

## Head Start Administrative Compensation Plan

Revised 5/20/24

Part I – Base Salary		Dec. 2021	Dec. 2022	Dec. 2022	Dec. 2023	Dec 2023
A.	<u>Levels</u>	<u>4% COLA</u>	<u>1% Inc.</u>	<u>6% COLA</u>	<u>2% OAPSE</u>	<u>2.35% COLA</u>
	Level 1	62,109	62,730	66,494	67,824	69,418
	Level 2	64,031	64,671	68,551	69,922	71,565
	Level 3	66,019	66,679	70,680	72,277	73,976
	Level 4	68,064	68,745	72,870	74,327	76,074
	Level 5	70,174	70,876	75,129	76,632	78,433
	Level 6	72,350	73,074	77,458	79,007	80,864
	Level 7	74,596	75,342	79,862	81,459	83,373
	Level 8	76,907	77,676	82,337	83,984	85,958
	Level 9	79,287	80,080	84,885	86,583	88,618

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 & Safety Manager (260 days) Factor .63
- B. Family Engagement Services Manager (260 days) Factor .63
- C. Head Start Early Childhood Services Director (260 days) Factor .70
- D. Head Start Executive Director (260 days) Factor .95
- E. Mental Health Manager (260 days) Factor .63
- F. Human Resources Manager (150 days) Factor .40 (effective 2/12/24)

**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.

All leave requests must be submitted electronically in advance of the leave date when at all possible.

Twenty-five (25) vacation days will be granted August 1<sup>st</sup> to each 260 day employees per contract year to be used by the following July 31<sup>st</sup>.

Administrators will be reimbursed at their respective calculated per diem rate of day for up to 3 unused vacation days per year. Administrators may carryover up to 5 days of unused vacation days each year by emailing Payroll in the Treasurer's office by August 1<sup>st</sup> with your request.

The District will offer to the (260 days) employees covered by this agreement the plans offered by the Mercer-Auglaize Benefit Trust ("MABT"). The District will also offer the option of an HDHP/HSA Plan offered by MABT at a cost of 9% (for both years).

For the HDHP plan, the Board will contribute \$1000 for a single plan and \$2000 for a family plan to each employee's HSA from January 1, 2023 to December 31, 2023; and from January 1, 2024 to December 31, 2024; 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. The payment will be made during the following October prior to the next open enrollment period if the employee maintains his/her employment status with the district and the employee remains without the benefit plan until October 1.

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

The Board shall pay the employer's share of the School Employees Retirement System contributions as required by law. In addition, the Board shall "pick-up" (pay directly) up to 10% of the employee's share of the administrator's retirement contribution. These contributions shall be treated as additional compensation for retirement calculation purposes.

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.