

# PLYMOUTH COMMUNITY SCHOOL CORPORATION

## ADMINISTRATIVE CONDITIONS AND BENEFITS

EFFECTIVE JULY 1, 2023

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*Board Approved 2/6/24*

# I. SALARY SCHEDULE

<b><u>Administrator</u></b>	<b><u>Base Range w/licensure</u></b>	<b><u>Days</u></b>
Jefferson Principal	77,000-88,000	215
Menominee Principal	77,000-88,000	215
Washington Principal	77,000-88,000	215
Webster Principal	77,000-88,000	215
Intermediate Asst. Principal	73,000-83,000	215
Intermediate Principal	82,000-92,000	220
Lincoln Asst. Principal	78,000-88,000	220
Lincoln Principal	85,000-95,000	225
Lincoln Education Center Principal	77,000 – 88,000	205
High School Asst. Principal	78,000-88,000	220
Dean of Students - High School	75,000-85,000	215
Multi-aged Program Administrator	77,000-95,000	215
High School Principal	92,000-102,000	235
Assistant Superintendent	92,000-102,000	235
Director of Special Education	85,000-102,000	235
Business Manager	73,000-105,000	240
Director of Athletics	72,000-86,000	220
Director of Project Based Learning	72,000-82,000	210
Chief Technology Officer - Certificate	68,000-77,000	240
Chief Technology Officer - BS	77,000-87,000	240
Director of Administration – No Degree	46,000-58,000	240
Director of Operations	65,000-85,000	240
Director of Safety and Security	65,000 – 85,000	240
Director of Transportation	60,000-72,000	240
Director of Food Service	60,000-72,000	240

## II. LEAVES

Each administrator will be allowed to immediately transfer in all sick leave days accumulated in previous positions covered under the Indiana State Teacher's Retirement Fund.

### **1. Family Medical Leave Act of 1993 (FMLA)**

Plymouth Community School Corporation requests that any employee who will be absent from employment for more than five (5) business days complete FMLA paperwork. Further definitions are available under PCSC Policy 3430.01 and at [www.dol.gov/whd/fmla](http://www.dol.gov/whd/fmla).

FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. This would be in coordination with the following types of leaves:

**A. Illness or Injury** - Each administrator shall have ten (10) days sick leave occasioned by illness or accident during such administrator's first year of employment by the School Corporation and eight (8) days such sick leave each year thereafter. An administrator may accumulate a total of not more than one hundred ninety (190) days of unused sick leave at the end of their contract year. Also, each administrator shall be allowed up to eight (8) days per year of his or her available sick leave in case of serious illness involving a member of the family. Additional days may be taken from available sick leave for a serious illness involving a member of the family upon approval of the Superintendent. Documentation of the extended illness may be required. All sick leave days from previous employers will be accepted.

The term "family" for such purpose shall be construed to mean a spouse, child, parent, a relative or dependent living in the employee's household, or an individual for whom the administrator is medically responsible.

### **B. Maternity Leave**

Maternity leave shall be granted to administrators in accordance with the provisions of the applicable State Law with respect thereto.

### **C. Adoption Leave**

Except in the case of a child sought to be adopted by a step-parent, an administrator who adopts a preschool child shall be entitled to a leave of absence without pay for a maximum of one (1) school year subsequent to the placement of the child in the administrator's home; provided, however, the adoption leave shall be limited to one (1) administrator per family. The administrator, concurrently with the application for adoption, shall notify the Superintendent of Schools of the expected length of this leave and attach thereto a statement from a duly licensed child placing agency, or the applicable county department of public welfare, certifying that the administrator has made application for adoption. It is mutually understood and agreed that upon the administrator's return from this adoption leave, such return shall be on the first day of a school semester (trimester). If there are two administrators in the family, up to five (5) days leave shall be available for the second administrator for the purpose of adoption. These days of absence with pay must take place within five (5) working days of the adoption. Used adoption leave days for the second administrator will be deducted from the illness leave.

### **D. Paternity Leave**

Up to five (5) days paternity leave shall be available to an administrator immediately following the birth of his child. These days must take place within five (5) working days of the birth or return home from the hospital. Used paternity leave will be deductible from the illness leave.

### **E. Military Leave**

Military Leave shall be granted to administrators in accordance with the provisions of the applicable State and Federal Law with respect thereto.

### **F. Sick Leave Bank**

Administrators may participate in the Corporation Sick Leave Bank.

## **2. Personal Leave**

Personal Leave for the transaction of personal business and/or the conduct of personal or civic affairs shall be granted in accordance with the applicable Indiana Statutes. The following regulations shall also be in effect, except that no regulation, which is contrary to the Statutes, shall be applicable:

- a. The leave shall be in keeping with the intent and purpose of the Statutes.
- b. A written statement shall be submitted to the Superintendent of Schools setting forth the reason and necessity which shall be the cause of such absence.
- c. Personal leave not used and not accumulated as personal days the following year will be added to the employee's cumulative sick leave up to the maximum accumulation of sick leave and one hundred ninety (190) days at the end of their contract year. Three (3) personal leave days shall be granted each year. Three (3) personal leave days shall be granted each year, accumulated to five (5) days. Only three (3) personal leave days can be used consecutively.

## **3. Jury Duty Leave**

Upon written application by an administrator and presentation of satisfactory evidence of proof of jury duty, an administrator who is required to serve jury duty shall be paid at the regular rate of pay of such administrator during such jury service, less any and all jury fees or pay received for such service.

## **4. Professional Leave & In-service**

Administrators need professional leave and in-service so that their skills and knowledge can be improved and updated. The Board will pay expenses incurred by administrators while taking approved professional leave will be reimbursed. Professional leave days with pay may be approved for the following purposes:

- a. Attending and/or participating in professional meetings, educational workshops, seminars, or conferences that promote goals and the mission of the school district.
- b. Visitation to other school corporations, educational institutions, businesses, or industry for the purpose of observing instructional techniques, instructional - oriented programs, or acquainting administrators with the needs of the business community.
- c. Administrators shall receive written notification in a timely manner, when a request for professional leave is denied. This notification shall state the specific reason or reasons for the denial.

## **5. Bereavement Leave**

An administrator shall be granted bereavement leave of ten (10) school days within one calendar year for each death in the immediate family, which is defined to mean mother, father, stepparent, brother, sister, spouse, child, or stepchild.

An administrator shall be granted bereavement leave of five (5) school days within one calendar year for each death in the immediate family, which is defined to mean mother-in-law, father-in-law, daughter-in-law, son-in-law, or grandchild.

An administrator shall be granted bereavement leave of two (2) days for death of brother-in-law, sister-in-law and grandparent.

Bereavement leave for other persons or additional days may be approved by the Superintendent of Schools as he/she deems appropriate.

#### **6. Political Leave**

Political leave shall be granted to administrators in accordance with the provisions of the applicable State Law with respect thereto.

#### **7. Court Leave**

Court leave, without pay, shall be granted to administrators for time necessary to make appearances in any court proceeding; provided, however, that in the event such appearance is required in any matter directly related to the administrator's instructional activities with students, then in that event, such court appearance shall be without loss of pay.

#### **8. Special Leave**

In the event an administrator shall desire to request a leave of absence other than the types of leave of absence covered by applicable law and the above benefits, such administrator may make application therefore with the Board stating the specific leave requested and the reasons for such leave, and the Board shall have the exclusive right to grant or deny such leave, with or without pay and the decision of the Board with respect thereto will be final and binding.

#### **9. Pay Raises**

- Administrative raises are given once the administrator has been employed for a year, or at the discretion of the Superintendent.
- Administrators receive a raise if they score an effective or highly effective on their evaluation.
- Administrator raises are based on the same percentages teachers receive.
- Administrator raises are added onto their base salary for the first 19 years at PCSC in a specific position.
- Administrator raises for the 20<sup>th</sup> and additional years of service in a specific position at PCSC are paid as a stipend.
- When a new administrator is hired, his or her wage is set initially within the range associated with his/her position identified in Section I. Wages can be negotiated.

### III. MISCELLANEOUS BENEFITS

1. The corporation will provide administrators with six hundred dollars (\$600.00) for enrollment in professional organizations.
2. The corporation will reimburse administrators for mileage at the corporation rate.
3. The corporation will pay the employee's share of INPRS.

## IV. INSURANCE BENEFITS

1. The corporation will pay all but one dollar (\$1.00) of a single health insurance premium or all but nine hundred sixty dollars (\$960.00) of the family insurance premiums for administrators. If an administrator and his/her spouse both work full time in the corporation, the corporation will pay all but one dollar (\$1.00) of a single or family insurance premium.
2. The corporation will pay all but one dollar (\$1.00) of a fifty-thousand-dollar (\$50,000.00) group life insurance policy for the administrator.
3. The corporation will pay all but one dollar (\$1.00) of vision and/or dental insurance premium for the administrator on a single plan. For a vision or dental family plan, the administrator will pay the difference in cost between a single plan and a family plan. If an administrator and his/her spouse both work full time in the corporation, the corporation will pay all but one dollar (\$1.00) for a family vision and/or dental plan.
4. Administrators will pay 100% of their long-term disability premiums. These premiums will be deducted post-tax. Any LTD benefits paid out would be tax-free.

## V. RETIREMENT / SEVERENCE BENEFIT

### **1. Buyout of retirement / severance for administrators**

The buyout of retirement / severance benefits shall apply to all administrators who meet the following eligibility requirements:

- a. The administrator was employed by the school corporation for a minimum of five (5) years at the end of the 2004-2005 school year.
- b. The administrator is employed by the school corporation as an administrator during the 2004-2005 school year.
- c. The administrator has an unfunded liability for retirement / severance benefits.

### **2. The following assumptions are used for calculation of the retirement/severance benefit:**

- a. Assumed retirement age fifty-nine (59) at the end of the school year in which the administrator retires.
- b. Eligibility for unreduced ISTRF.
- c. Interest rates to determine present value five-point five percent (5.5%).
- d. Reduction for FICA.
- e. Insurance shall be calculated using five thousand two hundred seventy-nine dollars (\$5,279.00) as the base and a 10% annual inflation rate shall be applied until the amount reaches eight thousand six hundred dollars (\$8,600.00) after which no further adjustment will be made.
- f. Sick leave accumulation shall be calculated as of June 30, 2004, with the days added per this benefit package and until each person's average usage until age fifty-nine (59) to a maximum of one hundred ninety (190). The amount per day shall be fifty dollars (\$50.00).
- g. Projected number of years of service is calculated on June 30<sup>th</sup> of the year the person is fifty-nine (59). The amount per year shall be fifty dollars (\$50.00).
- h. The present value shall be calculated effective June 30, 2004.

### **3. VEBA**

The school corporation shall contribute to a voluntary school beneficiary association (VEBA) as described in section 501(c)(9) of the code, that amount representing the present value of the sum of the group health

insurance benefits as calculated in section 2c and the severance benefit as calculated in section 2f, and the service benefit calculated in 2g.

Beginning with the 2007-2008 contract year, the Board will contribute two-point one five percent (2.15%) of the administrator's annual salary into the VEBA, and each year thereafter.

#### **4. ANNUITY**

The Board will provide each administrator with an amount equal to three percent (3%) of his or her salary that the administrator can electively defer to his or her account under the 403(b) plan.