

DEKALB COUNTY CENTRAL UNITED SCHOOL DISTRICT

ADMINISTRATIVE BENEFITS FOR 2025-2026

ASSISTANT SUPERINTENDENT, CHIEF FINANCIAL AND OPERATIONS OFFICER, CHIEF HUMAN RESOURCES OFFICER, DHS ATHLETIC DIRECTOR, BUILDING PRINCIPALS, ASSOCIATE PRINCIPALS

I. ADMINISTRATIVE SALARY AND CONTRACT:

A. On an annual basis, each school administrator will establish goals and work toward their attainment as specified in the administrative evaluation and professional growth plan. Each administrator will participate in an evaluation meeting.

B. The Board of Education will establish the individual salaries to be offered in contract form. Each administrator will be offered a two-year contract, to be extended annually, upon evaluation results with a rating of effective or highly effective, and recommendation by the Superintendent.

II. EMPLOYEES RETIREMENT FUND:

A. DeKalb County Central United School District shall pay both the employer and employee contribution to the Indiana Public Retirement System. All payments to the Administrator included within the definition of “annual compensation” as defined in Ind. Code Regulations shall be included in the compensation report to the Indiana Public Retirement System by DeKalb County Central United School District.

III. HOLIDAYS:

A. Administrative time off during teacher and student holidays is to be determined by those jobs the individual administrator needs to accomplish.

IV. ANNUAL BENEFIT ALLOCATION:

A. Each Administrator will be granted an annual benefit allocation upon approval by the Board of Education. Such allocation includes contributions toward: health and dental insurance, annuity, district travel and cell phone usage. *See Appendix A*

B. Such benefits shall be paid in salary and, at the discretion of the Administrator, deducted as a Section 125 benefit, as allowable, until retirement. Upon retirement, this benefit will revert to the traditional benefits structure provided to other retired employees at DeKalb County Central United School District.

V. INSURANCE:

A. Life Insurance - The School District shall pay the full cost, except for \$1.00 per year, for a term life insurance policy with a face value of two times the amount of the annual contracted salary as of July 1, rounded to the nearest one-thousand dollars.

B. Long-Term Disability - The School District shall pay all but \$1.00 per year toward a long-term disability policy for all administrators in DeKalb County Central United School District.

VI. RETIREE INSURANCE:

A. Health insurance benefits for retired administrators is paid based upon the following schedule:

Years of Experience	Age	Premium Paid by DeKalb County Central United School District
5	55	50% single plan premium paid until eligible for Medicare
10	55	100% single plan premium paid until eligible for Medicare
15	55	150% single plan premium paid until eligible for Medicare
15	60	90% family plan premium paid until eligible for Medicare
15	62	95% family plan premium paid until eligible for Medicare

B. The DeKalb County Central United School District shall continue to pay term life insurance premiums, in the same proportionate amount as it pays for active administrators, to age 65 for any administrator who retires at age 55 or after. The face value of the amount of insurance shall be for that amount at the time of retirement.

VII. SICK LEAVE:

A. Sick days shall be granted annually at the start of each contract according to the following schedule:

<u>Annual</u> <u>Contracted Days</u>	<u>Annual</u> <u>Sick Days</u>
220	17
240	18
260	19

B. New Administrators from outside the district may initially transfer up to sixty (60) sick days from their previous school district balance. New Administrators promoted from within the district will maintain any accumulated sick day balance.

C. If balances exist in excess of the initial transfer, Administrators may transfer a total of five (5) days per year from their previous school district at the end of each school year.

D. Administrators with accumulated PTO days in excess of their maximum number of days (120 days) will be compensated \$200.00 for each of these unused PTO days. Such compensation will be paid to the administrator's 401(a) account.

VIII. FAMILY ILLNESS:

- A. An administrator may use up to twenty (20) days of PTO in any school year to remain at home to attend to a member of the administrator's household who is ill, or to visit a hospitalized spouse, parent, child, grandchild, or an individual who regularly resides in the administrator's home.

IX. BEREAVEMENT LEAVE:

- A. Up to seven (7) consecutive school days of absence, without loss of pay, commencing with the day of death or with the day after death, shall be granted an administrator for a death in the immediate family. Immediate family is defined as an administrator's spouse, child, parent, sibling, grandchild, grandparents, person who shares the home, or parents, grandparents and siblings of the spouse of the administrator. An administrator may use up to two (2) of any unused days for personal business in connection with the death of the person through the end of the school year following the death. If an administrator elects to utilize these two (2) days for bereavement personal business, the administrator shall provide, upon the request of the Superintendent, any necessary document and/or verification.

X. TRAVEL ADDENDUM:

- A. The Board shall provide each administrator a local travel addendum, included in the annual benefit allocation.

XI. PARTICIPATION IN MEETINGS AND ORGANIZATIONS:

- A. The Board of Education expects each Administrator, as a condition of employment, to continue professional growth and education through participation in appropriate meetings and activities. In addition, the district will authorize a reasonable amount of release time and funding for the purpose of permitting each administrator to attend national, state and regional meetings and activities. The district shall pay for all expenses of travel and lodging, in connection with the participation and attendance at approved meetings, functions and activities, in accordance with district policies.

XII. CELL PHONE STIPEND:

- A. The job of a school administrator today often necessitates the use of a personal cell phone. Each administrator will be provided with a district cell phone. A cell phone stipend may be provided if it is determined that a personal cell phone will be used in place of the district cell phone.

XIII. VACATION:

- A. The Assistant Superintendent, Principal of DeKalb Middle School and Principal of DeKalb High School, will be provided with three (3) weeks of paid vacation, annually.
- B. The Chief Financial and Operations Officer, Chief Human Resources Officer, and DeKalb High School Athletic Director will be provided with four (4) weeks of paid vacation, annually.
- C. Up to three (3) weeks of unused vacation may be carried forward each year to the following school year. Unused vacation carried forward expires upon separation of employment and is not included as wages.

XIV. RETIREMENT/SEVERANCE:

A. Retirement Benefit Plan:

- 1. An administrator must have worked at least fifteen (15) years in the DeKalb County Central United School District, and have attained the age of 55, except if he must retire before age 55 because of health reasons and has applied for Indiana Public Retirement System on the basis of health.
- 2. An administrator must indicate his/her intention to retire by July 1 of the year previous to actual retirement, 12-month notice for budget purposes. The administrator shall provide the Board of Education with a letter confirming his/her actual retirement by January 1 of the year of retirement. In case of ill health, accident, death, or special circumstance, the Board may waive the July 1 / January 1 deadlines.
- 3. The computation of retirement bonus shall be as follows:
 - a. Accumulated PTO (up to maximum of 120 days) * 60% of salary on daily pay schedule.
- 4. The Administrator's retirement pay will be paid in the following manner:
 - a. One-third at the time of the final contract payment in the year in which the Administrator retires.
 - b. One-third in the first payroll of the January immediately following the year of retirement.
 - c. One-third in the first payroll of the January two-years following the year of retirement.
- 5. Retirement benefits will be paid to the beneficiaries of a deceased Administrator if the Administrator would have been qualified for such benefits under this article.

- B. Service Years Pay: All Administrators shall receive a payment of \$1,000 for each year of administrative service. Such payment shall be made into the Administrator's 401(a) account. Payments will be made annually with the following vesting schedule:

Experience at DeKalb County Central USD

Vesting
Percentage

0 – 2	0%
3 – 5	20%
6 - 8	40%
9 - 11	60%
12 -14	80%
15+	100%

XV: PROFESSIONAL LIABILITY:

DeKalb County Central United School District shall defend, hold harmless and indemnify each Administrator from any and all demands, claims, suits, actions and legal proceedings brought against an individual or official capacity as an agent or an employee of DeKalb County Central United School District, in connection with any matter arising while acting within the scope of employment.