

Downers Grove
Grade School District 58

Administrators' Handbook

July 2016



**DOWNERS GROVE GRADE SCHOOL DISTRICT 58
ADMINISTRATORS' HANDBOOK**

ADMINISTRATOR HANDBOOK

This handbook is not a contract; the handbook may be revised and changed at the discretion of the Downers Grove Grade School District 58 Board of Education. The language in this current handbook is not a promise of future benefits.

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, Director of Business Services, Community Relations Coordinator, Preschool Coordinator, Director of Innovative Technology and Learning, Personnel Assistant, 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 Personnel and Staff Development, 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. Each administrator's absence must be documented on an Administrative Absence Report and included in the biweekly Certified Staff Absence Report.

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. Each administrator's absence must be submitted on an Administrator Absence Report.

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) consecutive days absence shall be allowed at full pay. Any time required beyond four (4) consecutive days shall be assessed against the administrator's sick leave. Each administrator's absence must be submitted on an Administrator Absence Report.

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. Each administrator's absence must be submitted on an Administrator Absence Report.

Recognized religious holidays of the administrator's faith:

Such leave shall be granted to a maximum of two (2) days per contractual year.

Each administrator's absence must be documented on an Administrative Absence Report and included in the biweekly Certified Staff Absence Report.

GENERAL LEAVES OF ABSENCE

The Board may grant a leave of absence to administrators in accordance with the current teachers' association contract, which governs the granting of such leaves to other certificated staff.

PARENTAL LEAVE

Parental Leave shall be granted to administrators as outlined in the current contract between the teachers' association and the Board of Education. Upon return from leave, the administrator may be placed in a position different from the position from which the leave was granted.

RETIREMENT BENEFITS

Administrators who intend to retire shall submit to the Board an irrevocable notice of intent to retire no later than June 1 three (3) years prior to the date of retirement. Full time administrators with meritorious service will have their salaries increased based on their years of service in the District. Full time administrators with 8 years of service will have the final single year of salary increased to 6% over the previous year's salary; administrators with 10 years of service will have the final two (2) years of salaries increased to 6% over the previous years of salaries. At no time will an administrator's salary be allowed to exceed the 6% TRS salary limitation for any years used for TRS average salary calculation. For the purpose of increasing salaries by 6%, salaries shall include all salaries and merit pay, providing any additional assignments for which salary has been paid continues throughout the four-year period. Administrators who do not provide the required retirement notice will not be eligible for retirement salary incentives and 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.

Retirement Medical 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 9 years of service in District 58:

- 100% of Individual Coverage, and
- 50% Board / 50% Employee Family Coverage

For employees with 12 years of service in District 58:

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

For employees with 15 years of service in District 58:

- 100% of Individual and Family Coverage

For employees with fewer than 9 years of service in District 58:

- Full cost of insurance borne by employee

Administrators not eligible for T.H.I.S. insurance coverage 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.

Administrators who have a Board approved letter of intent to retire on or before June 30, 2013 will receive retirement medical benefits in accordance with the July 2012 Administrators' Handbook.

Administrators who retire with less than 9 years of service in District 58, who retire under the provisions of the Illinois Municipal Retirement Fund and are not covered by another employer's insurance, may enroll until Medicare eligibility in the District 58 health insurance plan provided the cost of such insurance is borne by the retiree.

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. If the spouse is a District 58 teacher who has declined duplication of benefits available through the teachers' contract, such benefits may be applied toward the premium for the administrative benefit plan until eligibility ceases.

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.

HOSPITAL MAJOR MEDICAL INSURANCE BENEFITS

The Board shall pay the premium for health and major medical insurance for each full-time administrator for individual and family coverage without cost to the administrator. Such coverage, including schedules of benefits, shall be outlined in the Employee Benefit Plan. Each administrator shall be responsible for complying with the District's cost containment program as outlined in the District Benefit Plan and participating in the hospital PPO network. Administrators shall pay a monthly contribution of \$50 towards the premium.

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, sigmoidoscope, etc. Such exam 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.

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 \$750.00 per year to be utilized for professional dues, additional life insurance procured by the administrator, and/or tuition payments as per approval of the Superintendent.

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.

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 as approved by the Board of Education. The Superintendent may grant special holidays whenever such action is advisable.

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 not used during the initial year may be accumulated for use during the second and ensuing years except that the number of days accumulated as of July 1 for the third and each ensuing contract year shall not exceed sixty (60) working days. The administrator shall be compensated for accumulated vacation days prior to retirement or resignation to

a maximum of fifty (50) days, provided that compensation of accumulated vacation days is initiated in the year in which required notice of retirement is given. Such compensation shall be paid incrementally over the last five years of employment, providing that no incremental payment causes a TRS creditable salary to exceed the previous year's salary by more than 6%. Compensation will be at a per diem rate based on the administrator's annual salary divided by 260 days. All accumulated days carried into the final year of employment and not compensated within the 6% limitation must be utilized in the final year.

Vacations shall be scheduled at a time approved by an immediate supervisor. An accounting of vacation days is maintained in the personnel office; each administrator is responsible for notifying that office when vacation time is used.

ADMINISTRATIVE EVALUATION

The Administrative Evaluation Process shall be completed in accordance with the requirements established through the Performance Evaluation Reform Act (PERA) and the Illinois State Board of Education (ISBE). Administrators shall be appraised and salaries shall be established annually.