

**Head Start Administrative Compensation Plan**

12/8/15

**Part I – Base Salary**

A.	<u>Levels</u>	<u>Base 12-1-15</u>
	Level 1	52,817
	Level 2	54,452
	Level 3	56,141
	Level 4	57,882
	Level 5	59,676
	Level 6	61,527
	Level 7	63,436
	Level 8	65,402
	Level 9	67,426

In the second year of this contract, 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

Earned longevity credit has been resumed for the 2015-16 and 2016-17 school years.

**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 (215 days) Factor .55
- B. Family Engagement Services Manager (215 days) Factor .55
- C. Director of Early Childhood Services (215 days) Factor .55
- D. Head Start Executive Director (260 days) Factor .95

**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.

Benefits which include the Alternate PPO medical, prescription drug and dental plans will be provided if selected. The Administrator will contribute 7.5% of the monthly premium towards the cost of any plan selected.

The Administrator will have the option annually of declining the medical benefits and receiving compensation of 15% of the annual payment for the Alternative PPO Medical Plan. 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.