



***ADMINISTRATIVE
HANDBOOK***

***TROY SCHOOL DISTRICT
4400 Livernois
Troy, Michigan 48098***

JULY 1, 2017 – JUNE 30, 2020

**TROY SCHOOL DISTRICT
TROY, MICHIGAN
ADMINISTRATIVE HANDBOOK
EFFECTIVE JULY 1, 2017 - JUNE 30, 2020**

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RECOGNITION OF ADMINISTRATOR'S HANDBOOK

Administrators shall be granted all provisions as set forth in the administrator's handbook. This shall be specified on individual contracts.

EDUCATION STANDARDS

All administrators and candidates for administrative positions listed below requiring certification shall meet the requirements as noted in the following table.

POSITION/TITLE	MIN. DEGREE REQ. FROM ACCR. COLLEGE	MIN SEM HR CREDITS IN SCHOOL ADMIN (MAY BE WITHIN MASTER'S)	MICHIGAN TEACHING CERT REQUIRED	MINIMUM YEARS TEACHING EXPERIENCE REQUIRED	MEET NCA STANDARDS
H.S. Principal	Master's	20	Secondary	3/Secondary	Yes
H.S. Asst. Principal	Master's	20	Secondary	3/Secondary	Yes
M.S. Principal	Masters'	20	Sec/Elem	3/Secondary	Yes
M.S. Asst. Principal	Master's	20	Sec/Elem	3/Secondary	Yes
Elem. Principal	Master's	20	Elementary	3/Elementary	No
Athletic Director	Master's	30	Secondary	3/Secondary	Yes
Continuing Education Director	Master's	30	Secondary	3/Secondary	Yes
Spec Ed Director	Master's	*30	Elem or Sec	3/Sec or Elem	No
Spec Ed Supervisor	Master's	*30	Elem or Sec	3/Sec or Elem	No

*State board approved program for approval as a special education director or supervisor shall be accepted as equivalent.

The required degree shall be from an accredited university with a major in administration or a field related to the assignment. Administrators and candidates for administrative positions shall also meet certification requirements of the Michigan Department of Education as required.

Administrators and candidates for a position not requiring certification shall meet all other qualifications as stated in School Board Policy.

The Board of Education has the right to waive any of the stated requirements at the time of hire; however, the individual shall work to meet the requirements (other than teaching experience) within three years of the date of hire unless otherwise required by the State of Michigan.

ADMINISTRATIVE CONTRACTS

The District shall comply with applicable due process procedures as prescribed under the Michigan Administrative Due Process Act, MCL 380.1229 and the Michigan Revised School Code, MCL 380.1249. All administrators shall receive a two-year probationary contract upon initial employment in the school district. Following the completion of a successful probationary period, the administrator shall be recommended for a contract extension that coincides with the other administrative contracts approved by the Board. Thereafter, the administrator shall be recommended for a two-year contract renewable annually, unless he/she is recommended for nonrenewal. Nothing in this paragraph precludes the school district from offering individual administrators contracts of a shorter duration at the Board's sole discretion. No administrator shall acquire tenure in any capacity other than as a classroom teacher.

Individual Contract Adjustments: Salary reimbursement for work on days beyond contract requirements must be approved by the individual administrator's immediate supervisor and the Superintendent of Schools. If the administrator is required to work beyond contract requirements, the individual must be reimbursed at their daily rate of pay.

Troy School District Employment Dispute Resolution Plan: Pursuant to the District's EDR Plan, any controversy or claim arising out of or relating to a covered employee's employment or a candidate or applicant's application for employment, or employment contract, shall be settled by arbitration administered by the American Arbitration Association ("AAA"). Michigan's Uniform Arbitration Act ("UAA"), MCL 691.1681 *et seq.*, and AAA Employment Arbitration Rules and Mediation Procedures ("AAA Employment Rules") shall govern such arbitrations. Judgment upon the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction.

ADMINISTRATIVE LAYOFF/RECALL PROCEDURES.

The Troy Board of Education/Superintendent shall carry out reductions of force in accordance with applicable law under the Michigan Revised School Code and consistent with the applicable Board Policy and Administrative Guidelines.

Seniority shall be based on years of service since the current hire date as a Troy administrator. Any Troy building administrator who applies for and accepts a Central Office position will retain his/her seniority rights. Seniority will continue while in the Central Office position.

Categories of Employees Comprising the Seniority Group: The following professional employees holding valid teaching certificates, issued by the State of Michigan, and who possess an administrative contract for 50% or more of the employee's contract with the Board shall comprise the seniority group.

- High School Principals
- Middle School Principals
- Elementary School Principals
- High School Assistant Principals
- High School Associate Principal
- Middle School Assistant Principals

1. Dowd, Robert	06/27/96	15. Turner, William	06/07/12
2. Brzezinski, Janice	06/28/01	16. DiPonio, Tammy	06/11/12
3. Curth, Melissa	05/20/03	17. Cross, Jonathan	07/18/12
4. Buchanan, Amy	07/27/05	18. Brasington, Joyce	07/13/13
5. Roncone, Remo	12/05/05	19. Brinks, Ryan	07/25/13
6. Duda, Joseph	12/08/06	20. Morey, Melanie	06/10/14
7. Dixon, Lara	07/19/07	21. Glasser, Sarah	06/10/14
8. Canfield, Brian	06/04/08	22. House, Daniel	09/09/14
9. Fulcher, Timothy	06/18/08	23. Cottone, Michael	06/07/16
10. Melton, Audra	06/30/09	24. Mills, Daniel	06/07/16
11. Whan, Jeremey	07/07/10	25. Pagel, John	08/17/16
12. Zender, Stephanie	06/20/11	26. Zawislak, Brian	08/24/16
13. Morse, Anthony	07/07/11	27. Recker, David	07/01/17
14. Jansen, Matt	07/12/11		

Return/Reassignment to Teacher Bargaining Unit: The District shall comply with the Michigan Teacher Tenure Act, MCL 38.71. All certified administrators who return (voluntarily or involuntarily) to the classroom as a teacher will receive salary and other conditions of employment consistent with the provisions of the Teacher Tenure Act. All administrative experience will be granted on the teacher salary schedule in effect at the time of reassignment. The administrator's seniority in the teacher bargaining unit will be governed by the applicable teacher collective bargaining agreement in effect at that time.

TRANSFERS

When a voluntary or involuntary transfer is to be made, consideration will be given to the following: length of service in the district in the job classification, previous transfers, probationary status, welfare of the employee and school district, qualifications and competency required for the assignment and needs of the receiving school or position.

All administrators will be given an opportunity to seek a transfer when an opening occurs. They shall be notified of the vacancy by the Employee Services Department by way of a District-wide job posting. All applications for transfer must be made through a formal application and response to the job posting. The Superintendent of Schools has exclusive discretion to make any and all voluntary and involuntary transfers or administrative reassignments.

CALENDAR PROVISIONS

Length of Contract: Length of annual calendar for each position is identified in the chart below:

Administrators, Directors, and Supervisors

POSITION/TITLE	Work Weeks	Work Days	Vacation Days	Holidays	Non-work Days
High School Principal	52	220-222	28	12	0
Middle School Principal	46	209	10	11	30-32
Director, Athletics & Enrichment	52	223-225	25	12	0
Associate Principal, IA East	49	224	10	11	15-17
Director, Special Education	52	223-225	25	12	0
Elementary Principal	46	209	10	11	30-32
High School Assistant Principal	46	209	10	11	30-32
Director, Student Growth, Equity & Accountability	52	220-222	28	12	0
Director, ELD, Federal Grants & State Assessments	52	223-225	25	12	0
Middle School Assistant Principal	46	209	10	11	30-32
Director, Technology	52	223-225	25	12	0
Supervisor, Special Education	52	223-225	25	12	0
Director, Maintenance & Operations	52	223-225	25	12	0
Director, Finance	52	223-225	25	12	0
Director, Employee Services	52	223-225	25	12	0
Director, Communications & Strategic Initiatives	52	223-225	25	12	0

Vacation Accumulation and Reimbursement: Accumulated vacation, not to exceed 10 days, will be carried to the succeeding fiscal year. All vacation days carried to the succeeding year must be used by the end of spring recess of that fiscal year.

A maximum of three unused vacation days may be cashed out at the end of the fiscal year. Administrators who work the teachers' work year will receive the cash value of three vacation days.

Salary reimbursement for work on other vacation days must be approved by the Superintendent. Remuneration for additional days will be based on the daily rate of the individual involved. (Daily rate formula for vacation days: workweeks times 5 minus vacation days and holidays equals divisor into annual contract.) Holidays that may occur during this time of employment shall not be considered paid holidays. Vacation records for all 52-week employees will be maintained by the Superintendent's Office.

Holidays: All administrators shall receive paid holidays only when the holiday falls during their regularly scheduled work period. The paid holidays are: Labor Day, Thanksgiving and the day after, Christmas plus one day, New Year's plus one day, Good Friday, Memorial Day and July 4th. Two additional days are provided during the winter holiday recess period.

Absence: An administrator finding it necessary to be absent from assigned duties for a day must report the absence to Frontline Time and Attendance and to his/her immediate supervisor and to his/her assigned building prior to 8:00 a.m. on the day of the absence.

Unscheduled Closings: Administrators are expected to report for work on days when the District has unscheduled closings. If an administrator is unable to report, he/she must utilize the Frontline Time and Attendance Tracking and contact his/her immediate supervisor to report his/her absence. The codes that can be used for the absence are 1) Personal Business – 03; 2) Vacation – 09; 3) Pre-approved Comp time. If the administrator wishes to work a make-up day and not be charged for the absence, he/she must make arrangements with his/her supervisor and notify the Employee Services Department to delete the absence charge.

INSURANCE AND COMPENSATION PROVISIONS

Medical/Prescription Overview: The Board of Education offers all administrators Single/ Two-Person/ or Family health insurance coverage through four Blue Cross Blue Shield of Michigan medical plan options consistent with the maximum allowable employer contribution under Public Act 152 of 2011. The administrator has the option between three BCBSM Community Blue plans and the Simply Blue plan. The Simply Blue plan is a high deductible health plan which qualifies the administrator to have a Health Savings Account (HSA).

The information below provides a general summary of the group's health care benefits. It is not a contract. This summary may not reflect additional limitations or exclusions that apply to covered services or the most recent update to BCBSM certificates, riders, plan modifications and/or changes that the group may be making to the coverage. Prescription coverage is provided through Express Scripts. Plan carriers and offerings may be altered at the discretion of the Board of Education. For a complete description of benefits, please see the applicable Blue Cross Blue Shield of Michigan certificates and riders.

CARRIER	BCBSM—CB 2		BCBSM—CB 3		BCBSM—CB 4		BCBSM—Simply Blue	
Plan Basics	In-Net	Out-Net	In-Net	Out-Net	In-Net	Out-Net	In-Net	Out-Net
Individual Deductible	\$100	\$250	\$250	\$500	\$500	\$1,000	\$1,300	\$2,600
Family Deductible	\$200	\$500	\$500	\$1,000	\$1,000	\$2,000	\$2,600	\$5,200
Coinsurance Level	90% after deductible	70% after deductible	80% after deductible	60% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible
Individual Out-of-Pocket*	\$600	\$1,750	\$1,250	\$3,500	\$2,000	\$4,000	\$2,250	\$4,500
Family Out-of-Pocket*	\$1,200	\$3,500	\$2,500	\$7,000	\$4,000	\$8,000	\$4,500	\$9,000
* Annual out-of-pocket maximums – applies to deductibles, copays and coinsurance amounts for all covered services – including cost-sharing amounts for prescription drugs, if applicable								
Other Plan Details								
Hospital Services	90% after deductible	70% after deductible	80% after deductible	60% after deductible	80% after deductible	60% after deductible	100% after deductible	80% after deductible
Emergency Care (waived if admitted)	\$50 Copay		\$50 Copay		\$50 Copay		100% after deductible	
Office Visits	\$10 Copay	70% after deductible	\$10 Copay	60% after deductible	\$20 Copay	60% after deductible	100% after deductible	80% after deductible
Prescription Drugs (assumes In-Network)								
Generic	\$10 Copay		\$10 Copay		\$10 Copay		\$10 Copay after deductible	
Brand	\$40 Copay		\$40 Copay		\$40 Copay		\$60 Copay after deductible	
Mail Order Prescriptions (90 Days)	MOPD 2x		MOPD 2x		MOPD 2x		MOPD 2x after deductible	

❖ The above is not a contract. Additional limitations and exclusions may apply. Payment amounts are based on BCBSM's approved amount, less any applicable deductible and/or copay. Please refer to your BCBSM benefit summaries for additional information.

Flexible Spending Accounts: All administrators are eligible for enrollment in the Troy School District's FSA account. This benefit allows the administrator to contribute to tax-advantaged financial accounts to pay for dependent care costs, health insurance copayments, deductibles, some drugs, and some other approved health care costs. This benefit is administered by Plansource/NGE.

Health Care Insurance While on Leave of Absence: Administrators will receive two years (plus balance of an unfinished year) of health care premiums paid for by the District if he/she is on a health care leave of absence subject to any employee contributions mandated pursuant to Michigan Public Act 152 of 2011.

Option In-Lieu of Medical Insurance: Administrators who do not choose to be covered by a Board-paid medical insurance plan may elect to receive \$3,000 in a cash payment annually, provided the administrator is not enrolled in another medical plan offered by or through the Troy School District.

Dental Insurance: All administrators are eligible for enrollment in the Troy School District's self-funded dental plan. This benefit is provided through ADN Administrators, with no additional benefit deduction cost.

Vision Care: All administrators are eligible for enrollment in the Troy School District's self-funded vision care coverage plan. This benefit is provided through National Vision Administrators, L.L.C (NVA), with no additional benefit deduction cost.

Long-Term Disability: The Board of Education will provide without cost to the administrator, a long-term disability insurance plan. Such disability insurance shall provide benefits of sixty-six and two-thirds (66 2/3%) of the monthly earnings to the administrator who is unable to work due to extended sickness or injury. The elimination period for LTD benefit eligibility is 180 calendar days. Benefits shall be payable until the administrator reaches age sixty-seven (67) or as otherwise specified in the LTD Carrier's plan document based on the participants age at the time of disability.

For the purpose of long-term disability coverage, monthly earnings shall be the administrator's contract salary at the time of disability divided by twelve (12) months. The amount received from the insurance company will be reduced by any primary remuneration received during the benefit period from the employer, the Michigan Public School Employees' Retirement Fund, the Michigan Employment Security Commission, and the Federal Social Security Act and is subject to such other provisions of the policy currently in effect.

Life Insurance: All administrators will be provided, without cost to the administrator, a basic life insurance policy which shall pay to the administrator's designated beneficiary a sum equal to three (3) times earnings, rounded to the next higher \$1,000, subject to a maximum amount of insurance of \$500,000.

The Board of Education will provide, without cost to the administrator, an accidental death and dismemberment insurance equal to three (3) times earnings, rounded to the next higher \$1,000, subject to a maximum amount of insurance of \$500,000.

Worker's Compensation: In the event of any on-the-job injury, the administrator must notify the appropriate office as soon as possible after the occurrence. He/she shall be required to execute and submit to the Business Office all forms necessary in connection with such injury. The Business Office shall make any necessary determinations concerning the on-the-job injury.

No leave days shall be charged for absences related to a compensable job-related accident. In the event an employee is absent from work due to a job-related accident, the employee will be paid, for a period not to exceed 60 days from the date of the accident, the difference between the employee's full salary and such monies as may be received from the Worker's Compensation benefits.

Any benefits beyond entry into the long-term disability insurance coverage shall be payable only under the terms of the Worker's Compensation Act and long-term disability insurance coverage of the District. No district supplement will be made after entry into the long-term disability coverage.

Any employee required to go to the doctor as a result of an on-the-job accident will be paid without time being charged against leave days, unless the injury was caused by negligence (as defined under the Worker Compensation Act) of the involved employee. Visits other than the initial one at the time of the accident will not be scheduled during working hours, unless approved by the administrator's immediate supervisor.

Annuities: The Board will provide an annuity in the amount of 3.0% of each administrator's actual salary step. The Board-paid annuity is remuneration for services performed and will be reported as compensation to MPERS. The first half of the annual annuity payment shall be made in the month of January, with the second half of the payment made in the month of May.

Longevity: If an administrator has reached or will reach his/her 10th, 15th or 20th year as an employee in the Troy School District by September 1, he/she will receive the following longevity amounts beginning with the start of that fiscal year:

10 years	- \$1,000
15 years	- \$1,500
20 years	- \$2,000

Payroll Deductions: The Board will make voluntary payroll deductions from the salaries of administrators to agencies, organizations and financial institutions as approved by the Board. All authorizations for payroll deductions will be made through the Business Office. An administrator may request additional agencies, organizations and financial institutions be recommended to the Board.

Professional Dues: The Troy Board of Education will pay professional dues to one local, state and national organization for each administrator. Individuals may elect to join more than one local organization and in such cases, total dues payments shall not exceed an amount equal to their local, state and national dues.

Conferences: The Board of Education recognizes the importance of state and national conferences and school visitations and agrees to pay expenses incurred while attending conferences and visitations, subject to prior approval by the administrator's immediate supervisor and the Superintendent of Schools.

Mileage: Administrators shall be eligible for both in and out-of-district mileage at the current IRS maximum reimbursement rate. Mileage forms must be submitted to the business office each month.

Personal Loss: An administrator shall be reimbursed for loss, damage or destruction of clothing or personal property as a result of theft, vandalism or assault related to his/her duties unless due to negligence or criminal guilt of the administrator, if such loss exceeds \$15 and does not exceed \$100. In all cases, adequate proof of loss or sworn affidavit must be submitted with the claim. In addition, a police report must be filed in all cases involving theft of personal property and damage to an automobile. The application shall be in the form of a letter within one workweek of the damage, and shall be made before the end of the fiscal year on June 30.

Minimum Board of Education Fund Balance: It is expressly agreed upon that in the event the Board of Education's year end audited fund balance drops below 12% in any given year, the Board of Education reserves the right to make unilateral reductions in total compensation effective the succeeding January 1st of the given year so long as the reduction made under this handbook is consistent with the percentage reductions required by other bargaining units or classes of employee groups within the District.

PROFESSIONAL GROWTH REIMBURSEMENT

The Board of Education recognizes the value of advanced graduate courses and professional activities in a specialized field as beneficial to the administrator and the School District. The Board shall reimburse administrators and supervisors for participation in professional growth activities, as approved by the superintendent. To be eligible for reimbursement, the administrator must obtain approval from his/her Central Office supervisor and the superintendent prior to registration. Upon providing evidence of successful completion (i.e. official transcripts) of an Education Specialist or Doctorate Degree, an administrator will be eligible to receive an annual stipend amount as follows:

Education Specialist	\$2,300
Doctorate	\$4,000

This stipend amount will be paid to the administrator as a lump-sum amount annually in December. An administrator who previously received tuition reimbursement from the District for completed courses towards such degree will not be eligible for this stipend.

This provision is not meant to cover expenses for local, state or national conferences that are reimbursed through other funds, but is rather intended to apply to professional growth activities that demand more extensive time commitments from administrators. This provision is not available to those individuals on sabbatical leave.

GENERAL LEAVE PROVISIONS

The Board of Education shall grant a leave of absence for maternity or adoption reasons under the following conditions:

Maternity: The administrator shall submit her request to the Board within 90 days of any anticipated need for maternity or adoption leave. An administrator may use paid leave days for six work weeks for the care of any newborn or adopted child. Administrators have additional unpaid leave days available pursuant to the federal Family and Medical Leave Act of 1993 as amended.

Adoption: An adoption leave shall be granted by the Board for up to one school year upon request of the administrator. Requests for adoption leaves should be made as soon as the adoption is known to be imminent.

Extension Of Maternity, Child-Care, Family-Care Or Adoption Leaves: Any extension of any maternity, child-care or adoption leave may be granted by the Board.

Jury Duty: Administrators who are summoned for jury duty must notify their immediate supervisor and the personnel office within twenty-four (24) hours of receipt of such notice. If such administrator then reports for jury duty, he/she shall be paid an amount equal to the difference between the amount of wage such administrator would otherwise have earned by working that day and the daily jury fee paid by the court (not including travel allowances or reimbursement of expenses) for each day on which he/she reports for or performs jury

duty and on which he/she otherwise would have been scheduled to work. Such time spent on jury duty shall not be charged against leave days.

To be eligible for the jury duty pay differential, the administrator must furnish the business office with a written statement from the appropriate public official listing amount of pay he/she received and the days he/she was on jury duty.

Military Leaves: Administrators who have been inducted for military duty in any of the armed forces of the United States shall be granted leaves of absence consistent with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, as amended.

Sabbatical: Up to 5% of the administrative staff may be granted sabbatical leave each fiscal year. Application for such leave must be submitted to the Superintendent by March 1 of the year prior to the sabbatical leave taking effect. Reimbursement while on a sabbatical leave shall be 50% of the salary the individual would have received during the leave. Appropriate guarantees of return, cash bonds and guidelines for the granting of sabbatical leaves will be established by the Employee Services Department and approved by the Board of Education.

Personal Leave: Any administrator may receive a one school year leave without pay for exceptional reasons. The administrator shall submit a letter of application identifying the exceptional reasons for requesting said leave. The leave shall coincide with the school year. Approval must be granted by the Superintendent of Schools and Board of Education.

Education Advancement Leave: The Board of Education may grant any administrator up to one year's leave without pay for the purpose of continuing education and/or traveling to broaden an administrator's professional background. The Board of Education may grant approval for an additional year upon written request.

Out-of-District Administrative Leave: The Board of Education may grant any administrator up to one year's leave without pay for the purpose of being a school administrator outside the continental limits of the United States or in a recognized educator exchange program or in an overseas or domestic peace corps assignment. The Board of Education may grant approval for an additional year upon written request.

Elected Public Office Leaves: An administrator elected to any local, state or federal office, may make application to the Board for a temporary leave of absence without pay, for a period of time not to exceed the term of office to which that member has been elected and upon receipt of such application, such leave shall be granted by the Board.

Assignment Upon Return from Leave of Absence: Upon return from leave, an individual will be appointed to an administrative position providing one exists for which he/she is qualified. If such a position is not available, the individual will be assigned to an appropriate position until an administrative appointment becomes available.

Responses to Leave Requests: Response to a discretionary leave request shall be communicated to the administrator as soon as possible or within forty (40) calendar days. Verification of reason for absence may be required. In cases such as jury duty or worker's compensation where the administration receives funds from sources other than the District,

the administrator will receive pay equal to the difference between the administrator's regular compensation and the amount received from the other source.

Notice of Intent to Return from Leave: Notification of intent to return from any leave of absence described above must be submitted to the Superintendent on or before March 1 of the school year in which the leave is effective. If timely notification is not received, the individual will be assumed a voluntary resignation.

Absence with Pay: Administrators may be absent with pay for the following reasons:

1. Personal illness (including maternity) or disability.
2. Death in the immediate family.
3. Personal considerations (including four personal business days annually) or other reasons approved by the Superintendent of Schools such as but not limited to jury duty, serious illness in immediate family and personal emergency.

Income Protection. In addition to the foregoing, an administrator upon employment and after starting work is granted up to one-hundred and eighty (180) calendar days of income protection for their personal illness or disability, which exceeds five consecutive workdays in duration. The rate of pay for purposes of income protection shall be the administrator's rate of pay on the first day of illness or disability. After expiration of 180 days of income protection, the administrator will receive long-term disability payments, provided the administrator qualifies under the terms of the long-term disability insurance program. In order to qualify for the income protection under this section, the administrator agrees to provide medical documentation as directed by Employee Services and agrees to any and all independent medical exams as requested by Employee Services.

An administrator who incurs an additional unrelated personal illness or unrelated disability will requalify for up to another one-hundred and eighty (180) calendar days of income protection provided the administrator has worked at least another one-hundred and eighty (180) calendar days between periods of illness or disability.

During each period of income protection, the administrator will receive the insurance benefits provided in this handbook, subject to any employee contributions mandated pursuant to Michigan Public Act 152 of 2011.

Absence without Pay. An administrator may be absent without pay because of, but not limited to, the following reasons:

1. Childcare
2. Study and travel
3. Other reasons approved by the Superintendent of Schools or the Board of Education

Absence without pay shall only occur upon approval of the Superintendent of Schools or the Board of Education. Periods of absence without pay shall not be approved for periods of more than one year at a time. An administrator may request to extend his/her leave of absence.

Assignment Upon Return from Leave of Absence. Vacancies created by leave of absence of less than one year will be filled on a temporary basis in the manner deemed appropriate by the Superintendent of Schools. Vacancies created by absences of one year's duration or more may be filled on a permanent basis. An administrator returning from leave of absence greater than one year will be considered for the first available vacancy for which the administrator is qualified, otherwise the administrator will be considered laid-off until a vacancy exists.

SEVERANCE PROVISIONS

Severance Payment at Termination. Upon termination of employment with the School District, administrators with 10 years of employment with the Troy School District will be given \$7,500. To receive this severance payment, an administrator must voluntarily terminate employment or retire. Payment of this severance shall be in a lump sum and deposited into a 403(b) account as directed by the administrator

In lieu of the above, a retiring administrator with 10 years, 15 years or 20 or more years of actual service to the Troy School District and who is eligible for retirement benefits according to the rules of MPSERS will receive the following based upon actual years of service to Troy School District.

10-14.9 years of service to Troy School District	- \$30,000
15-19.9 years of service to Troy School District	- \$32,500
20 or more years of service to Troy School District	- \$35,000

Eligibility for the 10-, 15-, or 20-year severance payment will be premised upon receipt by the Employee Services Department of a written resignation from the individual, confirmation in writing of eligibility to retire per the MPSERS and a retirement application. Payment of this severance shall be in a lump sum and deposited into a 403(b) account as directed by the administrator.

Benefit and Compensation Proration at Termination. Should an administrator terminate employment prior to the end of the fiscal year, it is understood compensation and fringe benefits shall be prorated.

SALARY SCHEDULE

Initial placement on the salary schedule will be determined by the Board of Education at the time of hire or date of promotion, if the administrator is promoted from some other administrative position.

The Superintendent, based upon evaluation of exceptional performance, may grant an administrator movement upwards of one additional step on the applicable schedule. If the administrator is already at the maximum step of the schedule, the Superintendent may recommend and the Board may grant an additional one-time salary payment for the next school year equivalent up to the value of one step on the applicable salary schedule.

The salaries of administrators covered by this handbook are set as following:

- As of July 1, 2017, all eligible administrators shall move one salary step from the step that they were on during the 2016-2017 school year.
- As of July 1, 2018, all eligible administrators shall move one salary step from the step that they were on during the 2017-2018 school year.
- As of July 1, 2019, all eligible administrators shall move one salary step from the step that they were on during the 2018-2019 school year.

Administrative Salary Schedule – 2017-2020

Position	Range	Base	1	1.5	2	2.5	3.0	3.5	4	4.5	5	5.5	6	6.5	7
High School Principal	4	103,853	105,851	107,848	109,844	111,842	113,839	115,836	117,834	119,831	121,827	123,825	125,822	127,819	130,596
High School Assistant Principal	11	91,301	93,059	94,814	96,570	98,325	100,081	101,836	103,593	105,348	107,104	108,859	110,617	112,372	114,813
High School Associate Principal	15	93,253	95,047	96,841	98,634	100,427	102,221	104,014	105,807	107,601	109,393	111,187	112,980	114,774	117,266
Middle School Principal	7	94,298	96,111	97,924	99,738	101,552	103,365	105,179	106,992	108,804	110,619	112,432	114,245	116,059	118,579
Middle School Assistant Principal	14	87,427	89,108	90,789	92,469	94,150	95,832	97,513	99,195	100,876	102,558	104,239	105,920	107,602	109,939
Elementary Principal	10	92,048	93,819	95,588	97,358	99,129	100,898	102,669	104,439	106,210	107,979	109,750	111,521	113,290	115,751
Director, Athletics & Enrichment	15	93,253	95,047	96,841	98,634	100,427	102,221	104,014	105,807	107,601	109,393	111,187	112,980	114,774	117,266
Director, Comm & Strat Initiatives	15	93,253	95,047	96,841	98,634	100,427	102,221	104,014	105,807	107,601	109,393	111,187	112,980	114,774	117,266
Director, ELD, Fed Grants /Assess	9	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	125,332
Director, Finance	23	81,366	82,931	84,495	86,060	87,625	89,189	90,754	92,319	93,885	95,449	97,014	98,578	100,142	102,317
Director, Employee Services	9	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	125,332
Director, Maintenance & Operations	23	81,366	82,931	84,495	86,060	87,625	89,189	90,754	92,319	93,885	95,449	97,014	98,578	100,142	102,317
Director, Special Education*	9	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	125,332
Director, Stu Grth, Equity & Acctlty	9	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	125,332
Director, Technology	9	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	125,332
Supervisor, Special Education	18	90,848	92,595	94,343	96,091	97,838	99,584	101,331	103,078	104,827	106,573	108,320	110,066	111,813	114,243
Dormant Positions															
Asst. Supt.-Elementary Instruction	2	108,307	110,389	112,472	114,555	116,638	118,720	120,804	122,887	124,969	127,051	129,135	131,218	133,301	136,194
Director, Career Education Svcs	20	83,301	84,902	86,504	88,106	89,708	91,309	92,911	94,514	96,115	97,717	99,320	100,922	102,523	104,750
Director, Community Relations	32	73,045	74,449	75,855	77,259	78,664	80,068	81,472	82,878	84,283	85,688	87,092	88,496	89,901	91,854
Director, -Continuing Education	9	99,668	101,584	103,501	105,418	107,334	109,251	111,168	113,084	115,001	116,918	118,835	120,752	122,668	125,332
Director, Evaluation & Research	19	85,196	86,834	88,473	90,112	91,750	93,388	95,026	96,665	98,304	99,942	101,580	103,218	104,856	107,135
Director, Fine Arts	19	85,196	86,834	88,473	90,112	91,750	93,388	95,026	96,665	98,304	99,942	101,580	103,218	104,856	107,135
Director, Food Services*	24	64,981	66,230	67,480	68,729	69,979	71,229	72,479	73,728	74,978	76,227	77,477	78,726	79,977	81,713
Director, Media Services	14	87,427	89,108	90,789	92,469	94,150	95,832	97,513	99,195	100,876	102,558	104,239	105,920	107,602	109,939
Director, Operations	31	75,725	77,181	78,637	80,095	81,551	83,008	84,464	85,920	87,376	88,832	90,288	91,745	93,201	95,225
Manager, Human Resources	23	81,366	82,931	84,495	86,060	87,625	89,189	90,754	92,319	93,885	95,449	97,014	98,578	100,142	102,317
Supervisor, Cable	26	53,681	54,713	55,746	56,778	57,810	58,842	59,875	60,908	61,939	62,972	64,004	65,037	66,068	67,504
Supervisor, Custodial Services	28	56,833	57,926	59,020	60,113	61,206	62,298	63,392	64,485	65,577	66,671	67,763	68,856	69,950	71,469
Supervisor, Information Services	25	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	85,267
Supervisor, Purchasing & Budget	25	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	85,267
Supervisor, Transportation	25	67,806	69,111	70,415	71,718	73,023	74,326	75,630	76,934	78,238	79,542	80,845	82,150	83,454	85,267

* Position currently being held by contract Administrator

52-WEEK ADMINISTRATOR CALENDAR – 2017/2018 SCHOOL YEAR

JULY 2017						
S	M	T	W	T	F	S
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	FH	FH	H	30
31						

220 - 222 Day Work Year
12 Holidays
28 Vacation Days

Director, Student Growth, Equity & Acct
 High School Principals

223 - 225 Day Work Year
12 Holidays
25 Vacation Days

Director, Athletics/CTE/Enrichment
 Director, Communications & Strat Planning
 Director, ELD/Federal Grants
 Director, Employee Services
 Director, Finance
 Director, Maint & Oper
 Director, Special Education
 Director, Technology
 Supervisor, Information Services
 Supervisor, Special Education
 Supervisor, Transportation

JULY – 20 Work Days
 7/4 - Holiday

AUGUST – 23 Work Days

SEPTEMBER – 20 Work Days
 9/4 Holiday

OCTOBER – 22 Work Days

NOVEMBER – 20 Work Days
 11/23 11/24 - Holidays

DECEMBER – 16 Work Days
 12/27, 12/28 – Floating Holidays
 12/25, 12/26, 12/29 - Holidays

JANUARY – 22 Work Days
 1/1 – Holiday

FEBRUARY – 20 Work Days

MARCH – 21 Work Days
 3/30 - Holiday

APRIL – 21 Work Days

MAY – 22 Work Days
 5/28 - Holiday

JUNE – 21 Work Days

JANUARY 2018						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	H	31

APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

***All vacation days MUST BE reported on AESOP.**

49-WEEK ADMINISTRATOR CALENDAR – 2017/2018 SCHOOL YEAR

JULY 2017						
S	M	T	W	T	F	S
						1
2	NW	NW	NW	NW	NW	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					NW	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	NW	H	H	23
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	FH	FH	H	30
31						

JANUARY 2018						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	H	31

APRIL 2018						
S	M	T	W	T	F	S
1	NW	NW	NW	NW	NW	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	NW	NW	NW	30

**245-Day Work Year
224 Work Days,
11 Holidays
10 Vacation Days
IAE Assoc Principal**

JULY – 16 Work Days

AUGUST – 23 Work Days

SEPTEMBER – 19 Work Days

9/1 – Non Work Day
9/4 Holiday

OCTOBER – 22 Work Days

NOVEMBER – 19 Work Days

11/22 – Non Work Day
11/23- 11/24 - Holidays

DECEMBER – 16 Work Days

12/27, 12/28 – Floating Holidays
12/25, 12/26, 12/29 - Holidays

JANUARY – 22 Work Days

1/1 – Holiday

FEBRUARY – 20 Work Days

MARCH – 21 Work Days

3/30-Holiday

APRIL – 16 Work Days

4/2 – 4/6 - Non-work Days

MAY – 22 Work Days

5/28 - Holiday

JUNE – 18 Work Days

***All vacation days MUST
BE reported on AESOP.**

46-WEEK ADMINISTRATOR CALENDAR – 2017/2018 SCHOOL YEAR

JULY 2017						
S	M	T	W	T	F	S
						1
2	NW	NW	NW	NW	NW	8
9	NW	NW	NW	NW	NW	15
16	NW	NW	NW	NW	NW	22
23	NW	NW	NW	NW	NW	29
30	NW					

AUGUST 2017						
S	M	T	W	T	F	S
		NW	NW	NW	NW	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	30		

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	H	H	FH	FH	H	30
31						

**230-Day Work Year
209 Work Days,
11 Holidays
10 Vacation Days**

**MS and Elem School Principals
MS and HS Assistant Principals**

JULY – 0 Work Days

AUGUST – 19 Work Days

**SEPTEMBER – 20 Work Days
9/4 Holiday**

OCTOBER – 22 Work Days

**NOVEMBER – 20 Work Days
11/23 11/24 - Holidays**

**DECEMBER – 16 Work Days
12/27, 12/28 – Floating Holidays
12/25, 12/26, 12/29 - Holidays**

**JANUARY – 22 Work Days
1/1 – Holiday**

FEBRUARY – 20 Work Days

**MARCH – 21 Work Days
3/30 – Holiday**

**APRIL – 16 Work Days
4/2 – 4/6 - Non-work Days**

**MAY – 22 Work Days
5/28 - Holiday**

JUNE – 21 Work Days

JANUARY 2018						
S	M	T	W	T	F	S
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	H	31

APRIL 2018						
S	M	T	W	T	F	S
1	NW	NW	NW	NW	NW	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

***All vacation days MUST
BE reported on AESOP.**

