



ADMINISTRATION AND CENTRAL OFFICE 2019-2020

Jac-Cen-Del Community School Corporation
and
Jac-Cen-Del Administrator and Central Office Staff

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AUTHORIZED STAFF INCLUDED IN THIS BOOK

- Superintendent
- Principals
- Assistant Principals
- Guidance Counselor
- Treasurer
- Deputy Treasurer
- Directors

EMPLOYMENT CONDITIONS

- A. **Definitions**
Administrators of the Jac-Cen-Del Community School Corporation are required to hold qualifications and/or certification as specified in the job description and are excluded from the teacher bargaining unit.
- B. **Accounting for Time Worked**
Each administrator is contracted for a specified number of work days between July 1 and June 30. The superintendent will work with each administrator to establish a daily and yearly schedule to complete all necessary professional duties.
- C. **Overtime Compensation**
Employees covered by the Administration and Central Office Compensation & Benefit Package are considered salaried employees and are not eligible for overtime compensation.
- D. **Pay Dates**
Administrator's salaries will be divided by 26 pays.
- E. **Expenses Reimbursement**
The superintendent must authorize all reimbursement for expenses in advance.
- F. **Mileage allowance** is a budget limit for reimbursable automobile miles for necessary travel. Payment shall be made when a mileage claim is submitted to the corporation treasurer at the rate as approved by the school board.
- G. **Conference Expenses**
As per the superintendent's approval and available budget.
- H. **Professional Membership**
The Jac-Cen-Del Community School Corporation will pay membership dues to one corporate or institutional professional organization with possible state and national affiliation with prior approval by the superintendent. Additional membership may be permitted at the discretion of the superintendent.

PERF AND TRF

The Corporation will pay the 3% retirement to the State Teachers' Retirement Fund (TRF) or Public Employees Retirement Fund (PERF) whichever is appropriate as described in Section V, Paragraph I of the Master Contract.

VACATION DAYS

Twelve-month (260 days) administrators will receive paid vacation. See Administration Central Office Staff Benefit Chart.

All Vacation days are to be used annually. No carry over or accumulation of vacation days is permitted.

All vacation days are added annually on 7/1.

HOLIDAYS

Paid holidays are granted to support personnel, scheduled to work 260 days per year. Temporary and substitute personnel will not be paid holiday pay. The ten paid holidays are:

- Fourth of July
- Day before Thanksgiving
- Day before Christmas
- New Year's Eve
- Memorial Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Labor Day
- Day after Thanksgiving

Note: Generally, holidays falling on Saturday will be celebrated on Friday and holidays falling on Sunday will be celebrated on Monday. The administrator/supervisor may change this Saturday/Sunday procedure as necessary. As a rule, holidays will not be scheduled as work days, however, the administrator/supervisor reserves the right to assign personnel to work during holidays, and times of shut down due to unforeseen circumstances, such as emergencies, scheduled activities, etc.

INSURANCE

Jac-Cen-Del Community School Corporation's contribution towards insurance is listed with each job classification on the salary/benefit chart. See Appendix A. A minimum of \$1.00 will be deducted from the employee, each year for each insurance policy in which they are enrolled (See Salary/Benefit Chart)

A. Health Insurance

Our provider is Anthem (Southeastern Indiana School Insurance Consortium) Administrative Benefit. Unless otherwise stated, the corporation will contribute up to, but not exceed, the premium amount for Plan E that the employee is eligible to receive. The employee may select a higher premium plan at their own expense.

B. Dental Insurance

The corporation will pay premium.

C. Vision Insurance

The corporation will pay premium.

D. Life Insurance

The corporation will pay for life insurance policy. Face amount per position see Appendix A

F. Supplemental Insurance Policies and Section 125

G. Long Term Disability.

The corporation will pay for LTD insurance.

TERMINATION OF SERVICE IN REGARDS TO INSURANCE

Termination of service, voluntary or involuntary, cancels all right to insurance programs being paid for by the corporation. COBRA benefits are available as per the Health Insurance Portability Act of 1996. If you qualify for early retirement pay, as per Master Contract, Article VI; Section I, Early Retirement, you have the right to continue in the medical and life insurance plans at the employees' expense. Insurance premiums become the responsibility of the employee when the employee is granted a leave of absence above and beyond the available sick days.

Employees may choose insurances other than health & dental with companies that have been approved for payroll deductions with full cost to be paid by the employee (24 pay deduction period).

SICK AND PERSONAL DAYS

Refer to Appendix A for annual available and accumulation totals.

All unused personal days will roll up into sick days at end of period.

SEVERANCE AND RETIREMENT

Certified administrators, if eligible for retirement under the provisions of Indiana State Retirement fund (TRF) with a minimum of ten (10) years, are eligible for all severance and retirement benefits available in the Master Contract.

Central office personnel enrolled in Public Employees Retirement Fund (PERF) with a minimum of fifteen (15) years of service with the Jac-Cen-Del Community School Corporation shall receive severance pay at \$40.00 per day for accumulated sick leave days.

OTHER BENEFITS

Certified administrators shall receive benefits afforded in the Master Contract unless specifically excluded in this document.

Superintendent and Principal Contract Rollover

The contract of the Superintendent, High School Principal, and Elementary Principal shall be automatically extended one year effective on July 1 of each year starting on July 1, 2018 unless a party gives the other party written notice on or before June 1 of that year that the party does not agree to the automatic contract extension. The intent of this provision is to create a continuous three-year contract for the Superintendent and continuous two-year contracts for the High School Principal and Elementary Principal unless one party provides timely written notice pursuant to this paragraph.

**ADMINISTRATOR AND CENTRAL OFFICE STAFF AND BENEFIT CHART
PERIOD: JULY 1, 2018 TO JUNE 30, 2020**

Position	Salary	Contract Days	Vac. Days	Sick Days	Personal Days	Term Years	Contract Review	Life Insurance	Medical / Dental	Mileage Allotment	PERF TRF
Superintendent		260	20	15	3	3	July 1	\$100,000	Administration Benefit	As Needed	TRF
High School Principal	\$87,000	225	N/A	10	3	2	July 1	\$100,000	Administration Benefit	\$1,000	TRF
Elementary Principal	\$80,000	220	N/A	10	3	2	July 1	\$100,000	Administration Benefit	\$400	TRF
High School Assistant Principal Athletic Director Co-Transportation Director	\$78,000	225	N/A	10	3	2	July 1	\$100,000	Administration Benefit	\$1,000	TRF
Counselor	\$56,850	210	N/A	10	3	2	July 1	\$100,000	Administration Benefit	\$300	TRF
Technology Director	\$73,850	260	20	15	3	2	July 1	\$100,000	Administration Benefit	\$200	TRF
Treasurer	\$51,000	260	15	10	2	2	July 1	\$ 50,000	Administration Benefit	\$300	PERF
Deputy Treasurer	\$40,500	260	12	10	2	2	July 1	\$ 50,000	Administration Benefit	\$300	PERF
Maintenance Director / Co-Transportation Director	\$51,000	260	15	10	2	2	July 1	\$50,000	Administration Benefit	\$200	PERF

Dean of Students stipend of \$5,350 to be paid annually with 10 additional days.