

## Administrator Compensation and Benefits

Section 1. General. It is East Allen County Schools' policy to provide compensation and benefits to administrators that are competitive, both locally and regionally, while considering the financial ability of the Corporation to pay for these benefits.

Section 2. Contract Forms. Administrators who are certified by the Indiana Department of Education will be contracted on the Regular Teacher's Contract as prescribed by the State Superintendent of Public Instruction. Administrators who are not certified by the Indiana Department of Education will be contracted on the contract form prescribed by East Allen County Schools. Contracts run on a fiscal year basis (July through June – Central Office Administrators; July through August – Building Administrators)

Section 3. Length of Administrator's Contract. An administrator's initial contract shall be for two (2) years from the administrator's date of hire unless state law requires a longer initial contract period for a specific administrative position. The Board must approve individual administrator contract extensions in accordance with statutory requirements. It is required by state statutes that the Board of School Trustees direct the Superintendent to provide preliminary written notice to certain administrators (assistant superintendent, principal, assistant principal) by February 1st that the governing body is considering non-renewal of their administrative contract at the end of its term. Further, it is required that the Board of School Trustees direct the superintendent to provide written notice to certain administrators (assistant superintendent, principal, assistant principal) before March 1st that the governing body will not renew their administrative contract at the end of its term. This item meets the statutory time line for this requirement.

Section 4. Administrator's Contract Work Year. The following contract work days are established for East Allen County Schools' administrators:

1. Building Administrators (225 days): Principals and Assistant Principals
2. Building Administrators (215 days): Athletic Directors and Deans
3. Central Office Administrators (12 months): 260 days (July 1 – June 30)

Specific work days for administrators with less than a 260 day work year shall be determined by the administrator's immediate supervisor, subject to the approval of the Superintendent. There are six (6) discretionary days when administrators have building level responsibilities and are expected to work.

Section 5. Additional Pay for Time Worked Beyond Contract Period. Administrators approved by the Superintendent for work assignments outside of the normal terms of their contract work year will be paid on an hourly rate based upon their regular contract salary. Such additional compensation will not generally be available for administrators contracted for a 260 day period because such administrators work a year-round schedule. An administrator's hourly rate will be calculated by the following formula: Base salary divided by 260 divided by 6. Attendance at in-services is considered part of an administrator's normal assignment; therefore, additional pay for attendance at an in-service should not be anticipated.

Section 6. Administrator Salary Schedules/Administrator Salary Grid. East Allen County Schools will maintain salary schedules for each administrative group (classification). The Superintendent shall determine an administrator's initial step placement as well as when an administrator qualifies for a step advancement within the administrator's group. The Board may, upon the recommendation of the Superintendent, establish a salary for an administrator which is outside the range for any position in each group.

Effective July 1 of each year, the Board shall, upon the recommendation of the Superintendent, establish the salaries for each salary step in the administrator's salary grid. Beginning July 1, 2007, the amount each salary step is increased shall not be less than the salary rate increase granted to teachers for the same fiscal year.

Section 7. Compensation for an Advanced Degree (Grandfather Clause). Only administrators holding an approved doctorate degree not required for the administrative position held and completed the Advanced Degree Assistance Program prior to July 1, 2011 are eligible to receive an additional \$1500 above the administrators salary schedule for the contract year.

Section 8. Dues Reimbursement. Effective July 1, 2010, Building level administrators may pay professional dues for membership in an approved local, state, or national professional organization from the allowable ECA account up to the following annual maximums:

1. Central Office Administrators and Principals: \$500
2. Assistant Principals and Athletic Directors: \$300

Effective January 1, 2007, the Board will reimburse Central Office Administrators annually up to \$500 for professional membership dues in an approved local, state, or national professional organization. And effective January 1, 2016, Building Level Administrators may be reimbursed for an annual professional membership from an allowable district account up to the annual maximums listed above.

Section 9. Paid Benefit Days for 260 Day Central Office Administrators.

1. Holidays: East Allen County Schools provides eleven (11) paid holidays for 260 day Central Office administrators:
 

1. Labor Day	6. New Year's Eve
2. Thanksgiving Day	7. New Year's Day
3. Day following Thanksgiving	8. Martin Luther King, Jr. Day
4. Christmas Eve	9. Good Friday
5. Christmas Day	10. Memorial Day
	11. Fourth of July

In years where the school calendar utilizes Presidents Day as a non-student day, Administrators shall receive this day as a paid holiday.

Central Office 260 day administrators working a designated holiday, with the knowledge and consent of their immediate supervisor, shall be permitted to take a "floating" holiday on a day mutually agreed to by the administrator and the administrator's immediate supervisor.

2. Unassigned Days: Unassigned days are five (5) specific days (six (6) days in any school year in which there are 261 work days or seven (7) days in any school year in which there are 262 days) scheduled throughout the school year when administrators who are contracted for 260 days, are not required to report for work and are not required to use a benefit day. The Superintendent shall designate the unassigned days for each contract year. Adjustments to the unassigned day schedule may be made by the Superintendent, on an individual basis, based on the work schedule or personal circumstances of an individual administrator.
3. Vacation: Each Central Office administrator who is contracted for 260 days shall receive a twenty (20) day vacation allocation each contract year. The annual vacation allocation shall accrue, and be available for use, each July 1. Unused vacation days from the preceeding year will be added by Payroll to the allotment given on July 1. Administrators may not carry more than 40 vacation days at any given time. Vacation days may be taken in half-day units.

Section 10. Personal Days. Administrators shall receive personal days each contract year based on the following schedule:

1. Central Office Administrators: Three (3) days
2. Building Administrators (215 days): Four (4) days
3. Building Administrators (225 days): Five (5) days

Personal days not used by June 30 of any contract year will be lost, except that two (2) unused personal days may be carried over into the following contract year. Personal days may be taken in half-day units.

Section 11. State Retirement Benefits. Administrators must be a member of either Indiana State Teacher's Retirement Fund (ISTRF) or Public Employee's Retirement Fund (PERF). East Allen County Schools will make, on behalf of each administrator, in addition to the other compensation and benefits provided to administrators, the statutorily required employee contribution to either Fund that would otherwise be required to be paid by the administrator related to compensation provided by East Allen County Schools.

Section 12. East Allen County Schools Supplemental Retirement Benefits.

1. Administrators hired before July 1, 2001: All administrators hired before July 1, 2001 have a Corporation established VEBA 501(c)(a) qualified retirement plan subject to the vesting provisions of said plan. Effective July 1, 2009, the vesting provisions of said plan shall be amended to provide that a participating administrator shall be vested upon completion of five (5) years service as an East Allen County Schools administrator regardless of age.
2. Administrators hired after June 30, 2001: For any administrator hired into an administrative position after June 30, 2001, the Corporation shall each month place an amount equal to two percent (2%) of the administrator's base salary into the administrator's 401(a) plan account. The administrator is not required to make a matching contribution to receive this benefit. The administrator shall be vested in these contributions upon completion of five (5) years of service as an East Allen County Schools administrator, unless otherwise provided in the administrator's contract of employment.

Section 13. Additional Unassigned Days for Early Notice of Retirement or Resignation. If an administrator provides written notice of the administrator's unconditional retirement or resignation, and such notice is delivered to, and accepted by, the Board, in a public session not less than six (6) months prior to the effective date of the resignation or retirement, the administrator will be granted five (5) additional unassigned days to be used, at the administrator's discretion, during the last three (3) months of the administrator's East Allen County Schools' employment.

Section 14. Payment for Unused Vacation Days Upon Retirement or Resignation. In the event of an administrator's retirement or resignation, the following procedures apply:

1. If the retirement or resignation is prior to December 31 of any given contract year, the administrator will be paid for all unused vacation days earned prior to the June 30 preceding retirement or resignation.

2. If the retirement or resignation is after December 31 of any given contract year, the administrator will not be paid for any unused vacation days earned prior to the June 30 preceding retirement or resignation.
3. Vacation days credited in the contract year of retirement or resignation will be paid only if used by the effective date of the retirement or resignation. Unused vacation days credited in the contract year of retirement or resignation may be used to extend the date of the termination of the administrator's employment but not past June 30 of the contract year of retirement or resignation. However, unused vacation days may not be used to extend the administrator's date of termination for purposes of calculating the administrator's coverage for group health care benefits.

Section 15. Matching 401(a) Contribution. In addition to the contribution provided for in Section 12, the Corporation shall make a matching contribution, up to one percent (1%) of the administrator's monthly base salary, to the administrator's 401(a) plan account. To qualify for this matching contribution, the administrator must make a voluntary contribution to the administrator's 403(b) plan account that equals, or exceeds, the amount of the match. The administrator shall be vested in these matching contributions upon completion of five (5) years of service as an East Allen County Schools' administrator, unless otherwise provided in the administrator's contract of employment. The Board may, on or before July 1 of any year increase, decrease, or eliminate the matching contributions for the next contract year.

Section 16. Worker's Compensation. Administrators are covered by the provisions of the Worker's Compensation Laws of the State of Indiana. An administrator who is absent from work because of a diagnosed work-related injury/illness covered by the Worker's Compensation Laws of the State of Indiana shall be paid by the Corporation the difference between Worker's Compensation and the administrator's regular salary for as long as Worker's Compensation payments continue, but not to exceed one hundred twenty (120) school days or six (6) calendar months. An administrator who is absent from work because of a diagnosed work-related injury/illness covered by the Worker's Compensation laws of the State of Indiana shall receive this supplemental pay for the first ninety (90) work days with no deduction from the administrator's allocated personal illness balance. Thereafter, to qualify for this supplemental pay, the administrator's allocated personal illness balance will be reduced by one-third (1/3) day for each additional day of supplemental pay. An administrator who is returned to restricted or light duty work is not considered absent from work. If the Corporation can accommodate the restriction(s), the administrator will be required to work, while on restricted or light duty, the same work hours as the administrator's regular work year assignment. If the Corporation cannot accommodate the work restriction(s), the administrator will be considered absent from work and will be compensated pursuant to the Worker's Compensation Laws of the State of Indiana.

Section 17. Personal Illness. Administrators are granted an annual allotment of one hundred twenty (120) personal illness days.

Section 18. Family Illness. Administrators may use thirteen (13) days of personal illness leave for illness in the immediate family (spouse, child, stepchild, parent, stepparent, grandchild, brother, sister, stepbrother, stepsister, son-in-law, daughter-in-law, parent-in-law, or a person living in the administrator's home as part of the family). In extenuating circumstances, the Superintendent may authorize the use of more than thirteen (13) days of personal illness leave in a contract year for a family illness situation.

Section 19. Bereavement. Up to five (5) work days paid bereavement leave will be allowed for the death of an administrator's spouse, child, parent, parent-in-law, or a person living in the same home as part of the family.

Up to three (3) work days paid bereavement leave will be allowed for the death of an administrator's grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law, or daughter-in-law.

One (1) work day paid bereavement leave will be allowed for the death of members of an administrator's family not mentioned above.

Section 20. Court Responsibility. An administrator who is called to jury duty during any work day shall receive the difference in pay for the time lost and the amount received as jury pay.

An administrator who is subpoenaed to appear in court on behalf of the EACS Corporation during any work day shall receive full compensation for the time absent from work. Legal leave only applies to scenarios in which employees are representing the EACS Corporation on official business.

Section 21. Unpaid Leaves of Absence. Administrators are entitled to the unpaid leave benefits outlined in EACS Administrative Guideline 2170.10.

Section 22. Insurance Benefits. Administrators are entitled to the insurance benefits outlined in EACS Administrative Guideline 2170.11. Administrators may enroll in available insurance programs of their choosing within thirty (30) days of hire or during any designated open enrollment period. The exact benefits provided and the effective dates of coverage under any insurance plan are set forth in the insurance policies and individual booklets which are incorporated as a part of this Guideline by reference.

Section 23. Mileage Reimbursement Rate. Administrators shall be reimbursed for actual miles traveled in the administrator's personal vehicle, on Corporation business, at the rate set forth in the EACS Administrative Guideline 4140.26.

Section 24. Use of Corporation Vehicles. The following administrators will be provided Corporation-owned vehicles for use while on Corporation or personal business:

Director of Facilities  
Director of Transportation  
Manager of Transportation

\*Alternative Vehicle Allowance:

Manager of Transportation: \$4,000/year

If the Corporation does not provide the Manager of Transportation a Corporation-owned vehicle, the Corporation will provide the individual a vehicle allowance, payable in twenty-six (26) installments, in the amount(s) specified above. Any individual receiving a vehicle allowance under this Section shall not be eligible for mileage reimbursement under Section 25 of this Guideline.

Legal Reference:

I.C. 20-28-8-3

I.C. 20-28-8-4