



Administrative Benefits

Approved 6/18/2025

Most benefits afforded the District's non-administrative personnel are also afforded to administrators. The following benefits apply to all administrative personnel unless covered by an individual employment contract. Benefits that have limitations are identified.

1. SALARIES

The starting salary for an administrator is approved by the Board of Education upon an administrator's hire into their position. Thereafter, the Superintendent will make a recommendation for raises and other compensation changes annually in accordance with Board Policy 3:50.

2. RETIREMENT SYSTEM CONTRIBUTIONS

The Board of Education pays up to 9% of salary toward a certified administrator's employee contributions to either the Teachers' Retirement System (TRS).

Within thirty (30) days from when a Licensed Administrator whose position falls under the Teachers' Retirement System (TRS) is first employed in the District, the Licensed Administrator shall provide Human Resources with the amount of the Licensed Administrator's total creditable service with TRS and any other service which may be purchased or available for creditable service with TRS.

3. HEALTH, DENTAL, & VISION INSURANCE

All administrators have the opportunity to enroll in the health, dental, and vision insurance programs. Administrator's health, dental, and vision insurance shall be available to administrators on the same terms provided under the terms of the collective bargaining agreement with the RCSEA.

4. TERM LIFE INSURANCE

\$100,000.

5. TRAVEL REIMBURSEMENT

Approved mileage reimbursement shall be at the rate established by the Internal Revenue Service (IRS) rate for business travel (professional leave, conferences, workshops, etc.).

6. SICK LEAVE

Sick Leave shall be posted based upon an administrator's contract year. Unused sick leave is carried from year to year and may be accumulated to the maximum allowed by TRS or IMRF.

- 261 or 262 day administrator, 20 days per year
- 244 day administrator, 18.0 days per year
- 210 day administrator
 - 0-10 years of RCS service, 15 sick days per year
 - 11-20 years of RCS service, 16 sick days per year
 - 21+ years of RCS service, 17 sick days per year

7. PERSONAL LEAVE

Personal leave shall be posted based upon an administrator's contract year. Administrators shall be granted three (3) days of personal leave annually, which may accrue to a total of six (6). After an employee has

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accumulated six personal leave days, any additional accrued and unused personal days will not accumulate and will be converted to sick leave.

8. BEREAVEMENT LEAVE

All administrators shall have use of up to three (3) days per year for Bereavement Leave. In the event of a death (see qualifications below), the employee will be granted up to three (3) days off with pay one time per work year: member(s) of the immediate family or household are defined as the following: parents, spouse, brothers, sisters, children, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, step-parents, step-children, aunts, uncles, and grandparents of either the Employee or Employee's spouse. Additional bereavement days may be authorized by the Superintendent or his/her designee upon presentation of extenuating circumstances. This bereavement leave is not inclusive of FMLA or FBLA or other applicable State and/or federal laws.

9. HOLIDAYS

Administrators observe holidays consistent with the calendar established with the RCESPA Contract, Section 7.12. Additionally, administrators who are 244 days or 210 days are entitled to observe Spring Break and Winter Break as holidays.

10. VACATION

All 244 and 261/262 day administrators earn twenty (20) vacation days annually. Vacation days shall be available for use at the beginning of an administrator's contract year. Requests for use of a more than one consecutive vacation day is subject to pre-approval by the Superintendent or their designee. The administrator shall schedule and use these vacation days in consultation with the Superintendent and so as to allow for the duties of the administrator to be carried out to the fullest extent possible. Vacation days are available for use on July 1 of the contract year in which they are granted and must be used within 13 months (by the following July 31), or such days shall be lost. All vacation days in the final year of employment shall be used by June 30th and any days not so used shall be paid to the administrator pursuant to the Illinois Wage Payment and Collection Act. Upon resignation or retirement, the administrator will receive compensation for unused carryover vacation days; with the compensation calculated at the per diem rate from the current contract year at the rate of 1/244 (or 1/261, 1/262).

11. CONTRACT YEAR

- 244 and 261/262 day administrator, July 1 through June 30
- 210 day administrator, August 1 through July 31.

12. WORK YEAR

- 244 and 261/262 day administrator, July 1 through June 30
- 210 day administrator
 - Begins 15 work days prior to the first day of teacher attendance. Depending on the school calendar, this date may be prior to August 1.
 - Ends 5 days after the last day of teacher attendance
 - 10 days are worked as flexible days during summer months.

12. FORUM FITNESS CENTER

In partnership with the Village of Rantoul, administrators qualify for a membership at the Forum Fitness Center at a rate of \$170 annually (or \$15 monthly). This benefit may be changed or revoked or modified at any time subject to the RCS agreement with the Forum Fitness Center.

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13. SECTION 125 CAFETERIA PLAN

The District offers a Section 125 Cafeteria Plan for all staff who wish to participate from year to year. Options include a flexible spending account, disability insurance, life insurance, cancer and critical illness coverage, and accident insurance.

14. SECTION 403(b) and 457(b) PLANS

Interested administrators may voluntarily participate in a 403(b). A variety of annuity (both fixed and variable) and mutual fund products are offered. Participation information and enrollment forms are available from Human Resources.

15. SMARTPHONE REIMBURSEMENT

The District provides \$1,080 annually (\$90 monthly) to offset the personal expense of a smartphone used for work purposes.