

WESTERVILLE CITY SCHOOLS

ADMINISTRATORS
Certificated and Classified

ADMINISTRATIVE GUIDELINES

Effective August 1, 2010

(Article III A. 1. Revised 12/19/11)

ADMINSTRATIVE GUIDELINES
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Salaried Certificated/Licensed Administrator Titles

Twelve (12) month Certificated/Licensed Administrators

1. Assistant Superintendent/COO
2. Chief Academic Officer
3. Deputy Chief Academic Officer
4. Executive Director, K-8 Academic Affairs
5. Executive Director, Human Resources/Employee Relations
6. Executive Director, HS Academic Affairs and Extra Curricular Programs
7. Executive Director, Pupil Services
8. Director, Assessment & Alt. Education Services
9. Director, Community Relations Services
10. Director, Curriculum Services
11. Director, Health & Safety Services
12. High School Principal
13. Assistant Director, Special Education Services
14. Administrative Intern (12 Month)

Eleven (11) month Certificated/Licensed Administrators

1. Elementary and Middle School Principal
2. Assistant Elementary, Middle and High School Principal
3. High School Athletic Director
4. Administrative Intern (11 Month)
5. Coordinator, Curriculum Services
6. Coordinator, Special Education Services
7. Coordinator, ESL Services
8. Coordinator, Gifted & Talented Services
9. Coordinator, Special Education Services (Disability Compliance and Civil Rights)
10. Coordinator, Preschool Services

The above Salaried Certificated/Licensed Administrators follow the Ohio Revised Code rules and regulations for eligibility with the State Teachers Retirement System (STRS).

These administrative positions require a certificate or license through the Department of Licensure of the Ohio Department of Education.

Salaried Classified Administrators Titles

Twelve (12) month Classified Administrators

1. Executive Director, Facilities & Operations
2. Executive Director, Communication/Technology
3. Director, Business Management Services
4. Director, Information Management Services
5. Director, Transportation Services
6. Coordinator, Fiscal Services
7. Manager, Custodial Services
8. Manager, Energy Services
9. Manager, Warehouse Services
10. Facility Manager, Buildings/Grounds
11. Assistant Manager, Transportation
12. Assistant Manager, Fleet

Eleven (11) month Classified Administrator Positions

1. Coordinator, Food Services

The above Salaried Classified and/or Licensed Administrators follow the Ohio Revised Code rules and regulations for eligibility with the School Employees Retirement System (SERS).

FORWARD – ADMINISTRATIVE EXPECTATIONS

Communication:

- **Over communicate** – That means copy relevant supervisors on all e-mail correspondence that is related to issues which are likely to “boil over” to them. You should be able to judge from the topic whether or not the issue/concern may be headed their direction:

1. Student and Staff Personnel Issues
2. Facility Issues
3. Curriculum Issues
4. Master Contract Interpretation Issues
5. Extracurricular Issues
6. Parent Complaints
7. SWD Concerns
8. Etc.

*(A Service Directory is on the Intranet and Internet that allows users to search by topic. Included is contact information for the responsible party (**To**), as well as those who should receive a courtesy copy (**CC**) of the correspondence.)*

- **Respond promptly** – Within **24 hours** of receipt of correspondence, acknowledge receipt to the sender. *If necessary, use your building or department secretary as a “reader” of your e-mail.* When you are unable to provide an immediate answer to the inquiry, give the sender an estimate of when you will be able to provide an answer and then mark it on your calendar to honor that estimate.
 - *For questions regarding the use of the “permission-to-read” function of your Novell GroupWise E-Mail, please contact Jill Beck in the Superintendent’s Office.*
- **The 3 B’s** – Boys (or Girls) in the Blue, The Boss, and Your Beloved are the three (3) B’s that take precedence over all others. Over what? Over anything!
- **Leave your work and cellular line “active” and “activate” your voice-mail option** – We have occasions that merit contact with administrators outside the student day. Availability beyond a 40 hour work week is a permissible work condition of exempt status. The Administrator’s Allowance for a cell phone is so that you are accessible.
- **Hold face-to-face meetings whenever possible** – Too frequently, e-mail is used to share news that would best be communicated “live.” In spite of our best efforts to dehumanize the message, the sender’s “tone” is still detected, but often misinterpreted. Prevent this by walking over to or up to the recipient and **TALK**. Ensure “Impact matches Intent!”

- **Relationship-building is everyone’s job and an Expectation** – You are to be perceived as a good listener, a collaborator, a communicator, and an activist. That implies a collective decision-making model you must employ. Involve **ALL** stakeholder representatives, find shared-solutions, implement and evaluate.
- **Rules of engagement** – “*Help me understand . . .*” “*Tell me more about . . .*” and “*Let me throw this on the table for you to respond . . .*” are three helpful phrases to broaden a conversation for consideration of other perspectives. Use of these antecedents helps facilitate a more positive response from individuals or groups with whom disagreement exists.
- **Keep communication flowing with staff, students, parents, others** – One practice that assists with this is letting your supervisor know when you are going to be off-site or out-of-district. Maintaining your electronic calendar will help facilitate this awareness. Granting access to your supervisor to read that calendar will further do so. (Modeling this when you leave the office will help with your team following suite)
- **Hours of Operation** – The Administrative Building at 336 South Otterbein Avenue will be open Monday through Friday, from 7:30 a.m. until 4:30 p.m. We’ve looked at when most of our internal and external customers are using the services at that site. Human Resources personnel will be available during the building’s open hours.
 - *Please check your schools/buildings voicemail greeting. They may be outdated as a result of changes in administration. It should be the building principal or direct supervisor of the building with the message.*
 - *Make sure you have a protocol for checking the general voicemail mailbox. Make every effort NOT to have the message go to voicemail during regular hours of operation.*

Err on the Side of Expediency:

- **Too frequently, actions take longer than is palatable by the public and the Board that represents them** – If you are assigned an initiative, then collaboratively develop a plan to study the issue (using both current and historical data, not conjecture, to inform the portfolio). If you need assistance with facilitation of the same, please request this from your supervisor.
- **Present that information to those with an interest in the issue or the resolution thereof and USE THAT INPUT to help develop a strategy for solving the issue** - Be certain to include all of those parties that are or could be affected by the outcome (e.g. government officials, service providers, facility owners, colleagues, etc.).

- **Employ a process to take the portfolio you've created and facilitate the process to help craft solutions** – If you are uncomfortable facilitating, then identify **AND SUPPORT** a facilitator of the process. You should be there to redirect participants and to help them see their role's value in the process.
- **Share the proposed solution with the stakeholders and others you have identified through the process** – Be certain your proposed solution is shared with your supervisor(s). They may see other unintended consequences that will need to be managed or ameliorated. Seek the supervisor'(s) support for implementation.
- **Implement and Evaluate** – Both should be done by those that “own” the solution. They have invested in the creation of the same. Now, allow them to celebrate in the solution's success or to work at revising the solution. The evaluation should be shared with the supervisor(s).
- **Capture the Process and Outcome as a System** – Once a solution has been implemented and tested, then it may be codified as a system for resolving this and perhaps other issues. This is how we build and sustain improvement – not by recreating the wheel for each concern.

Connections:

- **Administrators are expected to be present at student activities and to encourage and sanction faculty and staff's participation as well** – That means for any “home” curricular or extracurricular performances or competitions, an administrator should make an appearance.
- **This includes PTO meetings, athletic events, student clubs, etc.** – Just a drop-in is all that is required for some of these, but we **MUST** make certain that the advisor or leader knows you are there. It is recommended that you make the connection by telling the advisor or leader of something you observed each time you are there.
- **Yes, this is an expectation for all administrators and supervisors** – That means you shouldn't hesitate to ask for some assistance from directors, coordinators, and others. We are a team in this system and the system is made stronger when we all support each other.
- **Schools serve the Community, and Leaders serve their Faculty, Staff and Students** – We should continue to promote the role of leader as “servant to high quality instruction and highly qualified instructors.” Getting the conditions right for both is a primary objective!
 - For example – Schools' participation in the September “Fourth Friday” Event sponsored by the Visitors & Convention Bureau; the theme is ‘School Daze’ and celebrates education in Westerville.

- **Performance Appraisals help build High Quality Instruction** – Any professional development in which you engage to become a better mentor, coach, guide, or facilitator of high quality teaching is added value. Our focus is on providing supportive feedback to effect professional growth.
 - *This is your responsibility. All employees/members of our team benefit and deserve feedback.*
 - *Contract has guidelines and structure for providing feedback. WEA Chapter 12, 13, WESSA Chapter 6, 138 Chapter 8, 719 Chapter 14.*

- **Evaluation Timelines are to be Strictly Observed** – In-service will be conducted by legal counsel on Contract Interpretations, Performance Appraisals, and Progressive Discipline. Know the rules and build your calendar to accommodate the required timelines.
 - Annually through performance management – your supervisor will be reviewing process with you in the near future.

District Obligations:

- Administrators will be expected to complete tasks assigned by Central Office. You and your supervisor will negotiate the roles, the tasks, and on which days these acts are to be completed (and to what ends).

- Action Plans are to be developed collaboratively and must be approved by the Department of Academic Affairs. The Action Plans should reflect a shared commitment of building staff to attaining the specified outcomes. Action Plans are dynamic!

- Building Handbooks and Schedules will be requested by Central Office and used to assist in decision-making which may impact the building protocols. Please be certain any modifications to the Handbooks and Schedules are communicated to the Department of Academic Affairs.

- All administrators are required to participate in Professional Development Days, also known as in-service days, waiver days, work days, etc. Administrators model an ethic of commitment to development and enhancement of Professional Learning Communities.

- Administrative Team Meetings, Principals’ Meetings, and Academic Affairs Meetings will be announced at the Administrative Orientation in August. The

membership of each meeting will be determined and communicated via Novell GroupWise E-Mail Calendar Invitation.

- Board Policies and Board Procedures will be reviewed and updated by the Office of Human Resources. It is the responsibility of each administrator to familiarize themselves with these by-laws and guidelines. Building Handbooks must be consistent with District Policy and Procedures.
- BOE Action Item Due Dates – Board Action Agenda Items will be reviewed the Thursday prior to the week of the Board meeting. A Board Brief will be completed for each Action Item and accompany the Item’s inclusion on BoardDocs. The Board Brief shows the alignment of the Action item to Board Goals, the position of the Item on the Agenda, Funding Sources implicated, Context for bringing this item forward, Talking Points to be used when discussing the item, etc.
- Websites are fast becoming the primary vehicle for communicating with the public. Many of our citizens access their information electronically. Websites are to follow the district-approved format and are to be kept current by the building webmaster.
- Website Calendar Use – The Department of Community Relations will provide training for each site/department’s administrator and designees on creation and maintenance of their district web page.

We are measuring the number of visitors to each site (a good metric for you to report to your constituencies as a motivator for them to secure information electronically). The Office of Communications can show you how to assess how many users are accessing your page.

Honor the Code:

- **Boundaries, confidentiality, and trust are work ethics that are to be observed, modeled and reinforced by all district administrators.**
- **Modeling Appropriate Discourse** – If you find that any of your communities are sharing with you conjecture, secondhand information, and even just-plain-gossip, you have an obligation to “coach” them into more appropriate discourse. Their bringing such information to you indicates that you’ve created a climate where hearsay is not only allowable, but condoned. It is not! We should redirect individuals and groups to secure primary source fact, not fiction, and repeat this only from a “growth opportunity” perspective.

- For example – Compensation for services is determined by the Superintendent, in cooperation with the Board of Education. The salary represents an agreement between the employee and the Board and is not to

be discussed with other employees of the Board. This represents a commitment of loyalty between the employee, the Board, and the Superintendent.

- **Supporting the Team** – Encourage and reward support for district decisions. Like individual members of the Board of Education, there may be disagreement on items – legitimately. However, once a decision is made, then it becomes the “will of the Board” and all conform and support that decision. We should do likewise. The expectation is that any group decision then becomes the “will of the Team” making the decision and we should line up and support that disposition. There are some contractual situations where this must be strictly enforced (e.g., Vendor Agreements).

I. PERSONNEL FILES

- A. Each Certificated/Licensed and Classified Administrator shall have only one (1) personnel file, which shall be maintained in the Office of Human Resources of the Board of Education.
- B. Records shall be examined in the presence of the Superintendent/Designee and shall not be removed from the immediate area.

II. SALARY PROCEDURES

A. SALARY RANGES (See Appendix A)

Individual compensation will be based on objective measures. The Board of Education feels that good performance measures do the following:

- Provide a way to see if our strategies are working
- Focus administrator's attention on what matters most to the success of the district as aligned with the district established goals
- Allow measurement of internal and external accomplishments, not just of the work that is performed
- Provide a common language for communication clearly aligned with the district established goals
- Are explicitly defined in terms of owner, unit of measure, collection frequency, data quality, expected value(targets),
- Are valid, to ensure measurement of the right things
- Are verifiable, to ensure data collection accuracy

The Board by resolution may establish an amount of funds, either a specific amount or a percentage above the amount expended the previous fiscal year for administrator salaries, for salary adjustments of the individuals in the positions listed in Appendix A of the Administrative Guidelines. Adjustments shall be determined on an individual basis by the Superintendent within the salary ranges set forth in Appendix A. Determinations regarding adjustments will be based upon criteria established by the Superintendent. Nothing in this policy shall be construed as guaranteeing an individual an increase in salary. The total amount of salary adjustments for all individuals employed in the administrator positions listed in Appendix A shall not exceed the total amount approved by the Board.

B. HOURS OF WORK/CALAMITY DAYS

1. A calamity day is a school day when school is closed due to epidemic or other calamity.
2. Certificated/Licensed and Classified Administrators should report to work on a calamity day unless there is a serious risk to personal safety.
3. Certificated/Licensed and Classified Administrators will not be compensated for working on make-up calamity days.
4. When schools are closed due to epidemic or other calamity, Certificated/Licensed and Classified shall not have pre-approved sick leave, personal leave or vacation charged against their leave balances. Approved unpaid leave will not be changed or altered due to a calamity day.

C. EARLY RELEASE/DELAYED START

1. An early release/delayed start is a school day when school or the work day is shortened due to calamity or activity approved by the Superintendent.
2. Certificated/Licensed and Classified Administrators will work on an early release/delayed start unless there is a serious risk to personal safety.
3. Certificated/Licensed and Classified Administrators will not receive additional compensation for working on an early release/delayed start. (See DELAYED SCHOOL START PROCEDURES AND EARLY DISMISSAL PROCEDURES in Appendix B)

D. SERVICE CREDIT

1. Years of service upon employment:
 - a. Actual years of military service pursuant to the provisions of the Ohio Revised Code sections 3319.085 and 5923.05.
 - b. Years of experience that may be granted by the Superintendent for job related experience.
 - c. Annual increments.
2. The Board agrees that one hundred twenty (120) work days in a full time classification within a work year (August 1-July 31) shall constitute one (1) year of service credit.

E. SEVERANCE PAY

1. General

Severance pay shall be a one-time, lump-sum payment to eligible Certificated/Licensed and Classified Administrators according to the following provisions.

2. Eligibility

A Certificated/Licensed and Classified Administrator's eligibility for severance pay shall be determined as of the final date of employment. The criteria are as follows:

- a. A Certificated/Licensed or Classified Administrator retires from the Westerville City School District.
- b. A Certificated/Licensed or Classified Administrator who previously retired and separates from the district.
- c. Retirement shall be defined as a disability or service retirement as specified in the Ohio Revised Code and the rules and regulations of the appropriate retirement system: State Teachers Retirement System (STRS) or State Employees Retirement System (SERS).
- d. The Certificated/Licensed or Classified Administrator must be eligible for a disability or service retirement as of his/her last date of employment with the Board. The Certificated/Licensed or Classified Administrator must, within one hundred twenty (120) days of the last day of employment with the Board, prove acceptance into the retirement system by having received and cashed his/her first retirement check. (The only exception to the requirements above is for a Certificated/Licensed or Classified Administrator who has twenty (20) years of service credit with the Westerville School Board. Said Certificated/Licensed or Classified Administrator shall be eligible to receive severance pay after receiving his/her first benefit check from STRS or SERS providing the Certificated/Licensed or Classified Administrator has not worked for another school district or political subdivision of the State of Ohio since his/her last day of employment with the Westerville Board of Education and provided said benefit check is received no later than five (5) years after the last day of employment with the Westerville Board of Education.)
- e. A Certificated/Licensed or Classified Administrator must not have less than ten (10) years of service with the Westerville district, the state, or its political subdivisions. An Administrator with less than

ten (10) years experience in the Westerville City School District will be paid severance, pro-rated for each year of service in the

Westerville City Schools (i.e. 1/10 of 70 days) only on those sick leave days accumulated during employment with the Westerville City Schools. Eligibility for severance is stated under the provisions of Article F.2.a and F.2.b.

- f. The Certificated/Licensed or Classified Administrator must sign a form provided by the Board when he/she picks up the district's severance pay check certifying that all of the above eligibility criteria have been met.
- g. Service credit for those administrators employed by the Franklin County Educational Service Center and assigned full time with the Westerville City Schools shall be counted for severance purposes per Section F.2.c.

3. Benefit Calculation

- a. Severance payment shall be made for accrued unused sick leave to a maximum of seventy (70) days. Upon retirement, a Certificated/Licensed or Classified Administrator's daily per diem for severance and unused vacation shall be calculated by dividing 185 days* into the Certificated/Licensed or Classified Administrator's highest Westerville City School annual salary.
*Administrators hired after January 1, 2011 will have severance calculated on the actual number of days worked according their employment contract.
- b. A Certificated/Licensed or Classified Administrator, who upon retirement has exceeded the 255 sick leave days, shall receive one additional day of severance pay for every increment of ten (10) days above the 70-day severance limit.
- c. Receipt of severance pay shall eliminate all sick leave credit accrued by the Certificated/Licensed or Classified Administrator.
- d. Upon the death of an Administrator severance pay shall be provided to his/her estate or in accordance with Revised Code Section 2113.04 if the Administrator was eligible for STRS or SERS retirement benefits at the time of his/her death and in the active service of the Westerville City Schools. The calculation of this benefit shall be the same as explained above.
- e. The estate of a Certificated/Licensed or Classified Administrator will be paid earned severance pay as a death benefit in addition to any life insurance provided under this agreement.

III. INSURANCE (Revised 12/19/11)

The insurance benefits contained in these guidelines, including, but not limited to premium and HSA contributions, are subject to modification at any time within the sole direction of the Board.

The Certificated/Licensed or Classified Administrator will pay the total premium for all health insurance after twenty (20) consecutive workdays during an unpaid leave of absence except as required by the FMLA.

A. Medical Insurance Benefits (Hospital, Surgical, Major Medical)

1. Full-time Certificated/Licensed or Classified Administrator:

Beginning with all pay periods occurring after January 1, 2012, the Board will pay ninety-five percent (95%) of the single premium and ninety percent (90%) of the family premium. Effective April 1, 2012 the Board will pay 85% of the family premium. Beginning August 1, 2012, the Board will pay the same percentage of the single premium and will pay the same percentage of the family premium as it does for individuals covered by the collective bargaining agreement between the Board and the Westerville Education Association (WEA).

2. For administrators who are less than full-time who elect these coverages, the Board shall pro-rate the benefit provided in III.A.1. Such prorating shall be determined by the part-time decimal found on the respective administrator's individual contract.

B. Effective January 1, 2006, the health insurance plan shall be amended to be a High Deductible Healthcare Plan (HDHP) and Health Savings Account (HSA).

1. High Deductible Healthcare Plan / Health Savings Account

a. The District shall provide a High Deductible Healthcare Plan (HDHP) with the following provisions:

Deductible:	Network	Non-Network
Single	\$1200	\$2400
Family	\$2400	\$4800

Out-of-Pocket Maximum:		
Single	\$1200	\$4800
Family	\$2400	\$9600

Deductibles for the HDHP will be no less than the IRS minimum. Eligible health care expenses including prescription drugs apply toward the deductibles and the Out-of-Pocket Maximum. Preventive Care shall be pursuant to the Insurance Certificate.

- b. A Health Savings Account (HSA) shall be available for each administrator who is a part of the HDHP. The Insurance Trust Committee shall recommend a custodian for the HSA. The Board shall determine a custodian for the HSA. Any contribution by the administrator to his/her HSA up to the maximum limits provided by law may, at the member's discretion, be made by payroll deduction of either six months or twelve months, or in a lump-sum payment. The HSA shall be maintained by the individual administrator for his/her exclusive benefit and that of his/her beneficiaries. Distributions of funds from this HSA may be made at any time upon the discretion of the member. The member is responsible for substantiating the distribution is for qualified medical expenses.

- C. Each eligible administrator who participates in the district's High Deductible Healthcare Plan on the preceding December 31 shall receive from the Board, for the period of January 1 through December 31 of the year in which such payment is made, a contribution to the employee's Health Savings Account or Full Use Flexible Spending Account (FSA 1). For calendar year 2011 the board shall contribute fifty percent (50%) of the deductible to each eligible administrator's account. For calendar year 2012 the Board shall contribute fifty percent (50%) of the deductible to each eligible administrator's account. For calendar year 2010 the Board shall contribute fifty percent (50%) of the deductible to each eligible administrator's account.
 - 1. Employees hired during the HDHP/HSA plan year (Jan 1 – Dec 31) shall receive the Board of Education contribution on a pro-rated basis as provided by IRS Code and Regulations.
 - 2. All administrators who have a Health Savings Account will receive the district's contribution to their Health Savings Account or Full Use Flexible Spending Account (FSA 1) on the first business day in January.

- D. Details and forms will be available from the Treasurer's Office each school year. The insurance programs include but are not limited to Hospital, Surgical, Major Medical, Dental, Life, Health and Accident, Vision, and Income Protection policies.

- E. Life Insurance (Term Life, Accidental Death, Dismemberment)

The Board will provide the Certificated/Licensed or Classified Administrator with a term life insurance policy of one and one-half (1½) times his/her highest annual salary. A Certificated/Licensed or Classified Administrator who retires shall have the opportunity to convert (at his/her expense) the Life Insurance policy. Such conversion shall be according to the rules and procedures prescribed by the Life Insurance Carrier at the time of the Certificated/Licensed or Classified Administrator's retirement.

- F. Dental Insurance

The Board will pay one hundred percent (100%) of the cost of the premium of the current dental program.

G. Vision Insurance

The Board will pay one hundred percent (100%) of the cost of the premium of the current vision program.

H. Flexible Spending Accounts (FSA)

The Board will provide, to the extent available under the Internal Revenue Service Code and Regulations, Flexible Spending Accounts (FSA) for the payment of administrators' insurance(s) premium contributions, qualified medical expenses, and dependent care on a pre-tax basis. A "Full Use FSA (FSA 1)" shall be available only for administrators who do not chose or qualify for an HSA. A "Full USE FSA (FSA 1)" shall be for qualified medical expenses (including, but not limited to, deductibles, co-pays, over the counter medication, etc.), vision, dental, and for the Board's contribution toward the HDHP. A "Limited Use FSA (FSA 2)" shall be available to administrators with Health Savings Accounts and it shall be for dental, vision, but not for medical benefits except as provided by law.

The Flexible Spending Accounts are solely for the purpose of reducing current tax for administrators and will remain in effect so long as IRS Flexible Spending Account laws and rules remain substantially unchanged. The Flexible Spending Accounts will be available to administrators with language providing for recovery of funds if necessary. The Board does not guarantee any tax results associated with the FSA or HSA plans, and are not liable for any tax consequences for the members.

I. General Liability Insurance

The Board will pay one hundred percent (100%) of the cost of the premium for liability insurance: \$1,000,000 per incident up to an aggregate of \$2,000,000 (per location).

J. Employee Assistance Program (EAP)

1. The Board of Education will provide an Employee Assistance Program (EAP).
2. Employee participation in EAP is voluntary.
3. All information derived from any employee or his/her immediate family involvement with EAP shall be confidential through the rules and regulations of HIPAA (Health Insurance Portability and Accountability Act of 1996). No information shall be released under any circumstances without prior written authorization of the employee. Such information shall not be placed in an employee's file nor affect job security, the assignment, transfer, or eligibility for promotional opportunities.

IV. BENEFITS

A. STRS and SERS PICK-UP

1. Except as provided elsewhere in these guidelines, the Board will “pick-up” an Administrator’s contribution to the State Teachers Retirement System or School Employee Retirement System through the salary reduction method at no cost to the Board. For the purpose of State and Federal tax only, the Certificated / Licensed or Classified Administrator’s annual compensation shall be reduced by an amount equal to the difference between the total employee retirement contributions to STRS or SERS minus the amount “picked-up” by the Board. This practice will remain in effect so long as it is in accordance with state and federal law and regulations.

2. In addition to the salary reduction pick-up method set forth in paragraph 1 above, the Board will pay or “pick-up” 100% of the Certificated/Licensed and Classified/Licensed Administrator’s retirement contributions to the STRS or SERS.

a. Pick-up on the Pick-up – The foregoing amounts (paragraph 2.a.) picked-up by the Board on behalf of the employee do not discharge, relieve or reduce the Board’s contributions required by Section 3307.28 of the Ohio Revised Code. In addition, the Board shall pay all retirement contributions on the amount “picked-up.” The retirement pick-up by the Board as set forth in (paragraphs 2.a). above shall be included in the Administrator’s earned income for retirement contribution purposes and there shall not be a reduction of the Administrator’s salary for the purpose of making this payment. The Board shall pay the cost of the pick-up on the pick-up. The parties intend that the retirement contribution paid by the Board under this provision be treated by the State Teachers Retirement System or School Employee Retirement System as a “pick-up of the pick-up.”

b. Payment for all paid leave, sick leave, personal leave and severance pay including unemployment and Workers’ Compensation shall be based on the Certificated / Licensed or Classified Administrator’s daily rate of pay prior to pre-tax deduction of the pick-up.

c. Each Certificated / Licensed or Classified Administrator will be responsible for compliance with the Internal Revenue Service salary exclusion allowance with other tax deferred compensation plans.

d. If the foregoing “pick-up” provisions are nullified by subsequent Internal Revenue Service rulings, Ohio Attorney General Opinions, or other governing regulations, the Board will be held

harmless and this section, A. "STRS and SERS PICK-UP", shall be declared null and void.

B. TAX SHELTERED PROGRAMS

The Board agrees to provide the Certificated/Licensed Administrator with tax sheltered programs. Contributions are made through payroll deductions.

C. OPERATIONAL ALLOWANCES

1. PERSONAL VEHICLE ALLOWANCE

A Certificated/Licensed or Classified Administrator required in the course of his/her work to drive a personal vehicle for school purposes shall receive a monthly personal vehicle allowance paid as salary in lieu of mileage as specified by title in Appendix C.

2. MILEAGE REIMBURSEMENT

A Certificated/Licensed or Classified Administrator required in the course of his/her work to drive a personal vehicle for school purposes may elect to be reimbursed at the prevailing Internal Revenue Service (IRS) rate per mile in lieu of a monthly personal vehicle allowance.

Changes in this IRS rate will become effective the first month following IRS publication of such a change.

For criteria relating to travel expenses refer to Department of the Treasury, Internal Revenue Service, Publication 463 Cat.No. 11081L, Travel... and Car Expenses.

3. ELECTRONIC COMMUNICATION ALLOWANCE

An allowance will be provided for electronic communication expenses per month as specified by title in Appendix C.

D. ADMINISTRATOR PROFESSIONAL DEVELOPMENT

Effective August 1, 2010 the Board will make available funds for Professional/Meeting Expense, tuition and Membership over the term of the agreement. All requests should be made to the Administrator's immediate supervisor for consideration. Only requests that are directly aligned with the goals of the district will be considered for funding.

1. PROFESSIONAL CONFERENCE / MEETING EXPENSE

Requests must be submitted to the Administrator's immediate supervisor using the Administrator Leave Form and funds will be available, prior to the event, to pay for approved travel, registration, accommodations and reimbursement for meals. Complete and submit the Administrator Leave Form (Appendix F).

2. TUITION REIMBURSEMENT

These dollars will be placed in a fund for reimbursing Administrators for tuition expenses for graduate level work in the field of school administration or related areas.

Related areas are limited to:

- a. Renewal of the Administrator's certificate/license.
- b. Upgrade of a certificate/license.
- c. Professional growth as approved by the Superintendent/Designee.

Reimbursement Procedures:

- a. Reimbursement will be for out of pocket expenses only.
- b. Submission of a paid tuition bill from an accredited college or university to the Superintendent will be cause for the Superintendent to have the Treasurer of the Board issue payment to the Administrator as soon as possible.

3. MEMBERSHIP TO PROFESSIONAL ORGANIZATIONS

The Board will pay annual membership dues for a Certificated/Licensed or Classified Administrator.

V. WORK SCHEDULE

A. WORK WEEK

Under normal circumstances, the workweek shall consist of five (5) consecutive days, Monday through Friday, for all hours scheduled by the Board. If abnormal circumstances exist, the Board may be required to adjust the workweek.

B. ANNUAL WORK SCHEDULE

1. The annual work schedule for a 12-month Certificated/Licensed or Classified Administrator shall be two hundred and sixty (260) workdays encompassing the first workday each August through the last workday of the following July.
2. The annual work schedule for an 11-month Certificated/Licensed or Classified Administrator shall be two hundred and thirty eight (238) workdays. Unless an alternative schedule is mutually agreed upon between the administrator and her/his immediate supervisor prior to July 1st, the first work day will normally be nineteen (19) work days prior to the first day of classes for students each school year and the last work day will be seventeen (17) work days after the last day of student classes. Winter break and Spring break are not counted as workdays.
3. The actual number of workdays may vary from year to year depending upon the school calendar established by the Board.

C. VACATION

1. A twelve (12) month Certificated/Licensed or Classified Administrator shall earn vacation under the following schedule:

1-5 Years	Sixteen (16) days
6-11 Years	Twenty-one (21) days
12 Years	Twenty-two (22) days
13 Years	Twenty-three (23) days
14 Years	Twenty-four (24) days
15 Years	Twenty-five (25) days
16+ Years	Twenty-six (26) days

Vacation shall accrue at a rate of 1/12 of the total vacation days per year.

2. Years of administrative experience in a school district or educational setting and/or district non-administrative experience will be counted to determine the number of earned vacation days as listed above. (Example: Teacher experience for Certificated Administrator or classified employee experience for Classified Administrator).
3. The operational needs of the school district require that vacation time, normally and to the extent possible, will be taken in those periods when the workload is relatively lighter than at other times. Requests to use earned vacation days shall be submitted in writing to the Superintendent.
4. With the approval of the Superintendent, an employee may use vacation days as they are earned, or allow them to accumulate.
5. Vacation days may be used in one quarter (1/4) day increments.
6. A twelve (12) month Certificated or Classified Administrator may “cash-in” up to fifteen (15) vacation days each contract year.

7. At the beginning of any contract year, August 1, the total number of vacation days may not exceed the equivalent of three (3) previous years earned accumulation as of July 31. Unused vacation in excess of the three (3) years accumulation shall be added to accumulated sick leave or applied to retirement severance.

E. Upon separation from employment, a Certificated or Classified Administrator shall be entitled to compensation at a rate of pay calculated for severance, per Article II.F.3.a., for all lawfully accrued and unused vacation leave to his/her credit at the time of separation, not to exceed the vacation leave accrued to his/her credit for the three years immediately

preceding his/her separation and the prorated portion of his/her earned but unused vacation leave for the current year. *In the year of retirement, an Administrator may accumulate up to four (4) years as of July 31.*

In case of the death of a Certificated or Classified Administrator such accrued and unused vacation leave and prorated portion for the current year shall be calculated per Article II.D.3.a. and paid in accordance with Section 2113.04 of the Ohio Revised Code, or to his/her estate.

D. HOLIDAYS

12-Month Certificated/Licensed and Classified Administrators will have the following holidays:

- | | |
|---------------------------|---------------------------|
| 1. Labor Day | 6. New Year's Day |
| 2. Thanksgiving Day | 7. Martin Luther King Day |
| 3. Day after Thanksgiving | 8. Presidents' Day |
| 4. Day before Christmas | 9. Good Friday |
| 5. Christmas Day | 10. Memorial Day |
| | 11. Independence Day |

10-month & 11-Month Certificated/Licensed and Classified Administrators will have the following holidays:

- | | |
|---------------------------|---------------------------|
| 1. Labor Day | 6. New Year's Day |
| 2. Thanksgiving Day | 7. Martin Luther King Day |
| 3. Day after Thanksgiving | 8. Presidents' Day |
| 4. Day before Christmas | 9. Good Friday |
| 5. Christmas Day | 10. Memorial Day |

If a paid holiday falls on a Saturday, it will be observed on the previous Friday. If a paid holiday falls on a Sunday, it will be observed on the following Monday.

VI. LEAVES

A. PAID LEAVES

1. SICK LEAVE

- a. Sick leave shall accrue at the rate of one and one-fourth (1-1/4) days per month (15 days per year) to a total of two hundred fifty-five (255) days. Sick leave shall not be earned during the term of unpaid leave consisting of 10 or more contract days in a given month. A Certificated/Licensed or Classified Administrator may use sick leave for personal illness, illness or death in the immediate family, pregnancy or exposure to a contagious disease. Sick leave for pregnancy may be used for a period of up to twelve (12) weeks upon the birth or adoption of a child.

Immediate family shall be defined as father, mother, sister, brother, husband, wife, child, grandchild, grandmother, grandfather, uncle, aunt, niece, nephew, legal guardian, foster parent, stepparent, foster child, stepchild, stepbrother; stepsister; in-laws bearing any of these relationships, and any person living in the Certificated/Licensed or Classified Administrator's household.

- b. Falsification of any kind regarding the need to use and/or the use of sick leave shall constitute sufficient grounds for the suspension or termination of employment.
- c. Sick leave shall not be earned during the term of any unpaid leave.
- d. Sick leave will be calculated to the nearest quarter (1/4) hour.
- e. Each new Certificated/Licensed or Classified Administrator or any Certificated/Licensed or Classified Administrator who has exhausted his/her accumulated sick leave shall be credited with five (5) days of sick leave. If any of these five (5) days of sick leave are used, they shall be deducted from the sick leave accumulated during that contractual year, or if necessary, the following contractual year. If a Certificated/Licensed or Classified Administrator's employment ends before he/she has repaid the advanced sick leave, the per diem amount not paid back will be deducted from his/her last payroll check.
- f. Certificated/Licensed and Classified Administrators shall notify the Superintendent of their absence on a daily basis at least one (1) hour prior to their starting time.

2. PERSONAL LEAVE

- a. All Certificated/Licensed and Classified Administrators shall be granted a maximum of four (4) days personal leave per year. Unused leave shall not accumulate from year to year. Any unused personal leave days shall be added to accumulated sick leave or retirement severance personal leave cash out as applicable as of August 1.
- b. If the date the Certificated/Licensed or Classified Administrator needs to take personal leave is scheduled or known in advance he/she shall notify the Superintendent at least forty-eight (48) hours in advance of the leave date.
- c. Personal days may be used in one quarter (1/4) day increments.

3. JURY DUTY – COMPULSORY COURT APPEARANCE

- a. A Certificated/Licensed or Classified Administrator, upon written request to the Superintendent, shall be granted leave for the number of days or partial days needed to accept and serve on jury duty, as long as the employee is not engaged in pursuing a lawsuit against the district. The Certificated/Licensed or Classified Administrator shall receive his/her normal pay during jury service and retain any jury duty pay received from the court. A leave form shall be submitted when the Certificated/Licensed or Classified Administrator becomes aware of the need to use Jury Duty Leave. If a Certificated/Licensed or Classified Administrator is released from Jury Duty with one half or more of his/her workday remaining, the Certificated/Licensed or Classified Administrator shall return to the worksite.
- b. A Certificated/Licensed or Classified Administrator who is subpoenaed to appear, as a witness in a school business/activity case, shall be granted paid leave for the number of days or partial days needed to give testimony, as long as the employee is not engaged in pursuing a lawsuit against the District. A written request shall be submitted to the Superintendent as soon as the need for such leave is known.

4. ASSAULT LEAVE

A Certificated/Licensed or Classified Administrator shall be granted assault leave for up to twenty (20) days per contract year, in the event that injuries resulting from an assault render the Administrator unable to perform his/her duties. The assault leave will be granted to an Administrator who is assaulted during the performance of his/her official duties as an employee of the district.

5. PROFESSIONAL LEAVE

A Certificated/Licensed or Classified Administrator may be granted professional leave at the discretion of the Superintendent. Reimbursement

for expenses, if any, will be determined by the Superintendent. Requests for professional leave shall be submitted to the Superintendent, prior to the leave, on the Administrator Leave Form.

6. SABBATICAL LEAVE

Sabbatical Leave for one (1) year may only be granted after seven (7) years service as an Administrator in the district.

Understandings include the following:

- a. Prior request for leave will be submitted to the Superintendent.
- b. No more than one (1) Administrator will be granted leave during a school year.
- c. Compensation to the Administrator, upon return to duty, unless the Superintendent determines otherwise, will be the difference between his/her expected salary and the cost of the substitute Administrator hired to fill his/her position or a rate established by the Superintendent.
- d. Leave may not be used to engage in other employment, but rather to follow a course of professional growth approved by the Superintendent.

7. MILITARY LEAVE

An Administrator who is a member of a reserve component of the Armed Forces of the United States and/or the State of Ohio shall be granted leave of absence from his/her respective duties without loss of pay for such time as he/she is in the military service or field training or active duty for periods not to exceed thirty-one (31) days in any one calendar year. An Administrator's leave request shall be submitted to the Superintendent after the Administrator becomes aware of the need to use military leave.

Military leave beyond one month per calendar year shall be granted to any administrator who is drafted, activated or recalled to active duty with any branch of the Uniformed Services, including the reserves, of the United States. Upon request, the administrator shall provide documentation from his/her military unit that the military service to be performed when on leave from work is pursuant to one or more of the following criteria: (1) an executive order issued by the President of the United States, (2) because of an act of Congress, or (3) because of an order to perform duty issued by the governor pursuant of Section 5919.29 of the Revised Code. At the expiration of military leave, the returning administrator shall be granted his/her position held prior to the leave if it is vacant.

Should the position be filled, the returning administrator shall be appointed to a position with equivalent contract status for which he/she is qualified. Compensation shall be in accordance with Revised Code 5923.05 and any other provision of state and federal law.

8. RELIGIOUS LEAVE

- a. An Administrator may be absent, with pay, on a Religious Holiday not included in the school calendar. The Holiday must be observed by a *bona fide* religion or religious body, which has historically observed the Religious Holiday.
- b. A request for such absence shall be made in writing to the Superintendent at least ten (10) school days prior to the religious holiday. Where the religious holiday occurs less than ten (10) school days after the beginning of the school year, the request shall be submitted on or before the end of the second working day of the school year. Such absences shall not exceed three (3) days during the school year.

B. UNPAID LEAVES

The Certificated/Licensed or Classified Administrator will pay the total premium for all health insurance after exhausting applicable FMLA rights and unpaid absence of twenty (20) consecutive workdays.

1. LEAVES OF ABSENCE

- a. A Certificated/Licensed or Classified Administrator, upon application, shall be granted a leave of absence for up to two (2) years for illness, disability or for other reason approved by the Board.
- b. The Certificated/Licensed or Classified Administrator's application for medical leave shall be accompanied by a physician's statement describing the need for such leave and the period of time during which the Certificated/Licensed or Classified Administrator is required to be relieved of his/her duties.

2. SHORT TERM LEAVE

Short-term leave for five (5) days or less may be granted by the Board without pay. A request for said leave shall be submitted to the Superintendent at least five (5) days in advance of the requested starting date of the leave.

3. CHILD CARE

a. Child Care Leave

A Certificated/Licensed or Classified Administrator, who is the natural or adoptive parent of a child, shall be entitled to an unpaid leave of absence for the purpose of caring for his/her child. Such leave shall be for a maximum period of six (6) months and shall be granted upon giving the Board four (4) weeks notice prior to the anticipated date on which the leave is to commence. If the Certificated/Licensed or Classified Administrator returns to work within six (6) months, he/she shall return to a position within areas of their certification/licensure.

In those cases where an Administrator and his/her spouse are both employed by the Board, the total amount of child care leave for both employees shall be six months with the Administrator and spouse having the option to split the six months.

b. Adoption Leave

A Certificated/Licensed or Classified Administrator who is adopting a child shall be entitled up to five (5) days of unpaid leave for the purpose of the adoption. This is in addition to the twelve (12) weeks of sick leave, which may be used, for this purpose.

4. FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Board may designate any paid sick leave or unpaid leave of absence provided in this agreement as a FMLA leave of absence and exercise such rights as it may have under the FMLA and Regulations enacted hereunder with respect to such leave. An eligible employee' is an employee who has been employed for at least twelve (12) months and performed at least 1,250 hours of service during the twelve (12) month period immediately preceding the leave. The FMLA permits a qualified Certificated/Licensed or Classified Administrator to receive up to twelve (12) weeks of unpaid leave per year for personal or family medical reasons. FMLA leave is unpaid except that the Board must, during the period of the leave, continue to pay the same contribution to the staff member's health insurance contributions as was paid during the time of the staff member's active employment.

VII. INDIVIDUAL CONTRACTS AND REDUCTION IN FORCE (RIF)

A. EMPLOYMENT CONTRACT

1. Under Ohio law – all Administrators' contracts are limited contracts. They may be issued for no more than five (5) years.
2. The initial employment contract shall be one (1) year. The Superintendent may recommend additional years.

3. The length of re-employment contracts after the first year will be based upon individual recommendations of the Superintendent. However, after three (3) years of employment, a contract for re-employment must be for at least two (2) years and no more than five (5) years unless a recommendation is made for a one (1) year probationary contract.

B. ADMINISTRATIVE ASSIGNMENT

Pursuant to ORC 3319.01 and 3319.02 the Superintendent has the right to assign Administrators at his/her discretion. At the sole discretion of the Superintendent an Administrator's assignment can be changed at any time as long as the assignment is not of a lesser responsibility and does not result in a reduction of compensation.

C. REDUCTION IN FORCE (RIF) SUSPENSION OF ADMINISTRATIVE CONTRACTS

1. When the Board of Education determines that it is necessary to reduce the number of administrators currently employed in the District, it may suspend administrative contracts in accordance with this policy. The suspension of administrative contracts under this policy shall also be known as an administrative reduction in force (RIF) and may be implemented by the Board for any one or more of the following reasons:
 - a. The financial condition of the School District.
 - b. Financial circumstances affecting a particular program or grade level(s) within the School District.
 - c. Declining enrollment in the District as a whole or in a particular building(s), program(s), or grade level(s) within the District.
 - d. The closing or consolidation of school buildings.
 - e. Staff reorganization and/or consolidation of administrative functions in response to changes in law, curriculum, education policy, or the changing needs of the School District.
 - f. Territorial changes affecting the School District.
 - g. The return of regular administrators from a leave of absence or from disability retirement.
2. When implementing an administrative RIF, the superintendent will notify the administrative staff of the necessity for RIF and seek volunteers who may apply for retirement or any form of unpaid leave. If there are no volunteers within ten (10) workdays, the Board shall proceed to suspend contracts in accordance with the recommendation of the Superintendent of

the School District. In making such recommendations, the Superintendent shall first identify the administrative service areas in which reductions need to occur. Within these service areas, reductions shall be made according to the needs of the District as determined by the Superintendent. Demonstrated success in previous administrative and qualifications for the remaining assignments shall be the primary considerations in such determination. Years of service in the District may be considered, but shall not be the primary or overriding factor.

3. The Superintendent may recommend the reassignment of any administrator suspended under the foregoing procedure to another position for which he/she is properly licensed or certificated, if the individual currently holding such position has fewer years of service in the District as an administrator and the Superintendent determines that such reassignment will be in the best interests of the district. If such reassignment is recommended by the Superintendent and approved by the Board, the administrator currently holding the position shall be displaced, and his/her contract suspended.
4. If the Board determines to fill a vacant administrator position, administrators whose contracts have been suspended under this policy may have a right to be recalled to an administrative position for which they are qualified and for which they are properly licensed or certificated if such openings occur within twenty seven (27) months of their last day of active employment in the District as an administrator. The Superintendent in his/her sole discretion shall determine whether a person is qualified based upon proper license or certification for a given vacancy, appropriate qualifications and demonstrated success in similar administrative positions. It shall be the responsibility of the suspended administrator to provide the Board with written notice of a current address and number for purposes of notification. The failure of a suspended administrator to respond within ten (10) workdays of recall notification shall be deemed a rejection of the offer of recall.
5. Administrators who hold continuing contracts as teachers within the District shall enter the teachers' bargaining unit following the suspension (RIF) of their administrative contract. Their rights upon entry into the teachers' bargaining unit shall be determined in accordance with the applicable provisions of law and the collective bargaining agreement, as it exists at that time.
6. The term "suspension" as used in this policy in relation to administrative contracts shall not be taken to indicate either a continuing employment relationship following the suspension or the resumption of a previous contract upon recall. The suspension (RIF) of an administrative contract under this policy shall entirely sever the employment relationship between the parties. Upon recall, an entirely new contract shall be entered.

7. When reasons for invoking RIF for the following school year are known prior to March 31, administrators identified for contract suspension (RIF) will be notified on or before March 31. When reasons for RIF become known after March 31, administrators selected for RIF will be notified at least thirty (30) calendar days prior to the date of the Board of Education Meeting at which the Superintendent presents the name(s) of the administrators to be RIF'd.

Appendix A

WESTERVILLE CITY SCHOOLS ADMINISTRATIVE SALARY RANGE

ADMINISTRATIVE POSITIONS	Months	Effective August 1, 2010	
		LOW	HIGH
Assistant Superintendent/COO	12	\$128,000	\$143,000
Chief Academic Officer	12	\$115,000	\$140,000
Deputy Chief Academic Officer	12	\$115,000	\$140,000
High School Principal	12	\$100,000	\$125,000
Executive Director	12	\$100,000	\$125,000
Director	12	\$80,000	\$110,000
Assistant Director/12 Month Coord.	12	\$80,000	\$105,000
Middle School Principal	11	\$80,000	\$105,000
High School Athletic Director	11	\$77,000	\$102,000
Elementary School Principal	11	\$77,000	\$102,000
Assistant High School Principal	11	\$77,000	\$102,000
Assistant Middle School Principal	11	\$72,000	\$97,000
11 Month Coordinator	11	\$72,000	\$97,000
12 Month Coordinator/Assistant Director	12	\$80,000	\$105,000
Assistant Elementary Principal	11	\$67,000	\$92,000
Manager (Facilities, Custodial, Energy, Warehouse)	12	\$50,000	\$75,000
Administrative Intern (11 and/or 12 Month)	11/12	\$62,000	\$77,000
Assistant Manager (Fleet and Transportation)	12	\$45,000	\$70,000
Coordinator (Food Services)	11/12	\$35,000	\$55,000

Appendix B
(Page 1 of 2)

DELAYED SCHOOL START PROCEDURES AND EARLY DISMISSAL PROCEDURES

DELAYED SCHOOL START PROCEDURES

CLASSIFIED

(Applies only to 1st shift employees)

In the event of a delayed start, all Westerville City School classified employees assigned to school buildings are expected to report to work equal to the delayed start time. For example, if your normal contract day starts at 7:25 a.m. and schools are delayed by two hours, you will be expected to report to work at 9:25 a.m. with no calamity compensation. Exceptions to the above are listed below:

- 1) Maintenance Report at regular start time. Compensation will be at normal rate during these occasions.
- 2) Custodians Report at regular start time. Compensation will be at normal rate during these occasions.
- 3) Bus Drivers Report time for A.M. runs will be delayed equal to the amount of delay with the understanding that drivers will report 15 minutes earlier to prepare their bus. Compensation will be regular pay equal to the delay time.
- 4) Mechanics Report at regular start time. Compensation will be at normal rate during these occasions. Classified personnel who are assigned by their immediate supervisor to report to work during the delay will be granted calamity pay by their immediate supervisor equal to the delay time. The delayed start of school will have no effect on the regular starting times of second and third shifts.

CERTIFICATED – Teachers

In the event of a delayed start, all Westerville City School certificated employees are expected to report as close to 30 minutes prior to the delayed start time of their assigned school building as possible. For consistency purposes, the secondary school buildings will be on the following start and finish time and each Principal will have a pre-approved established student class schedule.

EXAM MAKE-UP

If a Calamity Day or a Delayed Start is necessary on a high school semester exam day, the make-up for the exams scheduled for that specific day will occur on the professional day following first semester exams. The professional day will occur on the next school day, which will delay the start of second semester by one day at the High School level only. Elementary & middle school programs will follow the normal calendar.

NOTE: ESP will not make up service during delay and will follow regular schedule at the start of the student school day.

KINDERGARTEN & PRESCHOOL (A.M. SESSION) WILL BE CANCELED WITH ANY DELAYED START.

KINDERGARTEN & PRESCHOOL (P.M. SESSION) WILL START AT NORMAL TIME.

	<u>1 HOUR DELAY START</u>	<u>2 HOUR DELAY START</u>
ELEMENTARY SCHOOLS	10:05 AM	11:05 AM
MIDDLE SCHOOL	8:55 AM	9:55 AM
HIGH SCHOOLS	8:25 AM	9:25 AM

No A.M. Kindergarten & Preschool classes; P.M. Kindergarten & Preschool schedules same as usual)

EARLY DISMISSAL PROCEDURES

First Shift Classified Employees

In the event of an early dismissal, all classified employees are expected to complete their workday ½ hour after the specific student release time. For example, if your normal contract day ends at 4:00 p.m. and the students are dismissed at 2:00 p.m., you will be expected to complete your workday at 2:30 p.m. and will be paid at your hourly rate for the remaining 1-½ hours. Classified employees who are assigned by their immediate supervisor to remain at work after the early dismissal will be granted calamity pay equal to the student release time minus 30 minutes. Compensation will be at normal rate during these occasions. Bus Drivers report time for P.M. runs will be one hour prior to their normal P.M. arrival time. Compensation will be regular pay equal to the early dismissal. Classified personnel who are assigned by their immediate supervisor to report to work during the delay will be granted calamity pay by their immediate supervisor equal to the delay time. The delayed start of school will have no effect on the regular starting times of second and third shifts.

Certificated Employees

In the event of an early dismissal, all Westerville City School certificated employees are expected to complete their contract day ½ hour after the specific student release time.

Second & Third Shift Classified Employees

Second & Third shift employees are expected to report to work at their regularly scheduled time.

Bus Arrival Times-

- High Schools – 1:00 p.m.
- Middle Schools – 1:48 p.m.
- Elementary Schools – 2:30 p.m.

Other

- **Elementary Early Dismissal Parent Contact** – In the event of an early dismissal, please prepare a procedure to contact parents or emergency contact. In the event the parents or emergency contact cannot be reached provide supervision until the normal release time.
- **SACC Program** – Principals are to call their building SACC Directors on days of early release. SACC Directors will then call parents of children in the SACC program. Student release will be in accordance to the information parents provided on school district emergency card.
- **Day Care Facilities** – Elementary Buildings will call the Day Care Facilities.
- **Special Education Transportation** – Transportation Department will contact Tri Star.
- **After School Activities** – All building activities will be cancelled.

DELAYED START, EARLY DISMISSAL OR SCHOOL CLOSING WILL BE REPORTED TO THE FOLLOWING:

Westerville City Schools District and Building WEB SITES

TV STATIONS:

WOCC-3 WBNS-10
WCMH – 4 Ohio News Network
WSYX-6/Fox 28

RADIO STATIONS:

WTVN-610 AM	RADIOU-88.7 FM	WSNY-94.7 FM	WBZX-99.7 FM
WOSU-820 AM	WOSU-89.7 FM	WHOK-95 FM	WJZA-103.5 FM
WMNI-920 AM	WCBE-90.5 FM	WLVQ-96 FM	WEGE-103.9 FM
WCOL-1230 AM	WCOL-92.3 FM	WBNS-97.1 FM	WJZK-104.3 FM
WBNS-1460 AM	WLZT-93.3 FM	WNCI 97.9 FM	WBWR-105.7 FM

OPERATIONAL ALLOWANCES
Administrative Guidelines Effective August 1, 2010

APPENDIX C			
Title	Contract Months	Personal Vehicle	Electronic Communication
Assistant Superintendent/COO	12	\$400	\$70
Chief of Academic Affairs	12	\$400	\$70
Deputy Chief Academic Officer	12	\$400	\$70
Exec. Director, Facilities & Operations	12	\$400	\$70
Exec. Director, K-8 Academic Affairs	12	\$200	\$70
Exec. Director, HS Academic Affairs & Extra-Curricular Programs	12	\$200	\$70
Exec. Director, HR/Employee Relations	12	\$200	\$70
Exec. Director, Pupil Services	12	\$200	\$70
Exec. Director, Communication/Technology	12	\$200	\$70
High School Principal	12	\$100	\$70
High School Assistant Principal	11	\$75	\$70
High School Athletic Director	11	\$75	\$70
Middle School Principal	11	\$75	\$70
Elementary School Principal	11	\$50	\$70
Director, Community Relations Services	12	\$100	\$70
Director, Assessment & Alt. Education Services	12	\$100	\$70
Director, Curriculum Services	12	\$100	\$70
Director, Health & Safety Services	12	\$100	\$70
Director, Business Management Services	12	\$100	\$70
Director, Information Management Services	12	\$100	\$70
Director, Transportation Services	12	\$200	\$70
Assistant Director, Special Educ. Services	12	\$100	\$70
Middle School Assistant Principal	11	\$50	\$70
Administrative Intern	11	\$50	\$70
Elementary School Assistant Principal	11	\$50	\$70
Coordinator, Curriculum Services	11	\$75	\$70
Coordinator, Special Education Services	11	\$75	\$70
Coordinator, ESL Services	11	\$75	\$70
Coordinator, Gifted & Talented Services	11	\$75	\$70
Coordinator, Special Education (Disability Compliance and Civil Rights)	11	\$75	\$70
Coordinator, Preschool Services	11	\$75	\$70
Coordinator, Fiscal Services	12	\$50	\$70
Manager, Custodial Services	12	\$200	\$70
Manager, Energy Services	12	\$200	\$70
Manager, Warehouse Services	12	\$75	\$70
Facility Manager, Buildings/Grounds	12	\$200	\$70
Assistant Manager, Transportation	12	\$50	\$70
Assistant Manager, Fleet	12	\$50	\$70
Coordinator, Food Services	11	\$50	\$70

GUIDELINES FOR ASSIGNING SUBSTITUTE ADMINISTRATORS

District administrators will continue to be maintained in AESOP as “requiring no substitute.” As a result, the system will not assign a substitute when an administrator reports an absence on AESOP. **Personnel in the HR office will make all substitute administrator assignments.** Substitute administrators will normally be assigned only when an administrator is absent for five (5) or more consecutive days and then only in accordance with the following procedures:

1. When a Building Principal or “department” Executive Director becomes aware of an administrative absence that will be for a **period of five* or more consecutive days** for an administrator under his/her supervision, the immediate supervising administrator shall submit a request to the Office of Human Resources via an e-mail to the Assistant Superintendent for the assignment of a substitute administrator. The written request needs to specify the following:
 - a. Name of the administrator who will be absent;
 - b. Date the absence period will begin;
 - c. Date the absence period will end;
 - d. Dates for which a substitute administrator is requested.
2. If the request is from a Building Principal, the Assistant Superintendent will immediately forward (via e-mail **within one workday**) the request to the appropriate Executive Director for review and recommended action.
3. Upon receipt of the request for action from the Assistant Superintendent, the Executive Director will review and recommend approval or denial **within one workday** by responding to the Assistant Superintendent via e-mail.
4. Upon receiving the reply from the Executive Director, the Assistant Superintendent will proceed to notify the requesting Principal of the action to be taken and proceed to assign a substitute administrator, if approved by the Executive Director.
5. If the initial request for a substitute administrator is from an Executive Director, the Assistant Superintendent will review the request with the Superintendent and proceed according to the Superintendent’s direction.

*If safety concerns, emergency or other special circumstances create a need for a substitute administrator to be assigned sooner than five days of consecutive absence, the supervisor requesting the substitute may submit a written request to HR with a detailed explanation as to why the substitute is necessary.

DIFFERENTIATED RATES OF PAY FOR SUBSTITUTE ADMINISTRATORS

The differentiated rates of pay for Substitute Administrators on a per diem basis are as follows:

Daily Rates for Substitute Administrators effective August 1, 2010

	Sub Rate		
	0 - 21 Days	22 - 60 Days	61+ Days
Sub District Administrator	\$216.96	\$347.15	\$438.35
Sub HS Administrator	\$204.91	\$327.86	\$414.00
Sub MS Administrator	\$192.85	\$308.58	\$389.64
Sub Elem Administrator/Coordinator	\$186.83	\$298.93	\$377.47
Food Service Coordinators	\$106.77	\$156.26	\$182.30

**Westerville City Schools
Administrator Leave Form**

Name: _____	Date: _____																		
Building: _____	Position: _____																		
Date(s) of leave: _____																			
Type of leave _____ _____ _____ _____ _____ _____ _____	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Assault</td> <td style="width: 50%;">Sabbatical</td> </tr> <tr> <td>Jury Duty</td> <td>Sick Personal</td> </tr> <tr> <td>Religious</td> <td>Sick Family</td> </tr> <tr> <td>Military</td> <td>Unpaid</td> </tr> <tr> <td>Personal</td> <td>Childcare</td> </tr> <tr> <td>Professional</td> <td>Medical</td> </tr> <tr> <td>Vacation</td> <td>Short-term</td> </tr> <tr> <td></td> <td>FMLA</td> </tr> <tr> <td></td> <td>Other</td> </tr> </table>	Assault	Sabbatical	Jury Duty	Sick Personal	Religious	Sick Family	Military	Unpaid	Personal	Childcare	Professional	Medical	Vacation	Short-term		FMLA		Other
Assault	Sabbatical																		
Jury Duty	Sick Personal																		
Religious	Sick Family																		
Military	Unpaid																		
Personal	Childcare																		
Professional	Medical																		
Vacation	Short-term																		
	FMLA																		
	Other																		

**Professional Leave Reimbursement Requested
(Attach Documentation)**

Travel	\$	_____
Meals	\$	_____
Lodging	\$	_____
Registration Fees	\$	_____
TOTAL	\$	_____
Funding Source: _____		
Conference/Workshop Destination: _____		

Applicant	Date	Immediate Supervisor	Date
Approved _____	Denied _____	_____	_____
Superintendent/Designee			Date

Distribution: _____ Superintendent
 _____ Treasurer
 _____ Human Resources

Section 5705.412
CERTIFICATE OF ADEQUATE REVENUES
OAC Section 3301-92-05
Wage or Salary Schedule

The undersigned, Treasurer, Superintendent, and President of the Board of Education of the Westerville City School District, hereby certify based on current estimates of School District revenue and expenses made in conformity with regulations of the Auditor of State and the Ohio Department of Education, that with respect to the attached Wage or Salary Schedule:

The school district has in effect for the term of the contract the authorization to levy taxes including the renewal or replacement of existing levies which, when combined with the estimated revenue from all other sources available to the district, are sufficient to provide the operating revenues necessary to enable the district to maintain all personnel and programs for all the days set forth in its adopted school calendar for the current fiscal year and an equivalent number of days for each succeeding fiscal year in which the wage or salary schedule will be in effect.

IN WITNESS WHEREOF, we have hereunto set our hands on November 22, 2010.

WESTERVILLE CITY SCHOOL DISTRICT
FRANKLIN COUNTY, OHIO

By: _____
Title: President, Board of Education

By: _____
Title: Superintendent

By: _____
Title: Treasurer