

Downers Grove
Grade School District 58

Administrators' Benefits Handbook
July 1, 2022 - June 30, 2027

DOWNERS GROVE GRADE SCHOOL DISTRICT 58 ADMINISTRATORS' HANDBOOK

ADMINISTRATOR HANDBOOK

This Administrator Benefits Handbook is intended to describe the benefits afforded administrators in Downers Grove Grade School District 58 for the July 1, 2022 - June 30, 2027 contract years.

ADMINISTRATOR DEFINITION

The term *administrator*, when used hereinafter in this handbook, shall refer to all administrative employees including: elementary principals, elementary assistant principals, middle school principals, middle school assistant principals, Manager of Business Services, Community Relations Coordinator, Preschool Coordinator, Special Programs Coordinator(s), EL/Biliteracy Coordinator, Curriculum Coordinator(s), Secretary to the Superintendent, Assistant Director of Buildings and Grounds, Director of Buildings and Grounds, Assistant Superintendent for Special Services, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Technology and Learning, Assistant Superintendent for Personnel, Assistant Superintendent for Business, and Superintendent (when not specifically covered in the Superintendent's contract).

SICK LEAVE

Each administrator shall be entitled to a total of fifteen (15) sick leave days per year without loss of pay. Such leave shall accumulate to three hundred fifty-five (355) days. If the administrator does not exhaust the accumulated sick leave at the end of a contractual year yet is unable to return to work at the beginning of a new school year, no additional sick leave will be added to the existing accumulated days. If the administrator's sick leave is exhausted during the contractual year or at the end of the contractual year, the administrator may apply for disability leave in accordance with Board Policy. Administrators shall follow the procedures established by the Superintendent or designee for reporting absences.

PERSONAL LEAVE

The Board shall grant to each administrator two (2) days of personal leave each year without loss of pay. Such leave shall be accumulative to three (3) days for the first nine (9) years of service. One (1) unused personal leave day may be carried over into the next school term. Beginning with the tenth (10) year of full time service, such leave shall be accumulative to four (4) days. The maximum number of unused personal leave days carried over shall be two (2) days. Administrators shall follow the procedures established by the Superintendent or designee for requesting approval for the use of personal days, as well as for reporting approved absences.

ADDITIONAL LEAVES

Death in the immediate family:

In the case of death in the administrator's immediate family (spouse, parents, children, brothers and sisters, brothers-in-law, sisters-in-law, grandparents, grandchildren, father-in-law, mother-in-law, stepchildren, ward, legal guardian, or someone residing in the household), a maximum of four (4) days absence shall be allowed at full pay. Any time required beyond four (4) days shall be assessed against the administrator's sick leave. Administrators shall follow the procedures established by the Superintendent or designee for reporting absences due to bereavement.

Death in the non-immediate family:

Such leave shall be granted to a maximum of three (3) days per death. Non-immediate family shall be defined to include: grandparents-in-law, guardians of the employee's spouse, step grandchildren, nieces, nephews, uncles, aunts, and cousins of the first degree. Administrators shall follow the procedures established by the Superintendent or designee for reporting absences due to bereavement.

Recognized religious holidays of the administrator's faith:

Such leave shall be granted to a maximum of two (2) days per contractual year. Administrators shall follow the procedures established by the Superintendent or designee for requesting approval for absences due to recognized religious holidays, as well as for reporting the approved absences.

GENERAL LEAVES OF ABSENCE

The granting or withholding of any leave of absence shall be in the sole discretion of the Board and shall not be precedential with respect to any other leave request. Unless otherwise set forth in this section, any leave of absence is subject to the following general conditions:

- A. When possible, requests for leaves shall be made in writing to the Superintendent or designee at least one hundred and twenty (120) calendar days prior to the beginning of such leave.
- B. A physical examination and/or physician's statement may be required of administrators applying for, during, or returning from leaves for personal medical reasons.
- C. As a condition of any unpaid leave, an administrator must notify the Personnel Office in writing by January 1 of his/her intent to return on the opening day of the next regular school term. If written notice has not been received by the Personnel Office by January 1, the failure to give notice shall be deemed a submission of resignation.
- D. Any administrator on an unpaid leave shall have the option to continue insurance coverage in the District's hospitalization major medical plan in accordance with any applicable Illinois or federal insurance continuation law (e.g., COBRA). The administrator will contribute the full cost of the insurance coverage.

- E. The seniority status of any administrator returning from a leave of absence or while on leave shall not be affected. Any administrator returning from a leave will be assured of an equivalent, but not necessarily the same, position as that formerly occupied.

PARENTAL LEAVE

Administrators requesting parental leave as a result of pregnancy or adoption are entitled to the rights provided through the Family and Medical Leave Act (FMLA). FMLA entitles the teacher to time off from work for child care purposes, but does not entitle the administrator to paid time while off work. The provisions of this article shall grant the administrator the right to use up to eight (8) weeks (40 days) of accumulated sick leave time for pregnancy disability or adoption. The option to use sick leave begins with the birth of the child or the date of adoption.

An administrator who becomes pregnant and is requesting a parental leave that is longer than the amount of time provided through FMLA shall be granted a parental leave based on the following parameters and guidelines:

When possible, requests for leaves shall be made in writing to the Superintendent or designee at least one hundred and twenty (120) calendar days prior to the beginning of such leave.

The period of the leave shall extend through the end of the school year or through the end of the school year after the first birthday of the child. The leave will terminate on the opening day in the fall term which follows the child's birth, or which follows the child's first birthday.

Any administrator on an unpaid leave shall have the option to continue insurance coverage in the District's hospitalization major medical plan in accordance with any applicable Illinois or federal insurance continuation law (e.g., COBRA). The administrator will contribute the full cost of the insurance coverage.

An administrator not eligible for or not desiring parental leave may utilize accumulated sick leave during any period of illness related to her pregnancy and/or to the delivery of the child for up to 8 weeks. If an administrator shall have exhausted accumulated sick leave, she shall be granted a leave of absence without pay during the period of illness.

A male administrator shall be eligible for a parental leave upon the anticipated birth of a child which the administrator has fathered. A male or female administrator shall be eligible for parental leave upon the adoption of a child. Any administrator desiring parental leave because of becoming an adoptive parent of a child shall notify the Superintendent in writing upon the initiation of such proceedings. Parental leave shall be granted upon satisfactory written notification to the Board of the date the child will be received and after adherence to all other appropriate provisions of this section. A male administrator who is approved for a parental leave or a female administrator who is approved for parental leave based on adoption of a child shall have the opportunity to exchange 8 weeks (up to 40 days) of sick leave time for 8 weeks (up to 40 days) of paid parental leave time.

At the administrator's request in case of interrupted pregnancy or the death of a child, the parental leave of absence shall be terminated by the Board as soon as an appropriate vacancy exists and provided that a physician certifies to the Superintendent that the administrator is in good health and able to assume his/her administration duties.

Upon return from leave, the administrator may be placed in a position different from the position from which the leave was granted.

HOSPITAL MAJOR MEDICAL INSURANCE BENEFITS

The Board shall pay 91% toward the total premium cost for health and major medical insurance (including vision care) for each full time administrator electing individual coverage.

Family coverage for those eligible administrators who participate in the District's medical insurance plan must be applied for at the time of employment or within thirty (30) days thereafter. If family coverage is desired at a later date, administrators may enroll during the open enrollment period or may enroll as a result of a qualifying event. When enrolling for family coverage, all members of the administrator's family are required to complete the District's insurance enrollment process. The Board shall pay 85% towards the remaining total cost for family coverage once the Board share for single coverage has been deducted.

The Board shall provide each part-time administrator with a salary, leave days, and medical, vision, and dental insurance (provided the administrator is employed at least 50%) on a pro-rata basis in proportion to the fraction the part-time employment bears to full-time service.

PHYSICAL EXAMINATION

Each administrator shall provide evidence of completion of a physical exam, which is to include normal checks for blood work up, EKG, etc. and may include, stress test, sigmoidoscopy, etc. Such exams must be completed at least on a biennial basis.

LONG TERM DISABILITY INSURANCE

The Board shall provide at no cost to the administrator long-term disability insurance for each administrator. The benefits associated with coverage are set forth in the policy provided to each administrator.

TERM LIFE INSURANCE

The Board shall provide for each full-time administrator \$200,000 of term life insurance (\$100,000 of term life insurance for part-time administrators) until the time of retirement or resignation. At the time of retirement each administrator shall be provided \$200,000 of term life insurance (\$100,000 of term life insurance for part-time administrators) until age 65.

DENTAL INSURANCE

The Board shall provide for each administrator individual and family coverage dental insurance premium at no cost to the administrator. Such benefits shall be described in the Schedule of Dental Services and Supplemental Charges. This insurance is valid only at identified dental clinics.

VISION INSURANCE

The Board shall provide for each administrator individual and family vision care. Schedules of benefits are described in the Employee Benefit Plan.

ANNUAL BASE SALARY

The annual base salary for administrators will be calculated by increasing the administrator's then-current salary by the percentage increase of the annual Consumer Price Index (CPI) used under the Property Tax Extension Limitations Law for the levy for the prior year, provided said base salary increase shall not be less than 2% nor greater than 4%.

LONGEVITY

In addition to the standard base salary increases approved by the Board, administrators who receive summative evaluation ratings at the *Proficient* level or above shall receive a longevity increase of an additional 1.5% above the base salary increase for the following year.

MILEAGE WITHIN AND OUTSIDE DISTRICT

Each administrator shall be paid at the current mileage rate established by the I.R.S. for all approved mileage to perform their assigned duties within the District and outside the District provided mileage record sheets are submitted to the Business Office.

OPTIONAL BENEFIT ALLOWANCE

The Board shall provide for each administrator an optional benefit allowance of \$750 per year to be utilized for professional dues, professional learning, additional life insurance procured by the administrator, and/or tuition payments as per approval of the Superintendent. The Board and the Administration remain committed to fostering professional development and will work to ensure that the District Office makes funds available for professional development that aligns with the District's strategic plan, vision, and mission.

Any administrator who began a doctoral program or was working toward a doctoral degree under the provisions of the Downers Grove Grade School District 58 2018-2022 Administrators'

Handbook shall be grandfathered into the language below:

Administrators completing graduate courses for a doctorate degree shall be reimbursed for tuition expenses, not to exceed the equivalent of the Aurora University tuition rate per year, for a period of 3 years, or an equivalent amount over a 5-year period, providing the administrator remains in the District for a period of 3 years upon completion of the degree. If the administrator leaves the District prior to the completion of the degree or within 3 years of completing the degree, the administrator shall reimburse the District for all paid tuition costs. Administrators who have not begun a doctoral program prior to June 30, 2022, will not be eligible to access this benefit.

T.H.I.S.

The Board shall pay on behalf of each certified administrator the Teachers' Health Insurance Security (T.H.I.S.) required contribution. However, if the General Assembly shall amend the amount of required T.H.I.S. member contribution percentages, the Board and administrators agree to reopen the handbook for the purpose of reviewing and discussing the impact on the administrators' compensation package.

HOLIDAYS

Administrators shall be afforded school holidays as designated in the District Calendar. The Superintendent may grant special holidays whenever such action is advisable.

MOBILE PHONES

The Board has determined that, by virtue of their job duties, administrators need to be immediately reachable by the Board and other District administrators and staff in the event of emergencies outside normal work hours and/or when the administrators are away from the District. Accordingly, the Board will provide administrators with an annual stipend of \$300 paid in two installments (December and June) for the use of their own personal cell phone for District-related business. The Board will make such provision and payments for a business purpose, and not for purposes of compensation of the administrator; however, the administrator may use the phone for both District and personal business in accordance with IRS guidelines. It is understood that all data related to the District on administrators' cell phones will be made available to/returned to the District upon request. By accepting this stipend, administrators understand and acknowledge that information contained on their cell phones may be the District's property and, to the extent it relates to the transaction of public business, may be subject to a FOIA request. The Board has the authority to request the electronic data or property maintained and related to the District on administrators' cell phones, and administrators must promptly provide the requested information. Following the Board's request, administrators agree to maintain all data related to the District on their cell phones until it can be produced to the Board

or designee and will not delete any data related to the District until it has been produced to the Board or designee.

RETIREMENT BENEFITS

Administrators who intend to retire shall submit to the Board an irrevocable notice of intent to retire no later than June 1 four (4) years prior to the date of retirement. Upon providing written notice of retirement, the administrator's salary shall be set at a fixed amount for the remaining four years of service. At no time will an administrator's salary be allowed to exceed the TRS salary limitation for any years used for TRS average salary calculation. The administrator will receive salary increases of 3% per year for each of the last four years of service. If the Board agrees to an increased salary retirement benefit for other employee groups, this provision will automatically increase to the new amount. Administrators who do not provide the required retirement notice will not be eligible for retirement salary incentives or post-retirement benefits.

The Board shall pay 100% of each approved administrator's required contribution in addition to its own required contribution to the Teachers' Retirement System of the State of Illinois. However, if the General Assembly shall amend the amount of required TRS member contribution percentages, the Board and administrators agree to reopen the handbook for the purpose of reviewing and discussing the impact on the administrators' compensation package.

POST RETIREMENT BENEFITS

Health insurance will be provided through the Teachers Health Insurance Security (T.H.I.S.) for all full time certified administrators until Medicare eligibility with monthly premiums shared as follows:

For employees with 12 years of administrative service in District 58:

- 100% of Individual Coverage, and
- 70% Board / 30% Employee Family Coverage

For employees with 15 years of administrative service in District 58:

- 100% of Individual and Family Coverage

Administrators not eligible for T.H.I.S. insurance coverage who meet the criteria listed above will receive a benefit equivalent to the contribution that the Board makes on behalf of those eligible for T.H.I.S. in accordance with the years of service listed above and to be applied toward the cost of retirement medical benefits.

In the event that a retired administrator dies before Medicare eligibility or pre-dates a covered spouse to Medicare eligibility, the administrator's spouse/eligible dependents may remain on the administrative benefit plan by contributing the cost of the single/dependent premium.

Dental insurance shall be provided for the retiree until Medicare eligibility. The retiree may purchase family coverage for a spouse at the individual rate or family coverage for eligible dependents at the dependent rate.

VACATIONS

Administrative personnel who are employed on a twelve month basis shall be provided twenty (20) working days of vacation within the contract year. Administrators with fifteen (15) or more years of service in the District shall be granted one (1) additional day of vacation for each year beyond 15 years of service to a maximum of 25 days. Vacation days earned at the start of the fiscal year must be used by the end of the fiscal year; they do not accumulate. No vacation days shall be carried over from one year to the next. If such days are unable to be used during the fiscal year, a maximum of five (5) unused vacation days may be reimbursed to the Administrator upon prior approval by the Superintendent.

Administrators shall follow the procedures established by the Superintendent or designee for requesting approval for the use of vacation days, as well as for reporting the approved absences. Vacations shall be scheduled at a time approved by an immediate supervisor. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

ADMINISTRATIVE EVALUATION

The Administrative Evaluation Process shall be completed in accordance with the District requirements for administrative employees. Building administrators, such as principals and assistant principals, will be evaluated in accordance with the requirements established through the Performance Evaluation Reform Act (PERA) and the Illinois State Board of Education (ISBE). Administrators who hold positions which are not governed by PERA will be evaluated annually, based on performance criteria established by the Superintendent. Administrators who receive summative evaluation ratings of *Proficient* or *Excellent* shall receive a base salary increase as determined by the Board, in addition to longevity as determined in this handbook. Administrators who receive summative evaluation ratings below the *Proficient* level will not receive any increase in salary for the following year.