



LAKE ZURICH COMMUNITY UNIT
School District 95

Administrator Compensation Plan

The mission of Lake Zurich Community Unit School District 95 is to empower every learner to achieve personal excellence.

Goal 2: Recruit, develop, and retain innovative staff who embrace collaboration and continuous improvement.

Effective July 1, 2020

Board Approved June 2020

The following Administrative Compensation plan was formulated by evaluating and ranking all the positions based on important job-related factors. This analysis along with market data created the formation of salary ranges for the district Administrative staff. Districts that are comparable to Community Unit School District 95 that were used for the purposes of this study include Barrington 220, Wauconda 218, Batavia 101, Geneva 304, St. Charles 303, Wheaton 200, Naperville 203, and Indian Prairie 204.

The evaluation of the positions allowed an equitable internal ranking of all of the positions mentioned. The focus of the job evaluation is the job itself and the minimal requirements necessary for the position, not the person in the job.

The key factors used to evaluate the positions for salary ranges include:

- Knowledge
- Experience
- Complexity of Duties
- Supervision Received
- Errors and Quality of Work
- Contacts with Others
- Character of Supervision
- Scope of Supervision
- Confidential Data
- Mental Attention or Visual Demand
- Working Conditions

An Administrative Compensation Plan consists of two major components:

- 1) Base Salary Pay- Ranges
- 2) Benefit Package

The following is the Administrative Pay Range system as outlined.

The second component of the Administrative Compensation Plan includes the benefits package. The Benefits listed below are provided to the Superintendent and all other administrative positions listed in the preceding Pay Band Table. If a Benefit (*e.g.*, sick leave) is specifically included in the Administrator's individual employment contract, and the terms of the "contracted Benefit" differ from the terms of this Plan, (*e.g.*, the individual employment contract provides 12 annual paid sick leave days and the Plan provides 14 annual paid sick leave days), the terms of the Administrator's individual employment contract shall govern. If a Benefit is included in this Plan and is not specified in the Administrator's individual employment contract, the Benefit included in this Plan shall be provided to the Administrator so long as he/she meets any eligibility requirements for that Benefit.

The Benefits provided herein shall be provided only during the Administrator's employment with the District.

This Plan is not intended to and shall not be used to create an employment contract between the Board and any individual.

1) IMRF, TRS and THIS Contributions

TRS Participants

In addition to the Administrator's salary, the Board pays on behalf of the Administrator to the State of Illinois Teachers' Retirement System ("TRS") and the Teachers' Health Insurance Security Fund ("THIS") the Administrator's required contributions to said pension system and health fund.

IMRF Participants

In addition to an Administrator's salary, the Board pays on behalf of the Administrator to the State of Illinois Municipal Retirement Fund ("IMRF") the Administrator's required contributions to said pension fund.

TRS and IMRF Participants

The Administrator shall not have any right or claim to said amounts, except as they may become available at the time of retirement or resignation from the State of Illinois Municipal Retirement Fund, the Teachers' Retirement System or the Teachers' Health Insurance Security Fund. The Board and the Administrator acknowledge that the Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to the Illinois Municipal Retirement Fund, the Teachers' Retirement System or the Teachers' Health Insurance Security Fund, and further acknowledge that such contributions are made as a condition of employment to secure the Administrator's future services, knowledge and experience.

2) **Insurance**

Any insurance coverage provided to the Administrator is fully governed by and subject to the terms and conditions set forth in insurance policy documents existing between the Board and its insurance carriers and/or insurance cooperatives, as such insurance policy documents may be amended from time to time. In the event of any conflict between this Compensation Plan and the insurance policy documents, the insurance policy documents shall prevail.

If, at any time during the Administrator's employment, the Board's payment of insurance premiums is found to constitute a discriminatory benefit under law or regulation or other official guidance subjecting the Board to potential penalties or increased tax payments, then the Board may, in its discretion, determine to decrease its payment for such insurance and make a corresponding increase in the Administrator's salary or other compensation to offset the cash value of the reduction in such insurance premium benefit.

- a. **Health Insurance** – The Administrator may elect to enroll in one of the group term insurance programs effective in the District (e.g., PPO, HMO Illinois or Blue Advantage) and will receive Board paid full-family health/medical insurance (or Board paid coverage at a lesser tier (*i.e.*, single, or single +1) if requested by the Administrator).
 - b. **Dental Insurance** – The Administrator may elect to enroll in a group dental plan effective in the District and will receive Board paid full-family dental insurance (or Board paid coverage at a lesser tier (*i.e.*, single, or single +1) if requested by the Administrator).
 - c. **Vision Insurance** – The Administrator may elect to enroll in a group vision plan effective in the District and will receive Board paid full-family vision insurance (or Board paid coverage at a lesser tier (*i.e.*, single, or single +1) if requested by the Administrator).
 - d. **Life Insurance/ Accidental Death and Dismemberment** – The Administrator will be covered under a Group Term Life Insurance and AD&D Policy with coverage equivalent to two and a half times annual salary, not to exceed a maximum of \$250,000. However, the amount of life insurance may be reduced for administrators who are 65 or older in accordance with the schedule of benefits maintained by the group term life insurance carrier.
 - e. **Long Term Disability Insurance** - A benefit providing the lesser of 60% basic monthly earnings or \$6,000 per month.
 - f. **Flexible Spending Account** – The Board maintains a Flexible Spending Account which allows an Administrator to set aside a specific amount of earnings on a pre-tax basis to pay for certain qualified medical, dental and dependent care expenses in accordance with the District's Plan and IRS rules and regulations.
- 3) **Tuition Reimbursement** – Subject to the Superintendent's prior approval (or, if the Superintendent, then subject to the Board's prior approval) the Administrator shall be entitled to reimbursement for voluntary, elective professional academic course work, provided that such professional coursework is related to the requirements of the Administrator's position in the District. An annual amount of up to \$5,000 for tuition will be approved. However, reimbursement shall not be allowed for tuition costs not

actually incurred by the Administrator due to the Administrator's receipt of a scholarship or some other non-District financial assistance.

- 4) Reimbursement shall be made one time annually for any coursework completed from September through August and reimbursed the following October.
- 5) Upon the Superintendent's (or the Board's) approval of each request for tuition reimbursement and prior to the actual reimbursement, the Administrator shall execute a "Tuition Reimbursement Repayment Agreement," a copy of which is attached to this Plan as Appendix A, and a Promissory Note, a copy of which is attached to this Plan as Appendix B. If the Administrator voluntarily leaves the District, or is dismissed for misconduct or poor performance within 8 months after the receipt of the reimbursement, he/she shall be obligated to repay the District pursuant to this provision. In such event, the Board may, within the meaning of the Illinois *Wage Payment and Collection Act*, 820 ILCS 115/9, recoup the amounts paid by the Board on the Administrator's behalf in accordance with the terms set forth in the executed Tuition Reimbursement Repayment Agreement, and/or commence the collection process set forth in the executed Promissory Note.
- 6) **Sick Days** – The Board will provide the Administrator sick leave, as defined in Section 24-6 of the School Code, in the amount of 15 working days annually, which may be accumulated without limit.

After current and accumulated sick leave has been exhausted, if necessary due to the Administrator's own serious illness or injury, the Administrator may be granted a further one-time medical leave of up thirty days at full pay during his/her employment with the District. Medical leave days need not be taken consecutively. The grant of medical leave is subject to the Board's approval, after receipt of appropriate medical documentation from the Administrator. It is the intent of the Board and the Administrator that medical leave days not be reportable to the Illinois Teachers Retirement System for purposes of service credit or creditable earnings, that any unused days not be available for cash payment and that medical leave days be accounted for separately in all respects from the Administrator's normal annual allotment of ordinary sick leave days.

- 7) **Personal Days** – 2 per year (non-cumulative). Unused personal days convert to sick days in following year.
- 8) **Vacation Days** – 12-month Administrators shall be entitled to a paid vacation of twenty (20) working days per contract year (*i.e.*, July 1 - June 30). Vacations days taken are subject to the prior approval of the Superintendent so as not to disrupt the normal operation of the school district. Vacation days shall be available to the Administrator as of the first day of employment and, thereafter, as of the July 1st each contract year. However, in the event an Administrator leaves the District's employ before a contract year is complete, his/her vacation days shall be pro-rated according to the percentage of the year worked (*e.g.*, a termination on October 1st would entitle the Administrator to earn 5 days paid vacation for the contract year, as illustrated: 20 days divided by 12 months = 1.67 days earned per month of employment x 3 months of completed employment = 5 days earned). In the event of a mid-year termination of an Administrator's employment, the Board shall pay to the Administrator any earned and unused vacation days, or the Administrator shall reimburse the Board for any unearned and used vacation days, whichever may be applicable. An Administrator shall have until April 15 (*i.e.*, 21-1/2 months) to use his/her vacation days. As of April 15th, any such

unused vacation days shall be considered forfeited. Any payout for vacation shall be calculated based on the Administrator's final *per diem* rate (*i.e.*, final salary/work days in Administrator's work year = *per diem*.) In the event the Board's payout of any unused vacation days would result in the Board owing an "excess salary contribution" to the Teachers' Retirement System or an "accelerated payment" to the Illinois Municipal Retirement Fund, such payout shall not be considered reportable earnings for retirement purposes and shall not be made until after the Administrator's receipt of his/her final paycheck for regular earnings (for TRS members) and not until after the first of the month following the first whole month after the Administrator's termination of employment (for IMRF members).

- 9) **Holidays** – The Administrator shall receive paid time off for holidays listed on the Board-approved calendar, including Winter and Spring break, so long as such days fall within the Administrator's scheduled work year.
- 10) **Funeral Days** – The Administrator may receive paid bereavement leave of up to 3 lost work days upon the death of an "immediate family member" as such term is defined in the collective bargaining agreement between the Board and the Lake Zurich Education Association.
- 11) **Professional Dues** – With the Superintendent's prior approval, the Board will annually pay the Administrator's membership fees for up to two professional associations.
- 12) **Liability** – The Board shall insure the Administrator against any loss or liability arising out of any constitutional or civil rights damage claims or suits, or arising out of any claims or suits for death, bodily injury or property damage, providing damages are sought for negligent or wrongful act alleged to have been committed during the scope of employment or under the direction of the Board.
- 13) **Travel Expenses** – The Administrator shall use his/her personal vehicle for business-related travel. The Board shall reimburse Administrators for mileage at the IRS prevailing rate in effect when the expense was incurred. The Administrator shall substantiate all expenses incurred in accordance with regulations of the *Internal Revenue Code*, as may be amended. (This provision shall not apply to any Administrator for whom an automobile allowance is provided)
- 14) **Reimbursements** – With the Superintendent's prior approval, and in accordance with relevant Board Policies, an Administrator may attend educational conferences, conventions, courses, seminars and other similar professional growth activities. Proper substantiation of all authorized expenses is required for reimbursement.

Annual Computation of Salary Increases:

The administrative evaluation process of Lake Zurich Community Unit School District #95 shall provide a system of accountability through meaningful formative and summative feedback to enhance and improve instructional leadership. Creative leadership will be encouraged and supported to fulfill our district's mission to inspire all students to be passionate, continuous learners, and to prepare them with skills to achieve their goals and flourish as responsible, caring citizens in a global community. The evaluation process shall promote a climate that encourages risk taking, innovation, and sharing.

The purpose of evaluation is to promote personal and professional growth and development and enhance effective administrative leadership through integrity and vision, as reflected in our Strategic Plan. To be successful, the growth process must be focused on meaningful developmental opportunities, dialogue between colleagues, and a sincere attempt to assist administrators in reaching their potential.

All annual salary increases for Administrative staff will be computed based on the Administrator's performance evaluation rating. A base adjustment may be set annually by the Board of Education for adjustment to the salary ranges to keep competitive with the market and our comparable districts. Increases over the base range increase will be awarded by the Superintendent based on the performance evaluations.

APPENDIX A
LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT NO. 95
TUITION REIMBURSEMENT REPAYMENT AGREEMENT

Lake Zurich Community Unit School District No. 95 ("District) provides tuition reimbursement for pre-approved voluntary, elective professional academic course work, provided that such professional coursework is related to the requirements of the Administrator's position in the District. Pursuant the Administrator Compensation Plan, if the Administrator voluntarily leaves the District, or is dismissed for misconduct or poor performance within 8 months after the receipt of the reimbursement, he/she shall be obligated to repay the District the full amount of any such reimbursement(s).

Name of Course/Workshop and Institution/Provider for which I am receiving tuition reimbursement and date upon which the Course/Workshop was completed:

_____.

Date on which tuition reimbursement is received:

_____.

I, _____, acknowledge and agree that I received tuition reimbursement in the sum of _____ from the District and that such sum is provided to me for my benefit to reimburse me for my completion of the above course or workshop. I understand and agree that, in the event I do not continue in the employ of the District for at least 8 full months from the date of my receipt of this reimbursement, I will be required to repay 100% of tuition reimbursement provided to me for this course/workshop.

My repayment schedule shall be as follows: At the time it is determined that I will not continue in the employ of the District, the District will divide the amount of tuition reimbursement by the number of my outstanding pay periods and will deduct, in near equal installments, the tuition reimbursement from any wages or final compensation owed. If the tuition reimbursement cannot, for whatever reason, be entirely deducted from my remaining paycheck(s), I agree to repay the amount still due and owing to the District within fifteen (15) days of my last date of employment with the District.

THIS AGREEMENT SHALL CONSTITUTE MY EXPRESS WRITTEN CONSENT, WITHIN THE MEANING OF THE *ILLINOIS WAGE PAYMENT AND COLLECTION ACT*, 820 ILCS § 115/9, TO THE DEDUCTION OF TUITION REIMBURSEMENT FROM ANY WAGES OR FINAL COMPENSATION DUE ME BY LAKE ZURICH COMMUNITY UNIT SCHOOL DISTRICT NO. 95. THIS CONSENT IS FREELY GIVEN AT THE TIME THE TUITION REIMBURSEMENT IS PROVIDED TO ME.

Employee: _____ Date: _____

Witness: _____ Date: _____

Appendix B

**LAKE ZURICH COMMUNITY UNIT
SCHOOL DISTRICT NO. 95**

PROMISSORY NOTE

\$ _____

Date: _____
Lake Zurich, Illinois

FOR VALUE RECEIVED for the purpose of reimbursement for tuition, related to pre-approved voluntary, elective professional academic course work _____, as Maker, promises to pay to the Board of Education of Lake Zurich Community Unit School District No. 95, a body politic and corporate, as Payee, the principal sum of _____ Dollars (\$_____.00), or any lesser amount as may be due or owing in accordance with the terms of the Tuition Reimbursement Repayment Agreement attached hereto as Exhibit A and incorporated herein.

Payment of the above sum, or any lesser amount as may be due or owing in accordance with the terms of the Tuition Reimbursement Repayment Agreement, by Maker shall first be taken, via payroll deduction(s), by Payee from any wages Payee owes to Maker as set forth in the Tuition Reimbursement Repayment Agreement. In the event the Payee is unable to collect the outstanding sum through payroll deduction(s), the Payee shall advise Maker of any unpaid balance and Maker shall remit payment of any amount still due and owing within fifteen (15) days of Maker's last date of employment with the District.

Maker's failure to remit payment in accordance with the terms of this Promissory Note shall constitute an event of default under this Promissory Note. If such default continues for a period of ten (10) days after actual receipt by the Maker hereof of written notice of such default, then there shall be a late charge of 1.5% per month on the amount of payment due. Notwithstanding anything to the contrary herein, if any default under this Promissory Note is not cured within thirty (30) days after notice of such default is received by the Maker hereof, then, at the election of the Payee, the entire unpaid balance of principal thereon due under this Promissory Note shall become immediately due and payable, without notice, and shall be collectible immediately or at any time after such default. In the event of default, the Payee shall be entitled to reasonable costs of collection, including reasonable attorneys' fees.

All payments required by this Promissory Note shall be made to:

Lake Zurich Community Unit School District No. 95
832 S. Rand Road
Lake Zurich, Illinois 60047

To secure payment under this Promissory Note, the Maker hereby authorizes, irrevocably, any attorney of any Court of Record to appear for the Maker in such Court in the State of Illinois, County of Lake, at any time after any payment under this Promissory Note becomes due and owing and notice of default has been given to the Maker pursuant to the terms contained herein, to confess a judgment, without process, in favor of the Payee, for such amount

as is then due and owing, together with reasonable costs of collection, including reasonable attorneys' fees, to waive proceedings, and to consent to immediate execution upon such judgment, hereby ratifying and confirming all that such attorney may do by virtue hereof.

The Maker hereby waives presentment for payment, notice of dishonor and protest.

No failure of either the Maker or the Payee to exercise any power given in this Promissory Note or to insist upon strict compliance by the other party with any obligation hereunder, and no custom or practice of the Maker and/or the Payee at variance with the terms hereof, shall constitute a waiver of the right of either the Maker or the Payee to demand exact compliance with the terms of this Promissory Note.

This Promissory Note shall be governed by and construed in accordance with the laws of the State of Illinois.

(Maker)

DATE: _____, 20____