



Professional Agreement

FOR

**CERTIFICATED ADMINISTRATIVE PERSONNEL
Springfield Administrators and Supervisors Organization (SASO)**

AND

**CLASSIFIED ADMINISTRATIVE PERSONNEL
Springfield Administrative Support Team (SAST)**

AND

SELECT EXEMPT ADMINISTRATIVE EMPLOYEES

EFFECTIVE AUGUST 1, 2017 THROUGH JULY 31, 2020

Adoption Date: , Resolution C-

Section I - Applicability of Schedules for Select Exempt

The salaries of all employees covered in this agreement shall be determined in accordance with these schedules, with the exception of the salaries of the Superintendent of Schools and the Treasurer, all of which shall be set by the Board of Education.

Exceptions to the schedules may be made. The Superintendent of Schools may recommend such exceptions to the Board of Education for approval. The following are included herein for salary determination and benefit coverage, however it is jointly understood that they are excluded from SASO and SAST representation:

- Cabinet
- Assistant Treasurer
- Controller
- Secretaries assigned to Superintendent's Office

Section II - Daily Group Rate Charts

The Group Rate Structure Committee, consisting of the Superintendent, the Director of Human Resources, and the Presidents of SASO and SAST, shall assign positions to a group rate and number of contract days based on:

- > accountability
- > decision making
- > knowledge and experience
- > working relationships
- > amount of budget
- > scope of assignment
- > difficulty of assignment
- > staff/pupil/employee ratio

Salaries shall be established by using the group rates and number of contract days.

Section III - Health and Dental Care

All employees covered in this agreement who subscribe to the Board's health care plan shall pay 17% and the Board shall pay 83% of the cost.

All employees covered in this agreement who subscribe to the Board's dental insurance shall pay 2% and the Board shall pay 98% of the cost.

Section IV - Term Life Insurance

The Board shall provide a \$50,000 term life insurance policy for all full-time employees covered in this agreement.

Additionally, all employees covered in this agreement will be given the option to purchase supplemental life insurance in excess of the insurance provided by the Board and in amounts as determined by the Board.

Section V - Sick Leave

Sick leave shall be allowed to accumulate to a total equal to 320 contract days for all employees covered in this agreement.

Unused personal leave shall be added to sick leave accumulation.

A sick leave bank identical in format to that outlined in the Springfield Education Association (SEA) contract shall be made available to all administrative employees. Days are to be contributed by members of the administrative unit.

Section VI - Assault Leave

In case of an assault on an employee covered in this agreement arising out of and in the course of employment, including co-curricular activities, which results in the covered employee being totally disabled from performing the duties for which the individual is qualified, the Board shall grant without charge to sick leave, the first twenty (20) days of absence. Thereafter, sick leave shall be used until the sick leave accumulation is reduced to thirty (30) days, whereupon the Board shall then advance to the covered employee up to thirty (30) days as needed of special assault leave not chargeable to any future sick leave accumulation. The Board may require an examination and certificate from a licensed physician chosen and paid by the Board that the individual is disabled from performance of duties and the nature and duration of such disability. If the thirty (30) days assault leave are exhausted before the covered employee is able to return to regularly assigned duties, the individual's sick leave shall then be utilized.

Section VII - Implementation of Salary Schedules and Evaluations

All employees covered in this agreement will be classified for group rates, number of contract days, Springfield City School District administrative longevity, continuous service, and educational achievement.

The administrators will receive a base 2% increase for 2017/2018, a 2% increase for 2018/2019 and a 2% increase for 2019/2020.

Evaluations will be conducted according to applicable state law.

Section VIII - Other Provisions

A. Tuition reimbursement--prior approval required

Reimbursement will be for specific pre-approved courses at 75% of actual cost. In order to be considered for reimbursement, requests must be made prior to the course starting and transcripts must be turned in no later than sixty (60) days after the course/semester end.

B. Salary adjustments shall be made for education achieved

Education may be for certification or for traditional degrees as follows:

	Effective 08/01/17	Effective 08/01/18	Effective 08/01/19
Certificate	\$403	\$411	\$419
Associate Degree	\$812	\$828	\$845
Bachelor's Degree	\$1292	\$1318	\$1344
Master's Degree	\$1626	\$1659	\$1692
Master's Degree + 20 semester hours	\$1947	\$1986	\$2026
Master's Degree + 40 semester hours	\$3231	\$3296	\$3362
Master's Degree + 60 semester hours	\$4859	\$4956	\$5055
Doctorate Degree	\$6470	\$6599	\$6731

C. Other Compensation

The amounts below indicate the compensation earned August 1st of 2017, 2018, and 2019, respectively.

Lead Teacher	\$883 - \$901 - \$919
Lead Psychologist	\$2889 - \$2947 - \$3006
Lead Speech Pathologist	\$2889 - \$2947 - \$3006
Lead Nurse	\$2889 - \$2947 - \$3006
Lead Behavioral Specialist	\$2889 - \$2947 - \$3006
Building principal who has a multiple building assignment	\$908 - \$926 - \$945
Substitute certificated administrator - daily rate	\$200
Administrator who substitutes for an administrator at a higher group - daily rate	\$58 - \$59 - \$60

All administrative employees with twenty (20) years or more of public service currently receiving the benefit, shall continue to be awarded five (5) paid vacation days annually. Only 234 day administrators shall qualify for this benefit after August 1, 2009.

An administrator who serves on the local professional development committee (LPDC) shall receive a supplemental contract for the same additional compensation per school year as the SEA members of the LPDC.

D. Ohio Tuition Trust Authority Guaranteed Tuition Program

Employees covered in this agreement may participate by payroll deduction in the Ohio Tuition Trust Authority Guaranteed Tuition Program. Participation in this program shall be voluntary and subject to the policies and procedures established by the Ohio Tuition Trust Authority and the Board of Education.

E. Mileage Reimbursement

The mileage rate will equal the maximum reimbursement allowed by the Internal Revenue Service for employee business expense.

F. Pre Tax 125 Plan

The benefits provided by Section 125 of the Revenue Act of 1978 shall be made available to any administrative staff member so requesting that their benefit election be non-taxable. An amount not to exceed 50% of salary may be set aside by the administrative staff member for the selection of benefits under Section 125 of the Internal Revenue Code, which includes:

- Part A - Insurance premiums on payroll deductions
- Part B - Medical
- Part C - Child Care

G. Professional Stipend Account

All administrative employees shall be provided a professional development stipend for the purpose of purchasing professional publications and materials. These funds may also be used to offset the cost of membership in professional organizations related to their administrative field. The Superintendent shall approve all requests for professional development stipend. Certificated and classified administrators shall receive \$400 per year.

H. Payment for Continuous Service (Longevity Stipend)

At the completion of each contractual year each eligible administrator shall receive an annual stipend for completed continuous SCS service payable in July and based on the following schedule:

5- 9 years of SCS service	\$500
10-14 years of SCS service	\$1,000
15-19 years of SCS service	\$1,500
20-24 years of SCS service	\$2,000
25+ years of SCS service	\$2,500

Years of continuous service shall be determined by original district hire date regardless of step placement on the administrative salary schedule.

I. Signing Bonus

In addition, for each of the school years in question, each member shall receive a signing bonus in the amount of one thousand six hundred dollars (\$1,600), payable on the second payroll in December. The bonus shall be issued by separate check and the monthly tax table shall be used to calculate the taxes due on the bonus.

Section IX - SERS/STRS Pickup

A. Salary Reduction Method

The salary of each employee covered in this agreement shall be reduced in an amount equal to the employee's contribution either to the School Employees Retirement System (SERS) or to the State Teachers Retirement System (STRS) and paid to the respective retirement system on behalf of the employee.

1. The salary reduction method of SERS and STRS payment pickup shall apply uniformly to all employees covered in this agreement and no employee covered in this agreement shall be exempt.
2. The SERS payment pickup defined herein became effective with the first payroll check received after August 11, 1987, and shall apply to all compensation earned after this date, including regular contract and supplemental contract earnings.
3. The STRS payment pickup defined herein became effective February 1, 1985, and shall apply to all compensation earned after this date, including regular contract and supplemental contract earnings.

B. Fringe Benefit Method

The Board of Education shall pick up the entire administrator's portion of the School Employees Retirement System contributions. The pickup paid by the employer will be included in earned compensation for retirement purposes.

The Board of Education agrees to pick up the total of employee contributions required by ORC 3307.26 to be contributed by administrators to STRS Ohio. The Springfield City Board of Education is permitted to pick up employee contributions pursuant to Section ORC 3307.27, and Section 414(h)(2) of the Internal Revenue Code. These picked-up contributions, although designated as employee contributions, are being paid by the Board of Education in lieu of employee contributions and 10% shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes. The remaining percentage required by law shall be treated as mandatory salary reduction from the contract salary otherwise payable to the employee.

The employees mentioned above may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by the Board of Education and paid to STRS Ohio.

Section X - Severance Pay

Effective January 1, 2001, all employees covered in this agreement who retire from service with the Springfield City Schools with ten or more years of service with the State, its political subdivisions, and/or any combination thereof, may at the time of retirement (and the filing and approval of applications for retirement by the Ohio State Retirement Systems) elect to be paid for one-fourth the value of accrued but unused sick leave credit with the following limitations:

- A. Payment shall be based on the employee's daily rate of pay at the time of retirement. Daily rate shall be based on the final annual salary of the employee with the district as shown on the regular contract or salary notice.
- B. Severance pay shall be paid for twenty-five percent (25%) of the accrued but unused sick leave.
- C. Receipt of such payment for accrued but unused sick leave shall eliminate all sick leave credit accrued by the employee.
- D. Severance pay shall be paid to the estate or named beneficiary of an administrator who dies regardless of the administrator's retirement eligibility.

Section XI - Communications

The Superintendent, and other staff as needed, may meet with the Executive Committees of SASO and SAST if mutually agreed that such meetings are necessary.

Section XII - Group Rates and Number of Contract Days

<u>Position</u>	<u>Group Rate</u>	<u>Contract Days</u>
Director, Teaching, Learning & Professional Development	30	234
Director, Business Operations	24	234
Director, Elementary Education	24	234
Director, Human Resources	24	234
Director, Middle Education	24	234
Director, Technology	24	234
Director, Special Education	24	234
Director, Curriculum, Assessment, and Grants	24	234
Lead Principal	22	234
High School Academy Principal	20	228
Math/Science Administrator	20	228
Administrator of Student Affairs	20	228
ELA/Social Studies Administrator	20	228
Middle School Principal	20	228
High School Athletic Director	19	228
High School Assistant Principal	18	228
Elementary School Principal	17	228
Alternative School Coordinator	17	228
Supervisor of Early Childhood Education/Clark Center Principal	17	223
Coordinator of Student Attendance, Safety & Security	16	234
Coordinator of State and Federal Programs	16	234
Coordinator of Professional Development and Curriculum	16	234
Assistant Treasurer	15	234
Controller	15	234
Coordinator of Curriculum	15	234
Supervisor of Food & Nutrition	15	234
Assistant Middle School Principal	14	208
Dean of Students	14	208
Dean of Students/Assistant HS & Middle School Athletic Director	14	228
Assistant Alternative School Coordinator	14	208
Supervisor of Maintenance and Custodial	14	234
Supervisor of Student Transportation	14	234
Collective Impact Project Manager	14	234
Coordinator of Gifted and Talented	12	198
Supervisor of Special Education	12	213
Learning Café Coordinator	12	234
Transition Coordinator	12	213

Coordinator of Assessment/Accountability & Research	11	223
Coordinator of Virtual Education	9	234
YOUMedia Coordinator	9	234
Hispanic Outreach Coordinator	9	228
College and Career Readiness Coordinator	9	234
Supervisor of Communications	8	234
Supervisor of Payroll	7	234
Theater Technical Operations Manager	7	234
Professional Development Facilitator	6	234
Learning Café Linkage Coordinator	6	234
Technician Supervisor	6	234
Network Administrator	6	234
HVAC	6	234
Accountant	6	234
EMIS Coordinator	6	234
YOUMedia Lead Mentor	6	234
Assistant Maintenance and Custodial Supervisor	6	234
Community Mentor Supervisor	6	234
Systems Software and Security Administrator	6	234
Straight A Grant Program Coordinator	5	234
Even Start Specialist	5	205
School Age Child Care Specialist	5	234
Secretary to Superintendent	5	234
Assistant Supervisor of Food Service	4	234
Assistant Transportation Supervisor	4	234
Media Services/Technician	4A	234
Attendance Officer	3	183
Executive Secretary/Superintendent	3	234
Youth Transition Specialist	3	228
Hispanic Outreach Assistant	2	228
Fiscal Specialist	2	234
Administrative Secretary II	2	234
Food Service Operations Technician	2	234
Payroll Technician	2	234
Learning Café Internship and Site Coordinator	2	234
Administrative Secretary I	1	208/234
Fringe Benefits Technician	1	234
Security Technician	1	186
Textbook Clerk	1A	234

SECTION XIII: DAILY GROUP RATE CHART – EFFECTIVE AUGUST 1, 2017

DAILY RATES											
GR.RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 10	STEP 15	STEP 20	STEP 25
30	\$425	\$432	\$437	\$444	\$456	\$467	\$505	\$514	\$527	\$536	\$546
29	\$415	\$425	\$432	\$436	\$444	\$456	\$467	\$503	\$514	\$527	\$536
28	\$403	\$415	\$425	\$432	\$437	\$444	\$456	\$467	\$503	\$514	\$527
27	\$394	\$403	\$415	\$425	\$432	\$437	\$444	\$456	\$467	\$505	\$514
26	\$380	\$394	\$403	\$415	\$425	\$432	\$437	\$444	\$456	\$467	\$505
25	\$376	\$380	\$394	\$403	\$415	\$425	\$432	\$437	\$444	\$456	\$467
24	\$371	\$376	\$388	\$397	\$403	\$415	\$425	\$428	\$434	\$446	\$461
23	\$364	\$368	\$376	\$388	\$397	\$403	\$415	\$425	\$429	\$439	\$457
22	\$361	\$366	\$373	\$379	\$394	\$397	\$410	\$415	\$425	\$432	\$452
21	\$357	\$361	\$368	\$373	\$388	\$394	\$403	\$405	\$416	\$428	\$446
20	\$350	\$357	\$364	\$370	\$376	\$388	\$397	\$399	\$404	\$417	\$437
19	\$347	\$354	\$361	\$366	\$370	\$376	\$388	\$391	\$398	\$405	\$429
18	\$342	\$347	\$354	\$360	\$367	\$373	\$376	\$379	\$389	\$399	\$417
17	\$335	\$338	\$346	\$350	\$357	\$361	\$368	\$371	\$377	\$394	\$410
16	\$332	\$334	\$338	\$346	\$350	\$357	\$361	\$364	\$371	\$379	\$399
15	\$323	\$332	\$335	\$342	\$347	\$350	\$355	\$359	\$367	\$374	\$396
14	\$320	\$323	\$332	\$335	\$342	\$346	\$350	\$355	\$362	\$371	\$391
13	\$316	\$320	\$323	\$332	\$338	\$342	\$347	\$350	\$359	\$368	\$388
12	\$313	\$316	\$320	\$323	\$332	\$334	\$343	\$346	\$354	\$364	\$379
11	\$307	\$314	\$316	\$320	\$323	\$332	\$338	\$342	\$349	\$361	\$376
10	\$303	\$307	\$313	\$316	\$320	\$323	\$334	\$337	\$343	\$355	\$371
9	\$298	\$304	\$307	\$309	\$316	\$320	\$323	\$330	\$335	\$346	\$364
8	\$271	\$274	\$276	\$289	\$300	\$307	\$316	\$318	\$325	\$337	\$355
7	\$258	\$261	\$263	\$274	\$281	\$295	\$304	\$306	\$314	\$323	\$341
6	\$227	\$236	\$243	\$246	\$248	\$253	\$263	\$276	\$289	\$292	\$295
5	\$194	\$199	\$205	\$210	\$213	\$222	\$227	\$244	\$257	\$265	\$287
4	\$190	\$194	\$197	\$203	\$208	\$211	\$221	\$226	\$235	\$244	\$256
4A	\$176	\$181	\$184	\$189	\$194	\$199	\$206	\$210	\$223	\$232	\$251
3	\$165	\$168	\$173	\$181	\$186	\$190	\$197	\$202	\$209	\$218	\$240
2	\$142	\$149	\$158	\$165	\$173	\$181	\$190	\$192	\$199	\$210	\$227
1	\$124	\$132	\$139	\$142	\$153	\$165	\$173	\$176	\$182	\$192	\$210
1A	\$94	\$99	\$105	\$108	\$116	\$126	\$135	\$138	\$143	\$154	\$171

SECTION XIV: DAILY GROUP RATE CHART – EFFECTIVE AUGUST 1, 2018

DAILY RATES											
GR.RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 10	STEP 15	STEP 20	STEP 25
30	\$434	\$441	\$446	\$453	\$465	\$476	\$515	\$524	\$538	\$547	\$557
29	\$423	\$434	\$441	\$445	\$453	\$465	\$476	\$513	\$524	\$538	\$547
28	\$411	\$423	\$434	\$441	\$446	\$453	\$465	\$476	\$513	\$524	\$538
27	\$402	\$411	\$423	\$434	\$441	\$446	\$453	\$465	\$476	\$515	\$524
26	\$388	\$402	\$411	\$423	\$434	\$441	\$446	\$453	\$465	\$476	\$515
25	\$384	\$388	\$402	\$411	\$423	\$434	\$441	\$446	\$453	\$465	\$476
24	\$378	\$384	\$396	\$405	\$411	\$423	\$434	\$437	\$443	\$455	\$470
23	\$371	\$375	\$384	\$396	\$405	\$411	\$423	\$434	\$438	\$448	\$466
22	\$368	\$373	\$380	\$387	\$402	\$405	\$418	\$423	\$434	\$441	\$461
21	\$364	\$368	\$375	\$380	\$396	\$402	\$411	\$413	\$424	\$437	\$455
20	\$357	\$364	\$371	\$377	\$384	\$396	\$405	\$407	\$412	\$425	\$446
19	\$354	\$361	\$368	\$373	\$377	\$384	\$396	\$399	\$406	\$413	\$438
18	\$349	\$354	\$361	\$367	\$374	\$380	\$384	\$387	\$397	\$407	\$425
17	\$342	\$345	\$353	\$357	\$364	\$368	\$375	\$378	\$385	\$402	\$418
16	\$339	\$341	\$345	\$353	\$357	\$364	\$368	\$371	\$378	\$387	\$407
15	\$329	\$339	\$342	\$349	\$354	\$357	\$362	\$366	\$374	\$381	\$404
14	\$326	\$329	\$339	\$342	\$349	\$353	\$357	\$362	\$369	\$378	\$399
13	\$322	\$326	\$329	\$339	\$345	\$349	\$354	\$357	\$366	\$375	\$396
12	\$319	\$322	\$326	\$329	\$339	\$341	\$350	\$353	\$361	\$371	\$387
11	\$313	\$320	\$322	\$326	\$329	\$339	\$345	\$349	\$356	\$368	\$384
10	\$309	\$313	\$319	\$322	\$326	\$329	\$341	\$344	\$350	\$362	\$378
9	\$304	\$310	\$313	\$315	\$322	\$326	\$329	\$337	\$342	\$353	\$371
8	\$276	\$279	\$282	\$295	\$306	\$313	\$322	\$324	\$332	\$344	\$362
7	\$263	\$266	\$268	\$279	\$287	\$301	\$310	\$312	\$320	\$329	\$348
6	\$232	\$241	\$248	\$251	\$253	\$258	\$268	\$282	\$295	\$298	\$301
5	\$198	\$203	\$209	\$214	\$217	\$226	\$232	\$249	\$262	\$270	\$293
4	\$194	\$198	\$201	\$207	\$212	\$215	\$225	\$231	\$240	\$249	\$261
4A	\$180	\$185	\$188	\$193	\$198	\$203	\$210	\$214	\$227	\$237	\$256
3	\$168	\$171	\$176	\$185	\$190	\$194	\$201	\$206	\$213	\$222	\$245
2	\$145	\$152	\$161	\$168	\$176	\$185	\$194	\$196	\$203	\$214	\$232
1	\$126	\$135	\$142	\$145	\$156	\$168	\$176	\$180	\$186	\$196	\$214
1A	\$96	\$101	\$107	\$110	\$118	\$129	\$138	\$141	\$146	\$157	\$174

SECTION XV: DAILY GROUP RATE CHART – EFFECTIVE AUGUST 1, 2019

DAILY RATES											
GR.RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 10	STEP 15	STEP 20	STEP 25
30	\$443	\$450	\$455	\$462	\$474	\$486	\$525	\$534	\$549	\$558	\$568
29	\$431	\$443	\$450	\$454	\$462	\$474	\$486	\$523	\$534	\$549	\$558
28	\$419	\$431	\$443	\$450	\$455	\$462	\$474	\$486	\$523	\$534	\$549
27	\$410	\$419	\$431	\$443	\$450	\$455	\$462	\$474	\$486	\$525	\$534
26	\$396	\$410	\$419	\$431	\$443	\$450	\$455	\$462	\$474	\$486	\$525
25	\$392	\$396	\$410	\$419	\$431	\$443	\$450	\$455	\$462	\$474	\$486
24	\$386	\$392	\$404	\$413	\$419	\$431	\$443	\$446	\$452	\$464	\$479
23	\$378	\$383	\$392	\$404	\$413	\$419	\$431	\$443	\$447	\$457	\$475
22	\$375	\$380	\$388	\$395	\$410	\$413	\$426	\$431	\$443	\$450	\$470
21	\$371	\$375	\$383	\$388	\$404	\$410	\$419	\$421	\$432	\$446	\$464
20	\$364	\$371	\$378	\$385	\$392	\$404	\$413	\$415	\$420	\$434	\$455
19	\$361	\$368	\$375	\$380	\$385	\$392	\$404	\$407	\$414	\$421	\$447
18	\$356	\$361	\$368	\$374	\$381	\$388	\$392	\$395	\$405	\$415	\$434
17	\$349	\$352	\$360	\$364	\$371	\$375	\$383	\$386	\$393	\$410	\$426
16	\$346	\$348	\$352	\$360	\$364	\$371	\$375	\$378	\$386	\$395	\$415
15	\$336	\$346	\$349	\$356	\$361	\$364	\$369	\$373	\$381	\$389	\$412
14	\$333	\$336	\$346	\$349	\$356	\$360	\$364	\$369	\$376	\$386	\$407
13	\$328	\$333	\$336	\$346	\$352	\$356	\$361	\$364	\$373	\$383	\$404
12	\$325	\$328	\$333	\$336	\$346	\$348	\$357	\$360	\$368	\$378	\$395
11	\$319	\$326	\$328	\$333	\$336	\$346	\$352	\$356	\$363	\$375	\$392
10	\$315	\$319	\$325	\$328	\$333	\$336	\$348	\$351	\$357	\$369	\$386
9	\$310	\$316	\$319	\$321	\$328	\$333	\$336	\$344	\$349	\$360	\$378
8	\$282	\$285	\$288	\$301	\$312	\$319	\$328	\$330	\$339	\$351	\$369
7	\$268	\$271	\$273	\$285	\$293	\$307	\$316	\$318	\$326	\$336	\$355
6	\$237	\$246	\$253	\$256	\$258	\$263	\$273	\$288	\$301	\$304	\$307
5	\$202	\$207	\$213	\$218	\$221	\$231	\$237	\$254	\$267	\$275	\$299
4	\$198	\$202	\$205	\$211	\$216	\$219	\$230	\$236	\$245	\$254	\$266
4A	\$184	\$189	\$192	\$197	\$202	\$207	\$214	\$218	\$232	\$242	\$261
3	\$171	\$174	\$180	\$189	\$194	\$198	\$205	\$210	\$217	\$226	\$250
2	\$148	\$155	\$164	\$171	\$180	\$189	\$198	\$200	\$207	\$218	\$237
1	\$129	\$138	\$145	\$148	\$159	\$171	\$180	\$184	\$190	\$200	\$218
1A	\$98	\$103	\$109	\$112	\$120	\$132	\$141	\$144	\$149	\$160	\$177