

# **Administrator Handbook**



Huntington County Community School Corporation

**One team. One goal. Student success for all!**

**Approved at the July 22, 2024 School Board Meeting**

## **INSURANCE BENEFITS**

### **Medical Insurance**

HCCSC will pay 90% of either a single or family HSA plan selected by the administrator.

### **Dental Insurance**

To be eligible for participation, an employee must be employed for a minimum of thirty (30) hours per week or be employed as a Bus Driver for the school year. This plan is funded entirely by the employee's contributions. For additional information about dental insurance benefits, please contact the Human Resource Manager or refer to the Employee Guide.

### **Vision Insurance**

To be eligible for participation, an employee must be employed for a minimum of thirty (30) hours per week or be employed as a Bus Driver for the school year. This plan is funded entirely by the employee's contributions. For additional information about vision insurance benefits, please contact the Human Resource Manager or refer to the Employee Guide.

### **Disability Insurance**

The administrator will pay \$1.00 per year for this benefit.

### **Life Insurance**

HCCSC offers a \$100,000 term life insurance policy to administrators. The administrator will pay \$1.00 per year for this benefit. The Superintendent is offered a \$200,000 term life insurance policy.

### **Section 125 Programs**

Section 125 programs shall be available for administrator participation.

## **COMPENSATED ABSENCES**

### **Sick Leave Days**

Administrators shall be granted paid sick leave days to be used for the administrator's personal illness or illness of a spouse, parent, child or a person for whom the administrator is a legal guardian. Sick leave days may also be used for doctor's appointments of self, spouse, parent, child or a person for whom the employee is a legal guardian. Sick leave days are granted as follows:

235 contract days or more	14 sick leave days per school year
211 to 234 contract days	13 sick leave days per school year
210 contract days or less	12 sick leave days per school year

If an administrator does not use all of their sick leave days in a school year, the unused days accumulate up to maximum of one hundred and eighty (180) days.

A newly employed administrator who has accumulated sick leave in another school corporation in the State of Indiana shall receive credit for such sick leave as follows: There shall be added to

the administrator's sick leave in the first year of employment forty (40) days and ten (10) days each succeeding year thereafter until the number of accumulated days to which the administrator was entitled in the last place of employment shall be exhausted. It is the responsibility of the administrator to submit the verification of prior service form to their previous school corporation.

### **Vacation**

Administrators on a 260-day contract shall receive thirty (30) days paid vacation per year and used within the contract year. The vacation days accumulate to a maximum to forty (40) days. Any unused vacation days will be forfeited.

### **Holiday Pay**

Administrators on a 260-day contract shall receive holiday pay ten (10) days consisting of New Year's Day, the day after or before New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving day, the day after Thanksgiving, Christmas day, and the day after or before Christmas.

### **Personal Business Days**

Each administrator shall have four (4) days each year with pay for the transaction of personal business or the conduct of personal or civic affairs. At the conclusion of the school year, the unused personal leave days shall accumulate as sick leave days for the succeeding school year. The use of days before and after vacations must have the Superintendent's approval.

### **Sick Leave Bank**

HCCSC administrators are eligible to become members of the Sick Leave Bank. Certified Administrators will adhere to the Sick Leave Bank guidelines as defined in the master teacher contract. Classified Administrators will adhere to the Sick Leave Bank guidelines as defined in the Classified Employee Handbook.

### **Bereavement Leave**

In the case of death in the immediate family, the administrator is entitled to be absent without loss of compensation for a period extending not more than five (5) total school days. The bereavement days may be split up into a maximum of two separate periods within sixty (60) days beyond such death for the purpose of attending the last burial rites and attending to other personal matters of the immediate family member, provided that said burial rites occur while the administrator is performing duties as assigned by HCCSC and that said burial rites do not occur during the time of absence, sick leave, or personal leave previously granted. The immediate family is defined as an administrator's legal partner, child, parent, legal guardian, grandchild, brother, sister, a person living in the same home as part of the family of the administrator, or a stillbirth by the administrator.

Three (3) consecutive calendar days of leave may be taken upon, and for purposes directly related to, the death of a grandparent, step parent, stepchild, an in-law (father, mother, son, daughter, brother, sister, grandparent), niece, nephew, aunt, or uncle of the administrator.

Additional bereavement leave may be granted by the Superintendent without loss of pay in exceptional circumstances where, in the judgment of the Superintendent, it is warranted.

### **Jury Duty Leave**

When an administrator is directed to appear for jury duty, HCCSC shall pay the administrator's full salary and the administrator shall file for and pay HCCSC any daily remuneration granted by the court; reimbursement for incurred expenses (i.e. mileage) shall not be considered as daily remuneration. Provided, however the administrator will join with HCCSC in requesting to be excused from jury duty when, in the opinion of HCCSC, the administrator's absence would create a hardship on the corporation.

### **Maternity Leave**

A pregnant administrator or a new mother shall be entitled, upon request, to a maternity leave not to exceed one (1) year unpaid. Except in an emergency, the administrator shall notify the Superintendent in writing of her intention to take such leave at least thirty (30) days prior to the date on which the leave is to begin. Such notice shall provide the anticipated date of return and include either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn child, whichever is applicable.

The leave may be taken any time between the commencement of pregnancy and one (1) year following the birth of the child provided that the administrator submits the timely notice and either a physician's statement or birth certificate of the newborn child, whichever is applicable. The portion of the maternity leave resulting from the impairment of the administrator shall have a duration no longer than the administrator and the attending physician to determine that the administrator is temporarily unable to fulfill the requirements of her position as a direct result of her pregnancy and shall be granted by the School Board.

### **Paternal Leave**

The non-birthing parent administrator shall be entitled, upon request, to a paternal leave of up to one (1) year unpaid. Except in an emergency, the administrator shall notify the Superintendent in writing of his/her intention to take such leave at least thirty (30) days prior to the date on which the leave is to begin. Such notice shall provide the anticipated date of return.

### **Adoptive Leave**

An administrator shall be entitled, upon request, to an adoptive leave of up to one (1) year unpaid. Except in an emergency, the teacher shall notify the Superintendent in writing of their intention to take such leave at least thirty (30) days prior to the date on which the leave is to begin. Such notice shall provide the anticipated date of return.

## **EDUCATIONAL LEVELS AND COMPENSATION**

The Superintendent and Board of School Trustees encourage administrators to earn their Educational Specialist Degree or their Ph.D. (Doctor of Philosophy) or Ed.D. (Doctor of Education). Administrators' base annual salaries may, with the Superintendent's approval, be increased due to holding one of these additional degrees as outlined below. Should an administrator have both an Educational Specialist Degree and either a Ph.D. or Ed.D, the base salary will reflect the higher rate of \$1,500.00 additional compensation each contract year.

Educational Specialist Degree – An administrator with an Educational Specialist degree will receive \$1,000.00 additional compensation each contract year.

Ph.D. or Ed.D. - An administrator with a Ph.D. or Ed.D. will receive \$1,500.00 additional compensation each contract year.

### **Professional Development**

Each administrator shall be given the opportunity to attend state and national conferences. Professional leave requests must be submitted for all professional leaves. Attendance at national conferences and all conferences with expenses, other than mileage must be approved by the School Board.

### **Mileage**

HCCSC administrators shall be eligible for reimbursement for school business mileage at the prevailing IRS rate.

## **RETIREMENT**

### **403b Match**

For administrators who contribute to a 403b retirement plan, HCCSC will contribute up to 2% of the administrator's base salary as a 401a match.

### **Certified Retirement Bonus**

A retirement bonus of \$2000.00 shall be added to a Certified administrator's salary for their last year of employment prior to retirement and receiving benefits from the teachers' retirement fund. To be eligible for the bonus, the retiring administrator must be vested by serving three (3) years at HCCSC and provide written notification of retirement to the Superintendent no later than July 1 prior to their last year of employment.

### **Classified Retirement Bonus**

Classified administrators will adhere to the guidelines as defined in the Classified Employee Handbook.

**Administrative Positions****Contract Days**

Assistant Director of Special Education	215
Assistant Director of Technology	260
Associate Principal High School	215
Chief Financial Officer	260
Corporation Nurse	215
Director/Principal of Learning Center & CTE	215
Director of Early Childhood Education	215
Director of Elementary Education	260
Director of Food Service	225
Director of Marketing & Communications	260
Director of Maintenance and Custodians	260
Director of Secondary Education	260
Director of Special Education	260
Director of Technology	260
Director of Transportation	260
Elementary Assistant Principal	215
Elementary School Principal	215
High School Assistant Principal & Dean	215
High School Assistant Principal & PD Coordinator	215
High School Athletic Director	235
High School Principal	260
Middle School Assistant Principal	215
Middle School Principal	215
Superintendent	260