

**SCHOOL TOWN OF HIGHLAND
ADMINISTRATORS/CLASSIFIED
EMPLOYEE CONTRIBUTIONS PER PAY
Rates Effective April 1, 2013 – March 31, 2014
(Based on 24 Pays)**

Per Pay Total	Single Only	Member & Child(ren)	Member & Spouse	Member & Family
Health Only	\$53.10	\$77.53	\$93.46	\$129.57
Dental Only	\$2.31	\$13.56	\$13.00	\$28.65
\$18.10 + all 2011 and 2012 dental increases				
Vision Only	\$5.28	\$0.00	\$2.37	\$4.72
Vision		EE + 1	EE + 1	EE + 2 or more
Health & Dental	\$55.41	\$91.09	\$106.46	\$158.22
Health & Vision	\$53.10	\$79.90	\$95.83	\$134.29
Health/Dental/Vision	\$55.41	\$93.46	\$108.83	\$162.94

MONTHLY INSURANCE PREMIUMS

	Single Only	Member & Child(ren)	Member & Spouse	Member & Family
Health	\$708.05	\$1,033.75	\$1,246.16	\$1,395.73
Dental	\$34.76	\$69.20	\$67.47	\$115.38
Vision	\$5.28	\$10.02	\$10.02	\$14.72
Health & Dental	\$742.81	\$1,102.95	\$1,313.63	\$1,511.11
Health & Vision	\$713.33	\$1,043.77	\$1,256.18	\$1,410.45
Health/Dental/Vision	\$748.09	\$1,112.97	\$1,323.65	\$1,525.83

ANNUAL INSURANCE PREMIUMS

	Single Only	Member & Child(ren)	Member & Spouse	Member & Family
Health	\$8,496.60	\$12,405.00	\$14,953.92	\$15,548.76
Dental	\$417.12	\$830.40	\$809.64	\$1,384.56
Vision	\$63.36	\$120.24	\$120.24	\$176.64
Vision		EE + 1	EE + 1	EE + 2 or more
Health & Dental	\$8,913.72	\$13,235.40	\$15,763.56	\$16,933.32
Health & Vision	\$8,559.96	\$12,525.24	\$15,074.16	\$15,725.40
Health/Dental/Vision	\$8,977.08	\$13,355.64	\$15,883.80	\$17,109.96

In lieu of health insurance, administrators will receive 5.7% of their salaries in a 401(a) annuity account.

Term Life Insurance

A group term-life insurance policy will be provided for administrators. Administrators will be eligible for group term-life insurance at an amount equal to two (2) times their base salary.

Workmen's Compensation Insurance

Workmen's Compensation Insurance will be provided for any administrator who is absent due to an injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment, as well as for an injury sustained on school premises as a result of an unprovoked assault by a student, employee, or outsider.

Long-Term Disability Insurance

Long-term disability insurance will be provided for each administrator as described in the benefits booklet provided by the insurance carrier.

Absence Days

Fifteen (15) absence days will be earned per year for administrators with a two hundred sixty (260) day annual contract, and twelve (12) absence days will be earned per year for administrators with an annual contract of less than two hundred sixty (260) days. Such absence days will be earned on the first contracted day each year. Absence days may be used for personal illness, family illness, personal business, or for any other purpose, and may be used in full or half-day units. All unused absence days shall transfer to accumulated absence days on June 30 each year. Accumulated absence days will be used for severance payment purposes.

Beginning with the second year of employment, administrators will be able to transfer up to fifteen (15) accumulated absence days each succeeding year from their most recent public school corporation until the number of accumulated days to which he/she was entitled is exhausted, as long as such days have not been previously used for severance payment purposes.

Vacation Days

Administrators with a two hundred sixty (260) day annual contract shall be entitled to twenty (20) working days of paid vacation each contract year. Such vacation days will be earned on the first contracted day each year, and may be used in full or half-day units. If employment begins after July 1 of a given year, the number of vacation days will be prorated accordingly. Vacation days must be used within eighteen (18) months of being earned and will expire if not used prior to December 31 of the following year.

Holidays

Administrators with a two hundred sixty (260) day annual contract shall be entitled to ten (10) paid holidays each contract year, and administrators with an annual contract of less than two hundred sixty (260) days shall be entitled to seven (7) paid holidays each contract year.

Indiana Teachers' Retirement Fund

A contribution of three percent (3%) of wages will be made each month by the school corporation on behalf of each eligible administrator into the Indiana Teachers' Retirement Fund. In addition, a contribution will be made into the Fund each month for all eligible administrators as required by statute.

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Professional Conferences

Reimbursement will be made to administrators for the following expenses to attend approved meetings, conferences, and workshops:

- Registration
- Mileage as per Internal Revenue Service (IRS) rate
- Parking at a maximum of \$10 per day
- Coach airfare
- Lodging for travel of more than one hundred (100) miles at a combined rate of \$150 per day, of which no more than \$45 can be used for food (Exceptions may be granted by the Superintendent for destinations verified to be more expensive.)
- Miscellaneous expenses as pre-approved by the Superintendent

Exceptions may be granted by the Superintendent for food and lodging reimbursement for destinations verified to be more expensive.

Mileage Reimbursement

Mileage reimbursement will be paid according to the Board-adopted mileage chart and the Internal Revenue Service (IRS) mileage rate for out-of-corporation travel in a personally owned vehicle on school-related business when approved in advance by the Superintendent.

Educational Encouragement Program

Any administrator holding a Masters Degree is eligible to receive reimbursement for a maximum of six (6) graduate credit hours per calendar year at the rate of \$100 per credit hour, or equivalent, upon successful completion of pre-approved courses.

Family and Medical Leave

Eligible administrators may request up to twelve (12) weeks of paid, job-protected leave within a twelve (12) month period for specific family and medical reasons.

Bereavement Leave

Up to five (5) consecutive work days of bereavement leave with full pay may be granted immediately following each death of a spouse, parent, child, brother, sister, or person living in the household as part of the family. Up to three (3) consecutive work days of bereavement leave may be granted immediately following each death of a grandparent, grandchild, father/mother-in-law, brother/sister-in-law, or son/daughter-in-law. Bereavement days must be taken within seven (7) calendar days following the death, do not count toward the loss of any other type of leave, and are not cumulative. The Superintendent may grant additional days at his/her sole discretion. Proof of death may be required.

Leave of Absence

A leave of absence without pay or benefits may be granted for a maximum of one (1) year to administrators for study, illness, disability, or maternity purposes.

Legal Duty

Administrators may request paid court, jury, or witness duty leave to appear before a governmental body, court, or judicial tribunal.

Military Leave

A military leave of absence for up to fifteen (15) days per calendar year will be granted without loss of

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pay, benefits, or time for an administrator who is a member of a military reserve authority or the National Guard and is on required training duties or temporary active duty under the order of the governor. This temporary leave of absence will be in addition to such administrator's regular vacation entitlement.

If an administrator who is a member of the military reserves or the National Guard is called to active duty by order of the governor or the President of the United States, a leave of absence will be granted to the administrator without pay or benefits.