



ADMINISTRATIVE

HANDBOOK

April 16, 2013

Board approved 4/16/13

PURPOSE

The purpose of the *Administrative Benefits Document* is to delineate and explain employment conditions, benefits, and performance appraisals which are unique to administrators of the La Porte Community School Corporation.

Should you need clarification on any of these items or should other questions arise, please contact the Educational Services Center.

The *Administrative Benefits Document* was revised on April 16, 2013 and this edition will be effective until such time that policy revision warrants an update. Please keep this document for reference purposes.

DEFINITION OF THE MANAGEMENT TEAM

The ultimate decision concerning policy in the school corporation resides, by law, with the Board of School Trustees under the leadership of the Superintendent of Schools. The management team concept, or shared decision making, is the process by which a recommendation for Board of School Trustees action is developed and the decision implemented.

The management team represents a means of establishing orderly lines of organization and communication as management personnel unite with the Board of School Trustees to promote an effective educational program for the students and the community. It is more than an organizational system since it also establishes a climate in which team members are able to experience a feeling of mutual trust, support, and a sense of professional dignity.

In addition, the management team works through the Superintendent of Schools, advising the Board of School Trustees of items relative to policy formulation and implementation. The management team has leadership functions in the areas of long-range planning and formulating obtainable school-corporation objectives.

The management team, consisting of all corporation administrators, shall operate under the leadership of the Superintendent of Schools.

THE ADMINISTRATIVE TEAM

The La Porte Community School Corporation Administrative Team consists of personnel who are assigned the following positions:

LA PORTE COMMUNITY SCHOOL ADMINISTRATORS

Superintendent of Schools (Level 1)
Assistant Superintendents (Level 1)
Chief Financial Officer (Level 1)
High School Principal (Level 1)
High School Associate Principal (Level 2)
Assistant High School Principals (Level 2)
High School Administrative Assistant (Level 2)
Middle School Principals (Level 1)
Assistant Middle School Principals (Level 2)
Elementary School Principals (Level 1)
High School Athletic Director (Level 2)
Director of Special Education (Level 1)
Director of Technology Services (Level 2)
Director of Music 6-12 (Level 3)
(Special Ed Supervisors (Level 3)

SERVICE DIRECTORS*

Director of Facilities (Level 3)
Assistant Director of Facilities (Level 3)
Director of Childcare (Level 3)
Director of Food Service (Level 3)
Director of Transportation (Level 3)

LENGTH OF ANNUAL CONTRACTS

The lengths of annual contracts for administrative positions are as follows:

TWELVE-MONTH CONTRACTS (260 DAYS)

Superintendent of Schools
Assistant Superintendent(s)
Chief Financial Officer
High School Principal
Director of Facilities
Assistant Director of Facilities
Director of Special Education
Director of Technology Services
Director of Food Service
Director of Transportation
Director of Childcare

TWO HUNDRED, THIRTY DAYS (230)

High School Athletic Director

TWO-HUNDRED, TWENTY-FIVE DAYS (225)

Middle School Principals
High School Associate Principal

TWO HUNDRED, FIFTEEN DAYS (215)

High School Assistant Principals

TWO HUNDRED, TEN DAYS (210)

High School Administrative Assistant
Middle School Assistant Principals
Elementary School Principals
Special Education Supervisors

The Superintendent may approve an extension of days in an individual contract with appropriate salary adjustments when a need arises.

MULTIPLE-YEAR CONTRACT

Based upon the recommendation of the Superintendent of Schools, administrators will receive multiple-year contracts. Contracts will be extended one year past the stated ending date each June unless there is a prior determination that the employee's contract will not be renewed at the end of its current term. If a decision is made to not extend an administrator's contract, the Superintendent will meet with that individual prior to June 1 and inform him/her of his/her contractual status for the upcoming contract period.

LEGAL PROTECTION FOR ADMINISTRATORS

If any administrator, while acting within the reasonable jurisdiction of his/her assignment, is sued or the subject of complaint, the Board will provide legal counsel, pay for costs of counsel, and render all necessary assistance to the administrator in his/her defense. It shall be the responsibility of the administrator to bring such complaints or legal action to the attention of the Superintendent immediately upon notification that a lawsuit has been filed. It is the intent of these guidelines to follow Indiana Code 20-26-5-4(17).

HOLIDAYS

The following are generally paid holidays for **twelve-month** administrators. (If the holiday falls on a Saturday, the Friday immediately preceding the holiday will be the day off. If the holiday falls on a Sunday, adjustments will be considered per the currently adopted school calendar.

1. New Year's Eve Day
2. New Year's Day
3. Day after New Year's Day (if not a student attendance day)
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve Day

11. Christmas Day
12. Day after Christmas.

The following are paid holidays for **all other administrators**.

1. Labor Day.
2. Thanksgiving Day.
3. Day after Thanksgiving.
4. Memorial Day.
5. Good Friday.

VACATION DAYS for TWELVE MONTH ADMINISTRATORS

All twelve-month administrators, except the Superintendent of Schools, are entitled to twenty (20) vacation days. The Board will establish the number of vacation days for the Superintendent during the annual contract review period. The vacation day schedule for administrators is as follows:

Superintendent of Schools: To be established by the Board of School Trustees.

Twelve-month administrators: Twenty (20) vacation days to be received and used during the first year of employment. July 1 is to be considered the first day of employment. If employment begins after July 1 or ends prior to June 30, the number of vacation days is to be prorated accordingly.

Any vacation days not used within the contract year may accumulate. Twenty-five (25) days may be carried over to the next contract year. Administrators may not carry more than forty-five (45) days maximum at any given time.

Administrators beginning their tenth year of service with LPCSC will be awarded five (5) additional vacation days per year. Those receiving the fifth week of vacation time will also be allowed to carry a maximum of fifty (50) vacation days.

An administrator who anticipates voluntarily ending employment may take accrued vacation prior to the termination date with proper approval of the Superintendent.

Unused vacation, upon separation from employment, will be paid at the administrator's current rate of pay, but is not to exceed the unused amount accrued in the year prior, plus the prorated portion earned but unused, for the current year.

Payment in lieu of vacation is permitted. Once the maximum number of accrued days has been reached, additional allotted days will be paid at the employee's daily rate. Unused vacation will be paid in full to the estate of a deceased administrator or a retiring administrator.

AUTOMOBILE LIABILITY INSURANCE

Administrators will be provided with automobile liability insurance protection when using their personal vehicles, which are licensed for highway use and in the performance of other duties related to their job function. The management employee's vehicle liability insurance shall be the primary coverage. The school corporation insurance will be considered secondary coverage.

CONFERENCES, SEMINARS, AND MEETINGS

The Board recognizes the importance of management-team members' attendance and participation in professional meetings relating to their position function and responsibilities.

All professional leave requests for administrators to attend conferences, seminars, and meetings will be submitted through appropriate line administrators to the Superintendent. The Board authorizes the Superintendent to approve or deny Level I Administrators and the Director of Technology leaves in accordance with Board-approved resolution #06-11.

If approved, the employer shall reimburse the employee for expenses upon approval of submitted claim and *itemized* expense receipts.

MILEAGE REIMBURSEMENT

The Board will approve out-of-corporation mileage reimbursement for administrators' travel on school-related business as a part of their job responsibility. The administrator will be expected to keep accurate records regarding such travel. The reimbursement rate will be computed on the basis of the rate adopted by the U.S. Internal Revenue Service.

EDUCATION ASSISTANCE PLAN

The Educational Assistance Plan is designated to make funds available to all administrators for continuing their education and/or keeping certification and licenses current.

A. Eligibility

1. All administrators are eligible for Educational Assistance for a maximum of six (6) graduate credit hours every five (5) years. Those holding Master's degrees will receive \$175 for each credit hour. Administrators with Bachelor's degrees will be paid at the rate of \$90 per credit hour.
2. Courses must be taken from an accredited university.
3. Courses are required to be one semester or the equivalent in hours.
4. Courses must be taken and reimbursement received during the time the administrator is in the employment of the La Porte Community School Corporation.
5. Courses will be evaluated and approved by the Superintendent or his/her designated representative *prior to* the beginning of classes.
6. Request for reimbursement cannot be for courses taken during a sabbatical leave.

B. Remuneration

1. The Educational Assistance Plan will have a set budget of \$20,000, including teachers, per school year. Payment will be made until the allotted money for the year is depleted. Any administrator not receiving payment for

that year will be the first to receive payment in the succeeding year. Any funds not utilized in a school year will be carried over to the next year and added to the allocated amount.

2. All eligible administrators will receive Educational Assistance according to the date the Educational Assistance form is submitted to the Educational Services Center. Requests will be honored until the budget is depleted.

3. If a stipend is received, it will be deducted from the remuneration. Stipend is defined as a monetary payment, not to include allowance for tuition, books, housing, meals, and travel.

4. When all of the above-listed requirements are met and the course work is completed (as indicated by grade report or transcript), pay will be made in equal payments during the school year, or in one separate check.

WORKER'S COMPENSATION

Administrators who are injured while performing their duties will be supported by the Board through the Indiana Worker's Compensation program.

In addition, the Board will provide Worker's Compensation insurance for any administrator who is absent due to an injury sustained on the school premises as a result of an unprovoked assault by a student, employee, or outsider. Awards for such assault or provocation will be determined in accordance with the Worker's Compensation laws.

HEALTH INSURANCE

Hospitalization, Dental, Vision, and Major Medical Insurance

Administrators, who serve at least fifty percent (50%) of full-time equivalency, may avail themselves of hospital, major medical, and dental insurance, as well as prescription-drug benefits with the current health plan carrier.

In the event that an administrator is absent because of illness or injury and/or on a board-approved leave, the insurance premium will be paid for the balance of the leave as long as it is in accordance with provisions of the current insurance policy. (Please refer to your insurance handbook.) It is the intent of this document to comply with the federal Family Medical Leave Act.

Level 1 administrators are members of the group health insurance plan and shall receive single or family coverage for \$1 per year.

Effective on 7/1/2013, Level 2 or Level 3 administrators shall pay 10% of the group health insurance cost for single or family coverage. Level 2 or Level 3 administrators hired prior to 7/1/2013 who are paying less than 10% of the cost shall continue at that rate.

RETIREMENT AND HEALTH INSURANCE

Upon retirement (defined as eligibility to receive a retirement benefit under TRF or PERF), management team employees are eligible to continue to be a member of the group health insurance plan. In the case of death of the administrator, spousal coverage will continue at the rate and timelines stated below.

(NOTE: The superintendent's insurance rate and rate upon retirement are negotiated separately.)

LEVEL 1

Level 1 administrators hired prior to 7/1/2011 are eligible to continue on the health insurance plan for single or family coverage through eligibility for Medicare or age 65 (whichever is longer) for the cost of \$1 per year. Level 1 administrators hired after 7/1/2011 are eligible to continue on the health insurance plan for \$1 per year for single or family coverage through Medicare eligibility or seven years (whichever comes first) after completing 10 or more years of administrative service to the district.

Level 2

Level 2 administrators are eligible to continue on the health insurance plan by paying 10% of the group health insurance cost for single or family coverage through Medicare eligibility or seven years (whichever comes first)

after completing 10 or more years of administrative service to the district.
Note: Level 2 administrators hired prior to 7/1/2013 paying less than 10% of the cost shall continue at that rate.

Level 3

Level 3 administrators are eligible to continue on the group health insurance plan by paying the entire single or family premium. Level 3 administrators hired prior to 12/1/2006 are eligible to continue on the health insurance plan for 10% of the group health insurance cost for single or family coverage through Medicare eligibility or seven years (whichever comes first) after completing 10 or more years of administrative service to the district. Note: Level 3 administrators hired prior to 12/1/2006 paying less than 10% of the cost shall continue at that rate.

SECTION 125

Administrators are eligible to participate in the Section 125 plan (including dependent care, unreimbursed medical, AFLAC) in accordance with federal law in the same manner as all other employees.

Nothing in this section shall be construed as a guarantee by the Board to any employee that the employee's selection of any benefits will be treated as non-taxable by the Internal Revenue Service pursuant to Section 125 of the Internal Revenue Code. In addition, the parties acknowledge this section shall be administered in accordance with all applicable Internal Revenue Service regulations.

TERM LIFE INSURANCE

All members of the management team may participate in a corporation paid term life insurance program. In the event an administrator is absent because of illness or injury and/or on board-approved leave, the insurance premium will be paid for the balance of that leave as long as it is in accordance with provisions of the current insurance policy. The board agrees to provide the following coverage:

Superintendent	Per contract
Assistant Superintendent	\$100,000
Chief Financial Officer	\$100,000
Director of Special Education	\$100,000
Director of Technology Services	\$ 50,000
High-School Principal	\$100,000
High-School Associate Principal	\$ 50,000
Middle-School Principals	\$100,000
Elementary Principals	\$100,000
Assistant Principals	\$ 50,000
Director of Music (6-12)	\$ 50,000
High School Athletic Director	\$ 50,000
Service Directors	\$ 50,000
Special Education Supervisors	\$ 50,000

In accordance with the life insurance policy, employees may purchase additional term life insurance. The additional premiums are the responsibility of the employee.

In accordance with the life insurance policy, retirees may convert their additional term life insurance to a personal life insurance policy by following directives outlined in the life-insurance handbook.

La Porte Community School Corporation shall pay basic life premiums for Level I Administrators in total through eligibility for Medicare or age 65 whichever is longer.

LONG-TERM DISABILITY

Each administrator will be provided with corporation paid long-term disability insurance. Benefits and coverage will be provided as described in the benefits booklet provided to the administration.

FAMILY MEDICAL LEAVE ACT INFORMATION

If you have worked for at least one year and require a period of leave, you may qualify for F.M.L.A. coverage.

In accordance with federal law administrators are covered by the FMLA. Available and applicable sick, personal, paid leave, vacation days must be used first before using unpaid days for any FMLA leave.

To apply for F.M.L.A. benefits, the employee must complete and submit the designated forms along with a letter requesting the leave. These forms should be submitted as early as possible.

During the twelve weeks of F.M.L.A. leave, the employer will maintain the employee's health insurance coverage under the group plan, with the corporation paying its customary portion of the premiums and the employee paying his/her portion.

Upon return from F.M.L.A. leave, the employee will be restored to his/her original or equivalent position with equivalent pay, benefits, and other employment terms. The use of F.M.L.A. leave will not result in the loss of any employment benefit that has accrued prior to the start of the F.M.L.A. leave.

F.M.L.A. may not be used for more than twelve weeks of leave during any twelve-month period. The twelve months shall be calculated from the first day of eligible F.M.L.A. leave.

PAID LEAVE

All members of the management team will receive a total of sixteen (16) paid leave days their first year.

After the first year of employment, and thereafter, all twelve-month administrators will continue to receive sixteen days per year. After the first year of employment, and thereafter, all less-than-twelve-month administrators will receive ten (10) days per year.

If, in any one school year, an administrator shall be absent for less than the allotted number of days, the remaining total days shall be accumulated without limit as sick days.

The Superintendent shall have the authority to grant additional sick-leave days when the need seems imperative. In case of question, a physician's statement may be requested by the Superintendent. In an emergency

situation, administrators may voluntarily transfer one or more of their sick days to another administrator.

JURY DUTY

Any administrator serving on jury duty or subpoenaed as a witness at a trial will receive his/her regular earnings less the amount he/she receives for serving as a juror or witness. The Board recognizes the civic responsibility that administrators have of serving, if called for jury duty. It is expected that management personnel will inform their immediate supervisors upon notification of service for jury duty.

MEDICAL LEAVE

The Board may grant a medical leave of absence to any member of the management team having the written support of a medical doctor. The leave request shall specify the beginning and ending dates but shall not exceed one (1) year. During this Board-approved medical absence, the Board will provide fully-paid insurance benefits for the administrator for this one (1) year, as long as it is in accordance with provisions of the current insurance policy.

The Board will consider an extension of the medical leave beyond one year and, if approved, the administrator will be eligible to continue the insurance by payment of the premium, in advance, on a monthly basis.

EMERGENCY LEAVE

Five (5) paid days may be taken for other emergencies. The term "emergency" shall mean a condition or occurrence which is serious, could not reasonably have been anticipated, and for which the administrator could not expect to use sick leave. This leave request must be approved, prior to the leave, by the Superintendent of Schools.

In the event that a prolonged emergency might arise, the Superintendent may grant additional days.

NON-PAID PERSONAL LEAVE

Upon written application to the Superintendent or his/her representative, an administrator may be granted a non-paid personal leave. This leave will be for no less than one (1) semester and no more than one (1) year.

Notification of request for such a leave must be given three (3) months prior to the beginning of the semester for which the leave is being requested. This leave may be granted only if a suitable certificated replacement agrees to a temporary contract.

Notification of intent to return to the corporation by the administrator must be made thirty (30) days prior to the end of the leave period.

The administrator will have the option of keeping the corporation health and life insurance plan at the individual's personal expense as long as it is in accordance with provisions of the current insurance policies.

The administrator will return to the same assignment unless unusual circumstances or an emergency has occurred during the period of leave.

MATERNITY -- ADOPTION -- FAMILY LEAVE

Upon written application to the Superintendent of Schools or his/her representative, a maternity, adoption, or family leave of absence between the date of request and one (1) year following the request shall be granted without pay. Administrators on leave may keep their insurance in force while on such leave by paying all premiums due, and becoming due, during such time, as long as it is in accordance with provisions of the current insurance policies.

It is the intent of the Board of School Trustees to follow the Family Medical Leave Act which became effective in August, 1993.

BEREAVEMENT LEAVE

Five (5) working days of leave are granted for each death in the immediate family. Immediate family is defined (for the purpose of this policy) as mother, father, stepmother, stepfather, sister, brother, children, grandchildren, spouse, foster parent, parent-in-law, grandparent, grandparent of spouse, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

In addition, time not to exceed one (1) day may be granted for funerals of other than members of the immediate family, except in the case of a staff member, where a disruption could occur because of large numbers of management personnel requesting to attend the funeral. Where the need seems imperative, additional days may be granted on the approval of the Superintendent.

SABBATICAL LEAVE

The Board will consider the request of any member of the management team for a sabbatical leave of one (1) year or less when financial conditions permit. In general, such leaves will be granted primarily for additional professional preparation or for other professional growth experiences as approved by the Superintendent, rather than for travel or other related activities.

If approved, a leave of one (1) year's duration would be paid at one-half salary.

SEVERANCE PAY

Management team personnel who notify the Superintendent of his/her intention to terminate employment sixty (60) days prior to the administrator leaving the school corporation shall be eligible to receive severance pay. In order to qualify for severance pay, the administrator shall have accumulated *five(5)* or more years of active service with the La Porte Community School Corporation and be fifty (50) years of age or older.

The calculations of this benefit shall be based on the following formula:
Severance pay will be 40% of the applicant's daily rate multiplied by 50% of the number of days of accumulated sick leave.

Tax Deferred Annuity (401a)

NOTE: The Superintendent annuity payments are negotiated separately.

Level 1

The school corporation shall contribute an amount equal to 3% of the Level I administrator's contracted salary to a 401 (a) annuity plan. Contributions to the annuity plan on behalf of the administrator will vest with the administrator after one year of continuous Level I administrative service with the La Porte Community School Corporation.

Level 2 and 3

The school corporation shall contribute an amount equal to 1% of the administrator's contracted salary to a 401 (a) annuity plan. Contributions to the annuity plan on behalf of the administrator will vest with the administrator after one year of continuous administrative service with the La Porte Community School Corporation.

TAX DEFERRED ANNUITY (403b)

The central office Assistant Superintendents and Chief Financial Officer shall receive an additional \$2,000 403b annuity paid annually.

ESTATE BENEFITS

Any benefits owed to an early retiree or an administrator who would qualify for severance pay who dies prior to the conclusion of the payment shall be paid to the spouse or to the person or persons designated by the administrator.