

**Lebanon Community School Corporation
Benefit Schedule - C**

This schedule of benefits is applicable to the following positions:

Assistant Superintendent Business and Operations

Participation in Professional Development and Professional Organizations

Participation in Meetings and Organizations

LCSC expects administrators, as a condition of her employment, to continue professional growth and education through participation in appropriate meetings and activities. LCSC agrees to authorize the reasonable amount of release time, within the limitations of the LCSC budget and appropriations for that purpose, for the purpose of permitting the administrator to attend meetings and activities of the kind deemed necessary to support professional development and maintain current knowledge of curriculum, public education administration, and instructional leadership skills.

Professional Development and Conference Attendance.

The administrator is encouraged to continue to pursue professional development opportunities that are consummate with contractual obligations and professional performance expectations, subject to approval by the Superintendent of Schools. Reimbursements for expenses and fees will be in accordance with LCSC Administrative Guidelines. Reimbursement will be provided to join and participate in Professional Associations deemed applicable to the position of the administrator.

Compensation

ISTRF Employee Contribution & Reporting to ISTRF.

In addition to the other compensation for services LCSC shall make both the minimum employer and employee contribution to the Indiana State Teachers' Retirement Fund.

Employer Match to 403b

LCSC will provide the same matching 403b benefit afforded to teachers through the most current Collective Bargaining Agreement.

Business Expenses

Business Expenses.

It is understood that from time to time the administrator will be expected to incur reasonable and necessary expenses on behalf of LCSC, including but not limited to, meals, travel, and similar expenses. LCSC shall reimburse the administrator for such reasonable and necessary expenses, provided that records of such expenses are submitted to LCSC in a form and manner acceptable to LCSC, provided further that reimbursement is not prohibited by law or regulation and is subject to the LCSC budget and appropriations for that purpose.

Technology Support.

LCSC will provide appropriate technology hardware and software for the administrator to support professional and contractual obligations. This support will include but not be limited to: office desktop, laptop, business software, and technology support services. LCSC shall pay as additional and add to Basic Salary the sum of \$900 annually for private cell phone use in the performance of professional duties. This cell phone allowance is to be paid in two installments, the first no later than December 31st, the second payment will be made on or before June 30th.

Mileage Allowance.

LCSC shall provide add to Basic Salary the sum of Five Hundred Dollars (\$1500.00) annually during the term of this Agreement for use of the administrator's private automobile in traveling in the performance of her duties. This automobile allowance is to be paid in two installments, the first no later than December 31st; the second payment will be made on or before June 30th.

Employee Benefits

Life Insurance

LCSC shall pay 100% of the premium costs to provide the administrator with a One Hundred and Fifty Thousand Dollar (\$150,000) group term life insurance coverage during each year of employment.

Health, Dental, Vision Insurance Coverage.

LCSC shall provide health insurance less \$1 annually for the administrator to participate in the group Health, Dental and/or Vision insurance options (excluding PPO2) offered by LCSC to other employees. If the administrator elects PPO II, the board contribution shall be equivalent to the board contribution for PPO III and the administrator shall pay the for the balance of the remaining premium. If the administrator elects the Employee Only High Deductible Health Plan (HDHP) option, LCSC will contribute \$250 monthly toward a Health Savings Account (HSA). If the administrator elects the Employee/Spouse, Employee/Child(ren), or the Family High Deductible Health Plan (HDHP) option, LCSC will contribute \$400 monthly toward a Health Savings Account (HSA).

Retirement within Five (5) Years Benefit

The administrator, after employment as an administrator by LCSC for a minimum of ten (10) years and the administrator has determined he/she is within five years of retirement from LCSC, may submit a letter stating her decision to retire within five years and then be eligible for the benefit described below. The letter must be submitted no later than June 1 and will become effective with the issuance of the administrator's next administrative contract during July 1 thru June 30 (i.e. submit by June 1, 2024, in order to be effective July 1, 2024 thru June 30, 2025).

Upon review and approval, LCSC will add to the administrator's annual salary the employer's portion of the contribution for the annual group medical, health savings account, dental, and vision coverage that the administrator is enrolled at the time her letter is submitted by the June 1 deadline. This contribution amount will be based upon the premiums in effect at the time of the next administrative contract to be issued beginning on July 1. The administrator will then become responsible for paying 100% of the premium for coverage under the health plan. This dollar amount added to the administrator's salary will stay fixed during the remaining five (5) years of his/her contract.

Any increase in the premiums will become the obligation of the administrator and deducted from her paychecks. After retirement, the administrator will then be responsible for the payment of 100% of the cost and premiums owed for him/her and any dependent's medical, dental, and vision coverage and any health savings account contribution allowed under IRS rules.

In the event, however, the administrator any dependent becomes eligible or attempts to claim the premium tax credit on his/her federal income tax return, he/she will then reimburse LCSC any amounts LCSC is required to pay the IRS because the administrator claimed the premium tax credit, or the IRS determines the administrator's coverage did not meet the affordability rules.

If the administrator requests to remain an employee as an administrator in LCSC after the expiration of the five (5) years:

- The administrator's Basic Salary may be lower than but no higher than the Basic Salary indicated on the administrator's Teacher Contract in the last year of the five-year period.
- LCSC will freeze the amount of insurance contribution toward the administrator's Health, Dental and/or Vision insurance premiums at the amount established on year one (1) of the school board approved letter. The administrator will be responsible for any difference in the LCSC contribution and the actual cost of the premiums as well as any increases in premium costs.

Long Term Disability

LCSC shall pay the premium to provide the administrator with group long-term disability insurance during each year of her employment. Premiums will be added to the administrator's Basic Salary and premium deductions will be made on an after-tax basis.

Paid Leave Days.

The administrator shall be entitled to fourteen (14) days of paid miscellaneous leave days for each employment contract. Unused sick leave days may accumulate in accordance with current LCSC administrative compensation policies. Paid Vacation Days – Twenty (20) paid vacation days per contract year to be used at Employee discretion. Paid vacation days may be accrued at a maximum of 30 days. All unused paid vacation days in excess of the allowable maximum will be added to the accumulated miscellaneous leave balance. The administrator is entitled to participate in the Catastrophic Illness Bank in accordance with the guidelines put forth by the LCTA-LCSC Master Contract.

Conversion of Unused Miscellaneous Leave

Each year, LCSC shall convert any unused accumulated miscellaneous leave day's balance as of June 30th of the current contract year over sixty (60) days. The conversion rate will be at sixty-five dollars (\$65) per day. The converted amount will be deposited into a 403 (b) plan offered by LCSC and in 403 (b) plan investments as determined by the administrator. The 403 (b) account will vest after the completion of eight (8) years of service in the LCSC.

Reimbursement for Graduate Level Course Credit.

Reimbursement for Graduate level course work will be provided on a 50-50 match per administrative guidelines. Reimbursement for a completed graduate degree will be paid in three annual installments beginning with the year immediately following the date of degree completion. If the administrator

terminates her employment with LCSC prior to receiving full reimbursement within the three-year reimbursement schedule, he/she will voluntarily forfeit all remaining installments.

Supplemental Retirement Benefits

VEBA

LCSC will establish a VEBA (Voluntary Employees Beneficiary Association) trust account for the benefit of the administrator upon completion of 10 years of public education service. The LCSC will contribute annually to this account according to the following formula:

Years of public education service X \$100
Not exceed Two Thousand Dollars (\$2,000) annually.

This contribution will be made to the account during the month of July upon completion of the previous contractual obligations. The administrator must complete eight (8) years of service with Lebanon Community School Corporation and must retire and be of a minimum age of fifty-five (55) to access the funds in the VEBA account.

Additional 403b Contribution

In addition to the retirement match listed above, on an annual basis, LCSC will make an additional 403b contribution that is equivalent to the maximum contribution limit that the employee could make from salary deferrals in that year as determined by the IRS.

Regular Teacher's Contract Application of and Amendments to Benefits

The administrator shall be entitled to the benefits indicated and described on this document at the time of signing his/her regular teacher's contract on the official form prescribed by the State Superintendent of Public Instruction. Any revisions to this document and benefits will become effective immediately upon the date of board approval and at the subsequent signing of the regular teacher's contract beginning in the current contract year. The administrator will be presented with the revised Schedule of Benefits for signature prior to July 1 of the current teacher contract year for review and signature.

The Regular Teacher's Contract for any school year shall be revised from time to time. Any such amendments shall be evidenced by execution of a revised Regular Teacher's Contract for the appropriate school year.

BOARD OF SCHOOL TRUSTEES
OF THE LEBANON COMMUNITY
SCHOOL CORPORATION

ADMINISTRATOR NAME

ADMINISTRATOR SIGNATURE
