



Non-Affiliated

Administrator Handbook

Effective July 1, 2022

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**L'ANSE CREUSE PUBLIC SCHOOLS NON-AFFILIATED
ADMINISTRATORS**

A. Recognition

This handbook represents full-time non-affiliated administrators working at L'Anse Creuse Public Schools.

B. Salary

Please reference individual position pages as they relate to annual salaries, based on a position's responsibility index.

C. Longevity

Non-affiliate administrators will receive a longevity incentive for every year of service to the district five (5) years and more, beginning with their date of hire into the district. Payments may be split (November and April) at the choice of the employee or will be paid as one lump sum in June. The cutoff date in order to be eligible for longevity is December 31 of the year of hire. Longevity payments are calculated, as listed below. Longevity payments begin in the 5th, 10th, 15th and 20th years of service on a fiscal basis.

| | |
|-------------------------|-------------------|
| 5-9 years of service: | 2% of Base Salary |
| 10-14 years of Service: | 4% of Base Salary |
| 15-19 years of service: | 6% of Base Salary |
| 20+ years of service: | 8% of Base Salary |

D. Performance Evaluations

Written performance evaluations are to be prepared annually.

E. Work Week/Attendance

Full-time administrators are expected to work a minimum of 40 hours per week.

Regular and timely attendance is a requirement for each employee. All absences should be recorded in Frontline.

Please see individual position pages for details on number of days worked, paid leaves and holidays.

F. Payouts

Upon termination of services with the school district, non-affiliated administrators with more than twenty (20) sick days accumulated shall be paid for all unused days beyond the twenty (20) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty-five (35) dollars per day.

Upon retirement, non-affiliated administrators with more than twenty (20) accumulated sick days shall be paid for all unused days beyond the twenty (20) to a maximum payout of two hundred twenty (220) days. The rate of pay shall be thirty-five percent (35%) of the non-affiliated administrator's daily salary per day. Daily wages shall be computed by dividing the non-affiliated administrator's total annual contract amount by their scheduled work days, less vacation and personal days allowed. The funds will be deposited into a 401a account for each individual with a company chosen by the school district. Funds will be available 30 to 60 days after retirement.

Unused Flex and Vacation leave are not eligible for payout upon separation from employment.

G. Degree Stipends

Employees may be eligible to receive a degree stipend for any degree above what an employee's job description requires. Degrees must be pre-approved by the Assistant Superintendent for Human Resources. The amounts paid to employees for degree stipends on an annual basis are listed below:

| | |
|---------------------|---------------------|
| Associate's Degree: | \$1,000 |
| Bachelor's Degree: | \$2,500 |
| Master's Degree: | 5% of base salary |
| Ed.S.: | 3.5% of base salary |
| Ph.D. or Ed.D.: | Ed.S. + \$5,000 |

H. Salary Responsibility Index (SRI)

The maximum salary for each Nonaffiliated Administrator position will be based on the current LCAA Bargaining Agreement HS Principal Max salary, multiplied by the SRI of the Nonaffiliated Administrator position.

Upon initial hire, Nonaffiliated Administrators may be placed on a salary step up to 5% less than the maximum SRI for the position. Each year thereafter, the salary will increase by 1% until the maximum SRI is reached.

I. Inclement Weather Days

All non-affiliated administrators should expect to report to work unless otherwise notified by a supervisor.

J. Sick Day Buy Back

At the end of each school year, non-affiliated administrators may sell back up to 10 sick days at a rate of \$60/day, but he/she cannot go below 20 days in his/her personal sick bank.

K. Mileage Reimbursement

Mileage reimbursement will be calculated according to the established IRS rate. District form required for reimbursement.

L. Annual Training

All non-affiliated administrators are required to take annual training tutorials in compliance with Board Policy and Federal Law. A reminder memo with the required tutorials is sent on a yearly basis by the Human Resources Department.

M. Leaves with Pay

I. Bereavement Days: Please review the chart below as it pertains to bereavement days.

| | |
|---|-----------|
| Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law | 5 days |
| Grandparents, Grandchild, Live-in Family Member/Children's Parent/Other than above | 2 days |
| Not listed above | 1 day S/L |

Leave days may be non-consecutive and must be used within eight (8) calendar days following the death unless there are extenuating circumstances. One (1) day leave(s) may be granted for funerals of others than those persons defined and will be charged to sick leave. These days will be the non-weekend days following the death. If any part of this leave occurs during a non-paid break such as summer, those days will be non-paid.

II. Absences related to Jury Duty.

In an effort to assist our office in processing pay and attendance properly for Jury Duty, please follow the steps below:

- After confirming the absence for Jury Duty (usually Jury Duty is confirmed by a phone call the evening before the reporting date), please log the absence as soon as possible in AESOP by selecting Personal Day or PTO. If no PTO time is available, this will become unpaid until documentation is submitted as outlined in the third bullet point.
- Fulfill Jury Duty commitment.
- Submit Jury Duty verification of attendance letter and payment to Deborah Demick in the Human Resources Office within one week of Jury Duty. The Human Resources Office will edit your absence reason

to Jury Duty once proper documentation has been received.

- II. Vacation, personal, sick and flex days are listed under each individual position. Please note, these days are given up front but not fully earned until the year is completed. If a full year is not worked, days will be calculated on a prorated basis. If all time has been exhausted at the time of separation and a full year has not been worked, the employee will be responsible for any money owed to the district.

Vacation, Personal, and Flex Days must be used in half-day increments. Sick Leave can be used in increments of one hour.

N. Benefits

Unless otherwise noted in individual contract or individual position breakdown document, please see information below as it relates to employee insurance.

| | |
|------------------------------|---|
| Health Insurance: | MESSA ABC 2 – 3 Tier MESSA ABC 2 – 5 Tier MESSA ABC 2 – 80/20 with 5 Tier Choices– 5 Tier (or compared plan) |
| Dental Insurance: | ADN (or comparable plan) |
| Optical Insurance: | VSP-2 S (or comparable plan) |
| Life Insurance: | Madison National Life Insurance \$250,000, with option to decline (contact the Benefits Office for further information). |
| Long-Term Disability: | Madison National Life Insurance |
| Cash in Lieu: | Employees will receive a cash option in lieu of Health Insurance in the amount of \$4,000 total, payable in monthly installments. All employees opting to receive cash in lieu instead of health insurance must provide documentation annually of health insurance prior to being eligible for this option. |

A. Calendars

Please refer to individual position pages.

B. Prorated Contracts/Salaries for Less than a Full Year of Service

A prorated contract/salary will be calculated for Nonaffiliated Administrators who serve in their position for less than a full year due to a hire date after July 1st based on the following formula:

Base salary, & stipends divided by number of days of scheduled work = **Daily Rate**

Daily Rate multiplied by number of days available to work = **Prorated Salary**

This handbook does not constitute an employment contract. It is to be used as a reference guide for listed positions and may be updated at any time.

| Assistant Superintendents | | |
|---------------------------|---|-----------|
| Salary | | |
| Index | 1.0850 | |
| Step 1 | \$145,503.76 | |
| Step 2 | \$147,035.38 | |
| Step 3 | \$148,567.00 | |
| Step 4 | \$150,098.62 | |
| Step 5 | \$151,630.24 | |
| Step 6 | \$153,161.86 | |
| Leave Time | | |
| Scheduled Work Days | 241 | |
| Vacation Leave | 20 | |
| Sick Leave | 11 | |
| Personal Leave | 10 | |
| Flex Days | 5 | |
| Holidays | See Current Calendar | |
| Jury Duty | Paid | |
| Bereavement | Spouse, Child, Mother/Father, Sister/Brother, Mother-in-law/Father-in-law, Step Relations, Daughter-in-law/Son-in-law | 5 days |
| | Grandparents, Grandchild, Live-in Family Member/Children’s Parent/Other than above | 3 days |
| | Not listed above | 1 day S/L |
| Calendar | 52-week Non-affiliated Wheeler Center | |

Director for Elementary Education

Director Secondary Education

Director for Special Education

Director for Finance

Director for Student Services

Salary

| | |
|--------------|--------------|
| Index | 0.9630 |
| Step 1 | \$129,142.97 |
| Step 2 | \$130,502.37 |
| Step 3 | \$131,861.77 |
| Step 4 | \$133,221.17 |
| Step 5 | \$134,580.57 |
| Step 6 | \$135,939.97 |

Leave Time

| | |
|----------------------------|---------------------------------------|
| Scheduled Work Days | 241 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 10 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Wheeler Center |

| Supervisor for Business Support Services | |
|--|---------------------------------------|
| Salary | |
| Index | 0.6414 |
| Step 1 | \$86,014.85 |
| Step 2 | \$86,920.27 |
| Step 3 | \$87,825.69 |
| Step 4 | \$88,731.11 |
| Step 5 | \$89,636.53 |
| Step 6 | \$90,541.95 |
| Leave Time | |
| Scheduled Work Days | 241 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 5 |
| Flex Days | 3 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Wheeler Center |

| Supervisor for Special Education | |
|----------------------------------|----------------------|
| Salary | |
| Index | 0.8440 |
| Step 1 | \$113,184.49 |
| Step 2 | \$114,375.91 |
| Step 3 | \$115,567.32 |
| Step 4 | \$116,758.74 |
| Step 5 | \$117,950.16 |
| Step 6 | \$119,141.57 |
| Leave Time | |
| Scheduled Work Days | 209 |
| Vacation Leave | 3 |
| Sick Leave | 11 |
| Personal Leave | 5 |
| Flex Days | 2 |
| Holidays | See current calendar |
| Jury Duty | Paid |
| Calendar | LCAA Calendar |

| Supervisor for Human Resources | |
|--------------------------------|---------------------------------------|
| Salary | |
| Index | 0.8440 |
| Step 1 | \$113,184.49 |
| Step 2 | \$114,375.91 |
| Step 3 | \$115,567.32 |
| Step 4 | \$116,758.74 |
| Step 5 | \$117,950.16 |
| Step 6 | \$119,141.57 |
| Leave Time | |
| Scheduled Work Days | 241 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 10 |
| Flex Days | 5 |
| Holidays | See current calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Wheeler Center |

| Director for Early Childhood | |
|--|---|
| Salary | |
| Index | 0.4922 |
| Step 1 | \$66,006.41 |
| Step 2 | \$66,701.21 |
| Step 3 | \$67,396.02 |
| Step 4 | \$68,090.82 |
| Step 5 | \$68,785.62 |
| Step 6 | \$69,480.43 |
| Secondary Contract | |
| *Early Childhood Specialist & GSRP Grant | *\$3,000 per GSRP Classroom * Early Childhood Specialist must be qualified and certified to qualify for Secondary Contract |
| Leave Time | |
| Scheduled Work Days | 229 |
| Vacation Leave | 10 |
| Sick Leave | 7 |
| Personal Leave | 2 |
| Flex Time | 2 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | Director for Early Childhood/Center Director |

| Center Director | |
|----------------------------|---|
| Salary | |
| Index | 0.4280 |
| Step 1 | \$57,396.88 |
| Step 2 | \$58,001.05 |
| Step 3 | \$58,605.23 |
| Step 4 | \$59,209.41 |
| Step 5 | \$59,813.59 |
| Step 6 | \$60,417.76 |
| Secondary Contract | |
| *GSRP Director | *\$3,000 per GSRP Classroom * Early Childhood Specialist must be qualified and certified to qualify for Secondary Contract |
| Leave Time | |
| Scheduled Work Days | 229 |
| Vacation Leave | 10 |
| Sick Leave | 7 |
| Personal Leave | 2 |
| Flex Time | 2 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | Director for Early Childhood/Center Director |

| Director for Operations | |
|----------------------------|---------------------------------------|
| Salary | |
| Index | 0.9630 |
| Step 1 | \$129,142.97 |
| Step 2 | \$130,502.37 |
| Step 3 | \$131,861.77 |
| Step 4 | \$133,221.17 |
| Step 5 | \$134,580.57 |
| Step 6 | \$135,939.97 |
| Leave Time | |
| Scheduled Work Days | 245 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 10 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Brender Center |

| Director for Technology | | |
|-------------------------|---------------------------------------|-----------|
| Salary | | |
| Index | 0.9630 | |
| Step 1 | \$129,142.97 | |
| Step 2 | \$130,502.37 | |
| Step 3 | \$131,861.77 | |
| Step 4 | \$133,221.17 | |
| Step 5 | \$134,580.57 | |
| Step 6 | \$135,939.97 | |
| Leave Time | | |
| Scheduled Work Days | 245 | |
| Vacation Leave | 20 | |
| Sick Leave | 11 | |
| Personal Leave | 10 | |
| Flex Days | 5 | |
| Holidays | See Current Calendar | |
| Jury Duty | Paid | |
| | Not listed above | 1 day S/L |
| Calendar | 52-week Non-affiliated Brender Center | |

| Supervisor for Technology | |
|----------------------------|---------------------------------------|
| Salary | |
| Index | 0.6685 |
| Step 1 | \$89,649.09 |
| Step 2 | \$90,592.77 |
| Step 3 | \$91,536.44 |
| Step 4 | \$92,480.12 |
| Step 5 | \$93,423.79 |
| Step 6 | \$94,367.47 |
| Leave Time | |
| Scheduled Work Days | 245 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 5 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Brender Center |

| Supervisor for Transportation | |
|-------------------------------|---------------------------------------|
| Salary | |
| Index | 0.6460 |
| Step 1 | \$86,631.73 |
| Step 2 | \$87,543.65 |
| Step 3 | \$88,455.56 |
| Step 4 | \$89,367.47 |
| Step 5 | \$90,279.39 |
| Step 6 | \$91,191.30 |
| Leave Time | |
| Scheduled Work Days | 245 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 5 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Brender Center |

| Co-Supervisor for Transportation | |
|-------------------------------------|---------------------------------------|
| Salary | |
| Index | 0.6165 |
| Step 1 | \$82,675.64 |
| Step 2 | \$83,545.91 |
| Step 3 | \$84,416.18 |
| Step 4 | \$85,286.45 |
| Step 5 | \$86,156.72 |
| Step 6 | \$87,026.99 |
| Leave Time | |
| Scheduled Work Days | 245 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 5 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Brender Center |

| Supervisor for Maintenance & Custodial Services | |
|---|---------------------------------------|
| Salary | |
| Index | 0.5724 |
| Step 1 | \$76,761.62 |
| Step 2 | \$77,569.63 |
| Step 3 | \$78,377.65 |
| Step 4 | \$79,185.67 |
| Step 5 | \$79,993.68 |
| Step 6 | \$80,801.70 |
| Leave Time | |
| Scheduled Work Days | 245 |
| Vacation Leave | 20 |
| Sick Leave | 10 |
| Personal Leave | 5 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Brender Center |

| Director for Food & Nutrition | |
|-------------------------------|---------------------------------------|
| Salary | |
| Index | 0.609997 |
| Step 1 | \$81,803.56 |
| Step 2 | \$82,664.65 |
| Step 3 | \$83,525.74 |
| Step 4 | \$84,386.83 |
| Step 5 | \$85,247.92 |
| Step 6 | \$86,109.01 |
| Leave Time | |
| Scheduled Work Days | 245 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 5 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Brender Center |

| Supervisor for Food & Nutrition | |
|---------------------------------|---------------------------------------|
| Salary | |
| Index | 0.5438 |
| Step 1 | \$72,926.22 |
| Step 2 | \$73,693.86 |
| Step 3 | \$74,461.51 |
| Step 4 | \$75,229.15 |
| Step 5 | \$75,996.80 |
| Step 6 | \$76,764.44 |
| Leave Time | |
| Scheduled Work Days | 245 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 5 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Brender Center |

| LCHS & LCHS-N Dean of Students | |
|---|----------------------|
| Salary | |
| Index | 0.5551 |
| Step 1 | \$74,441.60 |
| Step 2 | \$75,225.20 |
| Step 3 | \$76,008.79 |
| Step 4 | \$76,792.39 |
| Step 5 | \$77,575.99 |
| Step 6 | \$78,359.58 |
| Leave Time | |
| Scheduled Work Days | 185 |
| Vacation Leave | 0 |
| Sick Leave | 10 |
| Personal Leave | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | Dean of Students |

| Director for Athletics | |
|------------------------|---------------------------------------|
| Salary | |
| Index | 0.8912 |
| Step 1 | \$119,514.24 |
| Step 2 | \$120,772.29 |
| Step 3 | \$122,030.33 |
| Step 4 | \$123,288.38 |
| Step 5 | \$124,546.42 |
| Step 6 | \$125,804.47 |
| Leave Time | |
| Scheduled Work Days | 241 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 10 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Wheeler Center |

| Athletic Coordinator | |
|----------------------|----------------------|
| Salary | |
| Index | 0.4574 |
| Step 1 | \$61,339.56 |
| Step 2 | \$61,985.24 |
| Step 3 | \$62,630.92 |
| Step 4 | \$63,276.60 |
| Step 5 | \$63,922.28 |
| Step 6 | \$64,567.96 |
| Stipend | |
| After Hours Events | \$3,500/year |
| Leave Time | |
| Scheduled Work Days | 209 |
| Vacation Leave | 0 |
| Sick Leave | 7 |
| Personal Leave | 2 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | LCAA Calendar |

| Director for JAPAC | |
|----------------------------|---------------------------------------|
| Salary | |
| Index | 0.4304 |
| Step 1 | \$57,718.73 |
| Step 2 | \$58,326.29 |
| Step 3 | \$58,933.86 |
| Step 4 | \$59,541.42 |
| Step 5 | \$60,148.99 |
| Step 6 | \$60,756.56 |
| Leave Time | |
| Scheduled Work Days | 245 |
| Vacation Leave | 20 |
| Sick Leave | 11 |
| Personal Leave | 5 |
| Flex Days | 5 |
| Holidays | See Current Calendar |
| Jury Duty | Paid |
| Calendar | 52-week Non-affiliated Brender Center |