

SALARY AND FRINGE BENEFIT HANDBOOK

ADMINISTRATORS

2016-2017

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Please note: The Salary and Fringe Benefit handbooks may be found on the township's website at www.msdp.k12.in.us. To access the handbook use your employee number and last four digits of your social security number.

ADMINISTRATOR ETHICS

The proper performance of school business and administration of an effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, the School Board expects all administrators to maintain high standards in their working relationships, provide professional leadership in the Corporation and community, and in the performance of their duties, to:

- recognize basic dignities of all individuals with whom they interact in the performance of duties;

- represent accurately their qualifications;

- exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;

- seek and apply the knowledge and skills appropriate to assigned responsibilities;

- keep in confidence legally-confidential information;

- ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;

- avoid accepting anything of value offered by another for the purpose of influencing judgment;

- refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen)

In addition, the Board believes that each administrator should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted from the American Association of School Administrators' *Statement of Ethics for School*

Administrators by:

- making the well-being of students the fundamental value of all decision making and actions;

- fulfilling professional responsibilities with honesty and integrity;

- supporting the principle of due process and protecting the civil and human rights of all individuals;

- obeying local, State and national laws and not knowingly joining or supporting organizations that advocate, directly or indirectly, the overthrow of the government;
- implementing the Board's policies and administrative rules and regulations;

pursuing appropriate measure to correct those laws, policies, and regulations that are not consistent with sound educational goals;

avoiding the use of his/her position for personal gain through political, social, religious, economic, or other influences;

accepting academic degrees or professional certification only from duly accredited institutions;

maintaining the standards and seeking to improve the effectiveness of the profession through research and continuing professional development;

honoring all contracts until fulfillment, release or dissolution mutually agreed upon by all parties to the contract.

OUTSIDE ACTIVITIES OF ADMINISTRATORS

Administrators should avoid situations in which their personal interests, activities, and associations conflict with the interest of the Corporation. If such situations threaten an administrator's effectiveness within the School System, the Superintendent and/or School Board shall evaluate the impact of such interest, activity, or association upon the administrator's responsibilities.

Administrators may not dedicate work time to an outside interest, activity, or association.

Administrators may not use school property or school time to solicit or accept customers for private enterprises.

Administrators may not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information that the employee has obtained or may obtain by reason of his/her position or authority.

Administrators may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.

Administrators should refrain from expressions that disrupt the efficient operation of the school and /or interfere with the maintenance of discipline by school officials.

WHISTLEBLOWER PROTECTION

The Board encourages staff to report possible violations of these Board expectations to their immediate supervisors.

After such a report is made, the immediate supervisor will ask that employee's report be put in writing. Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such a report shall be protected from discipline, retaliation, or reprisal for making such a report as long as the employee made a reasonable and good faith effort to determine the accuracy of any information reported.

Employees are subject to disciplinary actions, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a report confirmed in writing to their immediate supervisor.

LEAVES OF ABSENCE

The Board shall grant a leave of absence in addition to a regular vacation period without loss of pay or time to any administrator who is a member of the Indiana National Guard, a reserve component of the U.S. forces, or a retired member of the naval air, or ground forces of the United States and is on training duty for the State by order of the Governor under the order of the reserve-component authority for consecutive or nonconsecutive periods not to exceed a total of fifteen (15) days in any calendar year. The administrator's vacation benefits, if any, will not be affected by this type of leave.

An administrator who has been employed for at least twelve (12) months and is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty is entitled to an unpaid leave of absence.

EMPLOYMENT OF ADMINISTRATORS IN ADDITION TO THE SUPERINTENDENT

The Board recognizes that it is vital to the successful operation of the Corporation that positions created by the Board be filled with highly qualified and competent administrators.

The Board shall approve the employment, fix the compensations and establish the term of employment for each administrator employed by this Corporation.

In addition to the Superintendent, individuals employed in positions, as outlined in this administrative handbook, covered by the Indiana State Teachers' Retirement Fund (TRF) shall be considered administrators.

The contract entered into between the Board and an administrator shall be subject to the following conditions:

- A. The basic contract must be the regular teacher's contract as prescribed by the State Superintendent.
- B. The term of the initial contract for principals, assistant principals, and the director of special education must be for at least two (2) school years.
- C. The basic teacher contract may be altered, modified, or rescinded in favor of a new contract at any time by mutual consent of the Board and the administrator, if the contract, when reduced to writing is consistent with Indiana law.

Relatives of Board members may be employed by the Board, provided the member of the Board does not participate in any way in the discussion or vote on the employment.

Should the Board choose to employ a family member, the Board member must file a conflict of interest statement that complies with the Indiana laws on disclosure of conflicts of interest.

In the contract of an administrator, the Corporation may provide compensation for services performed for a time, either before or after the school term, as considered necessary by the Board.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all administrators.

Self-Reporting Policy

During the course of his/her employment with the School corporation, each employee shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to his/her supervisor or the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported arrest and/or conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee. Failure to self-report within two (2) business days may lead to a recommendation of termination for insubordination.

ABSENCE AND LEAVE POLICY

Section 1 - Absence for Personal Illness:

- A. Personal Illness:** Each administrator shall be entitled to be absent from work without loss of compensation, because of illness or quarantine, for a total of ten (10) days during the first year of employment and ten (10) days in each year thereafter. Unused personal business leave will be transferred each year to the sick leave accumulation. If, in any one (1) year, an administrator is absent for such illness or quarantine less than the allotted days, the remaining days of unused time shall accumulate to an unlimited total. Additional days may be granted at the discretion of the Board or as required by state law.
- B. Accumulated Sick Leave:** The accumulated sick leave days of each administrator will appear on the record portion of the payroll check.
- C. Sick Leave Transfer from Other School Corporations:** Administrators who are transferring into the school corporation for the first time who have accumulated sick leave will transfer all of the accumulated sick leave to this school corporation immediately.
- D. Sick Leave Reinstatement:** An administrator who has previously worked in the Perry Township Schools and is rehired shall have sick leave previously accumulated in the Perry Township Schools fully reinstated on his/her first day of service provided that the administrator was not under a teaching or administrative contract during the intervening years.
- E. Personal Injury While Employed:** The school corporation will pay full salary minus workmen's compensation benefits for the number of days in the administrator's contract according to terms and in compliance with the worker's compensation laws of Indiana. It is the responsibility of the administrator or administrator's representative (using procedures posted

in each building) to immediately report, using proper forms, any injury during employment.

In the event an administrator is required to be absent due to an injury sustained as a result of an assault or battery which is determined to be compensable under workmen's compensation laws while the administrator is properly discharging his/her duties, the administrator shall receive the difference between his/her daily rate paid through workmen's compensation and the administrator's daily rate for a period up to the number of days in the administrator's contract described above and shall not be charged against the administrator's sick leave. The Board of Education may require an independent medical or psychological examination, at the Board's expense, if there is a question as to the condition of the administrator at any time. The Business Office shall aid the administrator in filing all necessary forms for workmen's compensation. An administrator must comply with the workmen's compensation reporting provision in order to receive the benefits enumerated under it.

- F. Reporting of Assault and/or Battery:** The administrator or administrator's representative shall, as promptly as the nature of the assault or battery allows, report all cases of assault or battery whether injured or not, connected with his/her employment to his/her immediate supervisor, who shall, in turn, promptly inform the Superintendent in writing with a copy of the report being given to the affected administrator.

Section 2 – Absence for Personal Business:

Five (5) personal business days per school year will be granted. Administrators requesting personal business leave shall not be asked to give a reason for the request. This leave will be granted subject to the approval of the Superintendent or his designee. A special form requesting such leave must be used and completed in duplicate.

Any unused personal business leave days shall be transferred and accumulated as sick days per Section 1 (A) above.

Section 3- Vacation and Holidays for 12 Month Administrators:

- A. Each full-time twelve month (260 contract day) administrator is granted 20 paid vacation days per year. Employees may transfer unused vacation days up to a maximum balance of forty (40) days per year. Any days above forty (40) will be transferred into the sick leave balance.
- B. The Administrator will be paid their vacation balance upon retirement or resignation.
- C. The following are paid holidays for all 12 month administrators only:

2016-17

July 4

Labor Day - September 5

Friday of Fall Break - October 21

Thanksgiving - November 24

Friday after Thanksgiving - November 25

December 23 - 26

December 29-30

Martin Luther King Day - January 16

Presidents' Day - February 20

Spring Vacation (5 days) – March 27 -31 (5 days)

Memorial Day - May 29

Section 4 – Family Illness:

An administrator may use, from his/her available accumulated sick leave days, a maximum of ten (10) days per year as family illness days. A special form requesting such leave must be completed and the administrator shall specify on the form his/her relationship to the family member for whom the family illness day(s) is/are being requested. Family members for whom these days may be taken include any relative or dependent living within the household of the administrator. Also included are husband, wife, child, father, mother, daughter-in-law, son-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law (administrator's spouse's sibling or administrator's sibling's spouse), sister-in-law (Administrator's spouse's sibling or administrator's sibling's spouse), grandparent, and grandchild, living within or outside the household of the administrator.

An administrator may, if needed, make a request to the Superintendent for additional family illness leave days, which shall, if granted, also be deducted from the administrator's available accumulated sick leave days.

Such leave, if granted, in this section, will be without loss of compensation, provided the administrator has accumulated sick leave days to cover the absence. Leave may be granted as unpaid if the administrator has no accumulated sick leave days.

Section 5- Funeral Leave:

Funeral Leave is available only within ten (10) calendar days following the date of death.

When there is a death in the immediate family, up to five (5) days of funeral leave may be granted for the purpose of attending the funeral and making arrangement for the funeral. Immediate family in this Section is interpreted to mean husband, wife, child, domestic partner, grandchild, parent, grandparent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and relative or legal dependent living with the administrator. Funeral leave for death of a relative by marriage beyond those listed above, including your children's grandparents, shall be granted not to exceed two (2) days. Funeral leave for death of an aunt, uncle, niece, nephew, or cousin related either within the family or by marriage shall be granted for one (1) day.

Funeral leave will be granted without loss of compensation and will not be charged against sick leave. These days do not accumulate from year to year. Under extenuating circumstances, not classified as personal business, arrangements for additional funeral leave days may be approved upon written request to the Superintendent or his designee. If granted, these days will be charged against sick leave.

It is understood that in the event of a death during any vacation break employees will be given funeral days from the day of the death not days when school is back in session.

Section 6 - Pregnancy Leave:

The school corporation will comply with HEA No. 1054 – An Act to Amend IC 1971, 20-6-12, as it relates to leave of absence for pregnant teachers. (Administrators for this section)

1. An administrator who is pregnant may continue in active employment as late into the pregnancy as she desires, if she is able to fulfill the requirements of her position.
2. An administrator who is pregnant may use available sick leave days for any medically-related absences during the pregnancy.

3. An administrator who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy and the birth of the child. Such leave, except in the case of medical necessity, will be unpaid leave. Such requests should be made at least thirty (30) days before the date on which she desires to start her leave and should include the length of the leave. In case of a medical emergency caused by the pregnancy, the administrator shall be granted a leave, as otherwise provided in this booklet, immediately upon her request and certification of the emergency from an attending physician.
4. An administrator granted such a leave will be returned to the same assignment or one which is comparable and equal in pay and benefits as determined by the administration.
5. An administrator on pregnancy leave, upon the birth of the child, is entitled to maternity leave and maternity benefits as outlined in Section 6 of this Article.
6. This leave will be consistent with the language contained in the Family and Medical Leave Act (FMLA).

Section 7 – Maternity Leave and Maternity Benefit:

Maternity benefit and maternity leave will be defined as follows:

- A. Upon the birth of a child, the mother who is an administrator shall be granted ten (10) consecutive contractually paid days of **maternity benefit**. These days will not be charged against the administrator's available sick leave and shall commence on the first contractual day following the birth of the child.
- B. **Maternity leave** utilizes the administrator's available sick leave days. **Maternity leave** may not extend beyond eight (8) weeks following the day after the birth of the child. During maternity leave, an administrator may use up to six (6) weeks of available sick leave days in addition to maternity benefit. If the administrator has fewer than thirty (30) available sick leave days, the Administrator may choose to take the remainder of the 8-week period as an unpaid leave.
- C. If the administrator is medically disabled, as verified by a physician's statement, beyond the provisions cited in this Agreement, the administrator may use more of her available sick leave days to cover the time period of the disability.
- D. Uncompensated leave may continue for up to one (1) year following the birth of the child. The administrator granted such a leave shall have the right to maintain, at her sole expense (paying the full premium), all insurance benefits in which she was enrolled at the time of the request.* An Administrator on uncompensated leave is required to return within one (1) year following the birth of the child. The return date may be adjusted beyond the child's first birthday to the first day of the next grading period.

Section 8 – Paternity Benefit and Paternity Leave

Paternity benefit and paternity leave will be defined as follows:

- A. Upon the birth of a child, the father who is an administrator shall be granted ten (10) consecutive contractually paid days of **paternity benefit**. These days will not be charged against the administrator's available sick leave and shall commence on the first contractual day following the birth of the child.

- B. Uncompensated leave may continue for up to one (1) year following the birth of the child. The administrator granted such a leave shall have the right to maintain, at his sole expense (paying the full premium), all insurance benefits in which he was enrolled at the time of the request.* An administrator on uncompensated leave is required to return within one (1) year following the birth of the child. The return date may be adjusted beyond the child's first birthday to the first day of the next grading period.

Section 9 – Adoption Leave Adoption Benefit:

Adoption benefit and adoption leave will be defined as follows:

- A. Upon the placement of a child, the parent(s) who is an administrator shall be granted ten (10) consecutive contractually paid days of **adoption benefit**. These days will not be charged against the administrator's available sick leave and shall commence on the first contractual day following the placement of the child.
- B. **Adoption leave** utilizes the administrator's available sick leave days. **Adoption leave** may not extend beyond eight (8) weeks following the placement of the child. During adoption leave, an administrator may use up to six (6) weeks of available sick leave days in addition to adoption benefit. If the administrator has fewer than thirty (30) available sick leave days, the administrator may choose to take the remainder of the 8-week period as an unpaid leave.

If both parents of the adopted child are Bargaining Unit members, both parents shall use the adoption benefit. However, only one parent may use the adoption leave.

- C. Uncompensated leave may continue for up to one (1) year following the placement of the child. The administrator granted such a leave shall have the right to maintain, at his/her sole expense (paying the full premium), all insurance benefits in which he/she was enrolled at the time of the request.* A administrator on uncompensated leave is required to return within one (1) year following the placement of the child. The return date may be adjusted beyond one (1) year to the first day of the next grading period.

Section 10 - Leave of Absence for Advanced Study:

An administrator may be granted a leave for advanced study. This leave will be governed by the following policies if possible within the framework of the adopted yearly budget:

- A. No more than two (2) such leaves will be available in any one school year for the entire professional staff.
- B. The applicant must have "established" status (if applicable).
- C. Maximum length of leave will be one (1) year.
- D. The administrator must present a written, detailed proposal for study or research for approval by the Superintendent. This proposal must be submitted and approved by the Superintendent by January 1 of the school year proceeding the year of leave. The Superintendent will then make his recommendation to the Board of Education, who will act upon that recommendation by February 1 of that year. The leave will be available only for full-time study or research programs which offer

potential benefit to both the individual and to the educational program of the school system.

- E. Proposed study must be beyond an earned master's degree.
- F. All fringe benefits being paid to the staff member at the time the leave is granted will be paid, including progression on the salary schedule.
- G. There will be a commitment for the staff member to return to the Perry Township Schools for two (2) years.
- H. On completion of the leave, the administrator will be assigned to a position of comparable nature, seniority, status, and salary as determined by the administration.
- I. The administrator will receive one-half (1/2) of the annual base salary he/she would have received had he/she be employed instead of taking the leave.
- J. Payment for leave shall be made equally on the succeeding two (2) contracts following the year of leave.

Section 11 - Leave of Absence Without Compensation To Do Advanced Study:

An instructional employee who is established may be granted a leave without compensation to do advanced study. This leave will be governed by the following policies:

- A. Such a leave will be given only if satisfactory arrangements can be made to replace the individual being granted the leave.
- B. No more than five (5) persons in one (1) year shall be granted this leave.
- C. All fringe benefits now paid to staff members will be paid during the year of leave, including progression on the salary schedule.
- D. On completion of the leave, the administrator will be assigned to a position of comparable nature, seniority status, salary and benefits as determined by the administration.
- E. There will be commitment by the employee taking the leave to return to the Perry Township Schools for at least one (1) year.
- F. The request for leave must be in the office of the Superintendent by January 1 of the school year preceding the year of leave.

Section 12 - Unpaid Leave:

An administrator on established status in the MSDPT may apply for an unpaid leave for the purpose of serving in public office or for professionally-related activities. The administrator shall, in his/her written request to the Superintendent, state the purpose for requesting the leave and the length of time for which the leave is requested.

Such unpaid leave, which may be granted at the discretion of the Board, will be granted for the period of time necessary to fulfill the responsibilities related to the office or position, and, in most cases, such leave will not exceed the period of one (1) year. The Board recognizes, however, that an administrator elected to

serve in a public office or in an office in his/her professional organization may require a greater period of time based on the term(s) of the elected office.

Any administrator on established status who applies for and is granted a period of unpaid leave by the Board according to this Booklet:

- A. shall have the right to maintain during the leave, at his/her own expense, all insurance benefits in which he/she was enrolled at the time of the request,
- B. will be returned to the same assignment or one which is comparable and equal in pay and benefits as determined by the administration.

Section 13 – Uncompensated Leave:

A leave of absence without compensation of up to one (1) year shall be granted at the discretion of the Board to administrators on established status in the Perry Township Schools for any reason other than being employed by another primary or secondary educational institution in Indiana provided that the administrator makes the request no later than April 1 immediately preceding the school year during which the leave will be taken, and provided that the administrator requesting such leave has not previously been granted a leave under this provision, and provided further, that a suitable replacement can be secured by June 30, preceding the school year for which the leave is requested.

This leave may be used for, but is not limited to, cases of extended personal illness or in cases of illness in the immediately family to include spouse, children, and parents. In unusual circumstances, the administrator may request an extension of one (1) year. This leave will be consistent with language contained in the Family Medical Leave Act (FMLA).

These leaves will be granted by the following policies:

- A. An administrator granted such a leave shall have the right to maintain during leave, at his/her 100% expense, all fringe benefits he/she was involved in at the time of the request.
- B. Leaves will be granted for definite, stated period as specified in the request. Such leaves must be taken on a semester basis and may not exceed two (2) consecutive semesters (one school year.)
- C. The administrator granted such a leave will be returned to the same assignment, or one which is comparable and equal in benefits as determined by the administration.

Section 14 – Absence for Court Duty:

Employees may be excused for jury duty or when subpoenaed to appear as a witness in court. An administrator will be given his/her regular salary less the total amount of per diem allowance earned for services while on such duty not exceeding thirty (30) working days, excepting as provided by law. It is the employee's responsibility to secure from the court and deliver to the PTEC Business Office verification of the duty and the amount of payment for such duty or a waiver. An employee may request to be relieved from such duty, but the Board feels such experience may be valuable to the administrator.

Section 15 – Political Candidate Leave:

An administrator who is a political candidate seeking public office shall be granted one (1) day of leave without loss of compensation for both the day of the primary election and the day of the general election.

Section 16 - Attendance and Membership in Conferences of Local, State, and National Organizations: The Board of Education encourages administrators to actively participate in local, state, and national organizations by providing arrangements for an administrator to attend the meetings of such professional organizations if the administrator has membership in the organization which sponsors the meeting.

- A. Conference expenses will be carried in the budget: However, requests for travel and attendance at meetings will be approved only if they are possible within the framework of the adopted annual budget. It will be the final prerogative of the Superintendent or his designee to determine who will be eligible to attend state and national meetings. The Board of Education will reimburse an administrator for professional travel if the administrator has received prior approval. An administrator may be reimbursed for the mileage or lowest available airfare, whichever is less, for conferences approved by the Superintendent. The Administrator will be reimbursed at a per diem rate for meals.
- B. Requests for permission to attend professional meetings must be made on form Number Per. 15, Revised 9/09 and must be filed with the Superintendent at least one (1) week prior to the meeting.

Section 17 - Sick Bank:

- A. Administrative Sick Bank (ASB)
 - 1. A committee shall be formed to administer the Sick Bank
 - 2. The ASB shall be composed of:
 - i. Director of Human Resources
 - ii. Representative of the Business Office
 - iii. A school principal
 - 3. The ASB shall be responsible for developing the forms needed to operate the Sick Bank
- B. Enrollment
All employees on the Administrative Salary Schedule shall be enrolled in the sick bank.
- C. Guidelines
The Bank shall be administered by the ASB in accordance with the following provisions:
 - 1. The bank may be used only by the individual contributor for his/her own personal illness.
 - 2. Days from the Bank may be used only for those workdays that the individual contributor is employed under a Regular Teacher's Contract.
 - 3. All Administrators will initially donate one (1) day of his/her accumulated sick leave to the Bank. Additional days will be requested by the ASB as needed. If the balance is lower than 70 days on May 1, an additional day shall be taken the following July 1.
 - 4. All requests to receive grants from the Bank must be submitted in writing to the ASB on the prescribed form.
 - 5. No Administrator shall be permitted to withdraw days from the Bank until all of the employee's own accumulated sick leave is depleted.
 - 6. Leave from the Bank can only be used for extended illness or disability. (The ASB will generally consider an extended illness one that involves ten (10) or more working days.)
 - 7. No use may extend more than thirty (30) working days without review by the ASB.
 - 8. Leave from the Bank may not be granted for the period of disability when monies are paid to the employee under Worker's Compensation Law, long-term disability, or income protection insurance.
 - 9. Days granted will be reimbursed as follows:
 - a. The first five (5) days granted will be reimbursed at a rate equal to the per diem rate of pay on the adopted salary schedule for the individual granted days.
 - b. Additional days granted will be determined by the ASB at a rate that will best utilize the money in the Bank. No one will receive more than his/her regular per diem rate of pay.

- c. When days are granted at less than per diem rate, the number of days to be paid back shall be determined by the formula:

of days = amount of money received divided by current per diem rate
(rounded to the nearest whole day)

10. The decisions of the ASB committee are final and there is no appeal process.

D. Members Agreement:

1. A member may be required to furnish a medical report from a licensed physician at any time before or during the time of the use of the Bank. The medical review will be at the member's expense. The ASB will review each case as required. The ASB reserves the right, if necessary, to limit the number of days granted.
2. A person who has used days from the Bank will be required to repay these days at a rate of two (2) days per year until all days have been paid back. Repayment will begin with the school year immediately following withdrawal of days from the Bank. If an employee:
 - a. leaves the employment of the school district before the total number of days is paid back, then the remaining days owed will be deducted from the employee's total accumulated sick leave at that time.
 - b. dies before all days are paid back, there will be no repayment of days.

Section 18 - Family and Medical Leave Act of 1993:

In accordance with the Federal law, the provisions of the Federal Family and Medical Leave Act (FMLA), 29 CPR, shall be incorporated by reference into this contract and any changes there to. The operative language implementing the FMLA shall confirm to the FMLA and shall not reduce an administrator entitlement to leave, fringe benefits, or reinstatement provided by the contract or by the FMLA. The first twelve (12) weeks of any qualifying leave will be recorded as FMLA leave provided the employee has FMLA leave remaining to cover this time period.

This section supersedes other provisions of this handbook that are in conflict with FMLA. This includes, but is not limited to, pregnancy, adoption, serious illness or accident to a family member, or sick leave.

SALARY, FRINGE BENEFITS, AND OTHER COMPENSATION

Section 1

- A. An administrator must be evaluated as Highly Effective or Effective in order to receive an increase in salary. Any administrator evaluated as Needs Improvement or Ineffective cannot receive an increase in salary.
- B. A salary increase of 4.5% will be given across the board to eligible positions for the 2016-17 school year.

The two qualifying factors for a salary increase are:

- a. Administrator Evaluation: Based on the Perry Township Schools Evaluation tool.
- b. Meeting Academic Needs of Students. The administrator's school or the district as a whole must

achieve at least one of the following criteria.

- i. K-12: 10% fewer failures on the ISTEP or ECA in Language Arts or Math on pass rates **OR**

- ii. K-8: School (District) Lowest 25th percentile in high growth with 75th percentile in typical or high growth as determined by the State's accountability model **OR**
 - iii. K-12: School (District) earned a letter grade of A, as determined by the State's accountability model **OR**
 - iv. K-12: School (District) letter grade improved by one(1) from the previous year as determined by the State's accountability model **OR**
 - v. 9-12: School demonstrated some measure of improvement based on ECA and 8th grade ISTEP **OR**
 - vi. 9-12: School (District) graduation rate at 90% or increase by 2%
 - vii. K-12: District graduation rate at 90% or higher will be used if other performance data is not received by July 31, 2015.
- C. Meeting Academic Needs of Students: Administrators receiving a Highly Effective Evaluation will be paid a \$1,000.00 stipend.

For the 2016-17 school year only, kindergarten academy principals for the 2017-18 school year will receive a \$10,000 planning stipend.

401(a) Annuity Plan

1. The 401(a) Annuity Plan accounts established between the Board of Education of the Perry Township Schools and the administrators are fully vested.
2. For the 2012-13 school year, the Board will establish and fund a qualified 401(a) Annuity Plan (hereinafter referred to as the "401(a) Deferred Compensation Plan") in the amount of 4.6% of the base salary for administrators.
 - (a) For administrators with less than twenty (20) years of experience at the beginning of 2007-2008 contract year, the Board will contribute 5.6% of the base salary to the 401(a) Plan and an additional one percent (1%) of the base salary to a Voluntary Employee Benefit Association (VEBA) account.
 - (b) Administrators with twenty (20) or more years of experience at the beginning of the 2007-2008 contract year, the Board will contribute 6.6% of the base salary to the 401(a) Plan.
3. The vesting schedule for the contributions by the Board to the 401(a) Deferred Compensation Plan shall be as follows:

After Total Years of Contracted Service in Perry Township Schools

5 years 100% Fully Vested

All contributions to the 401(a) Deferred Compensation Plan will be fully vested when the employee qualifies for retirement (55/15/10) or qualifies for unreduced TRF retirement benefits.

Section 2 - Termination of Administrators:

If the Board rules that an administrator's services are to be discontinued at the end of a contractual period, the Board shall notify him/her in writing by March 1 of the year in which his/her contract is to end.

Section 3 - Employee Reference Policy

For current employees, all requests for an employment reference must be directed to the Director of Human Resources. Administrator or other supervisor is permitted to provide a reference for current or former employees with prior authorization from the Director of Human Resources. In the event an employee has separated from employment and the School receives a request for information from a prospective future employer, the Director of Human Resources will provide the employee's start and end dates, ending title and ending salary. If the former employee submits a signed release statement or initiates a request through the Central Indiana AppliTrack Consortium service, additional information may be provided as deemed appropriate by the Director of Human Resources.

Section 4 - Pay Periods:

- A. All administrators of the Perry Township Schools shall be paid in twenty-six (26) consecutive bi-weekly payments. All administrators shall participate in the Direct Deposit Program. The Board shall direct all net wages to the account(s) of any administrator in any qualified financial institution recognized for direct deposit by the corporation's originating bank. The administrator must submit a written request acceptable to the payroll office to participate in this service and, once requested, the service shall remain in effect on a continuing basis unless changed in writing by the administrator.
- B. During the school term, should a payday fall on a Friday when school is not regularly scheduled to be in session, direct deposit advice statements shall be distributed on the last school day of that week. Should a Friday payday occur during a midwinter break or spring recess, direct deposit advice statements may either be mailed to administrators' mailing addresses of record or, if the Business Manager is able to, the direct deposit advice statements will be distributed on the last school day prior to the beginning of the break.
- C. Summer direct deposit advice statements shall be mailed no later than Wednesday noon of the scheduled pay week, and shall be dated for Friday of that week.
- D. It is the responsibility of each administrator to advise the Business Office directly in writing of any change of mailing address, either temporary or permanent.

Section 5 - Payroll Deductions:

- A. Payroll deductions will be withheld for Federal Withholding Tax, State Adjusted Gross Tax, Old Age Survivor's Security Insurance, County Option Tax, and the Indiana Teachers Retirement Fund.
- B. Administrators may elect to have the following withheld:
 - 1. Health Insurance
 - 2. Dental Insurance
 - 3. Vision Insurance
 - 4. Long Term Disability Insurance
 - 5. Long Term Health Care
 - 6. Term Life Insurance and Supplemental Life Insurance

7. Voluntary ISTRF Contributions
8. Generation I Flexible Benefit Program
9. Generation II Flexible Benefit Program
10. Income Protection Insurance
11. Tax-sheltered 403(b) Annuity Program
12. 457 Program
13. Cancer/Intensive Care Insurance
14. Perry Township Education Foundation
15. United Way Contributions

Section 6 - Income Protection Insurance:

The Board will offer payroll deduction for the program of income protection insurance. Those who wish to participate in this program may select from the options offered by the company. Participation in this program is an individual decision and a financial responsibility of the individual employee.

Section 7 - Tax Deferred Annuities:

As employees of Perry Township Schools, you may participate in the township 403b offerings. You may elect to enroll in a 403b plan or change 403b vendors semiannually, January 1st, and July 1st. You may also adjust your 403b elections quarterly; January 1st, April 1st, July 1st, and October 1st.

Section 8 - Term Life Insurance:

The Board of Education will pay the entire yearly premium, less one dollar (\$1.00), which the administrator is required to pay, for the term life insurance program. The administrator may choose \$50,000, \$100,000 or \$150,000 coverage (double for accidental death). The program will be available to every administrator. The administrator shall have the right to purchase an amount of supplemental term life insurance at his/her own expense, minimum coverage of \$10,000 with additional increments of \$10,000 not to exceed \$500,000. Any amount of supplemental insurance over \$200,000 will be subject to evidence of insurability, as approved by the carrier.

Any new administrator who is contracted on the first day of the month shall be eligible for insurance benefits on that day. Any new administrator who joins the staff after the first day of the month is eligible for insurance benefits on the first of the month following the contracted date. Enrollment must be completed by the Administrator through the online enrollment portal within 31 days of the eligibility date. Only professional personnel who are under a valid Regular Contract are entitled to participate in this Term Life Insurance program. Early retirees are entitled to participate as provided for in this handbook.

Section 9 - Health Insurance:

- A. Following the plans as outlined below, the Board will pay a yearly premium of health and hospitalization insurance for administrators. This insurance will consist of the programs and rates offered by the Hoosier School Benefit Trust (HSBT). This insurance will be offered in accordance with the guidelines established by the HSBT. Administrators who accept less than a full-time position and new hires who are less than full-time employees will receive pro-rata benefits.

1. coverage under any of the four HSBT Plans.
2. An Administrator may choose employee, family, employee-spouse, or employee-child(ren)
Effective July 1, 2013 the Administrator will pay \$1.00 plus any premium amount over the amounts below for Plans 1, 2, 3 and 4:

Annual Board Contributions

Family:	\$16,560
Spouse:	\$14,088
Child:	\$13,344
Single:	\$6,720

An Administrator that elects Plan 4 (high deductible health plan with a health savings account) will have the difference between the District contribution and the premium amount deposited into a health savings account.

Spousal carve-out provision will be in accordance with the HSBT guidelines:

"If an Administrator's spouse is eligible for health insurance at his/her place of employment, the spouse will be expected to enroll in his/her employer's health insurance plan if the employer pays at least sixty percent (60%) of the single premium. The spouse's plan will then become primary of all of his/her health insurance claims. If the employee's spouse is also named on the PT PPO health insurance plan, it is understood that the PT PPO will be secondary for payment of claims. If the employee chooses secondary coverage for his/her spouse, the employee is responsible for paying the difference in premium. If the employee elects Employee & Spouse coverage, the Board of Education will contribute the same amount as a Single plan. If the employee elects Family coverage, the Board of Education will contribute the same amount as an Employee & Children plan."

Every October, Administrators will be offered an open enrollment opportunity. During the annual open enrollment period, Administrators may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1st. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.

A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the employee, loss of coverage or a change in family size. Administrators shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools' plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

Section 10 – Dental Insurance:

- A. Following the plan as outlined in the three (3) points below, the Board will pay a yearly premium of dental coverage for administrators. Administrators who accept less than a full-time position and new hires who are less than full-time employees will receive pro-rata benefits.
 1. For an administrator with a single membership, the Board will contribute an amount equal to the cost of the premium except for one dollar (\$1.00) to be paid annually by the administrator.
 2. For an administrator with a family membership, the Board will contribute an amount equal to eighty-five percent (85%) of the premium and the administrator shall contribute an amount equal to fifteen percent (15%) of the premium.

3. For a married couple, both of whom are employed by the school district, the Board will pay all but one dollar (\$1.00) of the premium, and the administrator in whose name the family membership is written will pay one dollar (\$1.00) of the premium. The Board reserves the right to pay all but one dollar (\$1.00) each for two single plans if applicable.

General Provisions

All administrators who are working under contract are entitled to the insurance contribution(s). The contributions will be immediately discontinued when an administrator dies, or is released from a contract for any reason. Early retirees are entitled to participate as provided in this handbook. If an administrator resigns, the contribution will continue until the entire contractual amount of salary is paid. It will be the responsibility of the resigning administrator to arrange with the insurance carrier(s) if continuous coverage is desired past the contractual period with the Perry Township Schools. However, an administrator will remain on the insurance programs which they are enrolled until the end of the plan year if they have completed their contract and their portion of the premiums has been paid.

Section 11 - Long Term Disability:

The Board of Education will pay the cost of Long Term disability insurance. The administrator will in all cases be required to pay a minimum of one dollar (\$1.00) per year. The Plan will be selected by the Hoosier School Benefit Trust. (The effective date will be established by the Trust.) The qualifying period will be 90 calendar days.

Section 12 – Long Term Care Insurance:

- A. The Board of Education will provide a guaranteed issue, mandatory coverage long-term care insurance plan at no cost to the employee. The long-term care insurance vendor shall be selected by mutual agreement between the Board and the Association. Employees who retired at the end of the 2003-2004 school year and at the end of the 2004-2005 school year are also eligible for guaranteed issue coverage (if issued by November 1, 2005) at their own expense. The employee may continue coverage into retirement at his/her own expense at the then current vendor rate through the employer.
- B. Employees' spouses are eligible to join the plan at the group rate if they meet the proof of insurability requirements. The spouse's premiums shall be paid through the employee's payroll deduction. The employee's spouse may continue coverage into retirement at his/her own expense at the then current vendor rate through the employer.
- C. Employees' adult children, siblings, parents, and grandparents are eligible to join the plan at the group rate if they meet the proof of insurability requirements, and they will pay their premiums directly to the vendor.
- D. The plan document established with the vendor shall provide details of the coverage.

Section 13 – Vision Insurance:

The Board will pay all but \$1.00 of the cost of single coverage for the Administrator. The Administrator may enroll any eligible dependents and is responsible for paying the difference in premium.

Section 14 - Administrator Use of Personal Automobile:

- A. **Liability Insurance:** The Board will purchase insurance for the protection of the administrator who uses his/her personal automobile while carrying out the duties of his/her assignment.

The insurance will be provided as follows: An administrator operating his or her vehicle in behalf of the Perry Township Schools will have excess two hundred fifty thousand dollars (\$250,000.00) property damage, bodily injury liability insurance protection provided by the insurance carrier of the school corporation. The insurance provided by the Board in this section does not protect the individual property of the administrator and is supplemental to the administrator's individual insurance.

- B. An administrator who is reimbursed for use of his or her personal automobile for approved travel will be reimbursed at a rate equal to the amount established by the Internal Revenue Service. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute to his/her place of business.

Reimbursement request should indicate the points of travel and the miles eligible for reimbursement. Mileage reimbursement requests should be sent to Accounts payable and are due at the end of each quarter. All claims for expenses of the prior school year are due by July 1st, or it will not be accepted.

RETIREMENT, SEVERANCE, AND DEATH BENEFIT

Section 15 - Teacher's Retirement Fund Contribution

Effective July 1, 1990 the Board shall contribute the administrators' share of the Indiana State Teachers' Retirement Fund (ISTRF). Beginning with the 1990-91 contract year, this is in addition to the salary. Effective July 1, 1999, the Board will contribute the administrators' share of the Public Employees Retirement Fund (PERF) for those administrators covered under this plan.

Section 16– Retirement:

- A. **Eligibility:**

1. The administrator must be under contract or on an approved leave with MSD of Perry Township at the time of retirement.
2. The administrator must be at least fifty-five (55) years of age.
2. The administrator must have fifteen (15) years of teaching/administrative experience, with ten (10) years in the Perry Township Schools. The experience requirement will be waived if an administrator qualifies for unreduced retirement from the ISTRF/PERF and is receiving such retirement benefits. This also applies to the severance or the buyout for accumulated sick days. This is effective with the

beginning of the 2004-2005 school year. In the case of disability retirement approved by the ISTRF, the Board may waive the age fifty-five (55) requirement.

B. Notification:

An administrator applying for Retirement must notify the Superintendent in writing of his/her intention to retire by January 1 of the school year preceding retirement.

The Board of Education may waive this stipulation for reasons of health or other emergencies.

C. Retirement Benefits:

1. Administrators retiring prior to the start of the 2007-2008 school year will receive retirement, severance, and death benefits accorded them in the 2006-2007 booklet.
2. Administrators who qualify for full retirement benefits according to Indiana State Law before the beginning of the **2004-2005** school year, but who did not retire prior to the beginning of the 2004-2005 school year, qualify for the benefits outlined below. Retirees meeting the aforementioned criterion will:
 - a. have all but \$2000 of their severance benefits deposited into a 401(a) account.
 - b. have any bridge to Social Security benefits to which they are entitled deposited into a post-separation 403(b) account, and which will be delivered according to the following applicable schedule:
 - i. retirement during or at the end of the 2009-2010 or 2010-2011 school years:

<u>*Years of Service</u>	<u>Year One</u>
35 or less	9,000.00
36	-0-

Note: The school district will no longer subtract 401(a) contributions from the bridge to Social Security, effective with the implementation of the 2003-2005 Agreement.

- c. have the health insurance benefits outlined in this item available for a maximum of seven (7) concurrent years for the retiree and spouse, if insured. The retiree carries into retirement the same health insurance plan he/she was on at the time of retirement, i.e. single, employee/spouse, employee/child(ren), or family, as well as Plan 1 or Plan 2, as may be applicable. The Board will establish a fund to pay for the health insurance benefits for retirees in this category. The Board will not provide VEBA accounts for retirees in this category.

An administrator retiring under this provision may remain on the health insurance and term life insurance programs of the Perry Township Schools.

The Board will contribute eighty-five percent (85%) of the annual life insurance premium, and the administrator will contribute the remaining fifteen percent (15%) of the premium.

The Board will contribute, for a maximum of seven (7) years, eighty-five percent (85%) of the annual health insurance premium of the plan the employee was on at the time of retirement, and the administrator will contribute the remaining fifteen percent (15%) of the premium.

The retiree will contribute one-half (1/2) of the balances due by October 1 each year and the remaining one-half (1/2) of the balances by March 1 of the following year.

On the first (1st) day of the month following the retiree's eligibility for Medicare or on the first (1st) day of the month following the retiree's death, or on the first (1st) day of the month following the retiree's spouse's eligibility for Medicare, the health benefit will cease for that particular person, but will remain in effect for the other party until the first (1st) day of the month following that particular person's eligibility for Medicare. This provision is subject to the seven (7) year maximum benefit.

The term life insurance benefit coverage reduces 50% at age 65 and terminates at age 70. The accidental death and dismemberment benefit of the term life insurance policy does not continue with retirement. The supplemental term life insurance may continue at the retiree's expense until his/her seventieth (70th) birthday.

Retirees may remain on the same dental and vision programs they were on at the time of retirement, until the age of Medicare eligibility. Retirees will pay the 100% premium for these programs.

3. Administrators in the following categories may continue to participate in the health, dental, vision, long-term care, and life insurance programs offered by the Perry Township Schools, provided the employee pays one hundred percent (100%) of the premium, as prescribed by the school system. Eligibility for these insurance benefits continues until Medicare eligibility for health, dental, and vision and until age 70 for term life insurance.
 - a. Administrators who had nineteen (19) or more years of experience before the beginning of the 2007-2008 school year, but did not qualify for full retirement benefits according to ISTRF.
 - b. Administrators who had fewer than nineteen (19) years of experience before the beginning of the 2007-2008 school year.
 - c. Administrators who began their service with the Metropolitan School District of Perry Township during the 2007-2008 school year and beyond.

D. Severance Remuneration:

Payments for any severance benefits will be made only if the employee is living at the time of the final contract payment. Severance benefits will be paid only one (1) time to a given individual.

1. For administrators who sever their employment prior to retirement eligibility (55/15/10):

An administrator with a minimum of ten (10) years' continuous service in the Perry Township Schools who resigns before reaching retirement eligibility (55/15/10) shall receive severance

pay of one (1) day's salary for each year of service, based on the then current rate for a beginning teacher with a Bachelor's degree.

Any employee eligible for this benefit who plans to sever his/her employment and who is employed as an administrator in the PT at such time must notify in writing the Superintendent of Schools of his/her intention to sever employment.

2. Employees who qualify for full retirement benefits according to ISTRF before the beginning of the 2004-2005 school year, but who did not retire prior to the beginning of the 2004-2005 school year and who participated in the Attendance Incentive Program in the 2004-2005 school year, will:
 - a. receive an amount of sixty dollars (\$60.00) for each unused accumulated sick leave day,
 - b. receive up to two thousand dollars (\$2,000.00) in severance benefits on their final paycheck for ISTRF calculation, and will
 - c. have any remaining severance benefit deposited into a 401(a) account.
3. Employees who qualify for full retirement benefits according to ISTRF before the beginning of the 2004-2005 school year, but who did not retire prior to the beginning of the 2004-2005 school year and who do not participate in the Attendance Incentive Program in the 2004-2005 school year, qualify for the benefits outlined below:
 - a. the 401(a) Buy-out Program account for accumulated sick days down to 60 and for years of experience, and
 - b. \$2000 lump sum severance benefit for ISTRF calculations at retirement if they have at least sixty (60) accumulated sick leave days at the time of retirement.
4. Administrators who have sixteen (16) or more years of experience before the beginning of the 2004-2005 school year, but do not qualify for full retirement benefits according to ISTRF, qualify for the benefits outlined below:
 - a. the 401(a) Buy-out Program account for accumulated sick days down to 60 and for years of experience. This account is fully vested at retirement.
 - b. \$2000 lump sum severance benefit for ISTRF calculations at retirement if they have at least sixty (60) accumulated sick leave days.
5. Administrators who have fewer than sixteen (16) years of experience before the beginning of the 2004-2005 school year:
 - a. qualify for the 401(a) Buy-out Program account for accumulated sick days down to 60 and for years of experience. This account is fully vested at retirement.
 - b. do not receive any severance benefit at retirement.
 - c. Administrators will receive a one time contribution of \$15,000 to the 401A annuity, which is vested at retirement.

6. Administrators who began their service with the Perry Township Schools during the 2004-2005 school year and beyond do not receive any severance (insurance) benefit at retirement.
 - a. Administrators will receive a one time contribution to a 401(a) annuity in the amount of \$15,000 which is fully vested at retirement.
 - b. Administrators must complete two years of employment.
7. Administrators receive per diem pay for accrued, but unused, vacation days at the end of employment for any reason.

E. Death Benefit:

1. If an administrator dies while contracted for services in the Perry Township Schools, the school corporation will pay the beneficiary who has been designated and confirmed to the Indiana State Teachers' Retirement Fund (ISTRF) an amount equal to the number of accumulated sick leave days not to exceed a total of one hundred twenty-three (123) days and one hundred forty dollars (\$140.00) per year of service in the Perry Township Schools. If an administrator dies after the completion of a school year and prior to the beginning of a new school year, the death benefits shall be determined by using the new contract salary. The amount to be paid will be determined by multiplying the number of accumulated sick leave days by the daily rate. Only those days accumulated while working in the Perry Township Schools and those days transferred as allowed by law shall be used to determine the amount the beneficiary will be paid.
2. Once an administrator qualifies for unreduced retirement dies, his/her spouse may continue the health insurance benefit.

Section 17 – Voluntary Employee Benefits Association (VEBA):

A. Establishment and Maintenance of VEBA Account

Effective with the starting date of the 2004-2005 school year, the Board will establish a VEBA (Voluntary Employee Benefits Association) account for each administrator who did not qualify for unreduced ISTRF retirement benefits prior to the start of the 2004-2005 school year.

B. VEBA Account Funding Guidelines

The Board will fund the administrator's VEBA account according to the following guidelines:

1. Per the Educational Services software program presentation assumptions made between the Board and the Association in negotiating the 2003-2005 Agreement, the Board funded with a lump sum the VEBA account of any employee with sixteen (16) or more years of experience prior to the start of the 2004-2005 school year.
2. The Board will contribute annually to the employee's VEBA account an amount equivalent to one percent (1%) of the base salary for any employee with fewer than sixteen (16) years of

experience prior to the start of the 2004-2005 school year and all new administrators hired thereafter. This is the same as identified in Section 1 – Salary.

C. VEBA Account Access

1. The administrator will have access to the assets of his/her account upon retirement from the Perry Township Schools provided that said employee has reached the age of fifty-five (55) years and has completed a minimum of fifteen (15) years of service, at least ten (10) years of which must have been completed in Perry Township schools (55/15/10), or the administrator has qualified for unreduced Teacher Retirement Fund benefits.
2. In accordance with Internal Revenue Code 501(c)9 and any other applicable federal and state laws, the retired employee may use the VEBA account to purchase health insurance, health services, health products, and/or any other legally allowed items and services.
3. The retired employee may use his/her VEBA account to purchase insurance through the school corporation's plan provider(s) at the then current group plan rate(s), provided the retired employee pays one hundred percent (100%) of the premium for each plan chosen.
4. Upon death of the retired employee, any assets remaining in the VEBA account shall be distributed according to the PT Plan Document.

D. Miscellaneous Provisions:

1. Retirement shall not begin at any time other than the beginning of a school year unless mutually agreed by both the Board and the employee.
2. If the administrator fails to make the notification required, then he/she may forfeit the opportunity for this benefit during the first year of retirement.
3. The Board shall waive the experience requirement if an administrator qualifies for unreduced retirement from the ISTRF.
4. An employee who elects early retirement is not eligible for death benefits, following retirement as a permanent full-time employee.

Section 18: Cellphone Reimbursement:

Administrators who are required to be on call 24/7 due to the district responsibilities shall be reimbursed \$100 a month for their cell phone access. Administrators on call shall be defined as: building principals, Superintendent, Associate Superintendent, Assistant Superintendents, Chief Technology Officer, Associate Director of Student Services, Director of Transportation, Director of Facilities, Supervisor – Mechanical Systems, Athletic Directors, Communications and Marketing Coordinator and Chief Security Officer.

Section 19: Staff Dress and Grooming

The School Board delegates to the Superintendent the function of designing and implementing administrative guidelines that are consistent with the policies adopted by the Board. Staff dress and grooming is a direct reflection on the professional standards that are established in Perry Township. As the people in education profession, the commitment to excellence should be reflective in our appearance. The

visibility of our staff to students, other staff members and the public emphasizes the expectation to be well dressed and well groomed.

Administrators are expected to:

- A. Be physically clean, neat, and well groomed;
- B. Dress in a manner that reflects their position and setting in the district.
- C. Cover tattoos that are offensive, large, or excessive in number.
- D. Not wear any visible body piercings with the exception of pierced ears. Clear or flesh spacers are allowed to fill piercings.
- E. Be groomed in such a way that their dress or hair does not disrupt the educational process or cause a health safety hazard.

SNOW DAYS

“Snow Days” are defined as any day that a school in the system has been declared closed by the Superintendent of Schools.

- A. All Administrators required to work on paid holidays will receive a paid vacation day. If one paid holiday is worked they will receive July 5, 2017. If two paid holidays are worked they will receive July 5 and 6, 2017.

WEATHER EMERGENCY

List of essential personnel in case of closing:

Superintendent
Associate Superintendent
Chief Technology Officer

Transportation

Director of Transportation
Transportation Coordinator
Special Services Coordinator
Fleet Supervisor
Fleet Assistant
Mechanics

Facilities and Maintenance

Head Custodians
Head and Assistant Groundsman
Groundsman at SMS/PMMS, SHS/PMHS
Mechanical Systems Service at SHS/PMHS
Maintenance Personnel
Director of Facilities
Supervisor of Mechanical Systems
Supervisor of Custodial Services

If an essential exempt employee reports to work they would receive a vacation day.

Essential hourly employees who report to work with their supervisor's approval will be paid time and a half for any hours worked as long as they have worked more than 40 hours for the week.

Non-essential employees would be paid one and a half hours times their regular hourly rate per supervisor's approval above the 40 hour work week. (ex. Payroll staff)

All 260 day employees will be paid for the day in case of a weather emergency closing.

2. Because weather and road conditions vary from locality to locality, in the final analysis it is each individual who must decide whether conditions make it possible for him/her to report for duty. Employees are not asked to do the impossible nor to take risks unnecessarily. The decision whether or not to report for work is a decision each individual must make. In cases where employees cannot report in person, contact should be made to the appropriate supervisor.

2016-17 MINIMUM SALARY SCHEDULE

2016-17

260 Days

Minimum Base Salary

Associate Superintendent	\$150,000
Assistant Superintendent	\$137,521
Chief Financial Officer	\$134,074
Chief Technology Officer	\$116,026
Director of Human Resources	\$114,362
Associate Director of Student Services	\$94,425
Director of Special Ed	\$119,782
Director of Food Service	\$93,279
Director of Transportation	\$103,762
Director of Facilities & Maintenance	\$109,948
Title One Administrator	\$102,129
Administrator of EL and Professional Developmental	\$100,492
High School Principal	\$128,803
Middle School Principal	\$123,000
Sixth Grade Academy Principal	\$114,863
Elementary Principals	\$112,638
Kindergarten Principals	N/A
Early Childhood Principal	\$95,472
High School Athletic Director	\$108,000

220 Days

High School Assistant Principal	\$99,006
Middle School Assistant Principal	\$95,448
Sixth Grade Assistant Principal	\$91,683

210 Days

Elementary Assistant Principal	\$83,465
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205 Days

High School Guidance Director	\$92,871
Middle School Guidance Director	\$91,226

195 Days

High School Assistant Principals (Deans)	\$78,682
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193 Days

Middle School Athletic Director	\$91,353
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183 Days

Middle School Advisor	\$70,175
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