

**Head Start Administrative Compensation Plan**

4/30/19  
 Rev. 5/15/19  
 Rev. 7/10/19  
 Rev. 9/16/20  
 Rev. 11/11/20  
 Rev. 12/21/20

<b>Part I – Base Salary</b>		<b>Dec. 2017</b>	<b>Dec. 1, 2018</b>	<b>Dec. 1, 2019</b>	<b>Dec. 1, 2020</b>
A.	<u>Levels</u>	<u>2.6% COLA</u>	<u>1.77% Increase</u>	<u>1% Increase</u>	<u>1% Increase</u>
	Level 1	55,718	56,704	57,271	57,844
	Level 2	57,442	58,459	59,044	59,635
	Level 3	59,225	60,273	60,876	61,485
	Level 4	61,060	62,141	62,762	63,390
	Level 5	62,953	64,067	64,708	65,355
	Level 6	64,905	66,054	66,715	67,382
	Level 7	66,920	68,104	68,785	69,473
	Level 8	68,993	70,214	70,916	71,625
	Level 9	71,128	72,387	73,111	73,842

Head Start Administrators will be granted raises based on the Federal Cost of Living adjustment percentage (if one is allocated).

**B. Teaching/Administrative Longevity Credits**

15 years – 4% added to base

25 years – 5% added to base

**C. Level Placement and Advancement**

Administrators will be placed on the level deemed most appropriate by the Superintendent. Administrators will only advance levels at the Superintendent's discretion. The Superintendent will consider experience, performance, and individual accomplishments when considering level movement. At no time shall administrators be reduced in level placement.

**PART II – Responsibility Factor**

- A. Health & Community Services Manager (260 days) Factor .63
- B. Family Engagement Services Manager (260 days) Factor .63
- C. Education Manager (260 days) Factor .63
- D. Head Start Executive Director (260 days) Factor .95
- E. Mental Health Manager (225 days) Factor ~~.55~~ change to .56 (on 11/11/20)

Change factor back to .55 (12/21/20)

**PART III – Leave/Benefits**

Administrators will be entitled to sick leave, personal leave, and all other leaves commonly granted to the employees of the district. Vacation leave time, which is available to 260 day employees only, is twenty five days per contract year.

Vacation leave requests must be submitted for approval to the Superintendent at least ten days in advance of the use of the leave time on a vacation request form.

Administrators will be reimbursed at their respective calculated per diem rate of day for up to 3 unused vacation days per year.

The District will offer to the employees covered by this agreement the plans offered by the Mercer-Auglaize Benefit Trust ("MABT"). The current PPO Plan will be in effect until discontinued by the MABT at a cost of 15% in 2018-19; 20% in 2019-20 and 20% in 2020-21. The District will also offer the option of an HDHP/HSA Plan offered by MABT at a cost of 7.5% (for all three years).

For the HDHP plan, the Board will contribute \$1225 for a single plan and \$2450 for a family plan to each employee's HSA from January 1, 2019 to December 31, 2019; and from January 1, 2020 to December 31, 2020; and from January 1, 2021 to December 31, 2021, with no match required by the employee.

For each year, half of the contribution will be deposited into the employee's account on the first pay in January and the other half to be provided the earlier of the first pay in July or once the employee has used all of the funds deposited by the Board.

The Administrator will have the option annually of declining the medical benefits and receiving compensation of a \$3,000 stipend. This is an annual calendar year election.

Life insurance will be provided as described in the respective employee's contract.

Severance pay is a reward for service to the district.

Severance pay is based upon the accumulation and use of sick leave. For the purposes of severance pay, this accumulation is unlimited. Each day accumulated and each day used will affect the amount of severance pay the respective employee will receive upon retirement.

At the time of the employee's retirement through their respective retirement system, the following severance pay calculation will be made:

- a. The first 160 days of accumulated severance leave will be payable at 25% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.
- b. The next 160 days of accumulated severance leave will be payable at 20% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.
- c. The balance of any accumulated severance leave will be payable at 15% of his/her per diem rate of pay excluding any supplemental compensation and Board paid retirement.

Such payment will only be made once to an employee and shall eliminate all sick leave and severance leave accumulations

Other benefits may be included in the respective employee's contract.