



TRITON ADMINISTRATOR'S HANDBOOK

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This booklet is designed to delineate and explain employment conditions and benefits which are unique to Administrative personnel of the Triton School Corporation. These positions include: Superintendent, High School Principal, Elementary Principal, Athletic Director/Assistant Principal, Curriculum Director, Business Manager, Transportation Director, Maintenance Director, Technology Director, and Food Service Director.

Triton School Corporation Mission

The mission statement of The Triton School Corporation is to develop students who are literate, responsible, proficient in state and national standards, and college/career ready.

Triton School Corporation Core Values

Continuous Improvement
High Expectations
Alignment
Shared Leadership
Social Responsibility
Evidence-Based Decision Making
Accountability

Definitions

The term "*Board*" shall refer to the Board of School Trustees of the Triton School Corporation of Marshall & Kosciusko Counties of Indiana.

The term "*Corporation*" shall refer to the Triton School Corporation.

The term "*Superintendent*" shall refer to the Superintendent of Schools of the Triton School Corporation.

The term "*Administrative*" shall refer to personnel who have been assigned to positions designated by the Board of School Trustees to have administrative or management functions.

Due Process

All administrative personnel are entitled to receive progressive discipline when their performance warrants such action. For minor offenses an oral warning will be given by the immediate supervisor explaining the policy, procedure, or rule which has been compromised. A written warning will be given for the second offense. Any subsequent offense may subject the administrator to further discipline, including but not limited to, suspension with or without pay or discharge. Progressive discipline may not be required in major offenses as defined in Indiana Code. See IC 20-28-5-7 and IC 20-28-5-8 for examples.

A recommendation for non-contract renewal of an administrator shall be made not later than January 1, in the year of the contract's normal expiration date. The notification will be in writing and reasons given for the non-renewal recommendation will be

After receiving the letter for the non-renewal of contract recommendation, the administrator shall have five (5) work days to schedule a conference with the Superintendent. The conference shall be held within ten (10) work days of the request.

After the conference with the Superintendent, the administrator shall have thirty (30) work days to schedule a meeting with the Board of School Trustees. The meeting shall be held within twenty (20) work days of the request.

Legal Protection

Administrators are afforded protection under the school corporation's liability insurance umbrella policy in cases where an administrative employee, while acting within the reasonable jurisdiction of his or her assignment, is sued on the subject of complaint.

Meetings

The Superintendent reserves the right to convene and/or cancel meetings on an as needed basis. The Superintendent may call the administrators together for emergency meetings when circumstances warrant.

Salary/Contracts

All salaries will be negotiated at the time of hire and agreed on by the Board and Administrator. The Board will annually review each Administrator's salary. The Administrator will be eligible for a wage increase based on an effective or highly effective evaluation.

The Superintendent will be granted a 3 year, 250 day, roll-over contract contingent on an effective or highly effective evaluation.

The High School Principal, Elementary Principal, and the Athletic DirectorAssistant, will be granted a 2 year, 220 day, roll-over contract contingent on an effective or highly effective evaluation.

The Curriculum Director will be granted a 2 year, 200 day, roll-over contract contingent on an effective or highly effective evaluation.

The Business Manager, Maintenance Director, Transportation Director, and Technology Director will be granted a 1 year, 260 day, roll-over contract contingent on an effective or highly effective evaluation.

The Food Service Director will be granted a 1 year, 190-205 day, roll-over contract contingent on an effective or highly effective evaluation.

Professional Leaves

- A. Leave of absence of up to one (1) year (without reimbursement) may be granted to an administrator who serves as an exchange teacher or administrator and who is a full-time participant in either of such programs.
- B. Leaves of absence may be granted to serve in public office. The Board may grant a temporary leave of absence to an administrator (without reimbursement) who has been elected to the General Assembly of the State of Indiana. Such leave shall be for the length of time the General Assembly is in session.
- C. An administrator may apply for a leave of absence (without reimbursement) not to exceed one (1) year for the purpose of Professional Growth. The administrator shall submit to the Superintendent a written outline and a written request explaining his/her plan of professional growth no later than March 1, prior to the school year of the requested leave. Professional Growth may be for the purposes of travel, advanced study, teaching in a college or university, teaching abroad, or special work programs related to professional responsibilities. A recommendation from the Superintendent will be submitted in writing to the Board. The leave request will be an action item on the board agenda.

- D. Upon return from any Professional Leave, the administrator must notify the Superintendent in writing by March 1, of the school year prior to the intended return to employment with the School Corporation. An administrator shall be assigned to the same position if available; or, if not, to at least an equivalent position. If an administrator has had a special assignment prior to the leave of absence, the same special assignment or a similar one shall be made available upon the administrator's return unless the administrator is notified to the contrary prior to the commencement of the leave.

Profession Conference Leaves

Administrators may attend educational conferences and workshops as a part of a continuous professional growth program.

- A. **National Convention:** If funding available and prior approval is made, administrators may attend the National Conference that pertains to their building/department every two years.
- B. **State Meeting:** If funding available and prior approval is made, administrators may attend their State Conference that pertains to their building/department annually.
- C. **Regional, Area and other Meetings:** The administrator may attend regional and other area meetings as approved by the Superintendent.

CONFERENCE REQUEST PROCEDURE:

A written request for permission to attend all but regional and area meetings should be submitted to the Superintendent of Schools. The Superintendent shall approve or deny any request and notify the administrator of his/her action.

CONFERENCE REIMBURSEMENT PROCEDURE:

The Board will pre-pay conference fees or related conference expenses as approved by Business Manager or Superintendent. All other payments will be by reimbursement with the administrator/director paying expenses personally and then requesting a reimbursement with detailed receipts for all requested reimbursements.

Administrators will be reimbursed at a rate of \$0.48/mile for all necessary travel when using their personal vehicle upon fully completing the approved mileage claim form.

Other Leaves

All paid leave will be paid in no less than ½ day increments

COURT AND JURY DUTY: Administrators summoned for jury duty or who are subpoenaed for witnesses in a trial are excused from duties and will be paid their regular salary less the amount they are paid for the service they are called to render

PERSONAL BUSINESS: Administrators shall be granted three (3) days during the contract year without loss of compensation for such absence. Those personal leave days not used during the school year shall be added to the accumulated sick leave days on July 1st. Personal days taken to extend a vacation during the school year will be counted double. i.e. one (1) day used will equal two (2) days lost.

MATERNITY LEAVE: Leaves of absence for pregnant administrators shall be followed according to Indiana Code IC 20-28-10-5 as may be amended from time to time.

PATERNITY LEAVE: Fathers are allowed to take Family Leave upon the birth of a child and are also allowed to use FMLA upon the birth and/or adoption of a child according to Federal Law.

FAMILY AND MEDICAL LEAVE ACT (FMLA): In accord with Federal law, the provisions of the Family and Medical Leave Act shall be incorporated by reference into this contract and shall be supplemental to its provisions.

If so desired, Administrators may elect to utilize accumulated paid leave days prior to FMLA provisions taking effect. During FMLA leave, medical, life and LTD insurance coverages will continue with the Corporation paying the usual proportionate share as long as the employee makes timely payment of his/her share.

SICK LEAVE: The Superintendent will receive 12 days, High School Principal 11 days, Elementary Principal 11 days, Curriculum Director 11 days, Athletic Director 11 days, and all other Administrators 10 days, of paid sick time annually to be used for sickness. Sickness is defined by the Corporation as the illness of an administrator.

Administrators may use up to ten (10) sick days for the sickness of their spouse, child, parent, grandchild, grandparent, or any relative or dependent living in the administrator's home. Administrators may petition the Board for use of extra days for family illness.

DEATH LEAVE: The Corporation will grant leave with pay to administrators in accordance with the following schedule:

Five (5) weekdays will be granted following the death of a spouse, child, stepchild, parent, grandparent, brother, sister, mother-in-law, father-in-law, and grandchild. Five (5) days will also be granted for other relatives when they reside in the administrator's household.

Two (2) days following the death will be granted with pay in the event of the death of a brother-in-law, sister-in-law, nephew, niece, uncle, aunt, or cousin.

The Superintendent may deviate from the above in unusual situations

VACATION LEAVE: The Superintendent shall receive 20 days, Business Manager 15 days, Maintenance Director 15 days, Transportation Director 15 days, and Technology Director 15 days of paid vacation time to be taken at the Administrators convenience as long as the absence does not create a major disruption in their overall responsibilities. The Superintendent can carryover 5 days and Directors can carryover 3 days into the following year.

Transfer of Accumulated Un-used Sick Days

Accumulated un-used sick days earned from a prior school corporation may be transferred to the Administrators sick day balance at the rate of 3 per year starting the second year of employment with Triton School Corporation.

Retirement/Severance

All Administrators are entitled to the following retirement benefits:

INPRS: The Corporation will contribute the mandatory contribution on behave of the employee to the Indiana State Teacher's Retirement Fund (TRF) or Public Employees Retirement Fund (PERF).

401(a): The Corporation will contribute 1% of the employee's earnings into a qualified 401(a) account approved by the board. The Administrator will become 50% vested upon completing 2 years of service and 100% vested upon completing their 5th year.

ANNUITY: The Corporation will contribute \$1,650 into an annuity for the High School Principal and Elementary Principal. The Corporation will contribute \$2,500 into an annuity for the Superintendent. The annuity must be placed with an approved company functioning with Triton School Corporation employees or the annuity amount is lost. These Administrators will be immediately 100% vested.

SEVERANCE: All Administrators leaving the Corporation with a minimum of 7 years of experience with the Corporation in an Administrative position will be eligible for a severance package computed as their current daily rate times the number of years of service. This amount will deposited into the Administrators 401(a) account and will be paid from the Rainy Day Fund.

Insurances

HEALTH/MAJOR MEDICAL: For current High School Principal, Elementary Principal and Superintendent, the Corporation will pay the maximum amount toward major medical insurance allowable by Indiana state law (HB1260, 112% of the amount state pays for government workers). Effective 7/1/23, the corporation will contribute the approved administrators rate for all.

DENTAL/VISION: The Corporation will contribute the same amount as negotiated under the collective bargaining unit for all Administrators for dental and vision coverage.

LIFE: The Superintendent will be offered \$150,000 of life insurance coverage. The Elementary and High School Principal will be offered \$100,000 of life insurance coverage. All other Administrators will be offered \$50,000 of life insurance coverage. The Corporation will contribute the entire premium less \$1.00 annually toward this coverage.

LTD: All Administrators will be covered by the group long term disability plan at a cost of \$1.00 per year to the Administrator.

Other Benefits

For any benefit not mentioned in this handbook, the Administrator will have the equivalent of what is agreed to relating to the current Collective Bargaining Agreement.