

**General School Administration**

**Compensation - Administrators**

The compensation (salary and benefits) of all District administrators shall be recommended by the Superintendent and approved by the Board of Education at the time of initial employment and thereafter as deemed appropriate. Such compensation shall be included in the employment agreement, if any, tendered to the employee, or in annual statement of salary and benefits and shall be reflective of the employee's experience and work performance record.

**Benefits**

The Board of Education will provide the following benefits to administrators in categories as shown:

	<b><u>11-Month</u></b>	<b><u>12-Month</u></b>
Sick Leave Days*	14 Days	14 Days
Personal Days**	3 Days	3 Days
Bereavement Days	3 Days	3 Days

\* Maximum of 340 Days

\*\* One additional Personal Day at the discretion of the superintendent. Unused non-discretionary personal days will accumulate as sick days as allowable by TRS Rules and Regulations.

Administrators new to District 96 will be allowed to transfer documented unused sick leave into the district at the time of initial employment as follows:

<b><u>Category</u></b>	<b><u>Amount</u></b>
Assistant Principal	20 Days
Principal	30 Days
Director/Coordinator	30 Days
Associate/Asst. Superintendent	50 Days
Superintendent	60 Days

Unless a greater number of hours are pre-approved by the Superintendent, all administrators shall be eligible for reimbursement for pre-approved course work up to a maximum of twelve (12) semester hours per year. Reimbursement will be paid at the same rate as provided to certified staff.

Mileage reimbursement for use of personal vehicle on District business will be at the current IRS rate and in accordance with all applicable IRS rules and regulations.

Subject to availability of funds and with prior approval of the Superintendent, all actual and necessary expenses incurred from attending one national conference per year shall be paid by the Board of Education.

Long Term Disability Insurance Coverage will be provided in accordance with the Board of Education approved plan.

Contribution to Board of Education approved Group Tax Deferred Annuity Program will be provided as approved by the Board of Education.

### Vacation/Holidays

Administrators on a twelve (12) month contract shall be entitled to twenty (20) days of vacation each school year. Vacation days cannot accumulate and must be used within the fiscal year in which they are earned. Administrators on less than a twelve (12) month employment contract shall be entitled to such vacation as specified in their individual employment agreements.

An administrator who has served at least five (5) full years of continuous contractual employment as a full time, twelve (12) month administrator in the District shall be eligible for additional days of vacation. After the initial five (5) year employment period, a full time twelve (12) month administrator will earn one (1) additional vacation day per year up to a maximum of five (5) additional vacation days. The maximum number of vacation days earned per year will be twenty-five (25).

Full time employees shall incur no loss of pay as a consequence of being excused from work on a legal holiday or on any additional holidays which may be declared by the Board of Education.

### Mid-year Salary Adjustments

Mid-year salary adjustments will be provided to those administrators who qualify under the Board approved plan.

### Retirement

The Board shall provide a retirement program for administrators. To be eligible, the administrator shall have served at least ten (10) full years of employment as a full time administrator in the District as of the last day of the school term of the year the administrator retires.

Pursuant to such program the Board of Education shall increase the employees compensation (base salary and cafeteria fringe benefit) by six percent (6%) or the maximum amount allowable under current TRS rules and regulations without incurring District penalties related to limits for increases, whichever is less, of the prior year's compensation of the employee's last four years.

At no point during the retirement program period shall an administrator's creditable earnings exceed a six percent (6%) increase or the maximum limit allowed without incurring District penalties, whichever is less, during each of the last four (4) years of creditable earnings. In the event the increase exceeds the six percent (6%) or the maximum limit, whichever is less, the employee's retirement benefit shall be reduced so the total compensation does not exceed the six percent (6%) cap or the maximum limit allowed without incurring district penalties, whichever is less.

### Service Recognition

To be eligible for service recognition benefits, the administrator shall have served at least ten (10) full years of employment in the District as of the last day of the school term of the year the administrator retires and must be eligible to retire without any employer (District) paid retirement contributions.

By the first paycheck in October following separation of service, a lump sum payment will be provided on or behalf of the administrator. The lump sum payment is equal to \$1,250 for each year of service as a teacher and/or administrator in District 96 to a maximum of 35 years.

LEGAL REF.: 105 ILCS 5/24-2.  
40 ILCS 5/16 et seq.  
40 ILCS 5/17-130.1,130.2.

CROSS REF: 3:40 (Superintendent), 3:60 (Administrative Responsibility of the Building  
Principal)

ADOPTED: April 5, 2011

REVISED: June 16, 2015