

GRIFFITH PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT
ADMINISTRATIVE FRINGE BENEFIT PACKAGE
Approved December 8th, 2022

I. Leaves of Absence

A. Sick Leave

1. Administrators shall accrue sick leave at the rate shown below. There is no limit on the accumulation of sick leave days.
 - a. Annual sick leave days are granted to administrators as follows:

Up to 215 day contract 10 days
216 to 230 day contract 11 days
231 to 260 day contract 12 days
 - b. All sick leave from previous school employment will be transferred into the Griffith Public Schools at the discretion of the Superintendent and may occur in annual increments.
2. Full pay may be received for up to nine (9) days per school year of accumulated sick leave when absent because of the illness of a parent, brother, sister, spouse, child, grandchild, mother-in-law, father-in-law, grandparent or stepchild. In the event of a catastrophic and/or extended illness of a family member as defined by the Family Medical Leave Act, an administrator may petition the Superintendent in writing to allow for use of additional accumulated sick leave. Determination to grant such sick leave shall be at the discretion of the Superintendent. Employer portion of health insurance premiums will be maintained during the paid portion of the leave, or during the 12-weeks allowed by the Family Medical Leave Act, whichever is longer.

B. Bereavement Leave

All administrators shall be entitled to be absent from work without loss of compensation not to exceed five (5) work days in the event of a death of a parent, current step-parent, spouse's parent, children, spouse, brother, sister, brother-in-law, sister-in-law, grandparent, spouse's grandparent, grandchildren, or member of the immediate household, not to exceed a total of twelve (12) work days per calendar year. Exceptions may be made at the discretion of the Superintendent.

C. Absence Resulting from Assault and Battery

Any administrator who is absent from work as a result of injuries received from assault and battery while properly performing the administrator's duties as prescribed by the School Corporation shall receive in addition to the compensation prescribed by Indiana Worker's Compensation Act a sum of money equal to the difference between the administrator's basic compensation and the temporary disability Worker's Compensation benefits for a period of not to exceed one hundred eighty-five (185) working days or for a period equal to the number of working days the administrator is entitled to receive temporary disability Worker's Compensation benefits, whichever is less.

Absences resulting from injuries received from an assault and battery shall not be charged against accumulated personal illness days, and the administrator shall be entitled to reinstatement upon termination of the absence without loss of any benefit accruing during the absence. All insurance benefits provided hereunder shall be continued during the term of the absence at the expense of the School Corporation. Proof of eligibility for this absence and the rights of the

School Corporation under this paragraph shall be the same as those provided by the Indiana Worker's Compensation Act.

D. Jury Duty

Administrators shall be entitled to be absent from work if the administrator is called for regular jury duty by any municipal, state, or federal court for whatever period of time may be necessary to properly perform the administrator's responsibility without the loss of basic compensation or benefits; provided, however, any money or fee which the administrator receives for performing said duty shall be deducted from the administrator's basic compensation.

E. Birth or Adoption of a Child

Leave shall be granted to an administrator upon request for the birth or adoption of a child. All or any portion of leave taken by an administrator may be charged to accumulated sick days. After accumulated sick days have been exhausted, the administrator may be absent without pay for up to one year. The employer portion of health insurance premiums will be maintained during the paid portion of the leave, or during the 12-weeks allowed by the Family Medical Leave Act, whichever is longer.

F. Personal Leave

Personal business days are granted to administrators as follows:

Four (4) days per year

Unused personal business days will be transferred to accumulated sick leave.

G. Professional Leave and Development

An administrator who requests compensation and/or days off with pay to attend workshops, seminars, conferences or other educational meetings shall make written application to the Superintendent on a form provided for that purpose. The application shall be submitted to the Superintendent at least ten (10) calendar days before the date of the requested absence. The Superintendent shall notify the applicant in writing of his determination within seven (7) calendar days of receipt of the application. The applicant shall indicate on the request form the name and place of the activity, the dates of absence, estimated costs and a statement of the benefits to the school corporation and the administrator's professional growth that are expected to be derived from the activity. Twelve-month administrators may request professional release time or days off with pay, and reimbursement for registration and travel for activities associated with the administrator seeking professional development, or educational certification. The application shall be submitted at least seven (7) days prior to the next regularly scheduled Board Meeting. The application will be included in the Professional Leave Request board report, and considered for approval on such. The applicant shall indicate on the request form the name and place of the activity, the dates of absence, estimated costs, and a statement of the benefits to the school corporation and the administrator's professional growth that are expected to be derived from the activity.

H. Community Engagement

At the discretion of the Superintendent, an administrator may be allowed to adjust their contract calendar for up to three (3) days upon presentation of good and sufficient documentation of the reasons for the adjustment of the work schedule. Reasons for Supervision days include attendance at community events above and beyond the administrator's usual scope of duty, at times when school is not in session, and during times outside the administrator's regular contract.

I. Family Medical Leave Act (FMLA)

FMLA benefits as outlined in the Federal statute will be provided for all administrators.

II. Vacation

- A. Central Office administrators with 12-month contracts will receive twenty five (25) days vacation. Administrators unable to use all of their vacation days within the year may request to carry over up to five (5) of their vacation days into the new year to be used within the first quarter. Requests to carry-over vacation days must be made by May 31th of the year in question, to the Superintendent or in the case of the Superintendent, to the Board of Education.
- B. If an administrator leaves the school district for any reason, vacation for the contract year will be prorated. If an administrator leaves the district, the administrator may be compensated for unused vacation time in lieu of taking time off. Such arrangements must be approved by the Superintendent.

III. Mileage Reimbursement

Administrators will receive the same reimbursement as other employees' (IRS Rate) for professional travel in personal vehicles.

IV. Health Protection Benefits

A. Life Insurance

Group term life insurance in an amount equal to two (2) times the annual base salary up to a maximum of \$250,000.00 at a cost of \$1.00 per year. The Superintendent's life insurance shall be \$500,000. These life insurance benefits are subject to IRS regulations concerning discrimination of benefits.

B. Accidental Death and Dismemberment

The policy of life insurance provided by the School Corporation to the administrators shall contain an accidental death (double indemnity) and a dismemberment rider to said policy.

C. Medical

Group hospitalization, major medical and dental insurance coverage will be provided for each administrator at a cost of:

\$220.00	Employee plan
\$440.00	Family plan

In the event an administrator elects not to take the medical insurance benefit, he/she may receive compensation in an amount equal to the current year's single plan premium paid by the district.

D. Vision Insurance

A vision insurance plan for the administrator and his/her family will be made available. The cost of the chosen plan will be paid for by the administrator at the same level as other employees on the same plan.

E. Physical Examinations

Commencing after the first year of employment, administrators will be reimbursed up to \$500.00 for a physical examination every other year throughout the duration of their employment.

F. Income Protection

The School Corporation will carry each administrator at full salary less available sick leave for ninety (90) days after which time administrators will be covered by an income protection policy.

In the event days are paid which are not covered by accrued sick leave, these days will be deducted from sick leave days, which were available to be transferred into the School Corporation.

G. Liability Insurance

The School Corporation shall provide general comprehensive liability insurance which shall insure each administrator, who is acting within the scope of the administrator's employment, against liability for property damage, bodily injury, professional liability, and other specified liabilities up to the limits and subject to the exclusions set forth in said policy. The policy of insurance shall be available for inspection by any administrator during regular business hours of the School Corporation.

H. Worker's Compensation

The School Corporation shall provide each administrator with Worker's Compensation insurance up to the limits and subject to the conditions prescribed by the statutes of the State of Indiana.

I. Professional Dues

Administrators are encouraged to become involved in professional organizations. The Board will allocate ~~not~~ **\$350.00** per year for each administrator to encourage membership in national, state or local organizations.

V. Severance

- A. An administrator who leaves the Griffith Public Schools with ten (10) or more years of service and is not terminated for cause shall receive severance pay in accordance with the schedule below. At the time of severance any unused personal business days will be added to the accrued sick leave. For the purpose of this calculation the term "years of experience" is defined to include all years credited to an individual's Indiana Teacher Retirement Fund (TRF) account or Public Employees Retirement Fund (PERF).

10-14 years of experience – 10 percent of the accumulated unused sick leave days (maximum 10 days of severance pay)

15-19 years of experience - 15 percent of the accumulated unused sick leave days (maximum 21 days of severance pay)

20-24 years of experience - 25 percent of the accumulated unused sick leave days (maximum 31 days of severance pay)

25-29 years of experience - 50 percent of the accumulated unused sick leave days (maximum 52 days of severance pay)

30 or more years of experience - 100 percent of the accumulated unused sick leave days (maximum 76 days of severance pay)

Such pay will be calculated on the basis of the person's salary during his/her last contracted

school year.

After days are deducted for severance pay award, the remaining accumulated sick days will be purchased by the school employer at a rate of \$50.00 per day. This sum will be paid to the administrator within one year after the effective date of said administrators severance from the Griffith Public Schools.

- B. Upon the death of an eligible administrator, his/her beneficiary shall receive the severance pay due the deceased. Such beneficiary shall be the same person designated on the Griffith Public Schools life insurance policy. When no designation has been made, payment will be paid on June 30 of the budget year subsequent to the demise of the eligible employee.
- C. If eligible, the administrator will receive additional salary from the Board of up to two thousand dollars (\$2,000.00) in contemplation of the administrator's retirement. The source of this salary must come from the administrator's severance pay. It will be deducted from the total severance benefit. The money will be available to the administrator no later than one pay period after their final paycheck. For retirement benefit purposes, this benefit will be applied toward the average annual compensation for the five years of service in which the administrator's annual compensation was the highest. The balance of severance pay shall be paid to the designated post- separation 403(b) account.

VI. Retirement Program

A. Annuity Match Plan

Administrators not receiving a 2007 Early Retirement Buyout distribution shall be enrolled in the Annuity Match Plan. The Griffith Public Schools will contribute to the annuity program designated by the school corporation up to a maximum of three percent (3%) of the administrator's base salary each year throughout the administrator's tenure in the school system.

B. Retiree Health Insurance Plan

Employees hired by the school district after July 1, 1998, that are currently employed as Administrators, shall be enrolled in a health plan annuity program. The school corporation shall contribute ~~\$3,800.00~~ annually (one half deposited July, one half deposited January), continuing throughout the administrator's tenure. Funds will be deposited in a HRA/VEBA 501(c)(9) or other tax sheltered account as designated by the school corporation.

Except as otherwise provided in the applicable group health insurance policy, an administrator who is employed by the Griffith Public Schools at the time of retirement and his/her spouse, if any, shall have the option of remaining in the Griffith Public Schools group health and dental plan, as subsequently revised, provided all the following conditions are met as of the date of retirement and thereafter:

- a. The administrator was enrolled in the Griffith Public Schools' group health insurance plan immediately before retirement;
- b. While the retired administrator and spouse, if any, remain enrolled in the group health and dental insurance plan, the retired administrator and spouse must pay the entire insurance premium applicable to the insurance coverage, with monthly payments to be made on or before the first day of each month for which the group health insurance coverage is to be continued; and

- c. Within ninety (90) days of the retirement date, the administrator must provide a written notice to the Griffith Public Schools requesting continuing group health and dental coverage for the teacher and spouse, if any.

When a retired administrator first becomes eligible for Medicare, the administrator's eligibility to continue to participate in the Griffith Public Schools' group health and dental insurance plan shall terminate, if not earlier terminated according to applicable law. (A similar termination of eligibility shall also apply when a retired administrator's spouse first becomes eligible for Medicare.) It is acknowledged that the parties intend these provisions to comply with applicable federal and state laws, including if otherwise applicable, I.C. 5-10-8-2.6. Therefore, this right to extended coverage shall not override any rights to continuing health coverage as required by COBRA.

- VII. Teacher's Retirement Fund Contribution
The School Corporation will pay the TRF or PERF employee contribution for each administrator.

- VII. Holidays

Twelve month administrators are granted the following paid holidays when students are not in session: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, New Year's Eve,

