



# DISTRICT ADMINISTRATIVE OFFICE

110 Tippet Court  
 Sunbury, Ohio 43074  
 740.965.3010  
 www.bwls.net

## Administrator Level II Fringe Benefits

*Revised November 16, 2023*

A. Sick Leave Accumulation	Fifteen (15) days per year. The Administrator Level II (Admin II) shall be entitled to the use of and accumulation of sick leave in accordance with Ohio law and Board policy up to a maximum of 240 days.
B. Personal Leave	Three (3) days per year unrestricted
C. Vacation	Twelve (12) month Admin II employees earn 25 vacation days per year. Vacation days must all be used by the end of the contractual year, there will be no carryover of vacation days. Admin II employees may be paid for up to ten (10) unused vacation days per year.
D. Professional Leave	The Admin II is encouraged to attend those professional meetings as are approved by the Superintendent, the actual and necessary expenses of said attendance to be paid by the Board in an amount up to one thousand one hundred dollars (\$1,100) per year.
E. Salary	The Board shall pay an annual rate in equal installments in accordance with Board policy. This salary may be increased by mutual agreement during the term of this contract by an amendment thereto, but may not be decreased unless the decrease is part of a uniform plan affecting salaries of all employees in the District. The Superintendent and/or designee shall evaluate the Administrator II annually and results of the evaluation will determine salary adjustments.
F. Daily Rate of Pay	"Daily rate of pay" shall be defined as the sum of the current base salary, i.e. divided by 260 days for twelve month employees.
G. Tax Shelter Retirement	The present rate of employee retirement contribution required of administration is a percentage of annual compensation as defined by the applicable State Retirement System. The Board will "pick up and pay", as additional compensation, 100% of the Administrator II's employee contribution. In addition, the Board will "pick up" the remaining amount of the Administrator's retirement contribution, reducing the Administrator's net compensation by the amount picked up. This amount shall be treated as a fringe benefit pick up included as compensation for retirement purposes ("pick up on the pick up").
H. Health Insurance	The Board will provide medical insurance at a rate approved by the Board for administrators. Board pays 85% - employee pays 15% (same as Admin I) Salary in lieu of medical coverage 50% of premium cost
I. Dental Insurance	Board paid at 75%
J. Life Insurance	The Board will purchase a policy of group life insurance in an amount not less than two times the annual salary of Admin II.

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K. Mileage Reimbursement	Automobile mileage expenses incurred by the Administrator in the performance of the Administrator's duties of employment and submitted for reimbursement in accordance with Board policy will be reimbursed at the then-current IRS approved mileage expense deduction rate.
L. Travel Reimbursement	The Board shall reimburse the Admin II for all actual and necessary travel and other expenses required in the performance of the official duties during their employment subject to such limitations as provided by law and by Board policy.
M. Membership Dues	The Board will pay all annual dues to state and local associations as recommended by the Superintendent.
N. Educational Training	Administrator II employees, upon approval of the Superintendent, will receive reimbursement for educational training for all job-related course work completed. If a member leaves the district within one year of receiving tuition reimbursement, the employee shall repay the full amount of the tuition reimbursement received.
O. Severance Pay Upon Retirement	One-fourth (1/4) of accumulated sick leave up to a maximum of 240 days.