

Administrator Handbook 2026-2027



**Approved by the Board of School Trustees on May 26, 2026
Effective July 1, 2026**

INSURANCE BENEFITS

Medical Insurance

HCCS 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 for the school year. This plan is funded entirely by the employee's contributions. For additional information about dental insurance benefits, please contact the Director of Human Resources 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 for the school year. This plan is funded entirely by the employee's contributions. For additional information about vision insurance benefits, please contact the Director of Human Resources or refer to the Employee Guide.

Disability Insurance

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

Life Insurance

HCCS 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 term life insurance policy and the amount is referenced in his/her contract.

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 their sick leave days in a school year, the unused days accumulate up to a maximum of one hundred and eighty (180) days. Any unused sick days above the maximum shall be paid annually on July 1 at 50% of the highest substitute teacher's

daily rate. Payment to the administrator shall be made to the 401(a) plan administered by the vendor selected to accept employer contributions.

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(s) 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 of 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

HCCS 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 HCCS 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, stepparent, 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. Requests must be in writing.

Jury Duty Leave

When an administrator is directed to appear for jury duty, HCCS shall pay the administrator's full salary, and the administrator shall file for and pay HCCS 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 HCCS in requesting to be excused from jury duty when, in the opinion of HCCS, 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

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

RETIREMENT

403b/401a Match

To be eligible for the benefit, the administrator must contribute 2% of their base salary to a 403b retirement plan, and HCCS will contribute 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 HCCS and provide written notification of retirement to the Superintendent no later than July 1 prior to their last year of employment. Certified administrators will adhere to the guidelines as defined in the HCCS/HCTA Contract.

Classified Retirement Bonus

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

Insurance Retirement

Retirees may elect to continue their medical, dental and vision insurance by paying the retiree monthly premium (employer and employee portion) until the first day of the month they turn age sixty-five (65).

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
Deputy Superintendent	260
Director of Behavioral Health and Wellness	215
Director/Principal of Learning Center & CTE	215
Director of Early Childhood Education	215
Director of Finance	260
Director of Food Service	225
Director of Human Resources	260
Director of Marketing & Communications	260
Director of Maintenance and Custodians	260
Director of Special Education	260
Director of Teaching and Learning	260
Director of Technology	260
Director of Transportation	260
Elementary Assistant Principal	215
Elementary School Principal	215
High School Assistant Principal (2)	215
High School Athletic Director	235
High School Principal	260
Middle School Assistant Principal	215
Middle School Principal	215
Superintendent	260