

**CLARKSVILLE COMMUNITY SCHOOL CORPORATION  
STATEMENT OF BENEFITS, WORKING CONDITIONS, AND  
COMPENSATION FOR  
ADMINISTRATORS**

**July 1, 2024 to June 30, 2025**

**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 a family plan in the amount as defined below:

High Deductible PPO HSA Plan - Effective 1/1/24

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

*Along with paying the full premium for this medical plan the Board will contribute \$3,000 annually into a Health Savings Account through American Fidelity. \*\*In the event that two administrators are in the same family - \$6000 will be deposited into the primary policyholder HSA account.*

- 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 below.

### **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:

|  |         |
|--|---------|
| ➤ Assistant Superintendent             | 16 Days |
| ➤ Athletic Director                    | 14 Days |
| ➤ High School Principal                | 16 Days |
| ➤ High School Assistant Principal      | 14 Days |
| ➤ High School Dean/Assistant Principal | 14 Days |
| ➤ Middle School Principal              | 15 Days |
| ➤ Middle School Assistant Principal    | 14 Days |
| ➤ Elementary Principal                 | 15 Days |
| ➤ Elementary Assistant Principal       | 14 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 or 235 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 Unused Vacation Benefit**

Upon retirement or resignation, any employee with unused vacation benefit days shall be compensated their daily rate of pay for any unused days up to 20 days. This will be added to the employee's final payroll check.

### **3.450 Holidays**

Administrators on a 240 or 235 Day contract receive no paid holidays.

Administrators on a 240 or 235 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.
- Martin Luther King Day
- Presidents Day
- 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, great 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 employee. If the employee or employees partner has a miscarriage then the unborn child will be deemed "immediate family" member of the employee and the employee may use bereavement under this provision. 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 employee's annual leave. The 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.

### **3.560 Jury Duty**

When an administrator is properly summoned and serves on a jury the administrator's regular contract pay shall be reduced by an amount equal to the per diem allowed by the court for jury service.

**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.

Approved by the Board of School Trustees on June 18, 2024