



**COLUMBUS  
CITY SCHOOLS**

**Columbus Administrators Association  
Compensation Package**

Effective August 1, 2019



# **Compensation Package Provided by the Columbus Board of Education**

## **Effective August 1, 2019**

This Compensation Package is in effect as of August 1, 2019, 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. Items that are italicized indicate changes from prior agreements.

### **1. Administrative Salary Schedule Adjustment**

Effective August 1, 2019, the salary schedule for administrators below the level of Superintendent shall be increased 3%. 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**

Beginning August 1, 2020, 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 shall be provided an incentive package of \$5,000.00 per administrator, for each continuous school year while assigned to the targeted school. Assistant principals assigned to targeted schools identified by the Superintendent shall be provided an incentive package of \$3,000.00 per administrator, for each continuous school year while assigned to the targeted school. 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.

## **7. Initial Salary Schedule Placement for 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. Promotions/Appointments**

Effective August 1, 2009, and thereafter, current administrators being promoted to a higher classification shall receive either a 10% increase or the percentage difference of their experience placement step (old versus new position) on the administrator salary schedule, whichever is less. If the calculated promotional increase is between salary placement steps on the salary schedule, the promotional salary will be at the higher step. An administrator's new salary shall be no less than step A.

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

## **9. Hourly Rate of Pay for Substitute or Part Time Administrators**

Effective August 1, 2009, and each year after, 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.

## **10. 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 highest 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.

## **11. Working in Higher Job Classification**

Any administrator qualified to be assigned to work in a higher job classification for fifteen (15) consecutive workdays shall be retroactively paid either a 10% increase or the percentage difference of their experience placement step on the administrator salary schedule, whichever is less. An administrator's new salary shall be expressed to the nearest \$1.00. If the calculated increase is between salary placement steps on the salary schedule the salary will be at the higher step. The interim administrator will be considered for full promotion into the higher administrative position if the position is vacated by the prior administrator and if the interim administrator is performing successfully, as determined by the interim administrator's supervisor in conjunction with the Superintendent, over a service period of 120 days.

## **12. Longevity Retention Steps**

Longevity retention steps as follows will be awarded effective August 1<sup>st</sup> 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.

### **13. 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-260, Directors, Supervisor C, Supervisor B, Supervisor A, 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.

From August 1, 2019 to July 31, 2020 only and to facilitate an employee’s transition to this new vacation credit method, a current employee’s first annual credit of vacation leave will not result in any loss of vacation leave to the employee, even if the credit places the employee above his or her vacation leave maximum. This is to provide each employee an opportunity to use accrued leave during the year, prior to the employee’s next credit of vacation leave. At the time of the next credit, any vacation leave above the maximum will be forfeited, subject to the payout provision.

### **14. Work Year**

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

- A. 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.

### **15. 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.

### **16. 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.

## **17. Leaves of Absence**

Administrators shall have access to all leaves of absence (except union) as provided all other certificated personnel in the district. These leaves are identified in the Master Agreement between the Board of Education and the Columbus Education Association and referenced below:

### **General Rules Pertaining to Sick Leave (CEA Article 701.01)**

- 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 (Modified CEA Article 701.02)**

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 a 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 the Human Resources Director.
- 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 maximum of thirty (30) calendar days.

### **Assault Leave (CEA Article 701.02D)**

### **Certificates Required in Case of Sick Leave Absence (CEA Article 701.06)**

### **Health Leaves of Absence (CEA Article 701.01)**

### **Maternity/Paternity/Adoptive Leave (CEA Article 702.02)**

**Professional Study or Travel** (CEA Article 702.04)

**Military Leave** (CEA Article 702.05)

**Special Leaves** (CEA Article 702.06)

**Special Leave Without Publicly Stated Reasons** (CEA Article 702.07)

**Personal Leave** (CEA Article 702.12)

**Jury Duty Leave** (Modified CEA Article 702.13)

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.

**National Service Leave** (CEA Article 702.15)

## **18. 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 of retirement.

Percentage Applicable to Accumulated Sick Leave the Specified Number of Days

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.

## **19. Benefits**

Administrators shall be provided the same access to fringe benefits (health, dental, prescription drug program, vision, fee waivers, assault leave, term life insurance & Employee Assistance Program [EAP]) as is provided to the members of CEA. Each administrator shall be provided a document at the beginning of each contract year that defines salary and benefits amounts. The District shall provide an administrator, who gives the District prior notice as defined in Severance Benefits of this Compensation Package, information regarding severance benefits, obligations, insurance, and other separation information.

## **20. 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, effective January 1, 2010. 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, effective January 1, 2010. 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.

## **21. 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.

## **22. New Employee Relocation Expenses**

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. 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.

## **23. Retired Administrators Reemployed as 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 be placed on the Administrative Salary Schedule at a step comparable or higher to the step held upon retirement with a maximum at Step H. An administrator who has retired from a school district other than the Columbus City School District or who shall be returning to a non-similar position shall be placed on the Administrative Salary Schedule based on years of service and commensurate with the salary of the job category to which assigned. 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 (hired after September 2004) during a reduction-in-force will be considered least senior in all administrative categories, hence the first administrators to be reduced.

## **24. Suspension of Administrative Contracts 1540**

Suspension of administrative contacts will follow Board Policy 1540

## **25. 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.

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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.

