Leave

A. Unused sick leave shall be cumulative without limit. For administrators, sick leave shall accumulate at a rate of fifteen (15) days per year. All such administrators shall be credited with one and one-half (1.5) days on the second payday of each month. The accruals will occur September through June. The effective date for deducting sick leave credit shall be the final day of each pay-reporting period.

B. Each new full-time administrator shall be credited with five (5) days of sick leave, which may be used in case any such employee is unable to work because of personal illness or illness or death in his/her immediate family, after beginning his/her employment but before he/she has accumulated that amount of sick leave in the manner provided in Paragraph A above. If any of said five (5) days of sick leave is used, it shall be deducted from the total sick leave which he/she may accumulate during the first year of service as provided in Section (A) above.

C. It shall be the responsibility of each administrator to transfer any unused sick leave from a previous employer to the office of the Treasurer of the Columbus Board of Education. When a former administrator in the Columbus School System returns to the employ of the Board, his/her unused accumulated sick leave, if any, shall be automatically reinstated. Such transfer or reinstatement of sick leave will be accepted by the Board provided the administrator's most recent employment takes place within ten (10) years of the date of the last termination from Ohio public service and provided such sick leave was earned in Ohio public service.

Sick Leave Use

Sick leave with pay may be used only for the purposes provided in paragraphs A, B, C and D below:

A. For absence of the administrator due to personal illness, pregnancy, injury or exposure to contagious disease which could be communicated to others.

B. For absence of the administrator due to illness or injury of someone in the administrator's immediate family. Immediate family is defined as father, mother, brother, sister, son, daughter, wife, husband, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, legal guardian, or foster or step-parents of said administrator; and all dependents as defined by IRS living in the home or any person living in the home to whom an administrator becomes the primary caregiver. A physician must certify the primary caregiver.

1. If an administrator is absent not more than three (3) consecutive school days because of the illness of a member of the administrator's immediate family, the administrator need only make the report of absence required by the Board in order to be eligible for sick leave with pay for such absence.

2. If a administrator is absent in excess of three (3) consecutive school days for this reason, the administrator must provide the administrator of Human Resources, with a doctor's certificate

setting forth the identity of the patient, the nature of the illness involved and the need for the absence of the administrator in order for the administrator to be eligible for sick leave with pay for such absence.

C. For absence due to death in the immediate family of an administrator. Death in the immediate family of a administrator is defined to mean the death of the father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, grandson, granddaughter, aunt, uncle, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law, legal guardian or foster or step-parents of the said administrator; or dependents as defined by IRS. Absence due to death in the immediate family shall not exceed five (5) consecutive school days unless approved by Human Resources.

D. For legal adoption of a child. Administrators may utilize sick leave for up to twenty (20) consecutive work days or the maximum number of days required by other states in order to travel to other countries for legal adoption of a child, up to a maximum of thirty (30) calendar days.

Assault Leave

An administrator may use up to forty (40) days of assault leave due to injury resulting from a physical assault which occurs on Board premises or which occurs off Board premises in connection with the performance of assigned duties, subject to the following stipulations:

1. The administrator's conduct was within the bounds of general standards of professional behavior.
2. The building administrator or other appropriate administrator was notified as soon as possible of the occurrence.
3. The administrator submits to the Human Resources Department the certificate required in case of sick leave absence, accompanied by the physician's statement required in Paragraph (4) below.
4. The administrator provides a physician's statement describing the nature and duration of the resulting disability and the necessity of absence from regular employment, with the findings of the physician subject to review by the Board physician.
5. In the event the foregoing conditions are satisfied, none of the first forty (40) days of absence resulting from such occurrence shall be deducted from the administrator's accumulated sick leave or personal leave.
6. Workers' Compensation cannot be received simultaneously with assault or sick leave benefits.
7. In particularly severe or unusual cases, a reasonable extension of assault leave benefits may be granted by Human Resources.

Maternity/Paternity/Adoptive Leave

A. Sick leave with pay may be used for absences related to the birth or adoption of a child as follows:

1. For the birth or adoptive parent, up to thirty (30) continuous sick days for the birth of the child or the placement of the adoptive child.
2. For the non-birth parent, up to fifteen (15) continuous sick days within six (6) months of the birth of the child.

B. An administrator anticipating the birth or adoption of a child to the family may request and shall be granted an unpaid maternity, paternity, or adoptive leave of absence, provided the following stipulations have been met:

1. Such request shall be submitted on the designated form to Human Resources, at least thirty (30) days prior to the beginning date of the requested leave.
2. A maternity or paternity leave request shall be accompanied by a statement from the attending physician indicating the anticipated date of birth of the child and the expected date of disability; or
3. The request for adoptive leave shall be accompanied by a statement from the adoption agency.
4. The requested duration of such leave shall be for the remainder of the semester in which the leave commences and not to exceed the four subsequent semesters. All such leaves must terminate at the end of a school year. The administrator may submit a request to Human Resources, for return to service at any time during the leave. Such request shall be in writing and shall be at least thirty (30) days in advance of the desired return date. Such administrator shall be returned to service on the requested date.
5. The administrator shall notify Human Resources, in writing, of the intention to return to service at least 120 days before the administrator expects to resume duties except, when delivery occurs during such 120 days, notification shall be no more than thirty (30) days after delivery. The administrator shall be informed of receipt of such notification of intent to return.

Military Leave

Military leave shall be granted pursuant to Ohio Revised Code.

Special Leaves

Administrators may request a special leave by submitting a request to Human Resources. Such a leave of absence shall be for a period of up to one (1) full school year. Extension of such leaves shall be subject to the recommendation of the Superintendent and the approval of the Board of Education.

Personal Leave

Each administrator shall be credited with two (2) personal leave days each school year and may use personal leave days for absence due to personal reasons. Personal leave days shall not be deducted from sick leave, and unused personal leave days shall be cumulative from year to year. If possible, an administrator will give their immediate supervisor twenty-four (24) hour advance notice of the intention to take such leave.

The following do not constitute valid reasons for the use of personal leave:

1. Gainful employment or other income-producing activity;
2. Any activity in connection with a strike, "study day," "professional holiday," or any other work stoppage or any concerted action related to such activities.

For purposes of the section above, a school year is from August 1 to the following July 31. Administrators employed after January 1 in a given school year shall be credited with one (1) day of personal leave in that school year. Administrators employed after April 1 in a given school year shall not be credited with personal leave in that school year.

Absences on Saturdays, Sundays, paid holidays and paid non-work days shall not be charged against personal leave.

Jury Duty Leave

Any Administrator, upon making a request, including a copy of the subpoena, to the Department of Human Resources, shall be eligible for leave for the number of days or partial days needed to accept jury duty. Upon submission of proof of jury service and/or any compensation received to the payroll department for jury service, the Administrator shall be paid his/her regular salary for the number of days involved. Such leave shall not be deducted from any other leave. This is not intended to allow double pay for jury duty.

19. Severance

The cash payment to an eligible administrator or beneficiary receiving severance pay shall be determined by and shall include the following:

- A. Fifty percent (50%) of the Administrator's accrued but unused personal leave days.
- B. The following percentage of the Administrator's accrued but unused sick leave will be available to an Administrator if the Administrator gives the Director of Human Resources written notice of intent to retire by February 1 for a retirement date effective June 1 through July 31. If retirement is to take place after August 1 but before the following June 1, the Administrator must give the Director of Human Resources written notice of intent to retire ninety (90) days prior to the effective date of retirement.

Percentage Applicable to Accumulated Sick Leave the Specified Number of Days

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| 0-100 | 25% |
| >100-200 | 30% |
| >200-300 | 35% |
| >300-400 | 40% |
| >400 | 45% |

- C. However, an administrator shall be compensated twenty percent (20%) of the administrator's accrued but unused sick leave, if the member gives the Director of Human Resources written notice

of intent to retire after February 1 of a school year with a retirement date effective June 1 through July 31 or gives the Director of Human Resources written notice of intent to retire less than ninety (90) days before the date of retirement if the retirement is to take place after August 1 but before the following June 1.

Severance pay benefits for an eligible administrator who dies while on active status or on leave of absence shall be paid to the administrator's life insurance beneficiary. An administrator shall be eligible for this benefit if, at the time of death, the administrator was eligible for superannuation retirement benefits.

20. Benefits

Administrators shall be provided access to fringe benefits (health, dental, prescription drug program, vision, fee waivers, assault leave, term life insurance & Employee Assistance Program [EAP]) as outlined in the Employee Benefits Handbook.

21. Term Life Insurance

The Deputy Superintendents and Chief Officers shall continue to receive \$100,000 Board-paid group term life insurance. They may elect to buy additional group term life insurance in addition to the above in the maximum amount permitted by the carrier. To the extent possible, coverage shall be without need of physical exams. This additional insurance shall be paid through payroll deduction with the employee paying the total cost of the voluntary additional life insurance. Election of this additional coverage or deletion of this additional coverage shall be made each year only during the open enrollment period with an effective date of the following January 1.

Administrators below the level of Chief Officers shall continue to receive \$50,000 Board-paid group term life insurance. They may elect to buy additional group term life insurance in addition to that above in the maximum amount permitted by the carrier. To the extent possible, coverage shall be without need of physical exams. This additional insurance shall be paid through payroll deduction with the employee paying the total cost of the voluntary additional life insurance. Election of this additional coverage or deletion of this additional coverage shall be made each year only during the open enrollment period with an effective date of the following January 1.

22. Payroll Deductions

The Board shall continue to provide payroll deductions from the annual salary of any administrator for tax deferred annuity which is available from a company conforming to the Board's General Policies and for U.S. Savings Bonds.

All administrators' payroll deductions towards the premium(s) for health, dental, life and/or disability insurance(s) will be paid into a Section 125 Plan.

23. New Employee Relocation Expenses (Effective November 2, 2022)

The Board of Education may reimburse the actual relocation expenses for certain administrators. Three (3) written estimates, CCS administrative, and Board of Education approval are required. Reimbursement of relocation expenses shall be for moving household goods directly related to the permanent move. The Deputy Superintendents, Chief Officers, and Executive Directors will be eligible for up to \$10,000 in reimbursement for moving expenses. Principals, Assistant Principals, Directors, and Supervisors will be

eligible for up to \$5,000 in reimbursement for moving expenses. No other administrator classifications will be eligible for reimbursement for moving expenses. Reimbursement will be capped at the amount of the lowest of the three (3) written estimates. An employee who voluntarily resigns employment within one year of the date of reimbursement shall repay the District 50% of the direct relocation expense paid, prior to acceptance of the resignation, and the remaining 50% within 90 days after Board acceptance of the resignation.

24. Retired CCS Administrators Reemployed as CCS Contract Administrators

An administrator who has retired from a Columbus City School District administrative position and who shall be returning to the same or similar position shall have an initial salary placement on the Administrative Salary Schedule tied to the closest calculated step held upon retirement with a maximum of Step H.

Employees will be determined to be eligible for a step increase if they worked a minimum of 120 days in the previous fiscal year. An employee will move through the Munis steps on the pay schedule annually unless determined to be ineligible.

An administrator returning from retirement to a full-time contract shall have access to all salary and benefits as defined by the compensation package for all administrators approved by the Columbus Board of Education. Said administrator shall not have access to longevity or severance benefits. Because retired administrators reemployed as contract administrators are on 1-year contracts, these administrators during a reduction-in-force will be considered least senior in all administrative categories, hence the first administrators to be reduced.

25. Suspension of Administrative Contracts 1540

Suspension of administrative contracts will follow Board Policy 1540.

26. Mileage and Cellular Telephone Reimbursement

When an administrator uses one's personal vehicle to conduct the business of the school district, the administrator will be reimbursed for travel. Travel to and from school/district events and travel to and from authorized school business/operations will be reimbursed at the current Internal Revenue Service rate of mileage reimbursement.

Any Board policy that provides stipends or other compensation for the required use of personal cell phones shall apply to all employees covered under this plan. Employees with cell phones provided by the district will not receive a cell phone reimbursement.

27. Recruitment & Retention Incentive

To address recruitment and retention challenges in light of the COVID-19 pandemic, all eligible employees shall receive one lump sum payment of five hundred dollars (\$500) within sixty (60) days of Board approval of this compensation package, five hundred dollars (\$500) in the first pay in May 2023, five hundred dollars (\$500) in the first pay in October 2023, and five hundred dollars (\$500) in the first pay in May 2024.

An “eligible” employee is an administrator who received pay on the payroll date immediately preceding the date on which the stipend is made. The fact that the stipend is paid in one school year shall not be evidence of a reduction in salary in a future year.