

Head Start Administrative Compensation Plan

Revised 2/7/24

Part I – Base Salary	Dec. 2020	Dec. 2021	Dec. 2022	Dec. 2022	Dec. 2023
A. <u>Levels</u>	<u>1.22% COLA</u>	<u>4% COLA</u>	<u>1% Inc.</u>	<u>6% COLA</u>	<u>2% OAPSE</u>
Level 1	59,721	62,109	62,730	66,494	67,824
Level 2	61,569	64,031	64,671	68,551	69,922
Level 3	63,480	66,019	66,679	70,680	72,277
Level 4	65,446	68,064	68,745	72,870	74,327
Level 5	67,475	70,174	70,876	75,129	76,632
Level 6	69,568	72,350	73,074	77,458	79,007
Level 7	71,727	74,596	75,342	79,862	81,459
Level 8	73,949	76,907	77,676	82,337	83,984
Level 9	76,238	79,287	80,080	84,885	86,583

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~~
Head Start Early Childhood Services Director (260 days) Factor .70 (effective 6/1/23)
- D. Head Start Executive Director (260 days) Factor .95
- E. Mental Health Manager (260 days) Factor .63
(Mental Health Manager job description changed to supervise Family Advocates which changes contract days to 260 and Factor to .63 – effective 12/1/22)
- 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. 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 (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.

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.