



JAC-CEN-DEL COMMUNITY SCHOOL CORPORATION

**ADMINISTRATOR AND CENTRAL OFFICE STAFF
COMPENSATION
AND
BENEFIT PACKAGE**

FOR

JULY 1, 2016

Effective: July 1, 2016
School Board Adoption: Nov. 14, 2016

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.

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.
- F. Conference Expenses: As per the superintendent's approval and available budget.
- G. 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.

Fringe Benefits

A. 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.

B. Vacation Days

1. Twelve-month (260 days) administrators will receive paid vacation. See Administration Central Office Staff Benefit Chart
2. All Vacation days are to be used annually. No carry over or accumulation of vacation days is permitted.

C. Paid Holidays

Paid holidays are granted to personnel contracted for 260 days annually. The eight holidays are:

Fourth of July
Labor Day
Thanksgiving (2 days)
Christmas (2 days)
New Year's Day
Memorial Day

Temporary and substitute personnel will not receive holiday pay.

Note: Generally, holiday 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 work during holidays and times of shut down due to unforeseen circumstances, such as emergencies, scheduled activities, etc.....

D. Insurance

1. 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 – 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
 - e. Disability Insurance – the corporation will pay for disability insurance
 - f. Section 125
 - i. The corporation provides a section 125 program for each employee. Insurance deductions can be made through Section 125.
 - ii. Medical Reimbursement and Dependent Care Reimbursement is available.
 - g. Long Term Disability-the corporation will pay for LTD insurance
3. 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.

4. 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).

E. Sick, Personal Business Days

1. Refer to Appendix A for annual available and accumulation totals.

F. Severance and Retirement

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

ADMINISTRATOR-CENTRAL OFFICE STAFF BENEFIT CHART

Appendix A

Position	Salary	Contract				Contract Review	Life Insurance	Insurance: Medical/Dental	Mileage	Retire
		Days	Vaca	Sick	Pers Term					
Superintendent	99,000	260	20	15	3 3yrs	July 1	\$100,000	Administration Benefit	As needed	TRF
High School Principal	84,000	225	N/A	10	3 2 yrs.	July 1	\$100,000	Administration Benefit	\$1,000/yr	TRF
Elementary Principal	77,846	220	N/A	10	3 2 yrs.	July 1	\$100,000	Administration Benefit	\$400/yr	TRF
*High School Assistant Principal	72,434	210	N/A	10	3 1 yrs.	July 1	\$100,000	Administration Benefit	\$400/yr	TRF
Counselor	54,700	210	N/A	10	3 2 yrs.	July 1	\$100,000	Administration Benefit	\$300/yr	TRF
Technology Director	71,700	260	20	15	3 2 yrs.	July 1	\$100,000	Administration Benefit	\$200/yr	TRF
Treasurer	47,500	260	15	10	2 2 yr.	July 1	\$ 50,000	Administration Benefit	\$300/yr	PERF
Deputy Treasurer	38,500	260	10	10	2 2 yr.	July 1	\$ 50,000	Administration Benefit	\$300/yr	PERF
Director of Maintenance	47,500	260	15	10	2 1 yr.	July 1	\$50,000	Administration Benefit	\$200/yr.	PERF
Director of Athletics/Transportation	71,700	260	20	15	3 2 yr.	July 1	\$100,000	Administration Benefit	\$1,000/yr.	TRF

Revised 11/14/2016