

Springboro Community City Schools



ADMINISTRATOR EMPLOYEE HANDBOOK

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Table of Contents

Chapter I Scope of Administrator Policies

Section 1: Definition of Administrator

Section 2: General Personnel Policies and Goals

Section 3: Non-Discrimination

Section 4 Request for Accommodation

Chapter II Individual and Board Rights

Section 1: Legal Rights of Administrator

Section 2: Rights of the Board of Education

Section 3 Vacancy Announcements/Assignment/Transfer

Section 4: Employment and Compensation of Administrators who are STRS/SERS Retirees

Section 5: Administrative Team

Section 6: Communications to Superintendent and Board

Section 7: Administrator Job Descriptions

Section 8: Responsibility To Perform

Chapter III Personnel Records

Section 1: Contents of Personnel Records

Section 2: Access to Records

Section 3: Material Placed in Personnel Files

Section 4: Notification of Complaints of Record

Section 5: Administrator Right to Copies of File Material

Chapter IV: Evaluation / Job Security

Section 1: Objective of Evaluation

Section 2: Frequency of Evaluation

Section 3: Evaluation Procedures

Section 4: Performance Deficiencies

Section 5: Discipline/Non-Renewal/Termination

Section 6: Professional Certification/Continuing Education/Professional Organizations

Section 7: Contract Sequence

Chapter V: Leaves

Section 1: Sick Leave

Section 2: Exhaustion of Sick Leave

Section 3: Personal Business Days

Section 4: Medical/Disability Leave

Section 5: Child Care Leave

Section 6: Adoption Leave

Section 7: Professional Leave/Local Travel

- Section 8: Other Leaves
- Section 9: Absence Not Covered by Leave
- Section 10: Family and Medical Leave

Chapter VI: Working Conditions

- Section 1: Work Rules
- Section 2: Accessibility
- Section 3: Hours of Work/Work Year
- Section 4: Break Time
- Section 5: Calamity Days and Pay
- Section 6: Accident Reports
- Section 7: Physical Examination
- Section 8: Indemnification
- Section 9: Drug/Alcohol Free Schools
- Section 10: Smoke Free Environment

Chapter VII: Salary Schedule Provisions

- Section 1: Salary Schedule
- Section 2: Payroll Deductions

Chapter VII: Fringe Benefit Provisions

- Section 1: Severance Pay
- Section 2: Holidays
- Section 3: Workers' Compensation
- Section 4: STRS/SERS Pick-Up
- Section 5: Insurance Program
- Section 6: IRC Section 125 Plan
- Section 7: Fingerprinting

CHAPTER I

SCOPE OF ADMINISTRATOR POLICIES

Section 1 Definition of Administrator

- (a) Administrators in the Springboro Schools include such licensed and/or classified positions, including all administrative staff and/or supervisory employees as defined in Chapter 4117 of the Ohio Revised Code. These include the Superintendent, Assistant Superintendent, Treasurer, Director, Principals, Assistant Principals, Coordinator(s) and Business Manager as applicable.

- (b) For the purpose of this Handbook, Transportation Supervisor, Athletic Director, Assistant Athletic Director, Food Service Manager, Accounting Supervisor and Communications Coordinator are considered to be administrators due to their salaried positions and responsibilities for supervision.

- (c) While the Superintendent and Treasurer are considered administrators, the terms and conditions of their employment are as specified in their respective employment contracts, and as outlined in this Handbook, providing the sections of this handbook are not inconsistent with their respective employment contracts.

Section 2 General Personnel Policies and Goals

- (a) Administrators of the district are a very important resource for effectively conducting the day-to-day management of the school district and school buildings. The Springboro Schools function best when the Board of Education employs highly qualified administrators and establishes policies and working conditions that are conducive to high morale so that each administrator can make the fullest contribution possible to district programs and services.

- (b) The primary purpose of this administrator Handbook is to outline the personnel policies and compensation package approved by the Board of Education for all administrators of the district. Additional information regarding general district-wide administrator policies may be found in the approved Board of Education policy book, the individual administrator's contract, and in specific procedures as developed by the Superintendent and communicated to district administrators.

- (c) Administrator Ethics: The Board of Education believes that each Administrator should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth in Board policy #1200.

Section 3 Non-Discrimination

- (a) The Board and its administrative employees agree that there shall be no discrimination against any administrative employee based on race, color, creed, age, sex, national origin, disability, or handicap, all as in accordance with and as limited by the provisions of applicable law.

Section 4 Request for Accommodation

- (a) Any administrative employee requesting any accommodation for any disability shall be required to furnish the Superintendent with a statement from his/her physician setting forth the particulars of the disability which requires accommodation and the recommendation from such physician for the accommodation(s) necessary.
- (b) Upon receipt of such a request, the Superintendent shall review the request and engage the employee in the interactive process. The interactive process includes reviewing the job description and the essential functions of the job. There will be a discussion of reasonable accommodations that do not pose an undue hardship to the Board of Education.
- (c) During the processing of a request for an accommodation, the Superintendent may, in the exercise of his sole discretion, require any administrative employee claiming to be disabled and seeking accommodation to be examined by a physician or physician selected by the Superintendent for the purpose of determining whether the administrative employee is disabled and/or what accommodations may be appropriate under the circumstances present.
- (d) The administrative employee is responsible for all expenses incurred from his/her physician.
- (e) The Board is responsible for all expenses incurred from the physician selected by the Superintendent.

CHAPTER II

INDIVIDUAL and BOARD RIGHTS

Section 1 Legal Rights of the Administrator

- (a) All administrators shall be entitled to all rights granted by law as they pertain to the employment of administrators.

Section 2 Rights of the Board of Education

- (a) The Board of Education shall have the right to make and enforce rules and regulations not inconsistent with laws as they pertain to administrators.

Section 3 Vacancy Announcements/Assignment/Transfer

- (a) When a vacancy in an administrative position occurs, a Notice of Vacancy will be posted on Frontline/Applitrack system and found under Administrative Openings on the Dayton Area Consortium. Notice of vacancy will remain posted for a minimum of 5 days and / or until filled. Current District Administrators interested in a position shall submit a letter of interest in the position to the Superintendent.
- (b) The responsibility for recommendation of an individual to fill an administrative position shall be vested in the Superintendent. The responsibility for recommendation of an individual to fill an administrative position in the Treasurer's office, shall be vested in the Treasurer.
- (c) The Superintendent may recommend reassignment of an administrator if said reassignment shall facilitate the efficient operation of the school district, providing such reassignment is consistent with the applicable provisions of the Ohio Revised Code.

Section 4 Employment And Compensation Of Administrators Who Are STRS/SERS Retirees

The Board of Education recognizes the need for the district to provide a policy that will enable them to employ and compensate administrators who have previously retired under the State Teachers Retirement System or School Employees Retirement System (i.e. "System Retirees").

- (a) **Re-employment**

If an administrator of the District announces his/her intention to retire, the administrative position will be posted in accordance with existing Board policies should the Board determine that there is an ongoing need to fill the position. The retired administrator may apply to be considered for the vacancy. If the retired administrator does so, his or her application will be considered along with all other applicants.

(b) **Sick Days**

If an administrator of the District retires, he or she shall be entitled to receive a cash payment attributable to his or her accrued but unused sick days in accordance with Board policies applicable to retiring administrators, irrespective of whether the person has applied for or accepted reemployment with the Board. Any such payments shall cancel all accrued but unused sick days to the credit of the retired administrator at the time of retirement.

If a retired administrator or other System Retiree is reemployed or initially employed by the Board and has received a cash payment attributable to his or her accrued but unused sick days, upon reemployment or employment the administrator will not be given credit for any accrued but unused sick days to his/her credit at the time of the previous retirement.

A retired administrator or other System Retiree who is reemployed or initially employed by the Board will accrue sick days attributable to his or her employment in accordance with applicable law, Board policies and the terms of his or her employment contract.

(c) **Length of Contract:**

Length of contract offered to a System Retiree will be at the discretion of the Board.

(d) **Evaluation**

Evaluation of rehired administrators will be according to Springboro Board of Education policy. Renewal or non-renewal of the System Retiree shall be in accordance with the Ohio Revised Code.

(e) **Salary**

Salary placement of a System Retiree shall be recommended by the superintendent and approved by the Board of Education.

(f) **Benefits**

System retirees who are rehired by the district may receive the same benefits, sick leave, personal leave, health, vision, and dental insurance, as all other administrators at the discretion of the Superintendent.

(g) **Posting Requirements:**

Rehiring of a System Retiree shall be posted, notifications made, and public hearings held as required by ORC 3309.345.

Section 5 Administrative Team

(a) The district's administrative organization shall be designed so all divisions and departments are part of a single system guided by Board policies which are implemented through the leadership of the Superintendent. Said plan supports a team approach to management in an effort to establish close cooperation and effective working relationships among administrative personnel, to make the best use of the talents and expertise of administrators by opening lines of communication, and by providing a supportive atmosphere where collaborative problem-solving and decision-making can take place.

(b) Although this administrative organization promotes collaborative efforts, it also recognizes the need for independent, site-based administrative action in appropriate areas. This plan in no way functions to inhibit necessary and responsible decision-making.

(c) The administrative team shall make an attempt to meet monthly in an effort to discuss issues and concerns identified by the Superintendent, appropriate issues and concerns identified by any member of the administrative staff, and appropriate issues and concerns mutually identified by members of the administrative staff. Agenda items should be submitted prior to the scheduled meetings. Administrator in-service shall be considered an ongoing part of the administrative team meetings.

Section 6 Communications to Superintendent and Board

(a) Responsibility and line of authority shall flow clearly from the Superintendent on through the administrative staff to all personnel. Conversely, personnel will be expected to refer matters requiring administrative action to the administrator to whom they are

responsible. The administrators are expected, however, to keep the Superintendent informed of matters which have the potential to reach the central office and/or Board of Education level.

(b) Administrators shall report to and be responsible to the Superintendent of Schools or Designee. Administrators in the Treasurer's office shall report directly to the Treasurer.

(c) Administrators shall express concerns to the Superintendent first, then to the Board of Education as necessary and appropriate.

Section 7 Administrator Job Descriptions

(a) The Superintendent has developed job descriptions for all administrative positions. Each administrator shall be entitled to receive a copy of the job description for his/her position. Any changes in job descriptions shall be distributed to the affected administrator prior to implementation.

(b) It is the prerogative of the Superintendent to develop new job descriptions for new administrator positions. Wages, terms, and conditions of employment for such new positions shall be at the discretion of the Superintendent and Board of Education.

Section 8 Responsibility To Perform

(a) Administrators are required at all times to perform their normal duties as assigned by the Superintendent or designee and as outlined in their respective job description. Administrators who fail to perform their required duties may be subject to disciplinary measures in accordance with the policies of the Board of Education and applicable state laws.

CHAPTER III

PERSONNEL RECORDS

Section 1 Contents of Personnel Records

- (a) All official personnel records will be filed in the Superintendent's office or Treasurer's office on a current basis. These personnel records may include:
- (1) Application for employment, including references;
 - (2) Nomination form;
 - (3) Copy of latest contract, properly signed;
 - (4) Copy of latest salary notice;
 - (5) Ohio certificates and licenses that are necessary for the position;
 - (6) Evaluation(s);
 - (7) Transcript(s) of college credits showing the official record of the degree(s) granted, original or certified copy;
 - (8) Record of military service;
 - (9) Record of tuberculosis test or x-ray;
 - (10) Recommendations/reprimands; and
 - (11) Other documents properly placed in the personnel file.

Section 2 Access to Records

- (a) Each administrator will have access to the contents of his/her own personnel file, with the exception of pre-employment references. This file may be opened in the presence of the Superintendent, Treasurer or a member of the Superintendent's staff.
- (b) An administrator's personnel file shall be deemed confidential information and shall not be open to the public, except as provided by law. An administrator's medical file shall be deemed confidential and shall not be open to the public.

Section 3 Material Placed in Personnel Files

- (a) An administrator will be given a copy of any material placed in his/her file.
- (b) Unsigned complaints shall not be placed in a personnel file or made a matter of record.

Section 4 Notification of Complaints of Record

- (a) Administrators will be informed of any complaint which is directed toward them which may become a matter of record. A "matter of record" shall be defined as a written complaint, letter of reprimand, or any negative document which may be placed in an administrator's personnel file.
- (b) Such complaints shall be initially investigated by the Superintendent. If, as a result of the preliminary investigation, there is a possibility that any disciplinary action of record will be taken, the Superintendent shall meet with the administrator to fully review the matter.
- (c) After the Superintendent reviews the complaint, s/he shall issue a determination about the validity of the complaint and any subsequent disciplinary action.

Section 5 Administrator Right to Copies of File Material

- (a) An administrator shall be entitled to a copy of material in his/her file except the material originally supplied to the administration as confidential prior to employment.

CHAPTER IV

EVALUATION / JOB SECURITY

Section 1 Objective of Evaluation

- (a) To assess the total work performance of each administrator.
- (b) To assist the administrator to become more effective in the performance of his/her work assignment.

Section 2 Frequency of Evaluation

- (a) Administrators shall be evaluated annually in accordance with state law and local Board of Education policy.

Section 3 Evaluation Procedures

- (a) The Administrator shall be provided a written evaluation of his/her performance completed in accordance with applicable Ohio law.
- (b) A conference shall be held with each administrator to discuss the results of his/her performance evaluation.
- (c) The administrator and Superintendent shall sign the evaluation. The signature of the administrator does not mean agreement or disagreement of the evaluation, but only that the evaluation has been reviewed.
- (d) A copy of each evaluation, as reviewed with the administrator, shall be given to the administrator at the conclusion of the evaluation conference. A copy shall also be filed in the administrator's personnel file.
- (e) An administrator may present written comments or rebuttal to his/her evaluation to be attached to and considered part of the administrator's evaluation.

Section 4 Performance Deficiencies

- (a) Deficiencies in an administrator's performance shall be clearly recorded on the

administrator's written evaluation in order to give the administrator a reasonable time and a reasonable opportunity to correct such deficiencies.

Section 5 Discipline / Non-Renewal / Termination

- (a) The Board/Superintendent shall have the right to discipline; (e.g., verbal warning, written warning, and/or disciplinary suspension without pay), providing such discipline is carried out in accordance with applicable state laws.
- (b) Non-renewal of an administrator's contract shall be governed by Section 3319.02 of the Ohio Revised Code. The Board will provide written notice to the administrator on or before March 31 of the year in which the contract expires of its intention to non-renew the contract.
- (c) The contract of an administrator may be terminated by mutual agreement of the parties; retirement, disability, or death of the administrator; or termination by the Board in accordance with the laws of the State of Ohio.

Section 6 Professional Certification/Continuing Education/Professional Organizations

- (a) The administrator will furnish, as a condition of continued employment, any necessary valid and appropriate proof of his/her qualifications to serve as an administrator, as required by the applicable provisions of the Ohio Revised Code or administrative regulations adopted pursuant to the code. A copy of said administrative certificate shall be maintained in the administrator's personnel file.
- (b) It is the responsibility of the Administrator to maintain a log of professional development credit and/or college coursework in order to submit for approval to the LPDC committee. It is the responsibility of the Administrator to renew all applicable licenses by the expiration date and submit a new IPDP for approval. Administrators will be responsible to pay for their college coursework. Attendance at educational or professional organization conferences must be approved by the Superintendent or his/her designee. The Board of Education will pay the yearly membership fee for up to (2) professional organizations.

Section 7 Contract Sequence

- (a) Administrators shall work under limited administrative contracts in accordance with applicable Ohio law and Board of Education policy.

CHAPTER V

LEAVES

Section 1 Sick Leave

- (a) Days of absence authorized under this provision shall be deducted from the sick leave accumulation.
- (b) Each administrator who works at least 120 or more days a year shall be entitled to earn one and one-fourth (1¼) days of sick leave for each month under contract up to 15 days per year. The maximum accumulation of sick leave for full-time administrators shall be 300 days.
- (c) Accrued sick leave credits shall be allowed to administrators transferring their employment from other Boards of Education or other political subdivisions in Ohio, provided such credits have been computed under the minimum requirements of the laws of the State of Ohio and do not exceed the cap on sick leave indicated in (b) above.
- (d) On reporting to duty, each eligible administrator shall be credited with five (5) days' sick leave.

A new administrator shall not accumulate sick leave until such time as the sick leave she/he would have accumulated equals the amount of sick leave she/he was advanced. Thereafter, she/he shall accumulate sick leave at the rate set forth in (b) above.

Administrators who have been employed in the School District for a period of one (1) or more years and who have consumed all previously accumulated sick leave may be granted an advancement of the number of sick leave days the administrator will earn to the end of the current contract year up to a maximum of five (5) days on their sick leave to be earned thereafter. Any such administrator who thus receives an advancement of sick leave shall make written application therefore on a form provided by the Superintendent on which s/he shall also allege an intention to return to the employ of the School District upon recovery or to pay the value of such days advanced should she/he not return, such payment to be either by payroll deduction from money due him/her from the School District or by direct payment.

Such application shall be accompanied by the statement of a physician that s/he will be physically able to return to his/her assignment upon recovery and shall also give the anticipated date of return.

- (e) The same accrual of one and one-fourth (1-1/4) days per month of service shall continue during the use of sick leave, provided the administrator has not been officially separated from the payroll.
- (f) Sick leave usage shall be granted for the following:
 - (1) Sick leave shall represent absence due to illness, injury or exposure to contagious disease.
 - (2) Sick leave shall also represent absence due to illness or death in the administrator's immediate family.
 - (3) Disability due to pregnancy and/or delivery. [Sick leave may be utilized only during the period of time the administrator is actually disabled and unable to perform her normal duties. If additional time off is desired, child care leave must be utilized.]
 - (4) Definitions:
 - (a) Immediate Family - Where sickness is concerned, "immediate family" shall be defined to mean spouse, father, mother, sister, brother, child, grandchild residing in the administrator's household and any other person living as a dependent in the administrator's household.
 - (b) Where death is concerned, "immediate family" shall be defined to mean father, mother, husband, wife, son, daughter, father and mother-in-law, son and daughter-in-law, brother and sister, brother and sister-in-law, aunt and uncle, niece and nephew, grandparent and grandparent-in-law, step-parent, and grandchild. The immediate family shall also include the death of a person the administrator has been supporting, whether a relative or not.
 - (5) Sick leave usage to attend the funeral of a member of the administrator's immediate family shall be:

- (a) five (5) days when due to the death of the administrator's father, mother, spouse, son or daughter; and
- (b) three (3) days when due to the death of any other member of the administrator's immediate family.

(NOTE: Additional sick leave usage may be used if the administrator is otherwise eligible to use sick leave.)

- (6) Sick leave for immediate family not residing in the same household shall be granted to a maximum of ten (10) consecutive days upon certification by the administrator that the family member is seriously ill and the administrator's presence is required. Such ten (10) days shall not be deemed leave granted under the Family and Medical leave provisions as outlined in this Handbook.
- (7) An administrator may request additional sick leave from the Superintendent in unusual situations.
- (8) Any accumulated sick leave of a person separated from any other public service shall be transferable if the administrator returns to employment within one (1) year of separation.
- (9) If sick leave is taken and medical attention was required, the Board may request a signed statement to justify the use of sick leave.
- (10) The Superintendent may, in the exercise of his sole discretion, require any administrative employee applying to use sick leave for ten (10) or more consecutive days in any school year to be examined by a physician or physicians selected by the Superintendent for the purpose of confirming that the exempt employee is disabled and not able to work with or without restrictions/limitations and if the exempt employee is able to work with restrictions/limitations, to work out the reasonable accommodations necessary, if possible, to enable the exempt employee to do so.

In the event the administrative employee's physician and the physician selected by the Superintendent do not agree on any matter, they shall jointly refer the matter to a third physician mutually acceptable to such physicians who shall consider the reports of the two physicians, examine the exempt employee, if necessary, and determine the matter at issue.

The determination of this third physician shall be binding on all concerned and is not subject to further appeal.

The administrative employee is responsible for all expenses incurred from his/her physician.

The Board is responsible for all expenses incurred from the physician selected by the Superintendent and for the cost of the third physician.

(11) Falsification of sick leave statements shall be grounds for immediate termination.

(12) Return from sick leave in excess of ten (10) work days:

- (1) An administrator returning to work following a personal illness which required absence of ten (10) or more work days must furnish the Superintendent with a statement from his/her attending physician certifying the administrator's ability to return to active working status.

If the administrator's physician is unable to certify that the administrator is able to resume his/her full and normal job duties without limitations, the attending physician shall provide the full particulars on any limitations/restrictions in place and the likely duration of such.

In the event there are restrictions/limitations, a meeting will be held with the administrator before a determination is made on whether the administrator may/may not return to active working status.

If, as a result of this meeting, the Superintendent determines that the administrator can return to work with restrictions/limitations, the Superintendent and the administrator will then work out the reasonable accommodations necessary, if possible, to enable the administrator to do so.

- (2) The Superintendent may, in the exercise of his sole discretion, require any administrator desiring the return to active working status following such absence to be examined by a physician or physicians selected by the Superintendent for the purpose of confirming that the administrator is able to return to work with or without restrictions/limitations and if the administrator is able to return to work with restrictions/limitations, to work out the reasonable accommodations necessary, if possible, to enable the administrator to do so. In the event the administrator's

physician and the physician selected by the Superintendent do not agree on any matter, they shall jointly refer the matter to a third physician mutually acceptable to such physicians who shall consider the reports of the two physicians, examine the administrator, if necessary, and determine the matter at issue. The determination of this third physician shall be binding on all concerned and is not subject to further appeal.

The administrator is responsible for all expenses incurred from his/her physician.

The Board is responsible for all expenses incurred from the physician selected by the Superintendent and for the cost of the third physician.

Section 2 Exhaustion of Sick Leave

- (a) Administrators who exhausted all sick leave they have earned or have had credited to their account as an advance and are unable to report to work shall automatically, for up to thirty (30) days, be deemed on leave-without-pay status.
- (b) During this thirty (30) day period, the administrator must apply for appropriate leave to cover the absence from work. Failure to properly apply for appropriate leave during this 30-day period is grounds for termination of the administrator's contract for willful failure to return to work.

Section 3 Personal Business Days

- (a) All administrators who work at least 120 or more days a year will be allowed four (4) days personal business absence per year for business and personal reasons with the approval of the Superintendent or designee. Personal business days may be cumulative to five (5) days.
- (b) Except in the case of an emergency which precludes advance request, personal leave shall be requested at least two (2) calendar days before use on a form to be provided by the Board.
- (c) At the end of each school year (July 31), unused personal leave beyond one (1) day shall be transferred to the administrator's sick leave account up to the maximum accumulation allowed.

Section 4 Medical/Disability Leave

- (a) Upon application and formal Board approval, an administrator shall be granted an unpaid, medical or disability leave of absence. Said leave shall be for a period of time not to exceed one (1) year from the effective date of the leave but will be extended for additional period(s) to a maximum of two (2) total years of medical/disability leave upon submission of appropriate disability verification. The Board may consider a written request for up to a one-year extension of an approved medical leave of absence. All applications for unpaid leave shall include a termination date.

- (b) An administrator on a medical leave of absence shall verify in writing to the Superintendent his/her desire to return to work within thirty (30) calendar days of the end of the leave. These timelines may be waived by mutual consent of both parties.

- (c) An administrator returning to work following an approved medical/disability leave of absence must furnish the Superintendent with a statement from his/her attending physician certifying the administrator's ability to return to active working status.

In the event there are restrictions/limitations, a meeting will be held with the administrator before a determination is made on whether the administrator may/may not return to active working status. If, as a result of this meeting, the Superintendent determines that the administrator can return to work with restrictions/limitations, the Superintendent and the administrator will then work out the reasonable accommodations necessary, if possible, to enable the administrator to do so.

- (d) The Superintendent may, in the exercise of his sole discretion, require any administrator desiring to return to active working status to be examined by a physician or physicians selected by the Superintendent for the purpose of confirming that the administrator is able to return to work with or without restrictions/limitations and if the administrator is able to return to work with restrictions/limitations, to work out the reasonable accommodations necessary, if possible, to enable the administrator to do so.

In the event the administrator's physician and the physician selected by the

Superintendent do not agree on any matter, they shall jointly refer the matter to a third physician mutually acceptable to such physicians who shall consider the reports of the two physicians, examine the administrator, if necessary, and determine the matter at issue. The determination of this third physician shall be binding on all concerned and is not subject to further appeal.

The administrator is responsible for all expenses incurred from his/her physician.

The Board is responsible for all expenses incurred from the physician selected by the Superintendent and for the cost of the third physician.

Section 5 **Child Care Leave**

- (a) If an administrator desires to take child care leave, he/she shall notify the Superintendent not later than four (4) months from the date upon which he/she plans to start the leave and his/her anticipated date of return.
- (b) The total length of child care leave shall not exceed one (1) calendar year from the date he/she begins leave.
- (c) Leave granted under this section shall be deemed leave granted under the Family and Medical Leave provisions of this Handbook.

Section 6 **Adoption Leave**

- (a) Any administrator shall, upon request, receive an unpaid leave of absence for the adoption of a child. If the child's age is less than the amount required for enrollment in kindergarten, the leave shall be up to one (1) school year. Otherwise, the leave shall not exceed one (1) semester.
- (b) Leave granted under this section shall be deemed leave granted under the Family and Medical Leave provisions of this Handbook.

Section 7 **Professional Leave / Local Travel**

- (a) An administrator wishing to request professional leave shall do so by emailing the Superintendent or Assistant Superintendent at least ten (10) calendar days

in advance of the meeting or conference. Said request shall be approved or rejected by the Superintendent in advance of the meeting or conference.

- (b) The Board will reimburse an administrator for actual and necessary conference travel expenses, conference registration fees, and conference lodging and meals, as approved by the Superintendent and included in the Board approved appropriations for administrator travel and meeting expenses.
- (c) The Board will reimburse an administrator for actual and necessary local travel at the then current IRS-approved mileage rate for reimbursement, as approved by the Superintendent and included in the Board-approved appropriations for administrator travel.

Section 8 Other Leaves

(a) Jury Duty

Absence for jury duty is permissible for any administrator during the term of this Handbook. After absence for such duty, either reporting or service, the administrator shall return payment received for such services (less any parking expenses paid by the administrator) to the office of the Treasurer, and at the next regular pay period receive full payment of his/her regular salary from the Board for the day(s) of excused absence for this purpose.

(b) Military Duty

All administrators, who are members of the Ohio National Guard, the Ohio Defense Corps, the Ohio Naval Militia, or members of other reserve components of the armed forces of the United States, shall be granted leave of absence from their respective duties without loss of pay for such time as they are in the military service or field training or active duty for periods not to exceed thirty-one (31) days in any one (1) calendar year, provided that such compensation shall be the difference between such administrator's regular compensation and the compensation received by him/her for such military service.

(c) Court Leave

In cases where an administrator is subpoenaed or summoned to appear for grand

jury hearings or in any court in cases which are school related, except cases in which the administrator has the potential to directly receive a benefit or award from the action, s/he shall be paid the difference between the witness fee and the normal salary for the period of absence.

(d) Administrative Leave

The Superintendent may authorize paid or unpaid administrative leave for justifiable emergency and/or extraordinary situations, up to fifteen (15) days per school year per administrator. The administrator's reason for requesting such a leave shall be stated in writing.

Section 9 **Absence Not Covered by Leave**

- (a) Any absence not covered by approved leave shall be deducted from an administrator's salary.

Section 10 **Family and Medical Leave**

- (a) Administrators who: (1) have been continuously employed for at least one (1) year; and (2) have either: (a) worked for at least 1250 hours during the twelve (12) month period immediately preceding the date when the application to take this leave is filed, or (b) were employed under a "full time" contract during the twelve (12) month period immediately preceding the date when the application to take this leave is filed, shall be eligible for "Family and Medical Leave" in accordance with the family and Medical Leave Act, Public Law 103-3.
- (b) Family and Medical Leave may be taken by administrators who are temporarily unable to work due to:
- (1) birth of a child where the administrator is needed to care for such newborn [see Section 5];
 - (2) placement of a child with the administrator for adoption or foster care [see Section 6];

- (3) the need for the administrator to care for a spouse, daughter or parent with a serious health condition [family care leave];
 - (4) serious health conditions of the administrator, as defined by the U.S. Department of Labor Regulations, that make the administrator unable to perform essential functions of his/her job (with or without reasonable accommodations for the disability, if such is required) [employee disability leave].
- (c) Child Care Leave and Adoption Leave taken under this section as Family and Medical Leave may commence at any time during the one (1) year period following the date of birth or date of placement for adoption.
- (d) No more than twelve (12) weeks of Family and Medical Leave, as such, will be granted in any twelve (12) month period commencing with the first day of usage.
- (e) Where the necessity for this leave is foreseeable, the administrator must give notice by requesting this leave, in writing, at least thirty (30) days prior to the onset of the leave. Such written notice shall be filed with the Superintendent. In those situations where the administrator is unable to give this thirty (30) day notice, notice of the request for the leave must be given at the earliest time possible, considering all the circumstances present. When "family care leave" or "employee disability leave" is foreseeable, based on planned medical treatment, the administrator should try to schedule such planned medical treatment during non-assigned duty time.
- (f) Requests for "family care leave" must be supported by a health care provider certification verifying that a serious health condition exists and that the administrator is needed to care for the family member and the estimated time needed for such care.

Requests for "employee disability leave" must be supported by a health care provider certification verifying that a serious health condition exists and a statement that the administrator is unable to perform the essential functions of his/her position.

Requests for "intermittent or reduced schedule family care leave" or "reduced schedule employee disability leave" must be further supported by medical certification as to the necessity and expected duration of the leave; and, for planned medical treatments, the dates and duration of each treatment.

- (g) Administrators covered by the medical insurance program set forth in

INSURANCE, at the onset of a leave secured under this section may continue to participate in the program during the leave on the same terms and conditions that would have applied had no leave been taken. The premium portion payable by the administrator, if any, is due on the first day of the month.

- (h) Except as specifically required by other provisions of this Handbook with respect to any other type of leave taken concurrently with leave taken under this section, no other employment benefits accrue during a family and medical leave and no other paid leave benefits (e.g., holiday pay) will be paid if such occur during a family and medical leave. The length of service of an administrator on an approved family medical leave of absence shall not be broken, and the time spent on such leave shall be counted as continuous service.
- (i) Where there is medical necessity for "intermittent leave" or "reduced schedule leave" or "family care leave" or "employee disability leave", such are available, subject to agreement between the Board and administrator. However, the Board may require the administrator to transfer for the duration of the leave to an equivalent position that better accommodates the proposed intermittent or reduced leave schedule, if such a position exists. Administrators on intermittent or reduced leave schedule will have their salaries reduced to reflect the hours or days missed unless paid leave (e.g., sick pay) is otherwise payable for the time off work while on Family and Medical Leave pursuant to other provisions of this Handbook
- (j) Administrators with accrued but unused personal days or sick leave days must use such paid leave first as part of any "family care leave" and/or "employee disability leave" taken under this section.

A request to use Family and Medical Leave under this section shall also be deemed a request to take any paid leave (e.g., sick leave, personal days) the administrator is eligible to take. Approval to take Family and Medical Leave also constitutes approval to take such other leave.

- (k) Administrators who apply for and take a leave of absence under other sections (e.g., sick leave, medical/disability leave, child care leave or adoption leave), which leave is for a reason for which the administrator would also be eligible for Family and Medical Leave under this section and/or the Family and Medical Leave Act, shall also be deemed to be on Family and Medical Leave under this section and shall be so notified by the Treasurer's office.

- (l) When returning from a leave under this section, the administrator will be placed in the same position that s/he held before taking this leave. If the administrator was transferred to accommodate an intermittent leave or reduced hours leave, the administrator will be returned to the position s/he held before being transferred for accommodation of the intermittent leave or reduced hours leave. If family and medical leave is taken in conjunction with child care leave, adoption leave, or medical/disability leave as provided in the sections above, the provisions of those sections(s), whichever is applicable, shall govern the return to work conditions for the administrator.
- (m) The provisions of "Sick Leave" and "Medical/Disability Leave" shall also be applicable to the return of an administrator from "Employee Disability Leave" granted under this section.
- (n) In the event the Family and Medical Leave Act is repealed, this section shall be null and void and of no further force and effect.

CHAPTER VI

WORKING CONDITIONS

Section 1 Work Rules

- (a) Administrators shall be subject to the rules and extent practicable, all rules and policies established by the Board and/or the Superintendent shall be in writing and communicated to the administrators.

Section 2 Accessibility

- (a) Administrators shall report to and be responsible to the Superintendent or designee and shall be expected to be in regular attendance at work and accessible to the Superintendent at all reasonable times during normal work hours. While it is acknowledged and agreed that the Administrator is entitled to their personal, non-work time, the scope and nature of a school administrator's job responsibilities sometimes fall outside of work hours/ school year calendar. The Administrator is responsible to be accessible by phone or email communication in the event of an extenuating circumstance(s) that falls outside of their normal work day/calendar.
- (b) Administrators shall be expected to be in regular attendance at meetings and activities outside of normal work hours where attendance of the administrator is appropriate or required, including, but not limited to, Board meetings, meetings of ad hoc committees or other committees appointed by the Superintendent or Board; student activities, PTO meetings, booster club meetings, athletic events, or other similar functions.

Section 3 Hours of Work / Work Year/ Holidays

The education of students is our primary responsibility and being present during student days is a priority.

- (a) The minimum administrator work day shall be eight (8) hours as assigned by the Superintendent. Additional time may be necessary as noted in sections 2(a) and 2(b) above.
- (b) Administrators assigned to work less than two-hundred and thirty (230) days shall work on all days school is in session and days teachers are assigned to the buildings. Changes to these assigned days shall be approved by the superintendent or

superintendent designee. Additional required days will be assigned annually by the Superintendent. In the event that additional workdays are needed above the 230 days to fulfill administrative duties, up to ten (10) additional days will be recommended by the Superintendent and approved by the Board of Education, on a yearly basis. All other days shall be considered non-work days.

- (c) The contract year for all district Administrators shall be August 1 through July 31. Individual work calendars will be distributed to each Administrator. The Administrator must submit, to Human Resources, a yearly work calendar with work days clearly marked. **When marking work days - student days should be a priority.**

An Administrator with a 230 day or 225 day contract will receive the following paid holidays: Labor Day, Thanksgiving Day, December 24th, Christmas Day, December 31st, New Years Day, President's Day, Martin Luther King Day, Memorial Day, Juneteenth and Independence Day and must mark 219 work days on their calendar.

An Administrator with a 220 day contract will receive the following paid holidays: Labor Day, Thanksgiving Day, December 24th, Christmas Day, December 31st, New Years Day, President's Day, Martin Luther King Day, and Memorial Day and must mark 211 work days on their calendar.

An Administrator with a 200 day contract will receive the following paid holidays: Thanksgiving, Christmas Day, New Years Day, President's Day, and Martin Luther King Day and must mark 195 work days on their calendar.

All Administrators **must maintain a daily Google calendar with off calendar and appointments clearly defined to Superintendent and Deputy Superintendent. All changes must be approved by the Superintendent or Deputy Superintendent based on change form (pg. 46) and adjustment meeting.**

There are no carry over days into the next school year unless approved by the Board of Education.

Section 4 Break Time

- (a) Administrators shall be entitled to a paid lunch period of at least one-half (1/2) hour to be taken within their regular eight (8) hour work day at a time convenient to them and consistent with the effective management of their building/department.

Section 5 Calamity Days And Pay

- (a) All administrators who work at least 120 or more days a year shall be paid for all

time lost when all schools of the district are closed owing to an epidemic or other public calamity. The maximum number of days payable for not working during any school year shall be five (5) days. In the event schools are closed for more than five (5) days, pay for such days off work will be advanced against earnings to be earned when the days are made up.

- (b) Administrators may be required to report for work on a calamity day at the direction of the Superintendent.
- (c) An administrator who has been granted sick leave, personal leave or vacation on a day which is declared a calamity day shall not be charged with such leave on such calamity day unless the administrator on such leave is required to work on such calamity day.

Section 6 **Accident Reports**

- (a) Administrators shall be required to report any accidents causing personal injury on written forms supplied by the Board.

Section 7 **Physical Examination**

- (a) Upon the request of the Superintendent, administrators will submit, during the term of their contract, to a comprehensive medical examination. A statement certifying the mental and physical competency or incompetency of the administrator shall be filed with the Superintendent and treated as confidential information. The cost of said examination shall be borne by the Board.

Section 8 **Indemnification**

- (a) In accordance with and as limited by applicable state law, the Board will defend, hold harmless, and indemnify the administrator from any and all demands, claims, suits, actions, and legal proceedings brought against the administrator, provided the incident giving rise to such demand, claim, suit, action, or other legal proceedings arose while the administrator was actually within the scope of his/her employment (including criminal litigation). In no case does this indemnification clause obligate any individual Board member to be considered personally liable for indemnifying the administrator against such demands, claims, suits, actions, and legal proceedings.

Section 9 **Drug/Alcohol Free Schools**

(a) Purpose

The Board believes that quality work performance is not possible in an environment affected by illegal drug use and/or abuse of alcoholic beverages. To that end, the Board seeks to establish and maintain a drug/alcohol-free work setting in full compliance with federal, state, and local laws, including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

(b) Drug Testing

Nothing in this section shall be interpreted as requiring an administrator to submit to urinalysis tests for controlled substances; however, it is understood that the Board may require such tests to the extent testing is required by federal or state law. The administrator will be paid for all the time spent having a test. The Board will pay the cost of any test which the administrator passes. The administrator will be responsible for paying for any test which the s/he fails to pass.

(c) Confidentiality

Information provided to the Superintendent concerning medical problems related to substance abuse or chemical dependency of an administrator shall be considered part of the administrator's medical record and shall be treated as confidential. However, performance problems, attendance or rules violations will be documented, reported or otherwise treated as ordinary personnel information even if related to substance abuse or chemical dependency.

(d) Notification

At the beginning of each school year, all administrators will receive a copy of the Drug/Alcohol Policy which includes the disciplinary sanctions and a description of the Employee Assistance Program. The annual review of this section of Board Policy will emphasize that compliance is mandatory.

(e) Board Policies

The Board may adopt policies, rules and procedures to implement the terms of this work hoursection.

(f) Prohibited Conduct

The unlawful manufacture, distribution, dispensation, possession, use, or being under the influence of alcoholic beverages and/or controlled substances (illegal drugs) by any administrator, during working hours, on Board premises, or at any activity or function sponsored by or related to employment with the Board, is prohibited.

"Premises" includes vehicles owned by, or being driven on behalf of the Springboro Community City School District, as well as parking lots, playgrounds, and other property owned by Springboro Community City Schools.

"Controlled substance" refers to drugs subject to federal or state regulation, making their manufacture, dispensation, distribution, possession or use a crime, this includes but is not limited to Cannabis, Cocaine, Amphetamines, Barbiturates, and Heroine. Medications used as prescribed by a treating physician or dentist are excluded.

(g) Drug-Related Criminal Conviction

Administrators convicted (including a guilty or no contest plea) of violating any federal, state or local criminal drug law, where the violation occurred during work hours, or on Board premises, must report the conviction to the Superintendent within five (5) business days of a conviction. Where said criminal offense is a minor misdemeanor, the administrator shall be referred for involuntary rehabilitation in lieu of a 5-day suspension without pay. Failure to participate in rehabilitation or a subsequent conviction for minor misdemeanor drug-related offenses will result in a 5-day suspension without pay. Convictions for offenses other than minor misdemeanors will result in discipline, up to and including termination, in accordance with contractual and statutory provisions. Failure to report the conviction(s) will result in termination.

(h) Penalties

Violations of the Board's Drug/Alcohol-Free Schools Policy will result in

discipline up to and including termination, which action will be taken in accordance with contractual and/or statutory provisions.

Section 10 Smoke Free Environment

- (a) No smoking will be permitted in the central administrative offices or on grounds outside the offices, in any school building, on any school grounds, or in any school vehicle.
- (b) Violation of this prohibition will result in discipline in accordance with Section V of this Handbook.

CHAPTER VII

SALARY SCHEDULE PROVISIONS

Section 1 **Salary Schedule**

- (a) Salary increases will be effective August 1 through July 31 for all District Administrators.

- (b) See attached Administrative Salary Schedule and Responsibility Factor determination pages

Section 2 **Payroll Deductions**

- (a) The Board shall provide, through its Treasurer, payroll deductions for the purposes outlined below as a service to District administrators. The Board shall not assume any obligation, financial or otherwise, arising out of the provisions of this section. The individual administrator shall indemnify and hold the Board and its Treasurer harmless for any and all claims, grievances, arbitrations, awards, suits, attachments or other proceedings arising out of or by reason of any action with respect to any payroll deduction of funds.
 - (1) Retirement
 - (2) Withholding tax for National, State, Local Governmental units, as required by law.
 - (3) Health Care Insurance
 - (4) Personal Insurance (i.e., Group Life or Other Health Insurance)
 - (5) Tax Sheltered Annuities
 - (6) U.S. Government Savings Bonds
 - (7) United Way
 - (8) Credit Union
 - (9) Any Court-ordered Deduction
 - (10) Voluntary Political Contributions

CHAPTER VIII

FRINGE BENEFIT PROVISIONS

Section 1 Severance Pay

- (a) Severance pay shall be granted to administrators upon retirement. The amount of payment is to be determined as follows:
 - (1) For those administrators hired prior to August 1, 2000, with ten (10) or more years of service in the district retiring through STRS/SERS, the administrator's number of unused sick days shall be multiplied by twenty-five percent (25%) of the administrator's accumulated but unused sick leave, including personal days converted to sick leave.
 - (2) For those administrators hired between August 1, 2000 and December 21, 2003, who have at least three (3) years of service with the district and retiring through STRS/SERS, the administrator's number of unused sick days shall be multiplied by twenty-five percent (25%) of the administrator's accumulated but unused sick leave, including personal days converted to sick leave.
 - (3) For those administrators hired after January 1, 2004, who have at least three (3) years of service with the district and retiring through STRS/SERS, the administrator's number of unused sick days, including personal days converted to sick leave shall be multiplied by 2.5% for each year of service up to a maximum of twenty-five (25%) percent of the unused sick leave.
 - (4) Solely for the purposes of this section, an administrator with three (3) or more years of service who dies while in active service of the Springboro Community City School District is deemed to have retired the day prior to his/her death.
 - (5) Severance payment shall be made only after the retirement has been accepted by the Board and after the administrator has presented notification to the Board from the STRS/SERS that they are officially accepted for retirement.

Section 2 Holidays

Paid holidays per Chapter VI, Section 3, (c).

Section 3 **Workers' Compensation**

- (a) An administrator who is injured at work duty shall be eligible to receive such compensation and expenses as prescribed by the Workers' Compensation Laws of the State of Ohio.

Section 4 **STRS/SERS Pick-Up**

- (a) The Board will provide full pick up (assume and pay) 14% STRS / 10% SERS of the contributions to the STRS/SERS upon behalf of the Assistant Superintendent of Instruction, Assistant Superintendent of Human Resources, Executive Director of Operations/Business Manager, Director of Special Education and Deputy Superintendent on the following terms and conditions:

- (b) The Board will pick up (assume and pay) 5% of the contributions to the STRS/SERS upon behalf of the administrators on the following terms and conditions:
 - (1) An amount equal to 5% of the administrator's total contribution will be picked up and paid on behalf of each administrator, including contributions on supplemental earnings.
 - (2) The Board shall compute and remit all applicable contributions to STRS/SERS based upon annual salaries and any other earned compensation(s)*.
 - (3) The pick-up percentage shall apply uniformly to all administrators and no administrators covered by this provision shall have the option to elect a wage increase or other benefit in lieu of the Board pick-up.
 - (4) Definitions
 - *Annual Salary - the adjusted salary plus the Board pick-up of the administrator's contribution to STRS/SERS.
 - *Adjusted Salary - the annual salary minus the Board pick-up (salary which appears on the administrator's W-2 form).
 - (5) It is understood by the parties that computation of all supplemental salaries, extended time salaries, etc., will be computed upon the annual salary in effect at the time of computation.

Section 5 Insurance Program

- (a) Effective during the period of this Handbook, the following insurance program shall be available for all eligible administrators who complete the required applications for such insurance and transmit such applications to the Treasurer of the Board. Appropriate information and application forms will be provided to all new administrators by the Board at the time of pre-employment processing, and it is desirable that such applications be completed and filed at that time if the administrator desires insurance coverage.
- (1) Physician, Surgical, Major Medical, Vision Care, Prescription Drug, and Dental expense benefits for administrators and dependents of administrators providing the benefits which are as more fully described in the “Master Plan Document” dated March 1, 2001 or its equivalent secured from another source, or self-insured in whole or in part by the BOARD.
- (2) Effective March 1, 2000, the foregoing Physician, Surgical, Major Medical, and Prescription Drug benefits will be provided through a fully insured program. The particulars of this insurance program shall be in accordance with the agreed upon insurance certificate as it exists on the effective date of the new insurance program.
- (a) The foregoing Physician, Surgical, Major Medical, Dental Vision Care, and Prescription Drug Benefits Programs shall be available for all administrators on the active working payroll who have made application for such insurance on or before the effective date of this Handbook, who are regular administrators employed by the Board, who work at least fifteen (15) hours per week, and for whom such coverage is in effect prior to the effective date of this Handbook.
- (b) The foregoing Physician, Surgical, Major Medical, Dental, Vision Care, and Prescription Drug Benefits Programs shall be available for all administrators who make application for such insurance and/or such Administrators who are hired after the effective date of this Handbook, for all such administrators who are regular administrators of the Board, who work at least fifteen (15) hours per week, and who complete the required insurance forms and have the same filed with

the office of the Treasurer of the Board. Upon completion and filing of the required insurance forms, on or prior to the thirtieth (30th) day of employment on the active working payroll, coverage becomes effective on the first day of the month following the month when first on active working payroll.

- (c) The foregoing Physician, Surgical, Major Medical, Dental, Vision Care, and Prescription Drug Benefits Programs shall be provided to administrators employed twenty-five (25) or more hours per week, with such administrators covered by such benefits contributing toward the cost of such benefits based on the following schedule:

BOARD PORTION - 80% of the cost of each such benefit, as determined at least annually by the Insurance Administrator or the insurance provider. The Board shall be responsible for any run off costs associated with the change from a self-insured program to an insured program.

EMPLOYEE PORTION - 20% of the cost of each such benefit, as determined at least annually by the Insurance Administrator based on claims experience (single contract or family contract) or the insurance provider.

The foregoing Physician, Surgical, Major Medical, Dental, Vision Care, and Prescription Drug Benefit Programs only shall be provided to administrators employed at least twenty (20) hours per week but who work less than twenty-five (25) hours per week, with such administrators covered by such benefits contributing toward the cost of such benefits based on the following schedule:

BOARD PORTION - 55% of the cost of each such benefit, as determined at least annually by the Insurance Administrator based on claims experience (single contract or family contract). The Board shall be responsible for any run off cost associated with the change from a self-insured program to an insured program.

EMPLOYEE PORTION - 45% of the cost of each such benefit, as determined at least annually by the Insurance Administrator based on claims experience (single contract or family contract) or the insurance provider.

The foregoing Physician, Surgical, Major Medical, Dental, Vision Care and

Prescription Drug Benefit Programs only shall be provided to administrators employed at least fifteen (15) hours per week but who work less than twenty (20) hours per week. The administrator electing such coverage shall be responsible for the payment of all premium cost for such insurance as set by the Insurance Administrator.

Health Insurance Coverage

- A. Effective January 1, 2016, the health insurance plan will be administered as a high deductible health plan with a health savings account (HSA) for all eligible employees who qualify under IRS rules. The plan year shall run January 1st through December 31st.
- B. Deductible
 - 1. The deductible for a single plan shall be \$2,000 per plan year.
 - 2. The deductible for an employee plus kids plan shall be \$4,000 per plan Year.
 - 3. The deductible for a family plan shall be \$4,000 per plan year.
- C. In-network Preventive services as reasonably identified by the member's service provider shall be covered at one hundred percent (100%) and not subject to the deductible stated above.
- D. Once the deductible in section 2 above is reached, the member shall be responsible for a co-payment of ten percent (10%) for all in-network insurance claims, and a co-payment of \$10 for Tier 1 prescriptions, \$40 for Tier 2 prescriptions, and \$60 for Tier 3 prescriptions for the duration of the plan year subject to the out of pocket maximum as outlined.
- E. The maximum out-of-pocket expense for in-network eligible covered medical cost in a given plan year shall be \$4,000 for a single plan and \$8,000 for an employee plus kids' plan and family plan subject to the lifetime maximum. Once the out of pocket maximum is reached insurance claims, including prescriptions, shall be paid at one hundred percent (100%).
- F. Contribution to Deductible
 - 1. The Board's contribution to an administrator's health saving account is as follows :
 - a.) 50% for plan year January 1, 2019 through December 31, 2019
 - A. Single \$1,000
 - B. Employee + kids \$2,000
 - C. Family \$2,000
 - b.) 50% for plan year January 1, 2020 through December 31, 2020

| | |
|--------------------|---------|
| A. Single | \$1,000 |
| B. Employee + kids | \$2,000 |
| C. Family | \$2,000 |

2. The Board's contribution shall be made in two payments. The first payment contribution shall be by the first payroll in January. The second payment contribution shall be by the first payroll in July.
3. The Board will contract with Wright Patt Credit Union for the HSA account which will include a debit card with no fees to employees.
4. Employees may elect to contribute to their deductible through payroll deduction or lump sum as designated by the employee.
5. Pro-rata Contribution and reimbursement:
If an employee leaves the employment with the Board prior to the end of any calendar year (December 31), he/she will be required to reimburse the Board a pro-rata share of the Board's contribution towards his/her deductible health savings account. If an employee is aware that he/she may be leaving prior to December 31 of any year, he/she can make arrangements with the Treasurer's office to provide a pro-rata contribution towards his/her deductible.

Additional pro-rata reimbursement to the Board may be necessary if an employee alters his/her plan during the calendar year, such as changing from a family plan to single coverage, altering working hours to less than full time or increasing working hours.

The Board's contribution will be adjusted, on a pro-rata basis, should an employee alter his/her plan during the calendar year, such as changing from single to family coverage or increasing working hours to full time.

6. Hardship Advancement
 - A. The Board agrees to advance up to the full amount of the employee's deductible as a loan to the employee if the administrator can demonstrate through documentation of extreme hardship or exigent circumstances. An employee shall be required to provide a written request for a hardship application/advancement to the Superintendent and the Treasurer. An employee shall be required to reimburse the Board the amount of advancement that was the employee's share of the deductible through payroll deduction or alternative means within twelve (12) months of receipt by the administrator of

the advanced funds. A decision by the Superintendent/Treasurer to deny a request for advancement shall be final and shall not be subject to challenge.

- B. An administrator may also notify the Superintendent and Treasurer of the need to advance the second Board contribution payment prior to the July date if he/she has exhausted the amount of the first contribution payment (\$1,000 for family and employee plus kids, \$500 for single.)

G. Premiums

- A. The sharing of premiums shall continue as 80% Board and 20% employee.
- B. Employees enrolled in Medicare and in certain other instances may not be eligible for a health savings account according to IRS rules. In such cases, the Board will make available to said employee the high deductible health plan (HDHP). The plan will pay for eligible claims up to the amount of the Board's normal contribution, the employee will then pay the eligible claims to reach the full deductible amount. Eligible claims over the deductible will then be paid at one hundred percent (100%) by the plan for the balance of the plan year subject to the lifetime maximum.

H. Waiver Incentive

An Employee who is enrolled in the BOARD health insurance plan on May 1, 2018 is eligible for the following stipends for each year he/she chooses to discontinue participation in the health care plan:

- (a) \$5,000 to an Employee enrolled in a family plan who discontinues with any type of health insurance coverage;
- (b) \$2,500 to an Employee enrolled in an employee + kids plan who discontinues with any type of health insurance coverage;
- (c) \$2,000 to an Employee enrolled in a single plan who discontinues with any type of health insurance coverage;
- (d) \$2,000 to an Employee enrolled in a family plan who elects an employee + kids plan instead;
- (e) \$3,500 to an Employee enrolled in a family plan who elects a single plan instead;

(f) \$2,500 to an Employee enrolled in an employee + kids plan who elects a single plan instead

To be eligible for the stipend, an Employee must elect one of the options in (a) through (f) above during the open enrollment period of each year and must continue with the elected option for the full duration of the year (January 1 through December 31).

The stipend will be issued in January of each year, after completing the full year.

Should an Employee who has elected an option above resign during said year, he/she will receive a pro-rated amount of the stipend.

Married spouses where both partners are EMPLOYEES of the DISTRICT or if an EMPLOYEE makes a change to their insurance coverage due to an adult child no longer qualifying for dependent care pursuant to the Affordable Care Act shall not qualify for the incentives outlined in this Section.

The stipends stipulated in (a), (b), and (c) above shall be available to any Employee initially hired before May 1, 2018. However, stipends will not be available to any Employee employed prior to May 1, 2018 who was not utilizing the BOARD health insurance plan on said date.

Life Insurance Program

The following Life Insurance Program shall be provided without cost to the full-time administrators covered by this Handbook.

- (1) Life Insurance in the amount of \$50,000 for all regular full-time administrators who have an annual contract with the BOARD. Life Insurance in the amount of \$40,000.00 for all regular part-time administrators who have an annual contract with the BOARD.
- (2) Accidental Death and Dismemberment Insurance in the amount of \$50,000 for all regular full-time administrators who have an annual contract with the BOARD. Accidental Death and Dismemberment Insurance in the amount of \$40,000 for all regular part-time administrators who have an annual contract with the BOARD.
- (3) The Life Insurance specified above shall be provided without cost to all

administrators who are on the active working payroll on the effective date of this Handbook, and who are regular administrators of the Board, and for whom coverage is in effect immediately prior to the effective date of this Handbook. The Life Insurance specified above shall also be provided without cost to all regular administrators and/or new administrators who are hired after the effective date of this Handbook, effective on the first (1st) day of the month following the date of this Handbook or the date they commence actual employment with the Board, whichever is the later date.

General Insurance Provisions

- (1) The foregoing benefits described in the above sections shall be continued for any eligible administrator who pays the employee's portion as set forth during any period when such administrator is on the active working payroll, compensated sick leave, compensated leave of absence granted pursuant to the provisions of the Handbook, non-compensated approved leave of absence of less than thirty (30) days, or for administrators working only during the regular School year and not working during the Summer break period, until any such administrator either resigns his/her employment status or fails to return to active working status at the commencement of the next school year.

Administrators on a non-compensated approved leave of absence of over thirty (30) days duration, and/or administrators (or dependents of administrators) eligible for COBRA Benefit Continuation Rights who desire to continue benefit coverage described above past the period for which the Board has agreed to continue benefit coverage for the administrator may do so by paying one hundred and two percent (102%) of the full group premium for such insurance, as set by the Board's Insurance Administrator, the insurance provider, and/or insurance carrier, to the Administrator of the insurance program, insurance provider, and/or the carrier designated by the Board and set forth in COBRA regulations. In the event coverage is discontinued for any period, coverage cannot be re-acquired through the Board until the administrator returns to active working status.

- (2) Unless a properly completed application form for any of the insurance benefits described above is filed with the Treasurer of the Board within thirty (30) calendar days of the date the administrator commences active working status, or returns to active working status from leave, whichever is applicable, or unless timely application is made for COBRA benefit rights, coverage will not be available until the next enrollment period and then in accordance with the limitations contained in the Plan.

- (3) In the event an administrator desires to change from one type of coverage to a different type of coverage (e.g., single to dependent), the administrator must follow the procedures specified in the "Master Plan Document". Any change in coverage shall be governed by the provisions in the "Master Plan Document".
- (4) All benefits provided pursuant to this Benefit Program shall be subject to the conditions set forth in any contract secured by the Board or the conditions set forth in the "Master Plan Document".

For purposes of this section, the effective date of resignation of any administrator shall be the effective date of resignation as submitted on the administrator's resignation notification.

Section 6 IRC Section 125 Plan

- (a) The BOARD has in place a Section 125 Plan pursuant to which the employee portion of any insurance benefits and employee-paid medical expenses and employee-paid dependent care expenses may be paid with "before tax" dollars. The maximum amount which may be placed in this account for medical expenses during any calendar year shall be Two Thousand Dollars (\$2,000.00). The maximum amount which may be placed in this account during any calendar year for dependent care expenses is Five Thousand Dollars (\$5,000.00).
- (b) The administrative cost of the Section 125 Plan shall be paid by the Board.

Section 8 Fingerprinting

The Board shall pay fees for all required fingerprinting and/or background checks as required by ORC.

Springboro Community City Schools Admin Salary Schedule

| | | | Asst. Ad | Asst. Principal K-6 | Coordinators Supervisors Managers | Asst. Principal k-6 | Asst. Principal 7-12 | Principal K-6 (9) | Principal 7-8 | Director: HS Principal Business Manager | Asst. Superintendent |
|--------|------|--------|----------|---------------------|---|---------------------|----------------------|-------------------|---------------|---|----------------------|
| | | | | | Classified Coord | | Certified Coord | | | AD | |
| FY22 | | | | | | | | | | | |
| BASE | STEP | | CLASS II | CLASS III | CLASS IV | CLASS V | CLASS VI | CLASS VII | CLASS VIII | CLASS IX | CLASS X |
| 71,617 | | | | 185 DAYS | | 220 DAYS | | | | | |
| 2.75% | 1 | INDEX | 0.75 | 1 | 1.05 | 1.1 | 1.15 | 1.2 | 1.25 | 1.35 | 1.4 |
| | | SALARY | \$53,713 | \$71,617 | \$75,198 | \$78,779 | \$82,360 | \$85,940 | \$89,521 | \$96,683 | \$100,264 |
| | 2 | INDEX | 0.78 | 1.03 | 1.08 | 1.13 | 1.18 | 1.23 | 1.28 | 1.38 | 1.43 |
| | | SALARY | \$55,861 | \$73,766 | \$77,346 | \$80,927 | \$84,508 | \$88,089 | \$91,670 | \$98,831 | \$102,412 |
| | 3 | INDEX | 0.81 | 1.06 | 1.11 | 1.16 | 1.21 | 1.26 | 1.31 | 1.41 | 1.46 |
| | | SALARY | \$58,010 | \$75,914 | \$79,495 | \$83,076 | \$86,657 | \$90,237 | \$93,818 | \$100,980 | \$104,561 |
| | 4 | INDEX | 0.84 | 1.09 | 1.14 | 1.19 | 1.24 | 1.29 | 1.34 | 1.44 | 1.49 |
| | | SALARY | \$60,158 | \$78,063 | \$81,643 | \$85,224 | \$88,805 | \$92,386 | \$95,967 | \$103,128 | \$106,709 |
| | 5 | INDEX | 0.87 | 1.12 | 1.17 | 1.22 | 1.27 | 1.32 | 1.37 | 1.47 | 1.52 |
| | | SALARY | \$62,307 | \$80,211 | \$83,792 | \$87,373 | \$90,954 | \$94,534 | \$98,115 | \$105,277 | \$108,858 |
| | 6 | INDEX | 0.9 | 1.15 | 1.2 | 1.25 | 1.3 | 1.35 | 1.4 | 1.5 | 1.55 |
| | | SALARY | \$64,455 | \$82,360 | \$85,940 | \$89,521 | \$93,102 | \$96,683 | \$100,264 | \$107,426 | \$111,006 |
| | 7 | INDEX | 0.93 | 1.18 | 1.23 | 1.28 | 1.33 | 1.38 | 1.43 | 1.53 | 1.58 |
| | | SALARY | \$66,604 | \$84,508 | \$88,089 | \$91,670 | \$95,251 | \$98,831 | \$102,412 | \$109,574 | \$113,155 |
| | 8 | INDEX | 0.96 | 1.21 | 1.26 | 1.31 | 1.36 | 1.41 | 1.46 | 1.56 | 1.61 |
| | | SALARY | \$68,752 | \$86,657 | \$90,237 | \$93,818 | \$97,399 | \$100,980 | \$104,561 | \$111,723 | \$115,303 |
| | 9 | INDEX | 0.99 | 1.24 | 1.29 | 1.34 | 1.39 | 1.44 | 1.49 | 1.59 | 1.64 |
| | | SALARY | \$70,901 | \$88,805 | \$92,386 | \$95,967 | \$99,548 | \$103,128 | \$106,709 | \$113,871 | \$117,452 |
| | 10 | INDEX | 1.02 | 1.27 | 1.32 | 1.37 | 1.42 | 1.47 | 1.52 | 1.62 | 1.67 |
| | | SALARY | \$73,049 | \$90,954 | \$94,534 | \$98,115 | \$101,696 | \$105,277 | \$108,858 | \$116,020 | \$119,600 |
| | 11 | INDEX | 1.05 | 1.3 | 1.35 | 1.4 | 1.45 | 1.5 | 1.55 | 1.65 | 1.7 |
| | | SALARY | \$75,198 | \$93,102 | \$96,683 | \$100,264 | \$103,845 | \$107,426 | \$111,006 | \$118,168 | \$121,749 |
| | 12 | INDEX | 1.08 | 1.33 | 1.38 | 1.43 | 1.48 | 1.53 | 1.58 | 1.68 | 1.73 |
| | | SALARY | \$77,346 | \$95,251 | \$98,831 | \$102,412 | \$105,993 | \$109,574 | \$113,155 | \$120,317 | \$123,897 |
| | 13 | INDEX | 1.11 | 1.36 | 1.41 | 1.46 | 1.51 | 1.56 | 1.61 | 1.71 | 1.76 |
| | | SALARY | \$79,495 | \$97,399 | \$100,980 | \$104,561 | \$108,142 | \$111,723 | \$115,303 | \$122,465 | \$126,046 |
| | 14 | INDEX | 1.14 | 1.39 | 1.44 | 1.49 | 1.54 | 1.59 | 1.64 | 1.74 | 1.79 |
| | | SALARY | \$81,643 | \$99,548 | \$103,128 | \$106,709 | \$110,290 | \$113,871 | \$117,452 | \$124,614 | \$128,194 |
| | 15 | INDEX | 1.17 | 1.42 | 1.47 | 1.52 | 1.57 | 1.62 | 1.67 | 1.77 | 1.82 |
| | | SALARY | \$83,792 | \$101,696 | \$105,277 | \$108,858 | \$112,439 | \$116,020 | \$119,600 | \$126,762 | \$130,343 |

Springboro Community City Schools Admin Salary Schedule

| | | | Asst. Ad | | Coordinators Supervisors Managers | Asst. Principal K-6 | Asst. Principal 7-12 | Principal K-6 (9) | Principal 7-8 | Directors HS Principal Business Manager | Asst. Superintendent | Deputy Superintendent |
|-------------|-------------|--------|-----------------|------------------|---|---------------------|----------------------|-------------------|-------------------|---|-------------------------|--------------------------|
| | | | | NO ONE ON | Classified Coord | | Certified Coord | | | AD | | |
| FY23 | | | | | | | | | | | | |
| BASE | STEP | | CLASS II | CLASS III | CLASS IV | CLASS V | CLASS VI | CLASS VII | CLASS VIII | CLASS IX | CLASS X | CLASS XI |
| 73,407 | | | | 185 DAYS | | 200 DAYS | | | | | | |
| 2.50% | 1 | INDEX | 0.75 | 1 | 1.05 | 1.1 | 1.15 | 1.2 | 1.25 | 1.35 | 1.4 | 1.59 |
| | | SALARY | \$55,055 | \$73,407 | \$77,077 | \$80,748 | \$84,418 | \$88,088 | \$91,759 | \$99,099 | \$102,770 | \$116,717 |
| | 2 | INDEX | 0.78 | 1.03 | 1.08 | 1.13 | 1.18 | 1.23 | 1.28 | 1.38 | 1.43 | 1.62 |
| | | SALARY | \$57,257 | \$75,609 | \$79,280 | \$82,950 | \$86,620 | \$90,291 | \$93,961 | \$101,302 | \$104,972 | \$118,919 |
| | 3 | INDEX | 0.81 | 1.06 | 1.11 | 1.16 | 1.21 | 1.26 | 1.31 | 1.41 | 1.46 | 1.65 |
| | | SALARY | \$59,460 | \$77,811 | \$81,482 | \$85,152 | \$88,822 | \$92,493 | \$96,163 | \$103,504 | \$107,174 | \$121,122 |
| | 4 | INDEX | 0.84 | 1.09 | 1.14 | 1.19 | 1.24 | 1.29 | 1.34 | 1.44 | 1.49 | 1.68 |
| | | SALARY | \$61,662 | \$80,014 | \$83,684 | \$87,354 | \$91,025 | \$94,695 | \$98,365 | \$105,706 | \$109,376 | \$123,324 |
| | 5 | INDEX | 0.87 | 1.12 | 1.17 | 1.22 | 1.27 | 1.32 | 1.37 | 1.47 | 1.52 | 1.71 |
| | | SALARY | \$63,864 | \$82,216 | \$85,886 | \$89,557 | \$93,227 | \$96,897 | \$100,568 | \$107,908 | \$111,579 | \$125,526 |
| | 6 | INDEX | 0.9 | 1.15 | 1.2 | 1.25 | 1.3 | 1.35 | 1.4 | 1.5 | 1.55 | 1.74 |
| | | SALARY | \$66,066 | \$84,418 | \$88,088 | \$91,759 | \$95,429 | \$99,099 | \$102,770 | \$110,111 | \$113,781 | \$127,728 |
| | 7 | INDEX | 0.93 | 1.18 | 1.23 | 1.28 | 1.33 | 1.38 | 1.43 | 1.53 | 1.58 | 1.77 |
| | | SALARY | \$68,269 | \$86,620 | \$90,291 | \$93,961 | \$97,631 | \$101,302 | \$104,972 | \$112,313 | \$115,983 | \$129,930 |
| | 8 | INDEX | 0.96 | 1.21 | 1.26 | 1.31 | 1.36 | 1.41 | 1.46 | 1.56 | 1.61 | 1.8 |
| | | SALARY | \$70,471 | \$88,822 | \$92,493 | \$96,163 | \$99,834 | \$103,504 | \$107,174 | \$114,515 | \$118,185 | \$132,133 |
| | 9 | INDEX | 0.99 | 1.24 | 1.29 | 1.34 | 1.39 | 1.44 | 1.49 | 1.59 | 1.64 | 1.83 |
| | | SALARY | \$72,673 | \$91,025 | \$94,695 | \$98,365 | \$102,036 | \$105,706 | \$109,376 | \$116,717 | \$120,387 | \$134,335 |
| | 10 | INDEX | 1.02 | 1.27 | 1.32 | 1.37 | 1.42 | 1.47 | 1.52 | 1.62 | 1.67 | 1.86 |
| | | SALARY | \$74,875 | \$93,227 | \$96,897 | \$100,568 | \$104,238 | \$107,908 | \$111,579 | \$118,919 | \$122,590 | \$136,537 |
| | 11 | INDEX | 1.05 | 1.3 | 1.35 | 1.4 | 1.45 | 1.5 | 1.55 | 1.65 | 1.7 | 1.89 |
| | | SALARY | \$77,077 | \$95,429 | \$99,099 | \$102,770 | \$106,440 | \$110,111 | \$113,781 | \$121,122 | \$124,792 | \$138,739 |
| | 12 | INDEX | 1.08 | 1.33 | 1.38 | 1.43 | 1.48 | 1.53 | 1.58 | 1.68 | 1.73 | 1.92 |
| | | SALARY | \$79,280 | \$97,631 | \$101,302 | \$104,972 | \$108,642 | \$112,313 | \$115,983 | \$123,324 | \$126,994 | \$140,941 |
| | 13 | INDEX | 1.11 | 1.36 | 1.41 | 1.46 | 1.51 | 1.56 | 1.61 | 1.71 | 1.76 | 1.95 |
| | | SALARY | \$81,482 | \$99,834 | \$103,504 | \$107,174 | \$110,845 | \$114,515 | \$118,185 | \$125,526 | \$129,196 | \$143,144 |
| | 14 | INDEX | 1.14 | 1.39 | 1.44 | 1.49 | 1.54 | 1.59 | 1.64 | 1.74 | 1.79 | 1.98 |
| | | SALARY | \$83,684 | \$102,036 | \$105,706 | \$109,376 | \$113,047 | \$116,717 | \$120,387 | \$127,728 | \$131,399 | \$145,346 |
| | 15 | INDEX | 1.17 | 1.42 | 1.47 | 1.52 | 1.57 | 1.62 | 1.67 | 1.77 | 1.82 | 2.01 |
| | | SALARY | \$85,886 | \$104,238 | \$107,908 | \$111,579 | \$115,249 | \$118,919 | \$122,590 | \$129,930 | \$133,601 | \$147,548 |

Springboro Community City Schools Admin Salary Schedule

| | | | Asst. Ad | NO ONE ON | Coordinators Supervisors Managers Classified Coord | Asst. Principal K-6 | Asst. Principal 7-12 Certified Coord | Principal K-6 (9) | Principal 7-8 | Directors HS Principal Business Manager AD | Asst. Superintendent | Deputy Superintendent |
|--------|------|--------|----------|-----------|---|---------------------|---|-------------------|---------------|---|----------------------|--------------------------|
| FY24 | | | | | | | | | | | | |
| BASE | STEP | | CLASS II | CLASS III | CLASS IV | CLASS V | CLASS VI | CLASS VII | CLASS VIII | CLASS IX | CLASS X | CLASS XI |
| 74,875 | | | | 185 DAYS | | 200 DAYS | | | | | | |
| 2.00% | 1 | INDEX | 0.75 | 1 | 1.05 | 1.1 | 1.15 | 1.2 | 1.25 | 1.35 | 1.4 | 1.59 |
| | | SALARY | \$56,156 | \$74,875 | \$78,619 | \$82,363 | \$86,106 | \$89,850 | \$93,594 | \$101,081 | \$104,825 | \$119,051 |
| | 2 | INDEX | 0.78 | 1.03 | 1.08 | 1.13 | 1.18 | 1.23 | 1.28 | 1.38 | 1.43 | 1.62 |
| | | SALARY | \$58,403 | \$77,121 | \$80,865 | \$84,609 | \$88,353 | \$92,096 | \$95,840 | \$103,328 | \$107,071 | \$121,298 |
| | 3 | INDEX | 0.81 | 1.06 | 1.11 | 1.16 | 1.21 | 1.26 | 1.31 | 1.41 | 1.46 | 1.65 |
| | | SALARY | \$60,649 | \$79,368 | \$83,111 | \$86,855 | \$90,599 | \$94,343 | \$98,086 | \$105,574 | \$109,318 | \$123,544 |
| | 4 | INDEX | 0.84 | 1.09 | 1.14 | 1.19 | 1.24 | 1.29 | 1.34 | 1.44 | 1.49 | 1.68 |
| | | SALARY | \$62,895 | \$81,614 | \$85,358 | \$89,101 | \$92,845 | \$96,589 | \$100,333 | \$107,820 | \$111,564 | \$125,790 |
| | 5 | INDEX | 0.87 | 1.12 | 1.17 | 1.22 | 1.27 | 1.32 | 1.37 | 1.47 | 1.52 | 1.71 |
| | | SALARY | \$65,141 | \$83,860 | \$87,604 | \$91,348 | \$95,091 | \$98,835 | \$102,579 | \$110,066 | \$113,810 | \$128,036 |
| | 6 | INDEX | 0.9 | 1.15 | 1.2 | 1.25 | 1.3 | 1.35 | 1.4 | 1.5 | 1.55 | 1.74 |
| | | SALARY | \$67,388 | \$86,106 | \$89,850 | \$93,594 | \$97,338 | \$101,081 | \$104,825 | \$112,313 | \$116,056 | \$130,283 |
| | 7 | INDEX | 0.93 | 1.18 | 1.23 | 1.28 | 1.33 | 1.38 | 1.43 | 1.53 | 1.58 | 1.77 |
| | | SALARY | \$69,634 | \$88,353 | \$92,096 | \$95,840 | \$99,584 | \$103,328 | \$107,071 | \$114,559 | \$118,303 | \$132,529 |
| | 8 | INDEX | 0.96 | 1.21 | 1.26 | 1.31 | 1.36 | 1.41 | 1.46 | 1.56 | 1.61 | 1.8 |
| | | SALARY | \$71,880 | \$90,599 | \$94,343 | \$98,086 | \$101,830 | \$105,574 | \$109,318 | \$116,805 | \$120,549 | \$134,775 |
| | 9 | INDEX | 0.99 | 1.24 | 1.29 | 1.34 | 1.39 | 1.44 | 1.49 | 1.59 | 1.64 | 1.83 |
| | | SALARY | \$74,126 | \$92,845 | \$96,589 | \$100,333 | \$104,076 | \$107,820 | \$111,564 | \$119,051 | \$122,795 | \$137,021 |
| | 10 | INDEX | 1.02 | 1.27 | 1.32 | 1.37 | 1.42 | 1.47 | 1.52 | 1.62 | 1.67 | 1.86 |
| | | SALARY | \$76,373 | \$95,091 | \$98,835 | \$102,579 | \$106,323 | \$110,066 | \$113,810 | \$121,298 | \$125,041 | \$139,268 |
| | 11 | INDEX | 1.05 | 1.3 | 1.35 | 1.4 | 1.45 | 1.5 | 1.55 | 1.65 | 1.7 | 1.89 |
| | | SALARY | \$78,619 | \$97,338 | \$101,081 | \$104,825 | \$108,569 | \$112,313 | \$116,056 | \$123,544 | \$127,288 | \$141,514 |
| | 12 | INDEX | 1.08 | 1.33 | 1.38 | 1.43 | 1.48 | 1.53 | 1.58 | 1.68 | 1.73 | 1.92 |
| | | SALARY | \$80,865 | \$99,584 | \$103,328 | \$107,071 | \$110,815 | \$114,559 | \$118,303 | \$125,790 | \$129,534 | \$143,760 |
| | 13 | INDEX | 1.11 | 1.36 | 1.41 | 1.46 | 1.51 | 1.56 | 1.61 | 1.71 | 1.76 | 1.95 |
| | | SALARY | \$83,111 | \$101,830 | \$105,574 | \$109,318 | \$113,061 | \$116,805 | \$120,549 | \$128,036 | \$131,780 | \$146,006 |
| | 14 | INDEX | 1.14 | 1.39 | 1.44 | 1.49 | 1.54 | 1.59 | 1.64 | 1.74 | 1.79 | 1.98 |
| | | SALARY | \$85,358 | \$104,076 | \$107,820 | \$111,564 | \$115,308 | \$119,051 | \$122,795 | \$130,283 | \$134,026 | \$148,253 |
| | 15 | INDEX | 1.17 | 1.42 | 1.47 | 1.52 | 1.57 | 1.62 | 1.67 | 1.77 | 1.82 | 2.01 |
| | | SALARY | \$87,604 | \$106,323 | \$110,066 | \$113,810 | \$117,554 | \$121,298 | \$125,041 | \$132,529 | \$136,273 | \$150,499 |



SPRINGBORO SCHOOLS

1685 S. Main St. Springboro, OH 45066 | 937.748.3960 | www.springboro.org

ADMINISTRATOR CALENDAR CHANGE REQUEST FORM

Name: _____

Original Dates: _____

New Dates: _____

Reason: _____

Meeting Date & Time with Superintendent: _____

You will need to bring a revised hard copy of your yearly Google calendar to this meeting to replace the old one.

Once these dates are approved, you must also update your daily Google calendar to show "Off Calendar" for those that schedule meetings to see.

Administrator Signature: _____

Superintendent Signature: _____

Copies of this form & revised yearly Google calendar to:

HR _____

Payroll _____

Springboro Schools | 1685 S. Main St. Springboro, OH 45066 | 937.748.3960 | www.springboro.org

