

**CLARKSVILLE COMMUNITY SCHOOL CORPORATION
STATEMENT OF BENEFITS, WORKING CONDITIONS, AND
COMPENSATION FOR
ADMINISTRATORS
July 1, 2018 to June 30, 2019**

1.000 WORKING CONDITIONS

1.100 No Discrimination

The Board of School Trustees officials, or any other school official, shall not discriminate in any manner whatsoever against any employee on account of his/her race, creed, religion, color, national origin, age, sex or marital status.

2.000 INSURANCE

2.050 Eligibility

All members of this employee group are eligible to receive the benefits described in Section 2.000.

2.100 Medical

- A. Subject to the rules established by the insurance program, all administrators upon employment shall be eligible for health, dental and vision benefits as provided through a plan approved by the Clarksville Community School Corporation Board of School Trustees.

The Board will contribute a percentage portion of the cost of either a single or family plan in the amount as defined below:

PPO Plan

Single	Board Contribution – 100 % Premium
Family	Board Contribution – 100 % Premium

- B. Dental and Vision options are available at an additional employee cost.

2.150 Life Insurance

The Board will contribute all but \$.72 per year toward the total premium cost of a \$100,000.00 policy.

2.200 Long-Term Disability Insurance

The Board will contribute all but \$.72 of a long-term disability insurance policy.

PAID BENEFIT DAYS

3.150 Eligibility

All members of this employee group are eligible for the benefit days described in Section 3.000.

3.200 Annual Leave Days

Each administrator shall be entitled to be absent from his /or her account of professional leave days as defined below:

➤ Elementary Principal	14 Days
➤ Elementary Assistant Principal	13 Days
➤ Middle School Assistant Principal	13 Days
➤ High School Assistant Principal	14 Days
➤ Middle School Principal	15 Days
➤ High School Principal	16 Days
➤ Athletic Director	13 Days

Administrators employed from another school corporation shall be entitled to transfer all accumulated benefit days. These days shall become added to any accumulated Clarksville annual leave days.

3.300 Sick Leave Bank

A voluntary sick leave bank, established and administered by the Clarksville Education Association, shall provide a bank of days from which participating administrators may borrow in case of extended illness.

Information regarding the sick leave bank may be obtained from the CEA President.

3.400 Vacations

- A. Administrators employed on a 240 Day contract are entitled to vacations as follows: 15 Days
- B. All vacation time must be taken during the contract year July 1 through June 30. Unused vacation days shall revert to annual leave days.
- C. Administrators on twelve-month contracts are required to submit vacation requests to the Superintendent of Schools for his/her approval. A copy of this approval will be forwarded to the Business Office. Administrators are responsible for seeing that their vacation dates are accurately recorded on the appropriate payroll forms.

3.450 Holidays

Administrators on a 240 Day contract receive no paid holidays.

Administrators on a 240 Day contract receive the following unpaid holidays:

- Fourth of July
- Labor Day
- 5 Days of Fall Break
- 3 Days of Thanksgiving Break
- 8 Days of Christmas Break
- New Year's Day if it falls on Saturday, take the preceding Friday off. If New Year's Day falls on Sunday, take the following Monday off.
- 5 Days of Spring Break
- Memorial Day

3.500 Bereavement Leave

Bereavement leave with full salary and benefits of up to five (5) school days due to a death in the immediate family which includes spouse, brothers, sisters, parents, siblings, children, grandparents, and grandchildren and similar relationships by marriage or "step", a significant other, a life partner, others living in the household, and other family member(s) who is/are dependent upon the teacher. In the event of the death of an aunt, uncle, nephew, or niece, bereavement leave with full salary and benefits for up to three (3) days shall be granted. In the event of the death of a cousin, bereavement leave with full pay and benefits of one (1) day shall be granted.

If the employee attends the funeral requiring travel of 300 miles or more, the employee shall be granted up to three (3) additional days which shall be charged against the teacher's annual leave. The school days must be used within one year and one day from the date of death.

3.550 Professional Leave

Professional absence with pay will be allowed for trips that have been approved in the budget or when the Superintendent or his/her designee makes a request for the administrator to be away and such requests have been approved by the Superintendent or his/her designee.

4.000 RETIREMENT/ACCUMULATED ANNUAL LEAVE PAY

4.150 Indiana State Teachers Retirement

The Board of School Trustees will pay the mandatory individual contribution to the Indiana State Teachers Retirement Fund.

4.250 Accumulated Annual Leave Days

Administrators have the following options:

- A. Accumulated unused days over 60 but less than 120 shall be paid annually at \$80.00 per day and deposited into the employee tax shelter vehicle.

5.000 COMPENSATION

5.100 Salary/Wage Schedule

The Salary and Wage schedule is attachment A.

5.200 403B and 457

- A. Employees are eligible to contribute in the corporation 403B and 457 Plans.

Revision Approved by the Board of School Trustees on September 18, 2018