

Administrative Personnel Other Than the Superintendent

Administrative Procedure – Administrative Compensation

On or before the beginning of a new fiscal year, the Board will review, suggest changes, if necessary, and approve a salary and benefit package.

Salary for each administrative position will be detailed in a salary schedule. The schedule will provide for incremental categories, which reward administrative experience.

Movement through incremental steps will require that each administrator receive a satisfactory or better rating from their immediate supervisor.

The Board shall consider the following factors in setting salary schedule levels:

1. Skill or educational level (M.S., Ph.D., Ed.D., or Specialist or Endorsements)
2. Job complexity (more than one area of responsibility, unrelated tasks)
3. Supervisory responsibility (number of staff directly or indirectly supervised)
4. Scope of policy implementation
5. Authority over expenditures of public funds
6. Working conditions (extended hours, days or unusual schedules)
7. Administrative experience
8. Teaching experience

Setting Administrative Salaries

New Placement on the Administrative Salary Schedule

The determination of an administrator's placement on the salary schedule will follow the following procedure:

Base Salary x 10% for increased responsibility.

Base Salary x 2% for each month the administrator will work beyond nine (9) months.

Base + increases, rounded up to the nearest level in the appropriate category on the administrative salary schedule.

If a person's administrative salary would be less than they are currently making, using the above calculations, due to the fact that they are receiving extracurricular stipends, then the following procedure will be followed:

Base + extracurricular stipend+2% for each month the administrator will work beyond nine (9) months, rounded up to the nearest level in the appropriate category on the administrative salary schedule.

Employment of an existing Administrator to a new Administrative Position

If an existing administrator is employed in a new position, they will move horizontally to the appropriate category. There will be no level movement up or down.

In no case will the administrator's salary be reduced unless the new assignment requires less responsibility or fewer months worked. The Board may choose to freeze a salary if the current salary would be higher than the maximum salary in the new position.

When general salary percentage increases are approved by the Board, the percentage shall be applied to the mastery level for calculation purposes. Administrative increments will be a standard amount according to the administrative salary schedule.

The number of months and days worked for each position will be determined by the Board based upon the individual requirements and responsibilities of each position.

9 months	=180 days
9.5 months	=185
10 months	=195 days (The number of days before the opening and Closing of schools will be determined by the Superintendent)
12 months	=245 days

Administrative Benefits/Insurance

A \$15,000 Term Life policy will be provided at District expense. Employees may purchase additional \$25,000, \$75,000, or \$100,000 term life at their expense. An additional life insurance equal to the administrator's base salary is paid for by the District. There is double indemnity if death is caused by an accident.

Unused Earned Absence

Administrators may accumulate sick leave days and buy-out amounts in accordance to the below chart. Any days over 340 (Certified) and 240 (Classified) are Recognition of Attendance days and the pay for those days will be ne half of an administrator substitute.

Administrators may accumulate the following sick leave:

<u>9 and 9 ½ MONTH</u>	<u>10-MONTH</u>	<u>11-MONTH</u>	<u>12 MONTH</u>
340	340	340	340
240	240	240	240

Any administrator who has been employed by District #9 for ten (10) or more years and who will qualify to retire and receive an annuity under the provisions of the Illinois Retirement System or IMRF will be eligible for a retirement incentive under the following program:

1. An administrator shall submit a written, irrevocable notice of intent to retire to be effective after the conclusion of the administrator's final school year.
2. The notice of intent to retire shall be submitted no later than March 1 of the year payments under this incentive will begin, up to the fifth year prior to the effective date of retirement. For example, notice must be submitted no later than March 1, 2008, for a retirement to be effective at the conclusion of the 2011-2012 school year. The severance payments shall be paid as follows:
3. An eligible administrator shall receive lump sum retirement incentive payments as defined in Exhibit 1.
4. The administrator can elect to take equal annual installments of the retirement incentive payment.
5. The administrator can elect to determine the amount of the retirement incentive to be taken on May 1st of each year in which the administrator is eligible for such payment.
6. The administrator can elect to take the entire amount or a specified amount of the retirement incentive post-retirement.
7. If the administrator fails to make an election by May 1st, then the retirement incentive payment will be divided by the number of years' notice given and paid in equal annual installments in each of the years prior to the administrator's retirement.
8. Notwithstanding paragraphs 1, 2, and 3 of this section, any portion of the incentive payment that would cause an administrator's creditable earnings to exceed 6% over the previous year's creditable earnings shall be held and paid post retirement in a lump sum 30 days after the receipt of the administrator's last pay check in the administrator's year of retirement.
9. An administrator can only receive the retirement incentive money amount listed below one time in their career prior to retirement.

EXHIBIT 1**\$19,500 12- month administrator****\$18,000 11-month administrator****\$18,000 10- month administrator****\$16,500 9½ -month administrator****\$15,000 9-month administrator**

Adopted: 7/13/2004

Revised: 4/22/2008, 10/09/2012, 6/25/2013, 3/26/2014, 7/01/2017, 7/17/2018