

SWITZERLAND COUNTY SCHOOL CORPORATION  
ADMINISTRATIVE BENEFIT POLICY

Board Approved June 15, 2015

ADMINISTRATORS

I. GENERAL

A. Hours

Administrators will work 8 hours per day.

At the discretion of the Superintendent, the administrative day may be adjusted to meet the requirements of a particular assignment.

B. Employment

Administrators employed by the Switzerland County School Corporation shall possess valid administrative certification as required by the laws and regulations of the State of Indiana. Assignment will be based on professional and personal qualifications of other criteria deemed appropriate by the Board of School Trustees.

The initial placement of any administrator is at the sole discretion of the School Board.

C. Length of Contract

Superintendent (Includes 20 Vacation Days)	260 days
Principal, High School	230 days
Principal, Middle School	220 days
Principal, Elementary School	215 days
Assistant Principal/Athletic Dir. (HS)	225 days
Curriculum Director/Grant Writer	220 days

II. BENEFITS

A. Medical Insurance

The Corporation shall pay one of the following memberships:

1. The Corporation shall pay the costs of an individual health insurance membership less one dollar (\$1.00) per year, paid by the administrator choosing such insurance coverage.
2. The Corporation shall pay all less \$1.00 of the cost of a family insurance membership for the employee choosing such insurance coverage.

3. The Corporation shall pay all less \$1.00 of the cost of an employee/spouse insurance membership for the employee choosing such insurance coverage.
4. The Corporation shall pay all less \$1.00 of the cost of an employee/children insurance membership for the employee choosing such insurance coverage.

B. Dental/Vision Insurance

The Corporation shall pay the full premium less \$1.00 of either the single or family plan of the current Dental/Vision Health Insurance Plan for each administrator choosing to participate.

C. Salary/INPRS

1. An administrator's salary is determined by the administrative salary formula.
2. The Corporation shall pay the administrator's contribution to the Indiana Public Retirement System (INPRS).
3. The Corporation shall match up to 2.5% of the administrator's salary in a 403b/401a plan (3% if hired after December 31, 2011). The Corporation share shall be paid to the vendor holding the Corporation plan.

D. Life Insurance

Currently, Life Insurance benefits are as follows:

1. The Corporation shall provide each administrator a one hundred thousand dollar (\$100,000.00) natural death, two hundred thousand dollar (\$200,000.00) accidental death group term life insurance policy.
2. The Corporation shall pay the cost of the premium less one dollar (\$1.00) per year paid by the administrator.

E. Retirement Plan

All administrators who are eligible for Social Security fulfillment or disability benefits shall be eligible for additional compensation upon retirement.

1. The administrator will be eligible for this additional compensation after ten (10) consecutive years of administrative service to the Switzerland County School Corporation in the amount of \$150.00 per year – up to a maximum of \$3,000.00, OR to benefits to which he or she is entitled under the plan printed hereinafter in section 2.

2. Upon retirement from his/her administrative position and employment by the Switzerland County School Corporation, an administrator will be paid an additional amount above his/her regular contract salary to compensate him/her the sick leave he/she has accumulated. The additional amount to be paid will be calculated on the basis of seventy-one and one-half percent (71.5%) of the accumulated leave days times the current salary rate per day at the time of retirement with the following provisions:
  - a. The maximum number of days to be used in the calculations of accumulated sick days is 140; therefore, the maximum number of days that may be calculated is 140 times .715 equals 100 days.
  - b. The amount to be used in calculating the daily rate shall be the individual's daily rate at the time of retirement, OR \$170.00 per day, whichever is less.
  
3. Administrators hired after June 30, 2015 will receive Corporation matching 401a or 403b for 3% (1/2% increase) and will only be eligible for section 1 above.

Guidelines and qualifying requirements for the administration of this feature of the severance benefit plan are detailed as follows:

1. To qualify for Section E-2, above, the administrator must be aged 52 or older and have been employed in the Switzerland County School Corporation or component thereof, for a minimum of 10 consecutive years as an administrator.
2. An administrator must notify the School Board and the Superintendent, in writing, by July 1, prior to the final year of service of his/her intention to retire.
3. If an administrator meeting the qualifications of #1 is required to retire during the school year due to extenuating circumstances, the Board may waive condition #2.
4. All such retirements must commence with the end of the school year.
5. Up to two thousand dollars, (\$2,000.00) of the additional compensation shall be added to the amount due in the second check due the administrator in the month of June under that year's regular contract, and the remaining balance will be paid at the time of the first pay date in the month of July in the administrator's 403(b) account.
6. The administrator agrees that he/she forfeits any and all accumulated days hereunder for any use if rehired in the Switzerland County School Corporation.

F. Social Security / Medicare Bridge

Same as Master Contract for teachers.

G. 401(a) / 403(b) Matching Annuity Plan

Same as Master Contract for teachers.

H. Leaves

1. Personal Business:

Same as Master Contract for Teachers.

2. General Leaves:

All leaves available to other certified employees shall be considered as applicable to administrative employees.

3. Sick Leave:

The Administrator Contract will be the same as the Master Contract for teachers with one additional day for each additional month of employment on said contract. Accumulation will be as per the Master Contract for teachers.

I. Holidays

All administrative employees will receive the following days as holidays when the holiday falls within the dates of the administrator's contract.

Labor Day  
Veteran's Day  
Thanksgiving – Thursday and Friday  
Christmas Break – 2 days  
New Year's Day  
Good Friday  
Memorial Day  
July 4

These are days that are not assigned for duty and are unpaid, with the exception of 260 day contracts. If the day is assigned, the administrator will receive an additional day of pay or another day off.

J. Vacations

Vacation benefits for administrative employees are limited to those employees who are under contract for 260 days. Such vacation is for a period of four (4) weeks.