

Central Nine Career Center Administrative Guidelines

1520 - ADMINISTRATOR CONTRACT

The following guidelines shall govern the employment of administrators and shall be approved annually by the Board:

- A. The term of the initial contract for the Executive Director shall be for three (3) school years and all other administrators for two (2) school years.
- B. The basic contract for certified administrators shall be the regular teacher's contract as prescribed by the State Superintendent.
- C. Subsequent contracts shall be no less than one (1) year.
- D. The anniversary date of all administrative and supervisory contracts shall be July 1st.
- E. Every administrator must present a valid certificate or letter of eligibility prior to issuance of a contract.
- F. An addendum to the regular contract may be issued. Benefits noted on an addendum that are also noted in the guidelines shall supersede the language of this guideline. If the addendum is silent on a benefit matter, the guidelines and Master Agreement language applies.

Other benefits for administrators:

- A. Certified administrators are entitled to all benefits detailed in the Master Agreement as negotiated by the local association and the Board.
- B. Illness leave shall be credited annually for each administrator as follows:

- 1. For the first year of service in the Corporation, twelve (12) days

a. 9 month (less than 205 days), eleven (11) days

b. 10 month (205-219 days), twelve (12) days

c. 11 month (220-239 days), thirteen (13) days

d. 12 month (more than 239 days) fourteen (14) days

~~For the second year and each succeeding year, eleven (11) days~~

- 3. Total unused annual illness leave shall be permitted to accumulate up to a maximum of 205 days for any one (1) administrator. Illness leave shall be used in the event of personal illness of the administrator or in the case of illness or accident in the immediate family of the administrator. Administrators who

have accumulated one (1) or more days of illness leave in another school corporation of this State and are employed by Central Nine, may, starting with the second year and each succeeding year of employment, add up to three (3) days of illness leave until the number of accumulated days to which the administrator was entitled in the last place of employment shall be exhausted. In no event shall accumulated sick leave ever exceed the maximum of 205 days. (An administrator who resigns his/her position in a Central Nine participating school corporation to accept employment in an administrative position at Central Nine shall have all of his/her accumulated illness leave with that corporation transferred to Central Nine the first year of employment, but not to exceed the 205 maximum limit.) All other conditions of the Master Agreement apply.

- C. Effective at the beginning of each school year, administrators shall be entitled to three (3) days leave each year for personal business. Personal business leave shall be interpreted to be leave above and beyond the accumulated sick leave to which each administrator is entitled. Administrators may accumulate a maximum of four (4) personal days. Unused personal days, exceeding the maximum, shall accumulate as sick leave days. In no event shall accumulated sick leave ever exceed the maximum of 205 days. Personal business days may be used in one-half (1/2) day units.
- D. Severance pay at retirement: Any administrator who has completed ten (10) years or more of service to Central Nine Career Center and who is sixty (60) or more years of age, or meets the rule of 85 points for teacher retirement, shall upon retirement from Central Nine receive the following retirement benefits:
 - 1. Seventy-five (75) dollars for each full year of full time service to Central Nine Career Center.
 - 2. Twenty-five (25) dollars for each full year of full time service to other public school corporations in Indiana and for each full year of service granted on the salary schedule for Business or Industrial experience up to a maximum of ten (10) years.
 - 3. Fifty (50) percent of per diem pay (based on retiree's final administrator contract) for each unused accumulated illness leave days up to one hundred thirty (130) days. Payment of this item (3) shall not exceed thirty-five (35) percent of the highest Central Nine administrator contract salary of retiree in the last five (5) years.
- E. The Corporation shall pay the following amounts by each September 1st toward an annuity chosen by the administrator provided the administrator has served the previous full school year:
 - 1. Executive Director: three thousand (3000) dollars
 - 2. Principal: one thousand five hundred (1500) dollars

3. Guidance Counselor: one thousand two hundred (1200) dollars

4. Curriculum Director: ~~one thousand~~ (1000) dollars
fifteen hundred

5. Business Manager: ~~one thousand~~ (1000) dollars
fifteen hundred

F. The Corporation shall pay the Indiana State TRF or PERF contribution for administrators.

G. Administrators choosing retirement at less than age sixty (60), and who do not qualify under the rule of 85 points shall receive reduced retirement pay based on the following schedule:

Retirement Age	Required years of service at	Percentage of full severance benefit
	Central Nine	noted above
59	10	97
58	10	94
57	12	89
56	14	84
55	16	79
54	17	74
53	18	69

H. In case of retirement caused by a permanent disabling illness or accident the Board shall waive the age of sixty (60) requirement upon request from the administrator and certification of the disability from an attending physician.

I. Administrators eligible for retirement benefits must notify the Executive Director of their intent to sever their employment by July 1 of the year preceding severance. The severance notice must be in writing and will be considered a resignation. Administrators unable to give the required notice due to unforeseen circumstances may apply to the Governing Board for a waiver of notice. The retiring administrator shall provide written evidence indicating application for TRF benefits.

J. When an administrator in active service dies the severance pay shall be paid in a lump sum or in installments as agreed upon by the parties to the administrator's named beneficiary if the administrator would otherwise have been eligible for the retirement pay benefits as of the date of death. The named beneficiary shall be the same as listed on the administrator's group life insurance form.

K. If the retired administrator is at least sixty (60) years of age or meets the

rule of eighty-five (85) points for teacher retirement, the retired administrator has applied for Indiana State Teacher's Retirement, and the requirements are met, the Governing Board shall pay up to \$3,000 of the premium for the Central Nine Career Center medical plan and up to \$225.00 per year for the Central Nine Career Center dental premium. The retired administrator shall be responsible for the remaining premium. The payment of the plan premium for which the retired administrator is responsible shall be made in a manner designated by the Director. This benefit shall terminate when the retired administrator becomes eligible for Medicare.