



ADMINISTRATIVE BENEFITS PLAN
July 1, 2025 – June 30, 2026

- I. **Background:** The Administrative Benefits Plan has been developed to guide the process of establishing annual salaries and fringe benefits for Central Office and building administrators. Currently, these positions include the Assistant Superintendents for Finance/CSBO/Treasurer, Human Resources, and Curriculum and Instruction; Middle School and Elementary Principals; Directors of ELL/Bilingual Services, Student Services, Buildings and Grounds, Digital Learning and Innovation, and Director of Communications and Community Engagement; Chief Information Officer, Middle School Assistant Principals, and Elementary Assistant Principals; Student Services Coordinator. Hereafter, the term “administrator” shall refer to the above persons.
- II. **Philosophy:** The salary and benefits provided by School District 45 to its administrative employees shall be at a level that is sufficient to attract and retain competent individuals to perform and provide quality leadership to our schools and the district as a whole. District 45 will provide salaries based on internal equity and external competitiveness, within its fiscal capabilities.
- III. **Objectives:** The multiple objectives of the administrative compensation system are as follows:
 - A. Provide a systematic basis for Board decision-making and approval of administrative salaries and benefits so the Board has a sound basis for its decision making.
 - B. Compensate administrators equitably, relative to the scope and level of their responsibilities, salaries and benefits paid for similar responsibilities in other school districts, and the quality of performance of each administrator's assigned job responsibilities.
 - C. Attract and retain needed administrative talent, and maintain administrative satisfaction, morale, and motivation over time.
 - D. Recognize and reward good performance, and provide an incentive for maintaining and improving performance.
- IV. **Policies:** The following policies are established in order to achieve the objectives specified above in a manner that is consistent with the compensation philosophy:
 - A. The Board should have a clear and understandable basis for making compensation decisions such that the decision-making process can be explained and the process can be continued even after Superintendent or Board Member turnover or other events impacting administrative compensation.
 - B. Compensation should be fair and equitable to the administrators concerned, particularly in terms of internal equity, external comparisons, and relationship to the individual administrator's stage of development and quality of performance.
 - C. Decisions regarding compensation should be made prior to employment/ re-employment commitments, with subsequent adjustments on an individual basis as deemed necessary and appropriate.
 - D. District 45 administrative salaries should have a reasonable relationship to prevailing salary

levels for similar positions in the Chicagoland area, particularly the following DuPage County elementary school districts of comparable size and per pupil revenue base. The comparison districts include: Addison #4; Marquardt #15; West Chicago #33; Woodridge #68; Wooddale #7; Queen Bee #16; Bensenville #2; and Keeneyville #20.

In general, District 45 salaries should be at or near the fiftieth percentile of the prevailing rates for jobs of similar content within the survey group, adjusted as necessary for differences in work year, average experience of position incumbent(s), and individual performance.

- E. Annual salary increases and salary amounts paid within a position category may vary based on administrators' years of service and performance.
- F. Responsibility for recommending administrative salaries is delegated by the Board of Education to the Superintendent, within monetary guidelines established by the Board of Education, and consistent with the policies and procedures established in this document. The recommendations of the Superintendent are subject to review and approval by the Board of Education.

V. Plan and Decision-Making Procedures

- A. District 45 administrative positions are organized into six categories
 - 1. 221 actual work days: Assistant Superintendent for Curriculum & Instruction
Assistant Superintendent for Finance/CSBO
Assistant Superintendent for Human Resources
Chief Information Officer
Director of Buildings & Grounds
Director of Student Services
Director of Communications & Community Engagement
 - 2. 212-day work year: Middle School Principals
School year plus six weeks,
and up to an additional five (5)
optional days over the summer months
Principal for Early Childhood Program
 - 3. 202-day work year: Elementary Principals
School year plus four weeks,
and up to an additional five (5)
optional days over the summer months
 - 4. 192-day work year: Director of Digital Learning & Innovation
School year plus two weeks,
and up to an additional five (5)
optional days over the summer months
Director of ELL/Bilingual Services
Elementary Assistant Principals
Student Services Coordinator
 - 5. 197-day work year: Middle School Assistant Principals
School year plus three weeks*.
and up to an additional five (5)
optional days over the summer months.

*Specific dates to report to work must be approved by the building principal.

- B. Factors to be considered in recognizing individual performance include the following:
1. Demonstrates superior performance of duties associated with the position, including accomplishment of annual objectives.
 2. Demonstrates creativity and vision as revealed in planning, implementation and support of new initiatives.
 3. Successfully handles ongoing challenges associated with a particular position and/or building assignment, e.g. size or crowding of building, multicultural make-up of building, large number of special education services, etc.
 4. Volunteers for, accepts or is assigned work assignments which are particularly difficult and/or require unusual overtime commitments.
 5. Demonstrates exceptional handling of unusually difficult personnel situations or other unique challenges.
 6. Demonstrates leadership qualities in his/her field of expertise while promoting District policies and goals. Outside group recognitions and outside leadership positions are a factor which will be taken into consideration.
 7. Completes all assigned rules and responsibilities related to the District Strategic Plan/Goals.
 8. Successfully completes all requirements within the evaluation framework at the proficient level or higher.
- C. Senior administrators performing well in their positions for a substantial number of years would be expected to be at or near the maximum level of compensation for their category. Annual increases, however, may be lower for them than for their less experienced colleagues.
- D. Annually, the Board of Education should establish overall parameters for administrative compensation increases. Factors to be considered include the District's financial situation as well as expectations for prevailing patterns of increase in comparison school districts. While estimates will necessarily be involved, discrepancies between actual salaries and those predicted can be adjusted in future years. The result should be a total budget allocation for guidance of the Superintendent in preparing individual recommendations.
- E. Within the monetary parameters specified by the Board of Education, the Superintendent shall develop recommendations for administrative salaries and benefits.
- F. Affected administrators shall have an opportunity to provide information and input to the Superintendent, for consideration prior to decision-making by the Board of Education.
- G. The Board will contribute up to a combined monthly total of **\$2,589** towards the purchase of hospitalization and major medical coverage, dental coverage, and vision coverage.
- H. For Administrators who retire or resign, the Board of Education will continue to provide the insurance contribution amounts listed above through the end of the month in which they retire or resign.
- I. Whenever possible, administrative compensation decisions will be completed prior to the end of the fiscal year on June 30.

- J. Administrators hired from outside the district will be credited with a minimum of 50 sick days. The full annual allotment of sick leave shall be granted to an administrator as of the first day of each school term.

Years in District	Sick Days
1 - 4	15 days
5 - 15	18 days
16+	21 days

Unused sick leave shall be accumulated and added to the following year as per the schedule above. The cap on the maximum accumulation of sick leave is three hundred fifty-eight (358) days.

1. Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness in the immediate family or household. As used herein 'immediate family' includes the administrator's spouse, parents, children, brothers, sisters, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents-in-law, or legal guardian. Personal illnesses shall not include cosmetic surgery (except that occasioned by some other accident or injury).

2. Administrators injured while performing their regular duties may be granted up to thirty (30) days additional sick leave per year on a non-cumulative basis at the discretion of the Superintendent. This leave is to start with the second day of absence for any such injury.

- K. **PERSONAL LEAVE:** Administrators shall be allowed three full days or six half days of personal leave annually. A request for personal leave is to be submitted to Human Resources via the Absence Management electronic system at least two workdays prior to the leave. Administrators will not be required to state a reason for the leave.

Personal leave shall not be granted for the first or last week of the school year or the day before or after a school vacation or holiday.

Personal day(s) will be subject to the approval of the Superintendent, and Administrators will be required to provide a reason for the request given the following circumstances:

- Personal day(s) are requested for the first or last week of the school year, or the day before or after a school vacation or holiday, or
- Personal day(s) are requested without two days' notice

Once personal leave days are exhausted, there will be no additional paid personal days granted for any circumstance or reason.

Unused personal leave shall be non-cumulative as such but shall, if unused, be converted to accumulated sick leave at the end of each school year.

- L. **LEAVES OF ABSENCE:** The Board may grant to a full-time administrator, upon recommendation of the Superintendent, an unpaid leave of absence as provided below. Upon return from leave, the employee shall be assigned to a position within the parameters of his/her certificate. Please refer to District 45 Board Policy for more information about leaves (P5:185 Family and Medical Leave Act).

1. **Parental Leave:** A parental leave of absence without pay shall be granted to an administrator for the purpose of childbearing and parental leave as follows:
 - a. An administrator who is pregnant shall be entitled upon request to a leave to begin prior to the expected date of delivery of the child. Said employee shall notify the Superintendent in writing of her desire to take such leave and, except in case of medical emergency, shall give notice at least ninety (90) days prior to the date on which her leave is to begin. She shall include with such notice a physician's statement certifying her pregnancy and the anticipated date of delivery.
 - b. The administrator and the Superintendent or his/her designee shall agree upon a plan for the commencement and termination of such leave, taking into consideration the continuity of the administrator's duties and the pertinent time factors related thereto. Every effort shall be made to have such leave terminate immediately prior to the start of a new school semester. Such leave shall commence upon (1) the date agreed upon by the Superintendent or designee and the administrator, or (2) the actual date of delivery. The leave shall not exceed the balance of the school year in which it commences plus one additional school year, if approved by the Superintendent and the Board of Education.
 - c. A pregnant administrator who shall become sick or disabled as a consequence of the pregnancy shall be entitled to utilize accumulated sick leave, provided sick leave shall not be applicable during the period of leave established pursuant to the preceding paragraphs. Any accumulated sick leave at the commencement of the leave shall be available to the administrator upon return to employment in the District.
 - d. An administrator adopting a child shall be entitled upon request to a leave to commence at any time during the first year after receiving de facto custody of said child, or prior to receiving such custody if necessary in order to fulfill the requirements for adoption.

The administrator shall be responsible for notifying the Personnel Office of his/her intention to adopt a child and shall make all reasonable efforts to keep the Personnel Office advised regarding the potential beginning of such leave. Such leave shall be for the balance of the school term in which it commences, provided that it commenced within thirty (30) calendar days of the placement of the child, such leave may be for an additional school term.

- e. A male administrator shall be entitled to a parental leave of absence. Such leave shall be paid and shall be subject to all of the applicable notice and other requirements of this section. Eligibility for such leave shall arise upon the anticipated birth of a child which the employee has fathered.

M. MISCELLANEOUS PROVISIONS

1. **Tax Sheltered Annuities:** The Board will deduct from administrators' pay the cost of tax-sheltered annuities as authorized by administrators for all carriers/financial institutions for which authorizations are now on file with the District's Business Office and such other carriers/financial institutions as the Board may approve from time to time.

2. **Tuition:** The Board will pay a maximum of one thousand five hundred dollars (\$1,500.00) per administrator per school year for approved courses(s). Administrators will be reimbursed after successful completion of the approved course(s) and required documentation is submitted to the office of the Assistant Superintendent for Human Resources.
3. **Jury Duty:** The Board shall pay the regular salary to administrators called to serve as jurors or subpoenaed as witnesses, provided this section shall not apply to witnesses in any proceeding where the Board and the employee shall be adverse parties.

Administrators shall transmit the fees received for such service, in excess of mileage and meal expenses, to the District.

4. **Credit Union Payroll Deductions:** Payroll deduction for credit union savings and/or loan repayments is available to District administrators upon request from the Credit Union as follows:
 - a. Deduction amounts must be in \$1.00 multiples from each pay period.
 - b. Initial requests or changes in deduction amounts must be received in the Business Office from the Credit Union by the end of any month in order to be effective by the 15th of the following month.
 - c. All details of saving and/or loan repayment deductions are arranged directly between the employee and the credit union, with authorization for such action transmitted in writing to the District Payroll Office for bookkeeping purposes.
5. **Travel Reimbursement:** Administrators shall be paid for the cost of mileage at the rate of, and as authorized by, the Internal Revenue Service.
6. **Pay Days/School Not In Session:** Administrator pay dates shall be on the 15th and on the last day of each calendar month, provided if such days fall on a weekend, the pay day shall be the preceding Friday.
7. **Salary Balance Upon Resignation or Termination:** Any balance in the Board contractual salary due to an administrator not returning to the District shall be paid as required by law or at the next regular pay date, following five (5) working days, or following the end of the school term, whichever shall first occur, unless otherwise provided by the written consent of the administrator.
8. **Payroll Deductions/School Not In Session:** All credit union and tax-sheltered annuity payroll deductions shall be forwarded to the proper institutions when payroll is distributed to the staff.
9. The amounts of annual salary applicable to the Agreement shall be paid over a period of twelve months consisting of twenty-four semi-monthly payments.
10. **Direct Deposit:** All hired administrators are required to utilize the District's payroll direct deposit system.

N. RETIREMENT

1. For each school year, except where otherwise contractually provided, the Board shall pay for each administrator such administrator's compensation due such administrator pursuant to the Compensation Schedules to the Illinois Teachers' Retirement System (TRS)/Illinois Municipal Retirement Fund (IMRF) to be applied for the retirement account of such administrator (rather than survivor's annuity account). The administrator has no right or claim to monies so remitted except as it may subsequently become available upon retirement or resignation from TRS/IMRF.
2. The balance of the amount due each administrator, pursuant to such Compensation Schedule, shall be payable to the administrator as salary in installments as otherwise provided herein, provided the Board shall deduct therefrom all monies as requested by law or as authorized by the administrator. Such withholding shall include any and all additional amounts requested to be paid to the TRS/IMRF for the account of such administrator.
3. No administrator shall have the option of choosing to receive the amounts contributed by the Board directly, and the assumption and payment of administrator's required contribution to Illinois TRS/IMRF is a condition of employment made in order to secure the administrator's future services, knowledge and experience.
4. Upon notice of retirement or voluntary resignation of any administrator with twenty (20) years or more of service in the District or of any administrator aged fifty-five (55) or over with eight (8) years or more service in the District, the administrator's compensation for his/her final year of employment shall be increased by \$1,200.00 provided such notice of retirement or resignation shall be submitted by January 1 of the school year that person is retiring. If notice of retirement or resignation is submitted between January 1 and March 1 of that school year, the administrator's compensation shall be increased by \$800.00. If all or any portion of the \$800.00 or \$1,200.00 exceeds the 6.0% increase for TRS purposes, such that the school district would have to pay a penalty, that portion over 6.0 % shall be paid after June 30 of that school year.

O. VACATION DAYS

The Assistant Superintendents for Curriculum and Instruction, Finance/CSBO/Treasurer, and Human Resources, the Chief Information Officer, and the Directors of Student Services, Buildings and Grounds, Learning, and Communications and Community Engagement will receive 25 vacation days annually. Vacation must be taken within the twelve-month period it is earned, provided however, up to five (5) vacation days each year may be carried over with the approval of the Board but must be used by September 1st of the following contract year or the days will be lost.

For all other administrators, an administrator may earn one (1) vacation day for each optional day worked during the summer months, up to a maximum of five (5) vacation days. Vacation must be taken during the respective administrator's work year and are not subject to carryover for use in the next contract year.

Except as set forth above, the Administrator must use earned vacation or the days will be lost and will not accumulate nor be reimbursed. For TRS-covered administrative positions, payment for unused, accumulated vacation days upon separation of employment will be paid

no later than between fifteen (15) and thirty (30) days after employment has ceased (or the Administrator's final paycheck, whichever date is later) and such payment is not intended to constitute creditable earnings under the Illinois Teachers' Retirement System. Any unused accumulated vacation days will be paid out at the Administrator's daily rate of pay, which shall be calculated based on the number of days in the Administrator's work year (set forth in Section V. A., not including any optional days worked during the summer months) using his or her most recent annual salary.

For IMRF-covered administrative positions, payment for unused, accumulated vacation days upon separation of employment will be paid no later than in the second subsequent month following the Administrator's employment separation date and such payment is not intended to constitute creditable earnings under the Illinois Municipal Retirement Fund. For example, if the separation date is June 15, payment for unused vacation days will be made during the month of August. Any unused accumulated vacation days will be paid out at the Administrator's daily rate of pay, which shall be calculated based on the number of days in the Administrator's work year (set forth in Section V. A., not including any optional days worked during the summer months) using his or her most recent annual salary.

- P. **LIFE INSURANCE:** Life insurance will be provided by the Board of Education at three times the salary up to a maximum of \$315,000. The employee is responsible for the taxes for a premium over \$50,000.
- Q. **LONG-TERM DISABILITY:** A long-term disability policy is provided for administrators. The Board will pay the full premium for long term disability insurance coverage which is integrated with the disability provisions of the Teachers' Retirement System, if applicable, and provides 70% of the basic monthly earnings not to exceed maximum monthly benefits of \$6,000.00 with a maximum benefit period to Social Security normal retirement age.
- R. **COBRA:** Administrators who retire from District service after the age of fifty (50), will receive a monthly payment of one hundred fifteen dollars (\$115.00) towards the group hospitalization insurance program provided by the Illinois TRS/IMRF or District 45 COBRA coverage subject to the following conditions:
- Payment will terminate when retiree becomes eligible for Medicare benefits or (10) years after the anniversary date of retirement, whichever occurs first.
 - The retiree is retiring subject to the retirement provisions of the Illinois TRS/IMRF, and
 - The retiree includes a written request for participation under terms of this benefit in the written notice provided to the Board at the time of retirement.