

# **ADMINISTRATIVE HANDBOOK**

School City of Hammond

Approved December 13, 2022

## **FORWARD**

As we move through this decade and into the next century much will be done to restructure our educational system. It is an opportunity for administrators to work together and make an important contribution in the future of our schools. We can reach our goals best by working together to integrate ideas and changes that will enhance the quality of your work experience. Administrators will provide the leadership necessary in working toward and reaching the shared goals of the Hammond Schools.

We hope you will find the guide informative about the Hammond School Administrators' conditions of employment.

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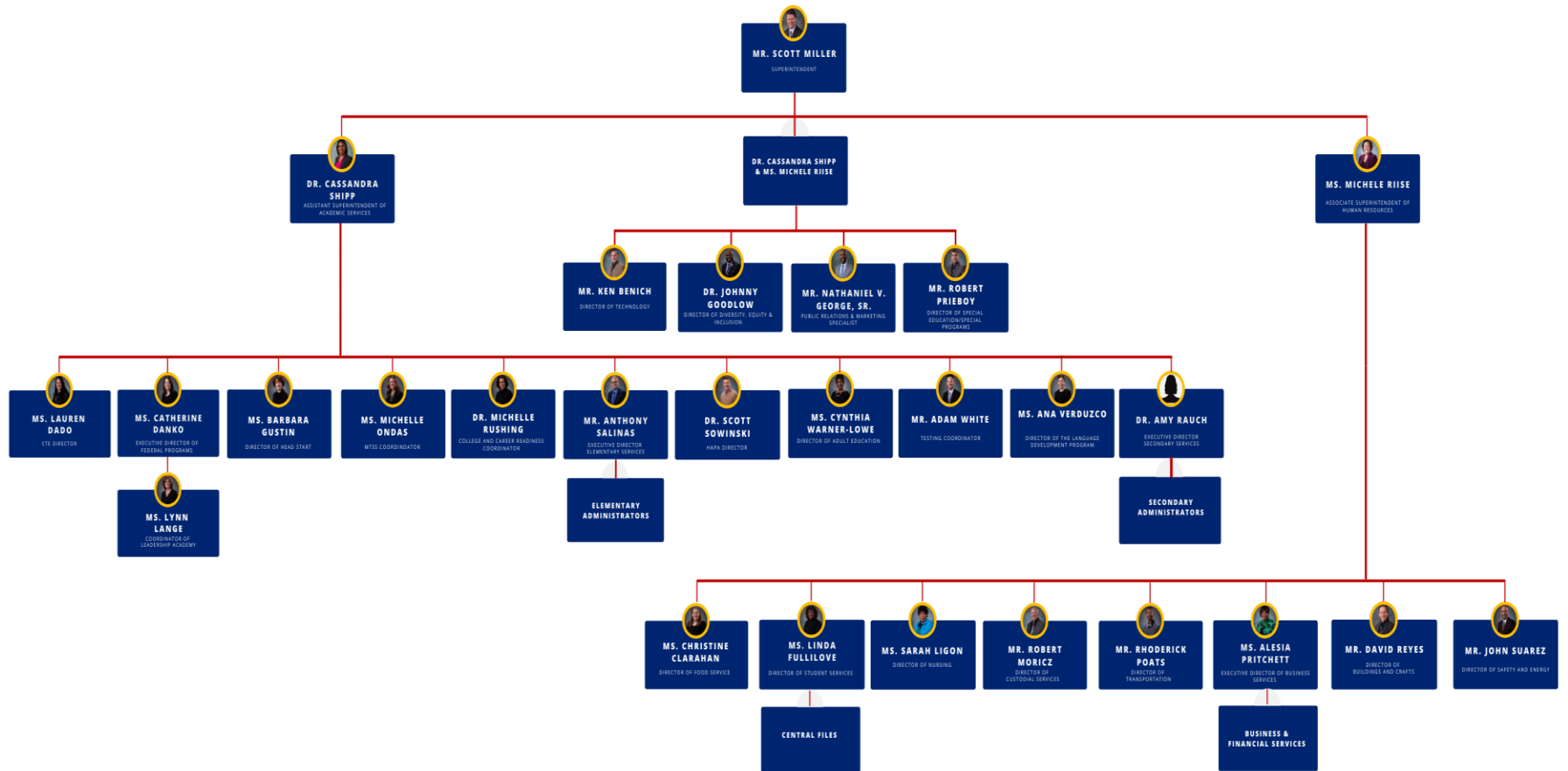
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# Organizational Chart



**RELATIONSHIPS**  
**BETWEEN AND AMONG BUILDING LEVEL ADMINISTRATORS**  
**AND**  
**CENTRAL OFFICE ADMINISTRATIVE STAFF**

**The School Unit**

The school unit is the heart of the educational enterprise. It is imperative that those concerned with or working in the School City of Hammond never forget that schools exist for learners.

**The Assistant Superintendent of Academic Services**

The Assistant Superintendent for Academic Services reports directly to the Superintendent, and is responsible for overall planning, implementation, coordination, and evaluation of educational programs services K-12.

**The Chief Administrator for Human Resources**

The Chief Administrator for Human Resources reports directly to the Superintendent and is responsible for all aspects of Human Resources personnel recruitment, employment, assignment, building and grounds, transportation, food services, health services and student services. This person shall serve as a representative of the Superintendent and Board of Trustees in all negotiations and discussions with employee groups and individual employees and is responsible for all matters in the areas of business, finance, maintenance, and operations.

**The Executive Directors**

The directors report directly to the Assistant Superintendent for Academic Services. Directors are assigned the responsibility for coordinating programs and services in an assigned area. Directors are responsible for supervising the overall operation of specific school units and will direct and coordinate the evaluation of principals in these schools. All official directives to the principal shall come through the directors. Likewise, communications among directors and with the assistant superintendent is essential to ensure that action taken in any one school will be consistent with policy throughout the school corporation.

**Supervisors and Directors**

All other Central Office administrators provide support services to the school units. These administrators shall establish procedures for handling routine matters relating to their sphere of responsibility. In the process of establishing these procedures, the directors and principals shall be involved prior to implementation. The procedures shall subsequently be reviewed and approved by the Superintendent of Schools and once implemented, shall proceed as expeditiously as possible.

The essence of a smooth operating enterprise is open communication; therefore, administrators providing support services are responsible for informing and working directly with the directors in relation to any programs and procedures involving school operations. Directors shall keep support administrators informed when they take action which may impinge upon these areas of responsibility. Conflicts regarding support services shall be resolved by the directors concerned, with appeal to the Superintendent when necessary.

### **The Principal**

The principal is the key administrator of the school unit. The principal is totally accountable for every program, every staff member, and every child. He/she shall make decisions and take other actions needed to exercise this authority. In performing his/her role, the principal shall observe the policies of the Board of School Trustees and the Administrative Regulations of the Superintendent of Schools. The principal shall function under the direction of a director and will receive staff support from other administrative personnel. The principal is directly responsible for his/her performance to the director appointed by the Superintendent.

### **The Assistant Principal**

The Assistant Principal is an administrator who reports to the principal and focuses on the administrative work involved in operating a school. The Assistant Principal is involved in overseeing all staff and students and must ensure that the school and district standards for curriculum and instruction, as well as discipline, are followed. The Assistant Principal may also communicate and meet with parents, when necessary, to discuss matters, such as student performance and/or conduct.

## **TRANSFERS**

The Chief Administrator for Human Resources will be in charge of transfer requests.

The Superintendent of Schools maintains the authority to develop procedures to give administrators an opportunity to transfer to positions within the corporation.

## **WORK CALENDAR**

### **Central Office/Warehouse/Media Center**

Administrators – 230 workdays (July 1 – June 30)

### **High School**

Principals – 230 workdays (July 1 – June 30)

Assistant Principals – 225 workdays (July 1 – June 30)

### **Middle School**

Principal – 212 workdays (15 days before/12 days after school year)

Assistant Principals – 207 workdays (10 days before/12 days after school year)

### **Elementary School**

Principals – 202 workdays (10 days before/7 days after school year)

Assistant Principals – 195 workdays (5 days before/5 days after school year)

Building administrators may select days to work in the building other than the 185 days that the certified staff is in the building providing the work is directly related to supervision of student activities, i.e., concerts, basketball games, etc. Authorization for these select days must be granted by the Assistant Superintendent of Human Resources.

## **WORK HOURS**

### **School Year**

Middle Schools and High Schools 7:30 a.m. to 4:00 p.m.

Elementary Schools 8:00 a.m. to 4:00 p.m.

### **Summer Schedule**

7:30 a.m. to 3:30 p.m.

Revised 7/95

12/21

## **SALARY INFORMATION**

### **Salary Schedule**

The administrators' salary schedule will reflect a salary range. The Chief Administrator for Human Resources will develop a six-step schedule based on the years of



administrative experience. The Chief Administrator for Human Resources will determine the placement on the salary schedule.

Upon recommendation from their supervisor, administrators will receive a change in salary in July and/or when determined by the Board of School Trustees. (Only the Superintendent of Schools maintains the authority to withhold the tax shelter annuity or pay increases).

Upon the recommendation of the Superintendent, the Chief Administrator for Human Resources may, if the salary schedule allows, provide a double tax shelter annuity when administrators do extraordinary work beyond the job description.

The six-step schedule will reflect percentage of increase on the base salary plus the tax shelter annuity approved by the Board of School Trustees.

Revised 10/99

## **EXTRA COMPENSATION**

### **Summer School Additional Responsibility Compensation**

An administrator assigned to supervise summer school shall receive an extra responsibility stipend of one hundred dollars (\$100) per day. An administrator who is required to supervise summer school on a noncontractual day shall be compensated at the administrator's daily rate of pay for the hours worked each day.

An administrator who is paid the administrator's daily rate of pay for hours worked each day shall not be eligible for the one hundred dollar (\$100) extra responsibility stipend.

### **Hearing Officer**

\$3,000.00 (three thousand dollars)

### **Mentors**

Administrators shall receive a stipend of nine hundred dollars (\$900) from the School City of Hammond for actual service as a mentor for a first or second year administrator.

### **Mile Allowance**

Effective January 1, 2023, administrators who use their personal vehicles for travel authorized by the School City of Hammond will be paid a mileage allowance at the rate established by the Internal Revenue Service.

## **PAYROLL DEDUCTIONS**

Payroll deductions for administrators shall be made as required by law or as approved by the Board.

## **TAX SHELTERED ANNUITIES**

Administrators may authorize deductions for tax-sheltered annuities during open enrollment periods of the carrier companies involved.

Revised 12/21

## **FRINGE BENEFITS**

### **Health Insurance Plan**

The Board shall make available, a single or family membership for all administrators employed by the School City of Hammond in a health insurance plan.

[Effective January 1, 2022] A full-time administrator electing to participate in the School City of Hammond health insurance plan shall pay \$1,200.00 annually toward the cost of participation in a single Plan B (High Deductible Health Plan) or \$3,600.00 annually toward the cost of participation in a family plan. Administrators will annually have the opportunity to change plans during an open enrollment period. This election will be effective for the following calendar year. The Board shall make an annual contribution of \$750.00 into the Health Savings Account (HSA) on behalf of any administrator electing to participate in the Single High Deductible Health Plan. The Board shall make an annual contribution of \$1,500.00 into the Health Savings Account (HSA) on behalf of any administrator electing to participate in the Family High Deductible Health Plan.

[Effective January 1, 2022] In addition to the Health Savings Accounts contributions stated above, the Board shall make a one-time contribution of \$1,000.00 into a Health Savings Account (HSA) on behalf of any administrator electing to participate in the Family High Deductible Health Plan.

The administrator shall be responsible for the completion of all necessary enrollment cards and keeping enrollment information up to date.

Appropriate insurance forms must be completed within thirty (30) days of hire date.

The maximum benefit payable under major medical coverage shall be unlimited.

Administrators are reminded that they must sign up to Medicare coverage at their Social Security Office just prior to attaining sixty-five (65) years of age in order to maintain optimum coverage under the plan.

In the event that a husband and wife are both employees eligible for the coverage mentioned above, one spouse may enroll for the family membership plan and the other spouse may be carried as a dependent.

Revised 12/2

### **Term Life Insurance**

The Board shall provide, on a fully paid basis, term life insurance in an amount no less than one hundred twenty-five thousand dollars (\$125,000.00) for each administrator plus an accidental death and dismemberment plan. For administrators sixty-five (65) years of age and older, this amount shall be reduced in accordance with federal laws and regulations.

### **Long-Term Disability Insurance**

The Board shall provide, on a fully paid basis, long-term disability insurance with an elimination period of ninety (90) days.

### **Liability**

The Board shall provide, on a fully paid basis, liability insurance in the amount of five million dollars (\$5,000,000.00) to all of the School City of Hammond administrators in case of suit arising from or in the proper performance of their duties.

### **Employee Assistance Plan**

The School City of Hammond will provide administrators with the opportunity to participate in an Employee Assistance Plan.

### **Retirees' Alternative Health Insurance Program**

Major Medical Group Health Insurance Program will be made available to administrators who have retired from the School City of Hammond. A summary of benefits will be available in the office of Assistant Superintendent of Operations. The retiree will pay the premium. This health insurance plan is provided to retirees until the age sixty-five (65), at the retiree's expense. Information from the companies providing various insurances will be available from the insurance department in the central office.

### **Mileage Allowance**

Effective January 1, 2022, administrators who use their personal vehicles for travel outside of the School City of Hammond and authorized by the School City of Hammond will be paid a mileage allowance at the rate established by the Internal Revenue Services.

Revised

7/95,12/21

## **WORKMEN'S COMPENSATION**

In case of any accident or injury arising out of and in the course of employment, the involved administrator should inform the Superintendent or the Superintendent's designee of the accident or injury on the day of the occurrence. A Workmen's Compensation Injury Report should be filled out by the Superintendent or the Superintendent's designee and immediately forwarded to the Business Office. The Board shall continue the administrator's wages in full until Workmen's Compensation payments begin, and after such payments begin, the Board shall then pay the difference between Workmen's Compensation payments and the contractual salary of the administrator for a period not to exceed the length of the administrator's contract.

## **SEVERANCE PAY**

Retirement severance pay shall be granted to eligible administrators upon their retirement in accordance with the formulas set forth in the severance pay calculation worksheets. To be eligible for severance pay, a minimum of fifteen (15) years of administrative employment in the School City of Hammond is necessary except that an administrator retiring at age sixty-five (65) may qualify with a minimum of ten (10) years of employment in the School City of Hammond. (See Severance Calculation Worksheets)

In order to be eligible for retirement severance pay, retiring professional employees must meet the following conditions:

- a. Submit to the Superintendent, on or before July 1 of a school year prior to the retirement school year, a notification, in writing, of intent to retire; such notification may be revoked only prior to March 1 of the following year.
- b. Meet minimum requirements in the Indiana State Teachers' Retirement system for normal (reduced) retirement.

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 may be waived by the Board on the recommendation of the Superintendent. Severance pay in this way will be paid to the retiring professional employee.

An administrator shall receive \$2,000.00 of his/her severance benefit at that time of his/her retirement and the remainder in three (3) equal installments, the first three (3) Januaries following his/her retirement.

An administrator may apply the balance of his/her severance pay toward payment of the health insurance premium, only to the age of sixty-five (65), should he/she decide to stay in the School City of Hammond health care plan.

An administrator of at least twenty (20) years' experience who, by necessity, exhausts all of his/her accumulated sick leave due to a prolonged illness during the last three (3) years of employment shall be given five thousand dollars (\$5,000.00) as severance pay.

Upon the death of any employee eligible for retirement severance pay, the retirement severance pay to which the employee would have been entitled shall be paid directly, in a lump sum, to person(s) designed by the deceased in writing to the Employer. If no beneficiary has been

named for severance benefits specifically, the severance benefits will be paid to the beneficiary named on the administrator's life insurance policy. If no beneficiary has been named on the administrator's life insurance policy, the severance benefits will be paid to the beneficiary named on the administrator's Teacher's Retirement Fund. If no has been named on the administrator's Teacher's Retirement Fund, payment will be made to the estate of the deceased.

Revised 7/95

**FORM (A)**  
**SEVERANCE PAY CALCULATION WORKSHEET**

For Employees on Administrator's Salary Schedule  
Less Than Fifty-five (55) Years of Age with a Minimum  
Of Fifteen (15) Years of Administrative Experience  
in the School City of Hammond

NAME:

\_\_\_\_\_ CONTRACT YR. \_\_\_\_\_

\_\_\_\_\_ CONTRACT BASE  
AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_ DAILYRATE \$ \_\_\_\_\_

ACCUMULATED SICK DAYS \_\_\_\_\_

UNUSED P.B. DAYS \_\_\_\_\_

TOTAL ACCUMULATED SICK DAYS \_\_\_\_\_

A. Rate \$100 X \_\_\_\_\_ days = \$ \_\_\_\_\_  
(Maximum 100 days)

B. Accumulated Sick Days \_\_\_\_\_

Minus 100 Days = \_\_\_\_\_ X \$75 = \$ \_\_\_\_\_  
(Balance)

TOTAL (A+B) = \$ \_\_\_\_\_

Revised 4/93  
7/95

**FORM (B)**  
**SEVERANCE PAY CALCULATION WORKSHEET**

For Employees on Administrator's Salary Schedule  
Fifty-five (55) Years of Age or Older With More Than Fifteen (15) Years  
And Less Than Twenty (20) Years of Administrative Experience  
In the School City of Hammond

OR

Age Sixty-five (65) With Ten (10) Years of Administrative  
Experience in the School City of Hammond

OR

Effective July 1, 1995, for purposes of Form B, Administrators with Less Than Twenty (20)  
Years of Administrative Experience in Hammond Will Be Granted Credit for Years  
Of Teaching and/or Other Service in the School City of Hammond. Two (2) Years of Teaching  
and/or Other Employment For the School City of Hammond Will Equal One (1) Year of  
Administrative Experience Toward the Severance Plan.

NAME: \_\_\_\_\_

\_\_\_\_\_ CONTRACT YR. \_\_\_\_\_

\_\_\_\_\_ CONTRACT BASE  
AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_ DAILY RATE \$ \_\_\_\_\_

ACCUMULATED SICK DAYS \_\_\_\_\_

UNUSED P.B. DAYS \_\_\_\_\_

TOTAL ACCUMULATED SICK DAYS \_\_\_\_\_

A. Rate \$125 X \_\_\_\_\_ days = \$ \_\_\_\_\_  
(Maximum 100 days)

B. Accumulated Sick Days \_\_\_\_\_

Minus 100 Days = \_\_\_\_\_ X \$85 = \$ \_\_\_\_\_  
(Balance)

TOTAL (A+B) = \$ \_\_\_\_\_

Revised 4/93  
7/95  
7/99  
1/03

**FORM (C)**  
**SEVERANCE PAY CALCULATION WORKSHEET**

For Employees on Administrator's Salary Schedule  
Less Than Fifty-five (55) Years of Age or Older With Twenty (20)  
or More Years of Administrative Experience  
in the School City of Hammond

NAME:

\_\_\_\_\_ CONTRACT YR. \_\_\_\_\_

\_\_\_\_\_ CONTRACT BASE  
AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_ DAILY RATE \$ \_\_\_\_\_

ACCUMULATED SICK DAYS \_\_\_\_\_

UNUSED P.B. DAYS \_\_\_\_\_

TOTAL ACCUMULATED SICK DAYS \_\_\_\_\_

A. Rate \$150 X \_\_\_\_\_ days = \$ \_\_\_\_\_  
(Maximum 100 days)

B. Accumulated Sick Days \_\_\_\_\_

Minus 100 Days = \_\_\_\_\_ X \$95 = \$ \_\_\_\_\_  
(Balance)

TOTAL (A+B) = \$ \_\_\_\_\_

Revised 4/93  
7/95  
7/99

## LEAVE DAYS

### **Personal Illness**

All full-time administrators shall be entitled to sick leave days each year, as per the schedule below, without loss of pay, such leave to be cumulative from year to year without limit. Each fall administrators shall be given an accounting of accrued sick leave.

<u>Days Per Year</u>	<u>Contract Days</u>
11	212 (or less) days
12	222 days
13	230 days

An administrator on short term paid sick leave anticipating a prolonged illness shall report the anticipated length of the illness and the possible date for returning to work to the Employer.

An administrator absent from work because of a childhood communicable disease (except the common cold) contracted in the course of the administrator's employment shall suffer no reduction of compensation and shall not be charged with sick leave, upon submission of evidence thereof.

[Effective July 1, 2022 through June 30, 2023] If an administrator provides proof of having received the Covid-19 vaccine and is directed by the superintendent to quarantine, and following the CDC and SCH protocols, due to a positive test for Covid-19 due to the administrator experiencing symptoms of Covid-19 or due to exposure, during the administrator's workday to a student and/or other school personnel that tested positive for Covid-19, the Superintendent shall authorize the administrator to get paid for a period of up to five (5) calendar days without the use of paid personal illness leave.

In addition, if a vaccinated administrator is diagnosed with a prolonged illness due to Covid-19 the superintendent shall have the discretion to allow the administrator to be absent for an extended period of time without the use of sick leave.

### **Family Illness**

Each full-time administrator shall be allowed up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case of serious illness, major surgery, or serious accident involving a member of the immediate family. Immediate family in this instance shall mean: spouse, children, parents, grandparents, mother-in-law, father-in-law, brothers, sisters, and others living in the home with the employee. The administrator shall report the reasons for family illness on the Employee Absence Report upon return from leave.

If no family illness days are used between July 1 and June 30, one (1) day will be added to the accumulative leave days.

In the event emergency conditions arise, an extension of family illness leave without pay shall be determined on individual merit by the Superintendent, provided that in all cases of approved extension an application will be submitted before or immediately upon return, stating clearly all details regarding the emergency.



A leave of absence without pay or increment of up to one (1) year shall be granted for the purpose of caring for a sick member of the administrator's immediate family.

### **Personal Business**

Three (3) days absence for personal business may be granted with no loss of pay, two (2) days allowed by Indiana State Statute, and one (1) day allowed by the Board. The three (3) days shall be accumulative in sick leave if unused. Application for all personal business leave shall be made at least twenty-four (24) hours before taking such leave (except in case of emergencies) and the applicant will not be required to state the reason for taking such leave. The Employer shall honor all requests regardless of reasons. Personal business leave days should not be used for the purpose of extending vacations.

Requests for personal business leave shall be submitted by the administrator to the administrator's immediate supervisor.

Days in excess of personal leave days may be granted to observe religious holidays.

### **Bereavement**

In case of death in the immediate family, an administrator shall be allowed seven (7) calendar days with full pay to be taken immediately following the death. Immediate family in this instance shall mean spouse, children, others living in the home with the employee, and by blood or marriage; parents, grandparents, brothers and sisters. If more than one (1) death in the immediate family should occur, seven (7) calendar days without loss of pay shall be granted for each.

One (1) day leaves may be granted for funerals of other than members of the immediate family. Application for such leave shall be made at least twenty-four (24) hours before taking such leave.

Additional leave without pay may be granted by the Superintendent depending upon travel and circumstances.

### **Vacation**

Vacation days are days off without pay. They are non-accumulative days and should be used prior to June 30. At the discretion of the Chief Administrator for Human Resources an employee may be allowed to roll up to five (5) vacation days past the June 30<sup>th</sup> date. If vacation days are rolled past the June 30<sup>th</sup> date, they must be used within three (3) months of the June 30<sup>th</sup> date. If an administrator works on a scheduled vacation day (day off without pay) an additional personal illness day shall be added to the administrator's accumulated leave. The use of vacation days shall be approved by the administrator's immediate supervisor.

Revised 7/99, 12/21, 12/22

## **LONG-TERM LEAVES**

### **General Leave Provisions**

The Superintendent may at his/her discretion, upon the presentation of good and sufficient reason, recommend a leave of absence for any professional employee.

All requests for long-term leaves and extensions of such leaves will be made to the Superintendent in writing as soon as possible and disposition shall be made in writing.

An administrator on leave should inform the Superintendent in writing no later than March 1 of the year on leave of his/her intention to return for the following school year. If the administrator on leave fails to notify the Superintendent by March 1, the Board shall, by registered or certified mail or by telegram, request of the administrator that such notice be given. If the Board's letter is returned marked "no forwarding address" or if the administrator fails to give such notice by April 1, the administrator shall be considered to have resigned and the position shall be deemed an open position.

Upon return from leave, an administrator will be assigned to the same position if available, or, if not, to a substantially equivalent position provided he/she is not affected by a Reduction in Force.

Administrators may continue their insurance coverage while on leave of absence by informing the Insurance Department, in writing, of their desire to do so and by forwarding the premiums for such insurance to the Insurance Department. Computation of the cost of insurance coverage for the administrator on leave of absence for less than a full school year, but not in excess of thirty (30) workdays shall be prorated. All benefits to which an administrator was entitled at the time a leave of absence commenced, including unused sick leave, will be restored upon return.

### **Personal Illness**

Any administrator whose personal illness extends beyond the period compensated by accrued personal illness days will be granted, upon presentation of medical evidence, a leave of absence without pay or increment for such time up to one (1) year as is necessary for complete recovery from such illness. Failure to request such a leave of absence may result in termination of contract under provisions of Indiana Statutes upon the exhaustion of accrued personal illness leave days.

### **Parental Leave**

An administrator who becomes pregnant shall notify the Chief Administrator for Human Resources, in writing, as soon as the pregnancy has definitely been determined, and of the expected date of termination of the pregnancy if a leave of absence is anticipated.

A. The administrator shall notify the Superintendent, in writing, of her desire to take such leave and, except in case of emergency, shall give such notice at least thirty (30) days prior to the date of which her leave is to begin.

B. Parental leave shall be granted for a period of up to one (1) year without pay or increment.

- C. The administrator may elect to use her sick leave days for pregnancy absences rather than take parental leave; however, the administrator is not entitled to take accumulated sick leave days when the administrator's physician certifies that the administrator is capable of performing the administrator's regular duties. The administrator is entitled to request parental leave at such time. If parental leave is taken, it is without pay or increment.

Adoptive leave will be granted to administrators requesting such leave of absence. Such leave, if granted, will be up to one (1) year without pay or increment. Administrators applying for adoptive leave shall, upon initial application for adoptive leave, notify the Chief Administrator for Human Resources in writing, of their intent. The period of leave shall commence when the child is physically turned over to the administrator parent.

The parties to this Agreement recognize their individual and joint obligations to comply with E.E.O.C. Guidelines.

### **Graduate Studies**

Members of the professional staff may be granted a leave of absence without pay to pursue graduate studies. Application should be made in writing to the Superintendent who shall make a recommendation to the Board for action.

### **Sabbatical Leave**

Purposes of Sabbatical Leave:

- A. Study in an accredited institution of higher education.
  - 1. A minimum of nine (9) semester hours of approved accredited work on campus each semester is required. No credit is allowed for summer sessions. A transcript of credits earned must be submitted upon expiration of sabbatical leave.
  - 2. Proof of acceptance in graduate school must accompany application.
- B. Research in education or subject field.
  - 1. A leave for research may be taken to observe schools and/or other sources of information related to education and the subject matter thereof. A detailed statement, outlining the general subject or investigation and the approach to be taken, must be submitted with the application.
  - 2. At the expiration of the leave for research a report shall be presented giving: (1) an account of the data studies, (2) a list of the schools, industries, laboratories or libraries visited, and (3) the results of the investigation. The School Board in consultation with a university department chairman shall determine the adequacy of the research report before authorizing sabbatical payment.

### **C. Combination Plan or Plans**

Combination plan or plans not outlined above will be acceptable. The purpose and itinerary for such plans must be submitted with the application.

Application Procedure:

- A. Application forms are available from the Superintendent's office.
- B. All applications for sabbatical leave must be submitted to the Superintendent on or before March 1, for September leave, and on or before October 1 for second semester leave.
- C. At the discretion of the Superintendent, shorter notice may be acceptable depending upon the nature of the opportunity or emergency arising.
- D. Following receipt of application, the Superintendent will forward such requests to the Sabbatical Committee for evaluation.
- E. The number of applications approved in any one (1) year shall not exceed 1% of the membership of the faculty.

Approval of Leave:

- A. All approvals for sabbatical leave must be made by the Board upon recommendation of the Superintendent.
- B. A Sabbatical Committee, consisting of three (3) administrators will be established to assist the Superintendent, or a representative from the central staff, in evaluating all applications and making a recommendation to the Superintendent. The administrators will be elected; one administrator is to represent the elementary grades (K-5), another the middle grades (6-8), and the third the secondary grades (9-12). Administrator membership is for a three (3) year term. Vacancies are to be filled by special election. The administrators will be selected by the administrative members.

Eligibility:

- A. Any certified tenured administrator may be eligible for sabbatical leave after completing one year of continuous, active, and satisfactory service beyond his/her pre-tenure years in the Hammond School System. Staff members will not be eligible for a second sabbatical leave until no less than seven (7) years have passed since their last leave.
- B. Substitute work is not recognized in estimating years of continuous service.
- C. The health of the applicant will be taken into consideration.

Term of Sabbatical Leave:

Leave will be granted for a definite, stated period which may not exceed two (2) semesters.

Financial Compensation:

- A. The Board, in determining the financial compensation of the involved administrator, will use the guidelines set forth in I.C. 20-6.1-6-1 and I.C. 20-6.1-6-2.
- B. Compensation while on sabbatical leave shall be one-half (1/2) the involved administrator's regular salary based upon the duly adopted salary schedule.

Conditions:

- A. Membership in AETNA, major medical, and hospital group insurance may be continued by making advance arrangements with the School City Business Department.
- B. Acceptance of any employment beyond twenty (20) hours per week, during the sabbatical period, must first be approved by the Chief Administrator for Human Resources in writing.
- C. Acceptance of fellowships or like source of supplemental income is permissible so long as they do not impede fulfillment of the purpose for which the sabbatical is granted.
- D. It is understood and agreed that, upon return, the Employer will make every reasonable effort to assign the staff member to his/her former or comparable position. However, in all cases, the best interests of the School City of Hammond and its educational program must be the deciding factor.
- E. It is also understood that periodic reports will be made to the Superintendent and that a summary report will also be made at the termination of sabbatical leave.
- F. If, during a sabbatical leave, an administrator carries twenty (20) semester hours or thirty (30) term (quarter) hours, the Indiana State Teachers' Retirement Office will grant one (1) year of credit toward retirement. Evidence of the leave and a transcript or credits must be sent to the Teachers' Retirement Fund Office to claim this credit. Only one (1) year's leave per seven years of teaching will be allowed for credit.

Change of Plans:

Any change of plans from those contained in the original application must be approved by the Superintendent and the Board. Failure to give notice of such change shall render the agreement between the Board and administrator null and void.

**Public Office**

Leaves without pay shall be granted to serve in public office. Such leaves shall be granted annually and renewed annually for the length of the term of office. In addition, a reasonable period of time may be granted to an administrator for the purpose of campaigning for public office. Increment pay shall be granted provided the administrator accrues one (1) year of creditable service, such service being the equivalent of one hundred twenty (120) full days administrative service acquired during a twelve (12) month period ending June 30.

**Peace Corps – Vista – Exchange Administrator**

Permanent administrators may be granted a leave of absence for one (1) year for the purpose of serving as a full-time participant in the Peace Corps, Vista, or Exchange Administrator programs. Upon return from the above-mentioned leaves, such administrators will be considered as if they were actively employed by the Board during the period of leave and will be placed on the salary schedule at the level they would have achieved if they had not been absent. Leaves for the purpose of serving in the Peace Corps, Vista, or Exchange Administrator programs shall be without pay for the period of such leave. Credit on the salary schedule as described herein shall be reflected in the salary schedule published by the School City of Hammond. Such leaves may be extended by the Superintendent for a period of one (1) year, upon request.

### **Military Leave**

Military leave will be granted to any administrator who is inducted or enlists in any branch of the armed forces of the United States. Upon return from such leave, an administrator will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence up to a maximum of four (4) years. The administrator shall have up to sixty (60) days after release from active duty to notify the Board of intention to return to the system.

## **GRIEVANCE PROCEDURE**

A Written grievance shall contain a concise statement of the specific complaint and the relief sought.

### **Step 1**

If the administrator determines that a grievance should be filed, the administrator must file the written grievance with his/her supervisor. The supervisor shall meet with the administrator in an effort to resolve the grievance. The supervisor shall indicate the disposition of the grievance within fourteen (14) days after filing of the grievance by completing Step 1 of the Grievance Report and returning it to the administrator. The Chief Administrator for Human Resources and the administrator shall both receive a copy of the disposition.

### **Step 2**

If not satisfied with the disposition of the grievance at Step 1, the administrator's representatives may file within seven (7) days Step 2 of the Grievance Report Form with the Chief Administrator for Human Resources. The Chief Administrator for Human Resources shall meet with the administrator's representatives. Within fourteen (14) days after the filing of the grievance at Step 2, the Chief Administrator for Human Resources shall indicate the disposition by completing Step 2 of the Grievance Report and returning it to the administrator. The administrator's representatives shall be notified as to the disposition of the grievance.

### **Step 3**

If not satisfied with the disposition of the grievance at Step 2, the administrator may file within fourteen (14) days Step 3 of the Grievance Report Form with the Superintendent. The Superintendent or his/her designated representative shall meet with the administrator. The Superintendent or his/her designated representative shall indicate the disposition by completing Step 3 of the Grievance Report and returning it to the administrator. The disposition of the Superintendent or his/her designated representative will be final.

**SCHOOL CITY OF HAMMOND**  
**GRIEVANCE REPORT FORM - ADMINISTRATORS**

**Step 1** Grievance # \_\_\_\_\_ Name of Grievant \_\_\_\_\_

Location \_\_\_\_\_ Date Grievance Occurred \_\_\_\_\_

Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relief Sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Grievant \_\_\_\_\_ Date \_\_\_\_\_

Disposition of Supervisor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**Step 2** (If carried forward to Step 2)

Disposition by Personnel Administrator \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Personnel Administrator \_\_\_\_\_

Date \_\_\_\_\_

-----

**Step 3** (If carried forward to Step 3)

Disposition of Labor Relations Council \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Labor Relations Council \_\_\_\_\_

Date \_\_\_\_\_

## **DISCUSSION MEETING**

Discussion meetings shall be held quarterly, or as needed, in the Office of the Chief Administrator for Human Resources to discuss concerns of administrators in the corporation.

The committee will have a representative from high school principals, middle school principals, elementary principals, and assistant principals.



## **Appendix A**

### **One Time Stipend**

The parties hereby agree, in addition to any compensation to which an administrator shall be entitled pursuant to the Administrative Salary Schedule, a one-time stipend in the amount of \$5,579.03 shall be paid to an administrator who was employed by the School City of Hammond and received compensation for ninety (90) days or more during school year 2022-2023, who is still employed by the School City of Hammond as of January 1, 2023. An administrator receiving a one-time stipend may take the one-time stipend as a separate check or may direct the money be placed in the administrator's Health Savings Account (HSA).

TITLES		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Associate/Assistant Superintendent -	230	\$122,804.72	\$127,542.01	\$131,934.02	\$137,494.24	\$143,054.46	\$148,614.67
Executive Director -	230	\$120,441.83	\$124,025.88	\$127,240.47	\$130,457.36	\$133,674.25	\$136,887.69
Director (Category A) - <i>Special Education, Transportation</i>	230	\$118,198.64	\$121,742.40	\$124,102.99	\$127,730.77	\$130,091.36	\$133,633.97
Director (Category B) - <i>Food Service, Operations, Support Serv., Facilities, Tech, Title I. &amp; LDP</i>	230	\$109,924.49	\$112,451.97	\$114,980.60	\$117,505.77	\$120,032.10	\$123,242.08
Director (Category C) - <i>Nursing, Security &amp; Assessment</i>	212	\$100,766.42	\$104,992.69	\$108,684.93	\$112,374.86	\$115,536.50	\$119,225.28
Assistant Director -	212	\$96,553.96	\$99,082.59	\$101,605.46	\$104,135.24	\$106,661.56	\$109,868.10
Coordinator -	212	\$96,553.96	\$99,082.59	\$101,605.46	\$104,135.24	\$106,661.56	\$109,868.10
Supervisor -	230	\$80,743.42	\$84,372.35	\$87,998.98	\$91,631.37	\$95,262.60	\$98,890.38
High School Principal -	230	\$120,529.30	\$123,049.87	\$125,590.01	\$128,107.13	\$130,763.51	\$133,970.04
Middle School Principal -	212	\$109,924.49	\$112,451.97	\$114,980.60	\$117,505.77	\$120,033.25	\$123,243.23
Elementary School Principal -	202	\$102,668.93	\$105,196.41	\$107,722.73	\$110,247.91	\$112,775.39	\$115,984.22
High School Assistant Principal -	225	\$107,012.60	\$109,538.93	\$112,068.70	\$114,589.27	\$117,116.75	\$120,327.89
Middle School Assistant Principal -	207	\$96,553.96	\$99,082.59	\$101,605.46	\$104,135.24	\$106,661.56	\$109,868.10
Elementary School Assistant Principal -	195	\$89,639.08	\$91,945.58	\$94,254.37	\$96,346.79	\$98,868.51	\$101,175.01
High School Dean of Students -	195	\$91,672.80	\$97,567.94	\$97,572.55	\$99,880.19	\$102,187.84	\$104,495.48
Middle School Dean of Students -	195	\$90,807.29	\$93,114.94	\$95,423.73	\$97,516.15	\$100,036.72	\$102,344.37
Labor Relations Counsel		\$97,834.96	\$101,771.20	\$105,702.83	\$109,632.15	\$113,584.50	\$116,772.62

Contributions of \$2,000 for Associate/Assistant Superintendent or \$1500 for all other Administrators will be made for tax sheltered annuities.

Associate/ Assistant Superintendents are to receive each January a \$3,000 check for local professional expenses.

Associate/ Assistant Superintendents are to receive twenty (20) days paid vacation during their 230-day work year, with 5 additional days if used to be paid at separation.

Administrators with 230-day contracts are to receive \$1000 each January for local professional expenses. Administrators working with contracts less than 230 days will receive \$750 each January for local professional expenses.

Effective January 1, 1991, 3% contribution toward individual administrator's retirement fund paid by School City of Hammond.

Effective the school year 2006-2007, an administrator with a doctorate degree shall receive \$1,000 each school year commencing with the school year (August-June) following the date on which the degree is awarded.

Effective the school year 2006-2007, an administrator with an educational specialist degree (Ed.S.), shall receive \$750 each school year commencing with the school year (August – June) following the date on which the degree is awarded.

In orde for an employee to be eligible for a retroactive pay raise during the 2022 – 2023 school year, the employee must still be employed January 1, 2023.