

**COMPENSATION & FRINGE BENEFITS FOR WORTHINGTON
SCHOOLS OTHER ADMINISTRATORS**

Commencing on August 1, 2020 and ending on July 31, 2023 the fringe benefits for other administrators, (Custodial Service Specialist, Landscape/Maintenance Specialist, Building Maintenance Specialist, Personnel Analysts, Communications Specialist/Webmaster, Emis Coordinator, Network Engineers, Data Base Specialist, Transportation Specialist, employed by the Worthington City School District will be as follows:

1. **Medical Insurance:**

The Board will provide a High Deductible Health Savings Account (HSA) insurance plan for the Other Administrators of the bargaining unit. The plan's Summary of Health Insurance Coverage shall be accessible online for all Other Administrators. The deductible amount will be \$1,750 per year for single coverage and \$3,500 per year for family coverage, or the minimum required by IRS regulations for HSA plans, whichever is greater.

NOTE: The co-pay for an Emergency Room visit is \$250 (unless the patient is admitted to the hospital). And, the Out of Pocket Maximum is increased over the deductible by \$750 for single/\$1500 for family for these purposes. The Board shall provide vision insurance at no cost to the Other Administrators who enroll (whether single or family).

Premium Cost

The Other Administrator shall pay ten percent (10%) of the monthly premium and the Board will pay ninety percent (90%), for family and single coverage, subject to the premium caps below. Other Administrators will be responsible for dollar amounts above those limits as explained below.

Premium Caps:

a. If the premium increase for 2021 is over twelve percent (12%) from the prior year, the employee and the Board shall each pay fifty percent (50%) of the amount over the 12% cap.

If the premium increase for 2022 is over eight percent (8%) from the prior year, the employee and the Board shall each pay fifty (50%) of the amount over the 8% cap.

If the premium increase for 2023 is over eight percent (8%) from the prior year, the employee and the Board shall each pay fifty (50%) of the amount over the 8% cap.

In any year in which the premium increase exceeds the percentage caps set forth above, the Health Insurance Committee shall consider and may recommend changes in the health insurance plan or the Board's HSA contribution.

2. HSA Contributions

The Board will contribute to each participating Other Administrator's HSA account the following amounts:

For 2021: \$750 for single/\$1500 for family – one-half (0.5) of the amount is guaranteed and one-half (0.5) of the amount may be earned through wellness incentives;

For 2022: \$500 for single/\$1000 for family – one-half (0.5) of the amount is guaranteed and one-half (0.5) of the amount may be earned through wellness incentives;

For 2023: \$500 for single/\$1000 for family – one-half (0.5) of the amount is guaranteed and one-half (0.5) of the amount may be earned through wellness incentives.

The Board will contribute into a flexible spending account through the IRS Section 125 plan ("FSA") the same deductible amount for any employee who receives coverage under the health insurance plan but is ineligible for a Health Savings Account. Other Administrators may make additional contributions consistent with IRS regulations, by payroll deduction. Board contributions to the HSA and Section 125 accounts will be made in January of each year. Employees who leave the insurance plan for any reason during the following twelve-month period will reimburse the Board at the rate of one-twelfth of the Board-paid contribution for each month that the employee is no longer in the plan. Employees hired after January 1 shall receive a pro-rated Board contribution based on the number of months enrolled in the plan during the initial year.

Payroll deductions for the health insurance premium shall be a pre-tax benefit through an IRS Section 125 plan that meets current IRS guidelines for those Other Administrators who choose to enroll in said Section 125 plan. Administrative costs for the Section 125 pre-tax payroll deduction and the FSA shall be paid by the Board.

There shall be one (1) period for open enrollment for the purpose of electing to participate in the health insurance plans for the succeeding year. This election period shall be from early October for a period of one (1) month. If either of these dates falls on a weekend, the beginning or ending date shall be the following Monday. During this time period Other Administrators shall also select which payroll deduction option will be used to deposit their insurance deductible, either into their health savings account or into the Section 125 plan (Flexible Spending Account).

The Board will pay ninety-two and one-half percent (92.5%) of the monthly premium amount for full-time Other Administrators who elect to enroll in dental insurance coverage.

3. Life Insurance

- a. The Worthington Board of Education shall provide at no cost to the Other Administrator group term life insurance for full-time Other Administrators (6-8 hours) in the amount of \$50,000 but in accordance with the Life Insurance pay down provision.
- b. The Worthington Board of Education shall provide at no cost to the Other Administrator, group term life insurance for part-time Other Administrators (3-5 hours) in the amount of \$20,000 but in accordance with the Life Insurance pay down provision.
 - c. Subject to the provisions of the Board's group health insurance policy, eligible Other Administrators may purchase up to \$50,000 additional term life insurance (in accordance with the Life Insurance pay down provisions) at rates applicable to the purchasing Other Administrator. Payment will be made by payroll deduction.

4. Severance Pay

- a. An Other Administrator who ends his/her employment with the Board for one of the following conditions shall be eligible for severance pay so determined herein.
 1. The Other Administrator who retires and is eligible for retirement under a state or municipal retirement system.
 2. The Other Administrator who is eligible for and takes disability retirement under a state or municipal retirement system.
 3. The Other Administrator who dies. In this case, the severance pay would be paid to his/her beneficiary or estate.
 4. The Other Administrator who has completed fifteen (15) or more years of service with the Worthington City Schools.
- b. Severance pay shall be calculated based on the Other Administrator's per diem rate of pay at the time of severance multiplied by one-fourth of the Other Administrator's accrued and unused sick leave days to a maximum of fifty-five (55) days.
- c. The Other Administrator who has completed more than ten (10) consecutive years of employment with the Worthington City Schools, shall receive one and one-half (1-1/2) days of severance pay for each additional year of service over ten (10) not to exceed twenty-five and one-half (25-1/2) days of severance pay. For purposes of this Section "years of service" means years of continuous service since the most recent date of hire.

General Provision for Severance Pay

- a. All sick leave accrued by the Other Administrator shall be eliminated with the receipt of his/her severance pay.
- b. Severance pay shall be made only once to any Other Administrator.
- c. The Other Administrator must request his/her severance pay on the prescribed form and within sixty (60) days of his/her last day of employment unless he/she wishes to have severance deposited in a tax-deferred account in which case the Other Administrator must request his/her severance prior to his/her last day of employment. The Other Administrator shall be paid within forty-five (45) days of the date of his/her last date of employment or within forty-five (45) days of the date of request should he/she make the request after the last day of employment. (The Internal Revenue Service may consider severance pay as taxable income in the year in which the staff Other Administrator is eligible to receive payment, regardless of whether or not the payment is actually received in that year.)

5. Board Pick-Up of Employees Contributions to SERS

For purposes of this section, total annual salary per pay period for each Other Administrator shall be the salary otherwise payable under this agreement and their contracts. The total annual salary and salary per pay period of each Other Administrator shall be payable by the board in two parts: 1) deferred salary, and 2) cash salary. A Other Administrator's deferred salary shall be equal to that percentage of said Other Administrator's total annual salary or salary per pay period which is required from time to time by School Employees Retirement System ("SERS") to be paid as an employee contribution by said Other Administrator and shall be paid by the Board to SERS on behalf of said Other Administrator as to a pick-up of the SERS employee contribution otherwise payable by said Other Administrator. A Other Administrator's cash salary shall be equal to said Other Administrator's total annual salary or salary per pay period less the amount of the pick-up for said Other Administrator and shall be payable, subject to the applicable payroll deductions, to said Other Administrator. The Board's total combined expenditures for Other Administrators' total annual salaries otherwise payable under their contracts and applicable Board policies (including pick-up amounts) and its employer contributions to SERS shall not be greater than the amounts it would have paid for those items had this section not been in effect.

The Board shall compute and remit its employer contributions to SERS based upon total annual salary, including the pick-up. The Board shall report for federal and Ohio income tax purposes as an employee's gross income said employee's total annual salary less the amount of the pick-up. The Board shall report for municipal income tax purposes as an Other Administrator's gross income said Other Administrator's total annual salary, including the amount of the pick-up. The Board shall compute income tax withholding based upon gross income as reported to the respective taxing authorities.

The pick-up shall be included in the Other Administrator's total annual salary for the purpose of computing daily rate of pay, for determining paid salary adjustments to be made due to absence, or any other similar purpose.

6. Paid Holidays: For only those administrators, supervisors, and administrative directors on a full-year (260-day) contract, the following shall be paid holidays.

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving	Day before or after Christmas Day
Christmas Day	One Floater Day*	

*Determined by the employee subject to the approval of the Superintendent. Administrators, under a contract consisting of less than 260 days per year are not entitled to any paid holidays.

7. Paid Vacation Days: Other Administrators on a 260-day contract shall start the year with twenty (20) paid vacation days. If employment is terminated prior to the effective end date of the administrator's contract, through voluntary or involuntary separation, administrator shall pay back vacation days used that exceed an accrued rate of 1.67 days per month from August 1st of the current school year. Administrators will be permitted to carry over all unused vacation days up to twenty (20) days. The accumulated unused days up to eight (8) are eligible for reimbursement if they are part of the other administrator's cumulative total. Up to (3) days may be reimbursed by December 15th and the remaining days by July 31(not to exceed 8 total) of a given year. These vacation days will be reimbursed at the current per diem rate of pay calculated by a 227 actual work day work year. There is no stipulation on the number of vacation days used during a given year in order to receive reimbursement for these days. Vacation days must be applied for and approved on the appropriate forms. The administrator shall either be compensated for unused vacation days to a maximum of 20 days upon resignation, or shall be permitted to use any unused vacation prior to the effective date of resignation.

Those other administrators employed prior to 8/1/96 are grandfathered at 24 vacation days per year.

8. Personal Leave

- a. Other administrators shall be granted three (3) non-accumulative, personal leave days each scheduled work year. Any year is defined as beginning August 1 and ending July 31.
- b. An Other administrator hired on or after August 1st will be granted one day of personal leave when they are hired. Subsequent personal leave days will be granted one on December 1st and one on April 1st.
- c. An other administrator hired after December 1st will be granted one day of personal leave when hired. A subsequent personal leave day will be granted April 1st.

- d. An other administrator hired after April 1st will be granted one personal leave day.
- e. At the completion of the school year (July 31st), any and all personal leave which has not been used will be converted to sick leave days.
- f. An other Administrator who has used no sick leave or unpaid leave in a scheduled work year will be paid a bonus equivalent to two (2) days' pay. An other administrator who has used three (3) or fewer days of sick leave and no unpaid leave in the preceding year will be paid a bonus equivalent to one (1) days' pay. The use of up to three (3) days of sick leave due to the death of a member of the other administrator's immediate family will not be a disqualifier from the receipt of the bonus pay.

9. Sick Leave

- a. Upon approval of the Superintendent or his/her designee, sick leave may be used for personal illness, injury, absence due to illness or death in the Other Administrator's immediate family, exposure to contagious disease which could be communicated to others, or pregnancy. Immediate family is defined as including husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren or dependent living in the home of the administrator. Sick leave may also be used, in addition to those listed above, for significant others with the pre-approval of the Superintendent or his/her designee.
 - b. Other administrators shall be credited with sick leave at the rate of one and one-fourth (1 - 1/4) days per month up to a maximum of fifteen (15) days per year.
 - c. For the purposes of sick leave, absence of a portion of a day up to one-half (1/2) day shall be counted as one-half (1/2) day of sick leave used. Absence beyond one-half (1/2) day but less than a full day, shall be counted as a full day of sick leave used.
- a. **Disability Leave** shall be granted without pay to a person requesting such leave who has exhausted or who chooses not to use sick leave so long as:
 - 1. The reason for the request is identical to one of the reasons permitting the use of sick leave; and
 - 2. Such leave does not exceed two (2) consecutive school years; and
 - 3. A written request is submitted to the Superintendent.
If the person requesting such leave a) has been employed by the Board for five (5) years; b) has exhausted all sick leave; and c) is not eligible for a State Retirement System Disability Retirement, the Board shall pay full fringe benefits for up to one year for such person.
 - b. **Leave of Absence** may be granted, upon written request to the Board, without pay for up to one (1) school year so long as the person making such request has completed five (5) years of employment by the Board.

10. **Mileage**: Administrators shall be reimbursed at the IRS standard mileage rate for miles eligible for reimbursement under IRS regulations. Prior to requesting reimbursement, the administrator will obtain the authorization and approval of his/her supervisor and the Superintendent/designee. The Treasurer's office shall provide forms for requesting such reimbursement and instructions on completing those forms.

11. **Administrator Contracts**: Other Administrators employed by the district shall receive employment contracts every two years. (recognizing, however, the Superintendent's authority to recommend a contract of fewer years pursuant to ORC 3319.02 and the Board's authority to approve that recommendation):

12. **Salary Adjustment**: New administrators will continue to be placed on an Administrative salary grid upon employment. Administrator base salaries will increase 2.75% annually on August 1, 2020, 2.75% annually on August 1, 2021 and 2.75% annually on August 1, 2022. An administrator who is deemed ineffective will not receive a base increase in that year.