

G-18 ADMINISTRATIVE STAFF CONTRACTS AND COMPENSATION PLANS

ADMINISTRATIVE STAFF

Superintendent, Assistant Superintendents, Principals, Assistant Principals, Directors, Certified Administrative Assistants, and Corporation Treasurer.

CONTRACTS

After the initial contract and in accordance with current statutes, contracts will be reviewed in June for continuation during the following school year.

SALARIES AND FRINGE BENEFITS

Salaries and fringe benefits will be determined annually by the Board of School Trustees on the recommendations of the superintendent.

EXPENSES

Reimbursements will be made upon the proper filing of a claim for expenses for attendance at professional meetings, workshops, and conventions as approved by the superintendent. Mileage will be paid at the existing Internal Revenue Service mileage rate.

RETIREMENT BENEFIT

Shall be in accordance with Board Policy G-37: Retirement of Professional Staff Members Administrators.

SICK LEAVE

- Certified administrators shall receive sick days per their contract addendum
- 12-month classified administrative employees shall receive twelve (12) days sick leave per year
- 11-month employees shall receive nine (9) days sick leave per year
- 10-month employees shall receive eight (8) days sick leave per year
- may participate in the Corporation Sick Leave Bank
- may accumulate unlimited days
- may transfer accumulated sick leave up to a maximum of 100 days from the last employing school district. The transfer rate will be at the discretion of the superintendent.

PERSONAL LEAVE

Certified administrators shall be granted personal days per their contract addendum. Classified administrative employees shall receive personal days per the Handbook for Classified (Support) Personnel. As applicable, unused personal leave days shall be transferred at the end of the school year to the administrator's accumulated sick leave.

VACATION LEAVE

Unless otherwise specified in a certified employee's contract addendum, vacation days must be used by June 30 each year. Certified administrators shall be granted vacation days per their contract addendum. Classified administrative employees shall receive twenty (20) vacation days each school year.

SOURCE: Plainfield Community School Corporation
Plainfield, IN

ADOPTED: Prior to 08/10/66

REVISED: 06/10/84, 12/12/85, 4/10/86, 01/25/90, 01/09/97, 10/08/98,
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