

SCHOOL CITY OF HOBART

PERSONNEL POLICIES AND REGULATIONS

OF THE

ADMINISTRATIVE STAFF

Adopted: December 16, 1993
Revised: February 17, 1994
Revised: December 21, 1995
Revised: February 6, 1997
Revised: June 21, 2001 and October 4, 2001
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Updated: July 17, 2014
Updated: July 7, 2016
Updated: August 17, 2017
Updated: August 2, 2018
Updated: July 1, 2019
Updated: August 20, 2020
Updated: July 1, 2021

Classification	Position	Days
1.	Director of Elementary Curriculum and Instruction	212
2.	Director of Early Learning and Education	212
3.	Director of School Counselors	212
4.	Dean of Students	212
5.	Elementary Assistant Principal/Administrative Assistant	212
6.	Elementary Principal.....	212
7.	Middle School Assistant Principal.....	212
8.	Middle School Principal	212
9.	High School Assistant Principal	212
10.	High School Principal	217
11.	Director of Transportation	212
12.	Director of Early College & Careers.....	212
13.	Director of Student Services.....	212
14.	Director of Safety and Operations	215
15.	Athletic Director	227
16.	Director of Instructional Technology.....	260
17.	Director of Information Technology.....	260
18.	Director of Food Services	260
19.	Director of Support Services.....	260
20.	Director of Secondary Curriculum and Instruction.....	260
21.	Director of Human Resources and Compliance.....	260
22.	Business Manager	260
23.	Assistant Superintendent.....	260
24.	Superintendent of Schools	260

SCHOOL CITY OF HOBART

ADMINISTRATIVE STAFF PERSONNEL POLICIES AND REGULATIONS

SALARY

- A. Initial placement shall be at beginning salary consistent with training and experience. This salary will be agreed upon with the administrator and superintendent.
- B. Each year the Board of School Trustees shall, upon the recommendation of the superintendent, review the salary of each administrator. The superintendent will recommend the salary for each administrator within each classification.
- C. An effective/highly effective evaluation will authorize a recommendation from the superintendent for an advancement of the salary. A rating of needs improvement/ineffective will mean no salary advancement and the establishment of a definite probationary period at the time of evaluation. An ineffective rating will usually mean reassignment to another position or dismissal or no advancement in salary.
- D. Two (2) year contract renewals of building level administrators with the salary for the second year of contract to be determined by the Board.
- E. The superintendent is authorized to adjust the base salary of an administrator upon the completion of additional degrees and certifications that benefit the school corporation's operation.
- F. The Board of School Trustees, in consultation with the Business Manager of the school district, shall annually determine if funds exist that may be utilized to reduce unfunded future liability for sick days of those administrators who have accrued sick days in excess of the cap set for buy out at retirement.

Should said funds be available, an offer to purchase sick days, in excess of the cap, up to fifty (50) days per employee may be made:

- a. to full-time administrators who are within five (5) years of qualifying under the "rule of 85" (age plus years of service).
- b. To the extent that funds designated to be used for this purpose in any given calendar year are available,
- c. At the daily rate in effect for said administrator.

HOLIDAYS—PAID

The following days shall be recognized as paid holidays for administrators, providing they fall within the work week and contract period: New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Recess (2), Christmas Eve, and Christmas Day. For administrators on a 260-day contract, if the holiday falls on a Saturday or Sunday, the holiday will be observed on another day to be selected by the Superintendent.

WORK SCHEDULE

Administrators in Groups 1 - 14 are contracted for a period of 190 - 227 days. Administrators in Groups 15 - 22 are contracted for 260 days. Administrators may be compensated for time beyond the contracted period with approval by the superintendent. The number of days before school opening and after the closing are to be determined by the superintendent.

VACATIONS—TWELVE (12) MONTH ADMINISTRATORS (260 DAYS)

The following are vacation provisions based on full-time employment (260 days) during the inclusive dates of the contract period:

- A. These administrators receive their vacation allowance as of January 1 of each year.
- B. Vacation is not cumulative from year to year and if not used by the following January 1, is added to accumulated sick leave.
- C. Five (5) weeks or twenty-five (25) working days are allowed for vacation with pay for all full-time personnel. Effective date is July 1, 2001.
- D. Eligibility for those being placed on this schedule is as follows:
 - 1. Anyone employed on or after July 1 of any year has one (1) week vacation in the calendar year of employment.
 - 2. Anyone employed on or after April 1 of any time through June 30 of any year has two (2) weeks vacation in the calendar year of employment.
 - 3. Anyone employed on or after January 1 of any time through March 31 of any year has three (3) weeks vacation in the calendar year of employment.
- E. Administrators shall request vacation by submitting a letter to the superintendent and subject to her approval. Vacations, usually, should be taken in whole day units; however, one-half day units are permissible. Normally, vacations will not be granted for consecutive periods of time greater than two (2) or three (3) weeks except where unusual circumstances may warrant.

PERSONAL BUSINESS

Each administrator on this schedule will receive three (3) days for transacting personal business. Personal business days may be taken in half-day units. Any unused days shall, at the end of the school year, be credited to accumulated sick leave. School year begins on January 1. Administrators are required to notify the superintendent of any absence. Proper forms should be completed.

SICK LEAVE

Each administrator on this salary schedule shall be granted twelve (12) days each year which, if unused, may accumulate to an unlimited amount. Year begins on January 1. Administrators are required to notify the superintendent of any absence.

ILLNESS IN IMMEDIATE FAMILY

All administrative personnel of the School City of Hobart shall be allowed up to six (6) work days leave per year with pay (not accumulative but deductible from sick leave days) for absences occasioned by such serious illness or injury of the administrator's spouse, parents, children or any person for whom the administrator is responsible and up to three (3) work days leave for absences occasioned by serious illness or injury of the administrator's mother-in-law or father-in-law. If an administrator has used all of his/her available family illness days for a given school year and still needs access to additional accumulated sick leave days, he/she may make a request to use additional sick leave days for family illness to the superintendent who shall have the discretion to grant or deny such request. Administrators are required to notify the superintendent of any absence.

BEREAVEMENT LEAVE

An additional leave of up to seven (7) work days shall be granted following the death of the administrator's spouse, parents, children, brother, sister, mother-in-law, father-in-law, or for which any person the administrator and spouse are responsible. If more than one death in the immediate family should occur, seven (7) full workdays shall be granted for each.

Leave up to five (5) work days shall be granted for death of aunt, uncle, niece, nephew, grandparent, grandparent-in-law, grandchild, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

If the employee leaves before 12:00 noon, this will count as the first day. If the employee leaves after 12:00 noon, the first day starts the following day. These days are not cumulated. Administrators are required to notify the superintendent of any absence.

COURT RESPONSIBILITY

- A. An administrator called for jury duty will receive his regular pay.
- B. An administrator subpoenaed as a witness in accordance with his/her duty will receive his regular pay for the time involved.
- C. An administrator will not receive any amount in excess of daily pay while on jury duty. The jury duty check less travel expenses will be presented to the school corporation so that adjustment can be made.

Administrators are required to notify the superintendent of any absence.

ABSENCE DUE TO COMPENSABLE INJURY OR ACCIDENT

In cases of an administrator's absence that qualify for benefits under the Indiana Workmen's Compensation Act Provisions, administrators shall be compensated the difference between Workmen's compensation payment and regular salary for so long as Workmen's Compensation payments continue but not to exceed 120 school days or six (6) calendar months. Administrators are required to notify the superintendent of any absence.

HEALTH

The School City of Hobart may require any administrator to have a physical or physician's examination at any time in order to determine the fitness of such employee to perform their duties in a satisfactory manner. The expense will be borne by the School City.

INSURANCE

A. Hospitalization, Major Medical, Dental and Vision

Administrators are eligible to receive the provisions of this insurance coverage of which are outlined in a separate insurance booklet. The School City of Hobart will pay 100% of the premium for either the single or the family plans, except for an annual payment of \$1.00 by the participant.

B. Group Term Life

Each administrator shall receive a group term life insurance policy in an amount equal to 2½ times the gross contracted salary to the nearest \$1,000.00 up to the maximum amount allowed in the current group life insurance provider plan. The cost will be borne by the School City of Hobart except for an annual payment of \$1.00 by the participant.

C. Long-Term Disability

All administrators shall be provided a long-term disability insurance policy with the cost borne by the School City of Hobart.

SEVERANCE PAY

Administrators must have ten years of service in the School City of Hobart on the last day of the regular school term as per the school calendar.

The administrator must inform the superintendent and the board in writing not later than the date of the signing of the last contract of intention to retire. The administrator must provide the superintendent with a copy of correspondence submitted to the Indiana State Retirement Fund stating his/her intention to retire.

In the event an administrator is unable to give timely notice of retirement as required and is forced to retire as a result of ill health, accident, or other unforeseen events, then and in such an event, the required notice of retirement shall be waived.

Regular Severance:

- Ten (10) to Fourteen (14) Years of Service \$600 for each year of service in Hobart.
- Fifteen (15) to Nineteen (19) Years of Service \$800 for each year of service in Hobart.
- Twenty (20) to Twenty Four (24) Years of Service \$1,000 for each year of service in Hobart.
- Twenty Five (25) to Twenty Nine (29) Years of Service \$1,200 for each year of service in Hobart.
- Thirty (30) and More Years of Service \$1,400 for each year of service in Hobart.

SICK LEAVE COMPENSATION

When an administrator qualifies in accordance with the foregoing provisions and is fifty (50) years of age or older, he or she will additionally receive the following benefits:

- Ten (10) to Fourteen (14) Years of Service \$40.00 per day for accumulated sick leave
- Fifteen (15) to Nineteen (19) Years of Service \$60.00 per day for accumulated sick leave
- Twenty (20) to Twenty Four (24) Years of Service \$80.00 per day for accumulated sick leave
- Twenty Five (25) to Twenty Nine (29) Years of Service \$100.00 per day for accumulated sick leave.
- Thirty (30) and More Years of Service \$120.00 per day for accumulated sick leave.

An administrator who is under age fifty (50) and has 18 years of experience in the School City of Hobart may opt to sever, use the accumulated sick leave days, and receive the following benefit: \$30/day of accumulative sick leave to a maximum of 250 days. This benefit is available to employees who are RIF'ed, retire, or resign in good standing. Sick day leave benefits for days in excess of the aforementioned maximums may be included in the sick leave benefit upon the approval of the Board of School Trustees.

RETIREMENT

Administrators on this schedule who are eligible for INPRS (Indiana Public Retirement System) benefits with fifteen (15) or more years of experience in Hobart, who are 50 years of age or older, and who submit to the superintendent a copy of correspondence submitted to the Indiana State Retirement Fund stating his/her intention to retire will receive in the final month of tenure additional compensation on the following basis:

Ten (10) to Fourteen (14) years of experience in Hobart - 35% of their final year's contract.

Fifteen (15) to Nineteen (19) years of experience in Hobart - 40% of their final year's contract.

Twenty (20) to Twenty Four (24) years of experience in Hobart - 45% of their final year's contract.

Twenty Five (25) to Twenty Nine (29) years of experience in Hobart – 50% of their final year's contract.

Thirty (30) or more years of experience in Hobart – 55% of their final year's contract.

The experience factor of fifteen years may only be waived by the Board of School Trustees.

INSURANCE/RETIREMENT

Corporation will pay 95% of premiums for the then current medical care package in existence for all administrative employees. As the benefit package is modified for employed administrators, it will also be in the same way modified for the retired administrator to age 65.

Qualifications to Participate

Age 55, with ten (10) years of administrative experience in Hobart are eligible. The years of administrative experience shall be the sum of each year of administrative experience in Hobart plus the additional accrual of one (1) year of certified administrative experience in any United States certified public school for four (4) completed years of administrative experience in Hobart City Schools. Further, administrative experience shall be allowed when the individual uses more than sixty (60) percent of assigned contractual work time doing administrative duties (those duties that are outside the scope of the master contract with the teacher bargaining unit).

Insurance Participation and Specifications

Medical Insurance

Retiring Administrators may participate in the School City of Hobart's group medical/hospital plan which may include dental/vision coverage up to the month the Administrator reaches Medicare eligibility. (not to exceed the coverage of the current plan in effect.)

The administrator will pay 5% of the premium cost of this plan at the then current rate for the medical/hospital plan. The board shall contribute the remainder of the premium cost. The board contribution shall terminate the month the administrator reaches Medicare eligibility.

If the administrator dies before reaching Medicare eligibility, his/her surviving spouse, if any, may continue medical insurance under the same terms as the administrator provided the surviving spouse is listed as a dependent on the administrator's medical/hospital plan.

Life Insurance

The Board will provide life insurance for the Administrator in accordance with the retired administrator classification set forth in the current group life insurance provider plan ("the Plan") and will continue until such time this classification is no longer available from the provider of the Plan. The amount of death benefit payable to the designated beneficiary will be subject to the terms and conditions of The Plan in force at the time of death.

Survivor Benefits

In the case of an administrator who qualifies for all retirement benefits and who subsequently dies prior to such retirement or payment, this payment, based upon entitlement at the time of death, shall be made to either a designated beneficiary or his/her estate after the death of such administrator upon submission of a properly issued death certificate. Established pay schedules for the retiree while alive shall be followed upon the retiree's death. The school employer will inform the designated beneficiary, the executor, or the administrator of his/her estate of the contractual provision.

Method of Payment

The board will make contributions into a post-separation 403(b) account of the retiring administrator according to the following terms and conditions:

- A. Severance pay, sick leave pay, and retirement pay (percent of last salary) must be grouped together. The sum of these specified benefits will be paid out in eight (8) nearly equal payments. The first payment may be divided so that \$2,000 may be included in the regular contracted pay for retirement pay computation purposes. The balance shall be paid within thirty (30) calendar days of the retirement date. The balance of seven (7) payments shall be paid beginning the first pay of the first January following retirement and spaced at six (6) months intervals until final payment is complete.
- B. Unused vacation shall be paid at time of retirement in order to be included in the state retirement computation.
- C. Insurance benefits paid or allowed shall be executed immediately upon retirement date and at all necessary points of time as long as retiree/spouse lives or chooses to participate.
- D. Immediately prior to retirement, a contract between retiree and Board of Trustees shall be entered into in legal fashion. Said contract shall specify benefits paid or allowed as to definition, amount, dates of execution and other necessary agreements, and majority of the Board of School Trustees, the superintendent or chief administrative officer of the corporation and the retiree must sign the contract. The retiree will receive a signed copy of this agreement.

EDUCATIONAL CONFERENCE LEAVE

The School City of Hobart agrees to pay by reimbursement all necessary expenses, such as meals and lodging, fees, or registrations for all authorized meetings, incurred in carrying out the duties of the office. Such payments will be made upon filing of an itemized claim.

TRAVEL

School City agrees to pay travel expenses, in accordance with the board-established rate per mile for use of your personal automobile. Where an airline is used for travel, the reimbursement will be a round-trip ticket at the coach or economy rate.

REIMBURSEMENT BENEFITS

The School City of Hobart agrees to provide \$350 for each administrator, per contract year, to be applied toward any of the following benefits:

- A. Professional Dues
- B. Service Club Dues and Expenses
- C. Professional Development Courses

FINANCIAL ACCOUNTABILITY

All administrators charged with the responsibility of financial transactions of public funds will be held in strict compliance with the State Board of Accounts' and School City of Hobart's regulations and policies.

Fiscal accountability will be an integral part of your formal evaluation of the performance of the duties of your position.

EVALUATION: ADMINISTRATIVE PERSONNEL

Philosophy

We believe that it is a cooperative process where the individual being appraised and the one responsible for making the assessment feel a joint responsibility to focus upon performance areas needing improvement, to work together to achieve the best results, and to appraise the results.

We believe performance improvement is not accidental. It results best when a deliberate effort is made to achieve it.

We believe appraisal is a means—not an end in itself. It should motivate both self-improvement and help from administrators and supervisors so that both quantitative and qualitative performance effectiveness may occur.

We believe that the individual being appraised should have an appraisal conference, should see and be given a copy of all appraisal records, and should feel free and unthreatened to dissent from the appraiser's judgments.

The following procedure has been developed to enhance the status of the administrator by creating a mechanism for a diagnostic evaluation to promote professional growth and increase the competency of the individual.

The evaluation model will include the following rubric for performance, as well as the accountability grade and personal goals.

Domain I: Data-Driven Focus on Student Achievement

Domain II: Continuous Improvement of Instruction

Domain III: A Guaranteed and Viable Curriculum

Domain IV: Communication, Cooperation, and Collaboration

Domain V: School Climate

The evaluation will be performed by the following:

Person Evaluated	Evaluator
Principal	Superintendent
Assistant Principal	Superintendent
Dean of Students	Superintendent
School Attorney	Superintendent
Athletic Director	Superintendent
Director of Instructional Technology	Superintendent
Director of Informational Technology	Superintendent
Director of Elementary Curriculum and Instruction	Superintendent
Director of Secondary Curriculum and Instruction	Superintendent
Director of Early Learning and Education	Superintendent
Director of Early College and Careers	Superintendent
Director of School Counselors	Superintendent
Director of Student Services	Superintendent

Director of Human Resources and Compliance	Superintendent
Director of Food Services	Superintendent
Director of Support Services	Superintendent
Director of Transportation	Superintendent
Director of Safety and Operations	Superintendent
Business Manager	Superintendent
Assistant Superintendent(s)	Superintendent
Superintendent	Board of School Trustees

2021-2022 Administrator Salary Schedule

<u>Position</u>	<u>Contract Days</u>	<u>Salary</u>
Business Manager	260	\$93,210
Director of Human Resources and Compliance	260	\$93,210
Director of Secondary Curriculum and Instruction	260	\$93,210
Director of Support Services	260	\$86,726
Director of Technology	260	\$70,200
Director of Information Technology	260	\$70,200
Director of Food Services	260	\$64,900
High School Athletic Director	227	\$85,355
High School Co-Principal	217	\$91,901
Director of Safety and Operations	215	\$62,090
Director of Elementary Curriculum and Instruction	212	\$85,320
Director of Early Learning and Education	212	\$85,320
Director of Social Emotional Learning (SEL)	212	\$85,320
Director of Early College and Careers	212	\$76,000
Director of Student Services	212	\$76,000
Director of School Counselors	212	\$76,000
Director of Transportation (Mat)	212	\$83,046
Director of Transportation (Lisa)	212	\$80,496
Middle School Principal	212	\$86,432
Middle School Assistant Principal	212	\$77,760
Elementary Principal	212	\$83,046
Dean of Students	212	\$70,000
Hearing Officer		\$2,500
Residency Hearing Officer		\$1,500

School City of Hobart
Board of School Trustees

Resolution No. 2018-40

A Resolution Amending Personnel Policies
and Regulations of Administrative Staff

WHEREAS, the School City of Hobart has recently retired the debt incurred to eliminate the unfunded future liability of teacher pensions, and

WHEREAS, the reduction of additional unfunded future liability makes sound financial sense, and

WHEREAS, administrators accruing sick days in excess of the cap provided by the policy and guidelines for administrative employees have no incentive to refrain from taking those sick days prior to retirement, and

WHEREAS, the absence of these key employees would have significant impact on the operation of the district, and

WHEREAS, the anticipated impact of future tax changes, and the uncertainty of current economic conditions preclude incurring additional debt to reduce this future liability at this time,

NOW THEREFORE, Be it Resolved by the Board of School Trustees, that the Personnel Policies and Regulations of Administrative Staff be amended to provide as follows:

The Board of School Trustees, in consultation with the Business Manager of the school district, shall annually determine if funds exist that may be utilized to reduce unfunded future liability for sick days of those administrators who have accrued sick days in excess of the cap set for buy out at retirement.

Should said funds be available, an offer to purchase sick days, in excess of the cap, up to fifty (50) days per employee may be made:

- a. to full-time administrators who are within five (5) years of qualifying under the "rule of 85" (age plus years of service).
- b. to the extent that funds designated to be used for this purpose in any given calendar year are available,
- c. at the daily rate in effect for said administrator.

Dated this 16th day of August, 2018.

Board of School Trustees
School City of Hobart

By: _____
Terry D. Butler, President

Attest:

Michael J. Rogers, Secretary