

# DEPARTMENT HEAD HANDBOOK



LA PORTE COMMUNITY  
SCHOOL CORPORATION

July 2003

# DEPARTMENT HEADS

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## La Porte Community School Corporation

This handbook was developed to give you a ready reference and answer questions that may arise relating to your position with 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.

This handbook was revised in July of 2003 and this edition will be effective until such time that policy revision warrants an update. Please keep this handbook for reference purposes.

## **SICK LEAVE**

Each employee who is absent because of personal illness (including pregnancy) will be awarded twelve (12) days of sick leave for the first year of employment and ten (10) days each year thereafter. These days will be used in modules of no less than one-half day. Unused sick days will be allowed to accumulate without limit.

Whenever an employee is hired after the beginning date scheduled for that position in the new school year, the sick leave days shall be prorated for the balance of the time left for that contract year. The number of working days shall be subtracted from the total contract days for the position to establish a percentage which will then be applied to the sick day policy and computed in modules of one-half (1/2) day.

Employees hired for our corporation who have worked elsewhere in Indiana corporations may transfer their accumulated sick leave to the La Porte corporation. As per statute, this accumulated sick leave from other school corporations shall be added to accumulated sick leave beginning with the second year at the rate of three (3) days each year until accumulation is exhausted.

## **PERSONAL BUSINESS LEAVE AND FAMILY ILLNESS LEAVE**

Employees are entitled to four (4) days for personal business leave and three (3) days for family illness leave per school year. Personal business days and family illness days shall be deducted from accumulated or current sick days. If no sick days are available, salary will be deducted for the time used. Personal business days and family illness days shall not accumulate as personal business days and family illness days. These days will be used in modules of no less than one-half (1/2) day. Whenever a professional staff member is hired after the beginning date scheduled for that position in the new school year, the personal business days and family illness days shall be prorated for the balance of the time left for that contract year. The percentage applied in computing the number of personal business days and family illness days will be computed in modules of one-half (1/2) day.

## **REQUEST FOR NONPAID LEAVE**

Requests for nonpaid days (not personal business days) are discouraged except under emergency or special situations. Requests must be submitted to your supervisor two weeks

prior to the date requested, except in the case of an emergency. Requests will be denied for vacations or the extension of existing vacation periods on the adopted school calendar unless in cases of special or unusual circumstances. Such requests will be reviewed by the Superintendent or his/her designee. Failure to submit requests for prior approval may result in disciplinary action.

#### **FUNERAL LEAVE**

A maximum of five (5) working days funeral leave shall be granted without reduction in pay by reason of the death of a husband, wife, brother, sister, father, mother, mother-in-law, father-in-law, son, daughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandparent-in-law, grandchild, aunt, uncle, niece, nephew, and/or any person who has lived in the employee's home as a member of the family. Additional days may be granted by the Superintendent, depending on travel and circumstances. To qualify for funeral leave, a written request must be submitted to the Superintendent of Schools or his/her representative.

#### **JURY DUTY LEAVE**

Employees serving on a jury will be paid the difference between their regular pay on a per diem basis and the per diem pay received as a juror provided evidence is received from the Court Bailiff as to the amount received for jury duty.

#### **MATERNITY LEAVE**

Upon written application to the Superintendent of Schools or his/her representative, a maternity leave of absence between the commencement of pregnancy and one (1) year following the birth of the child shall be granted without pay, without increment, and without fringe benefits. Employees on maternity leave may keep their health insurance in force while on such leave by paying all premiums due and becoming due during such time, as long as the leave conforms to guidelines established by the insurance carrier. Premiums due may be effected by the application of the Family Medical Leave Act.

In the event the employee on maternity leave qualifies for a scheduled increment, she shall be given the same. The Superintendent may request a doctor's certificate at the employer's expense to make the employee eligible for such

leave when an employee is pregnant and when the employee returns to work. The decision as to when a maternity leave begins is left up to the employee and the employee's doctor.

#### COURT WITNESS LEAVE

Attendance at a court as a witness as the result of a subpoena is an excusable absence, provided the subpoena is filed with the Superintendent of Schools. The employee will receive the difference between his regular salary and the fees provided through law. If the employee has a personal interest in the suit, no leave will be granted, and full pay will be deducted if no Personal Business Leave is available for the employee.

#### SPECIAL LEAVE

The Superintendent of Schools may grant a special leave with pay for any cause deemed beneficial to the school corporation, such as professional meetings, conferences, workshops, etc.

#### ASSAULT LEAVE

Employees suffering injury arising from assault on their persons while on a school assignment shall sustain no loss in salary by reason of their absence resulting from such injury, nor shall such absence be counted against their accumulated sick leave, payments to be made hereunder not to exceed one hundred, fifty (150) school days by reason of any one (1) assault.

#### PAID HOLIDAYS

Only those days set up on the annual school calendar shall be considered holidays with pay.

#### SEVERANCE PAY

Department Heads who notify the Superintendent of their intention to terminate employment sixty (60) days prior to their leaving the school corporation shall be eligible to receive severance pay.

In order to qualify for severance pay, the Department Head shall have served ten (10) or more years of active service with the La Porte Community School Corporation and be fifty (50) years of age or older.

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The calculations of this benefit shall be based on the following formula:

The severance pay will be calculated by establishing 40% of the applicants daily rate (where the Department Head would fall on the current teacher salary schedule divided by 189 days) multiplied by 50% of the number of days of accumulated sick leave. Also, the Department Head will receive forty dollars (\$40) for each year of service with the La Porte Community School Corporation. There will be no limit on the number of sick days.

Compensation will be provided to the estate of an eligible employee upon his/her death.

Severance payments will be made on or before June 30 of the recipient's final year of employment.

#### **TRAVEL OUTSIDE OF CORPORATION**

The employer will share in expenses for Department Heads attending professional meetings, conferences, or workshops which have been approved by the Board, Superintendent, and Principal. Staff members may continue to attend professional meetings completely at their own expense, with approval. Participation of the employees in reimbursable, approved meetings will be based on one hundred percent (100%) of registration, travel, meals, and lodging, but will not exceed \$160 for any one person. Travel will be computed on the basis of the Board-adopted mileage chart and at the Board-adopted mileage rate.

If the employer requests that the employee attend a professional meeting, conference, or other workshop, the employer shall reimburse the employee for expenses upon approval of submitted claim and expense receipts.

#### **HEALTH INSURANCE**

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

Extended Illness: In case of a disabling illness or an illness requiring extended time off, the corporation will contribute its share of the health-insurance premium for up to twelve (12) months, if the leave is due to injury, illness, or Qualified Leave of Absence. (This 12-month period is *IN ADDITION TO* any FMLA leave to which the employee may be entitled.) At the end of the 12-month

extended-illness period, COBRA coverage will be made available to the employee for an additional eighteen (18) months (29 months if the employee meets the "disabled" criteria). Employee costs for COBRA coverage will be consistent with rates in effect at that time.

The benefits to employees of Section 125 of the Revenue Act of 1978 shall be made available to any member so requesting. An amount not to exceed \$5,000 for dependent care (\$2,500 per individual) and \$3,000 for non-reimbursed medical expenses (major medical, long-term disability, short-term disability, Section 79 life, and non-reimbursed medical expenses) may be set aside by the employee for Section 125 (which are non-taxable benefits). The administration fees shall be paid by both corporation and employee, with exact amounts to be determined when carrier and type of plan are selected. Payroll deductions will be allowed for the Section 125 items listed above, but not for other after-tax products.

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.

Employees who qualify for corporation group health insurance, qualify for state retirement, and retire early may continue to be insured through the corporation group health plan by paying the entire premium until they qualify for Medicare.

Any Department Head retiring after the age of sixty-one (61) shall have one thousand, five hundred dollars (\$1,500) per year allocated toward the cost of health insurance premiums until he/she is eligible for Medicare coverage.

#### **LIFE AND LONG-TERM DISABILITY INSURANCE**

The employer will pay the premium for long-term disability insurance (60% of earnings with a 90-day waiting period; maximum payment of \$5,000 per month), coordinated with other compensation, and the premium for term life insurance as follows:

Department Heads.....\$50,000

Employees in the above category may purchase additional life insurance per the supplemental schedule in increments of ten thousand dollars (\$10,000), up to a maximum of two hundred,



ten thousand dollars (\$210,000). Supplemental coverage is at the expense of the participants. The maximum total amount of coverage available is two hundred, sixty thousand dollars (\$260,000).

Dependent life insurance:

Spouse	\$2,000
Child (age birth - 6 mos.)	\$ 200
Child (age 6 mos. - 19 yrs.*)	\$1,000
*to age 23 if full-time student	

Details as to coverage of insurance plans will be available from the Master Policy on file in the Educational Services Center of the La Porte Community School Corporation.

#### FAMILY MEDICAL LEAVE ACT

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

F.M.L.A. leave may be granted for any of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care.
2. To care for the employee's spouse, son, daughter, or parent who has a serious health condition; or,
3. For a serious health condition that makes the employee unable to perform his/her job.\*

To apply for F.M.L.A. benefits, the employee must complete and submit the designated forms to the Assistant Superintendent for Educational Services 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. However, the employee shall not accrue any sick leave, vacation, or other benefits during the leave period.

The employee may choose to use some, or all, accrued paid vacation days, sick days, and/or personal leave days as part of the F.M.L.A. leave, or may choose to take the F.M.L.A. leave as a non-paid leave.

Should the employee elect not to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the employee, the employee shall reimburse the corporation for the health insurance premiums paid by the corporation during the leave period.

F.M.L.A. may not be used for more than twelve weeks of leave during any twelve-month period.

#### WORKMEN'S COMPENSATION

In cases where a portion of Workmen's Compensation provides for payment of salary loss because of any occurrence covered by Workmen's Compensation, that portion is turned over to the school corporation, since full salary protection is provided under the sick-leave provisions.

At the time the sick leave provisions are exhausted, the part of the Workmen's Compensation covering the payment of salary loss will then be retained by the employee.

#### VOLUNTARY PAYROLL DEDUCTIONS

Tax-Sheltered Annuity. The Board of School Trustees has approved the procedure whereby an annuity may be purchased, through payroll deduction, in lieu of a portion of the salary. This election must be made prior to June 1st. The insurance carrier for such annuity will be designated by the employee in writing.

The selection of an insurance company by an employee for an annuity deduction shall be limited to the companies writing policies for school employees as of June 3, 1975.

Credit Union. An employee paid on a regular basis from School-Board-budgeted funds is eligible for payroll deductions for credit union purposes.

The amount of credit union deduction will be the same for every payroll check. The La Porte Community School Corporation will forward all funds deducted from checks in any month to the treasurer of the La Porter Federal Credit Union or the Teachers' Credit Union.

Once a payroll deduction is authorized by an employee, the deduction cannot be altered until the beginning of a new school year. Changes can be made from July 1 to the first day of school. If no change is made, the same dollar amount deducted will continue for the next school year.

To begin a deduction, an authorization-to-deduct card must be submitted by the 20th of the month to begin a deduction with the first paycheck the following month.

Government Bonds. The regular withholding of a portion of an employee's salary for the purpose of purchasing government bonds is an approved policy. No withholding is done except by written instruction from the employee at the beginning of the school year.

United Fund Payroll Deduction. With written authorization by the employee, payroll deductions will be made for the La Porte United Fund. The amount to be deducted will be stated by the employee. The number of deductions will be set by the administration and communicated to the employee at the beginning of the drive.

#### **EDUCATION ASSISTANCE PLAN**

11.9 The Education Assistance Plan is designed to make funds available to all certified staff for continuing their education and/or keeping certification and licenses current.

##### A. Eligibility

1. All certified staff members are eligible for education assistance. The amount of assistance will depend on the degree that the teacher presently holds.

a. Any certified staff member holding a Bachelor's Degree is eligible to receive education assistance for a maximum of six (6) graduate credit hours every five (5) years, receiving ninety dollars (\$90) per credit hour.

b. Any certified staff member holding a Master's Degree is eligible to receive education assistance for a maximum of six (6) graduate credit hours every five (5) years, receiving \$175.00 for each 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 staff member 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.
6. Request for reimbursement cannot be for courses taken during a sabbatical leave.
7. To qualify for Education Assistance, courses must be approved by the Assistant Superintendent for Educational Services **BEFORE** classes begin.

B. Remuneration

1. The Education Assistance Plan will have a set budget of \$20,000 per school year. Payment will be made until the allotted money for the year is depleted. Any staff member 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 certified staff members will receive education assistance according to the date the Education 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 as specified in Section 11.4 of the *Teachers' Working Agreement*.

#### **SABBATICAL LEAVE**

Certified employees, upon filing the written application form for sabbatical leave with the Superintendent of Schools, may be granted a sabbatical leave. This leave will be for no less than one (1) semester and no more than one (1) year for full-time study or research in an academic program conducted by an approved institution of higher learning. The certified employee must have completed six (6) consecutive years of teaching in the La Porte Community Schools to be eligible for this program.

A. A sabbatical leave committee will be formed to review plans for sabbatical leave. This committee will be appointed by the Superintendent of Schools and consist of

one (1) high-school administrator, one (1) middle-school administrator, one (1) elementary administrator, one (1) high-school teacher, one (1) middle-school teacher, and one (1) elementary teacher. The Superintendent or his/her designated representative will serve as chairman of the committee, but shall not serve in a voting capacity, except in the case of a tie vote. The recommendation to the Board of School Trustees will be made by the Superintendent of Schools after receiving the recommendation of the sabbatical leave committee.

B. Requests for sabbatical leave must be received by the Superintendent in writing on forms designated by the employer no later than March 1, and action must be taken on all such requests no later than May 1 of the school year preceding the school year for which the sabbatical leave is requested.

C. The number of sabbatical leaves in force in any one year shall not exceed three (3) of the eligible certified employees.

#### EMERGENCY CLOSINGS/DELAYS

For school delays due to fog or snow, department heads are to report at their regularly scheduled time unless notified otherwise.

For early school closings, department heads will remain in their assigned building and work until released by their building administrator.

For school cancellations, department heads are to report at their regularly scheduled time. They will assist with children who arrive unaware of the cancellation and address calls regarding the cancellation of events and reschedulings. Once facility needs are under control, department heads may be released by the building administrator.

An emergency closing of the entire school corporation by the superintendent or designee supersedes routine procedures. Notice of a corporation emergency closing will include information about release of school personnel.

## ADDENDUM

(Revised December 2009)

The salaries of high school department heads are based on the administrative pay schedule approved by the Board of School Trustees.

1. The high school department head salary and the high school department head stipend will be increased based on administrative percentage increases.
2. Additional compensation will be adjusted according to the number of teachers supervised within a department.
  - A. 1-10 teachers supervised -- \$600  
3 assigned periods - 1 department - 1 plan
  - B. 11-15 teachers supervised -- \$900  
2 assigned periods - 2 department - 1 plan
  - C. 16-20 teachers supervised -- \$1,750  
2 assigned periods - 2 department - 1 plan
3. If department heads are assigned an extra teaching period for one or more trimesters, they shall receive compensation equal to 7.67% of the annual base salary for each additional period per trimester.
4. Department heads are to be paid for an additional four days of employment, as assigned by the annual department head calendars at a time to be determined by each department chair and reported to the principal. This pay is included in the department head base salary.

### HEALTH-INSURANCE COSTS

The per-year cost for health insurance is as follows for department heads in their positions prior to 2008.

Single plan: \$ 1.00

Family plan: \$197.27

Department chairs hired after 2008 will pay health insurance costs at the same rate as teachers.