



JAC-CEN-DEL COMMUNITY SCHOOLS

EVERY CHILD, EVERY CHANCE, EVERY DAY

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EMPLOYEE HANDBOOK

Administration & Central Office Staff

This document is prepared for administration and central office staff employees. Please refer to the Master Contract for detailed information about employment expectations, practices and benefits. This booklet is not a contract for employment. Jac-Cen-Del Community School Corporation reserves the right to alter, amend, or change any policy at any time for any reason at the Corporation's sole discretion. The current handbook supersedes all previous versions of the handbook.

Effective: July 1, 2022 through June 30, 2024

Adopted by Board Action: June 20, 2022 for a two-year accepted agreement

Amendments made July 1, 2023 by Superintendent Melton and approved June 19, 2023 by board action

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Amendments made July 1, 2023 by Superintendent Melton and approved June 19, 2023

- **Page 2**
 - Changed titles of staff to be included in the book to match current positions.
- **Page 3**
 - Changed terminology of personal and sick days to discretionary days under on category.
- **Page 5**
 - Removed superintendent and principal contract rollover paragraph (upon advisement by corporation lawyer).
 - Change 15 years to 10 years under “Severance and Retirement” to match PERF guidelines of vestment period and \$55 severance pay
- **Page 6**
 - Changed titles of staff in table to match current positions.
 - Changed life insurance amounts to match policy face values.

AUTHORIZED STAFF INCLUDED IN THIS BOOK

- Superintendent
- HS Assistant Principal/Athletic Director
- Corporation Treasurer
- Maintenance/Transportation Director
- High School Principal
- EL Assistant Principal
- Corporation Deputy Treasurer
- Elementary Principal
- Guidance Counselor
- Technology Director

EMPLOYMENT CONDITIONS

A. Definitions

Administrators of the Jac-Cen-Del Community School Corporation are required to hold qualifications and/or certification as specified in the job description and are excluded from the teacher bargaining unit.

B. Accounting for Time Worked

Each administrator is contracted for a specified number of work days between July 1 and June 30. The superintendent will work with each administrator to establish a daily and yearly schedule to complete all necessary professional duties.

C. Overtime Compensation

Employees covered by the Administration and Central Office Compensation & Benefit Package are considered salaried employees and are not eligible for overtime compensation.

D. Pay Dates

Administrator's salaries will be divided by 26 pays.

E. Conference Expense and Mileage Reimbursement

The superintendent must authorize all reimbursement for expenses in advance.

Mileage allowance is a budget limit for reimbursable automobile miles for necessary travel. No mileage expense will be reimbursable without prior approval by the Superintendent. Payment shall be made when a mileage claim is submitted to the corporation treasurer at the rate as approved by the school board.

F. Professional Membership

The Jac-Cen-Del Community School Corporation will pay membership dues to one corporate or institutional professional organization with possible state and national affiliation with prior approval by the superintendent. Additional membership may be permitted at the discretion of the superintendent.

PERF AND TRF

The Corporation will pay the 3% retirement to the State Teachers' Retirement Fund (TRF) or Public Employees Retirement Fund (PERF) whichever is appropriate as described in Section V, Paragraph I of the Master Contract.

PAID TIME OFF

VACATION DAYS

Twelve-month (260 days) administrators will receive paid vacation. See Administration Central Office Staff Benefit Chart.

All Vacation days are to be used annually. No carry over or accumulation of vacation days is permitted.

All vacation days are added annually on 7/1.

HOLIDAYS

Paid holidays are granted to ONLY those personnel on a **260-work day schedule**. The twelve paid holidays are:

- | | |
|---|--------------------------|
| •Good Friday (unless school is in session for snow make-up day) | •Fourth of July |
| •Memorial Day | •Labor Day |
| •Thanksgiving Day | •Day after Thanksgiving |
| •Christmas Day | •Day after Christmas |
| •New Year's Day | |
| | •Day before Thanksgiving |
| | •Christmas Eve |
| | •New Year's Eve |

Generally, holidays falling on Saturday will be celebrated on Friday and holidays falling on Sunday will be celebrated on Monday. The administrator/supervisor may change this Saturday/Sunday procedure as necessary. As a rule, holidays will not be scheduled as work days, however, the administrator/supervisor reserves the right to assign personnel to work during holidays, and times of shut down due to unforeseen circumstances, such as emergencies, scheduled activities, etc.

DISCRETIONARY DAYS

Refer to Appendix A for annual available and accumulation totals.

All unused discretionary days will roll up at end of period for accumulation of up to 180 days.

INSURANCE

Jac-Cen-Del Community School Corporation's contribution towards insurance is listed with each job classification on the salary/benefit chart. See Appendix A. (See Salary/Benefit Chart)

A. HEALTH INSURANCE

Our provider is Anthem (Southeastern Indiana School Insurance Consortium) Administrative Benefit. Unless otherwise stated, the corporation will contribute up to, but not exceed, the premium amount for Plan E that the employee is eligible to receive. The employee may select a higher premium plan at their own expense.

B. DENTAL INSURANCE

The corporation will pay premium.

C. VISION INSURANCE

The corporation will pay premium.

D. LIFE INSURANCE

The corporation will pay for life insurance policy. Face amount per position see Appendix A

F. SUPPLEMENTAL Insurance Policies and Section 125

C. LONG TERM DISABILITY.

The corporation will pay for LTD insurance.

TERMINATION OF SERVICE IN REGARDS TO INSURANCE

Termination of service, voluntary or involuntary, cancels all right to insurance programs being paid for by the corporation. COBRA benefits are available as per the Health Insurance Portability Act of 1996. If you qualify for early retirement pay, as per Master Contract, Article VI; Section I, Early Retirement, you have the right to continue in the medical and life insurance plans at the employees' expense. Insurance premiums become the responsibility of the employee when the employee is granted a leave of absence above and beyond the available sick days.

Employees may choose insurances other than health & dental with companies that have been approved for payroll deductions with full cost to be paid by the employee (26 pay deduction period).

SEVERANCE AND RETIREMENT

Certified administrators, if eligible for retirement under the provisions of Indiana State Retirement fund (TRF) with a minimum of ten (10) years, are eligible for all severance and retirement benefits available in the Master Contract.

Central office personnel enrolled in Public Employees Retirement Fund (PERF) with a minimum of 10 years' service with the Jac-Cen-Del Community School Corporation shall receive severance pay at \$55.00 per day for accumulated sick leave days.

OTHER BENEFITS

Certified administrators shall receive benefits afforded in the Master Contract unless specifically excluded in this document.

ADMINISTRATOR AND CENTRAL OFFICE STAFF AND BENEFIT CHART
PERIOD: JULY 1, 2022 TO JUNE 30, 2024

Position	Contract Days	Vacation Days	Discretionary Days	Contract Review	Life Insurance	Medical / Dental / Vision	PERF TRF
Superintendent	260	20	18	July 1	2x Annual Salary	Paid by Corporation	TRF
High School Principal	225	N/A	18	July 1	\$100,000	Paid by Corporation	TRF
High School Assistant Principal / Athletic Director	210	N/A	18	July 1	\$100,000	Paid by Corporation	TRF
Elementary Principal	210	N/A	18	July 1	\$100,000	Paid by Corporation	TRF
Elementary Assistant Principal	195	N/A	18	July 1	\$100,000	Paid by Corporation	TRF
Counselor	210	N/A	18	July 1	\$100,000	Paid by Corporation	TRF
Technology Director	260	20	18	July 1	\$100,000	Paid by Corporation	TRF
Treasurer	260	20	18	July 1	\$100,000	Paid by Corporation	PERF
Deputy Treasurer	260	20	18	July 1	\$100,000	Paid by Corporation	PERF
Maintenance / Transportation Director	260	20	18	July 1	\$100,000	Paid by Corporation	PERF

THE BOARD APPROVED THE FOLLOWING INCREASES BASED ON EMPLOYEE'S CURRENT SALARY ON JUNE 20, 2022 FOR THE 2023-2024 SCHOOL YEAR:

- \$2,500 added to 2022-2023 employee's base salary
- \$500 HSA contribution for employee who are enrolled in a HDHP and has active HSA account as of June 20, 2022.