

ADMINISTRATIVE HANDBOOK

TROY SCHOOL DISTRICT

4400 Livernois

Troy, Michigan 48098

JULY 1, 2021 – JUNE 30, 2026

**TROY SCHOOL DISTRICT
TROY, MICHIGAN
ADMINISTRATIVE HANDBOOK
EFFECTIVE JULY 1, 2021 - JUNE 30, 2026**

TABLE OF CONTENTS

Education Standards	1
Administrative Contracts	2
Administrative Layoff/Recall Procedures.....	3
Transfers.....	4
Calendar Provisions	4
Insurance and Compensation Provisions.....	5
Annuities	8
Longevity.....	8
Professional Growth Reimbursement.....	9
General Leave Provisions	9
Severance Provisions.....	12
Administrative Salary Schedule.....	13-18
Troy School District Organizational Chart	19
Administrative Calendars	20-22

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
H.S. Principal	Master's	20	Secondary	3/Secondary
H.S. Asst. Principal	Master's	20	Secondary	3/Secondary
M.S. Principal	Master's	20	Sec/Elem	3/Secondary
M.S. Asst. Principal	Master's	20	Sec/Elem	3/Secondary
Elem. Principal	Master's	20	Elementary	3/Elementary
Athletic Director	Master's	30	Secondary	3/Secondary
Continuing Education Director	Master's	30	Secondary	3/Secondary
Spec Ed Director	Master's	*30	Elem or Sec	3/Sec or Elem
Spec Ed Supervisor	Master's	*30	Elem or Sec	3/Sec or Elem

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	16. House, Daniel	09/09/14
2. Curth, Melissa	05/20/03	17. Cottone, Michael	06/07/16
3. Roncone, Remo	12/05/05	18. Zawislak, Brian	08/24/16
4. Duda, Joseph	12/08/06	19. Recker, David	07/01/17
5. Dixon, Lara	07/19/07	20. Erin Detmer	7/31/17
6. Canfield, Brian	06/04/08	21. Michelle Barsh	6/19/18
7. Whan, Jeremy	07/07/10	22. Cassandra Conaton	6/19/18
8. Zender, Stephanie	06/20/11	23. Kristy Pierce	6/19/18
9. Morse, Anthony	07/07/11	24. Christian Mueller	7/1/18
10. Jansen, Matt	07/12/11	25. Shari Pawlus	7/1/18
11. DiPonio, Tammy	06/11/12	26. Kimberly Vergauwen	11/15/18
12. Cross, Jonathan	07/18/12	27. Kristin Meldrum	7/1/19
13. Brasington, Joyce	07/13/13	28. Michel Munaco	7/1/19
14. Brinks, Ryan	07/25/13	29. Stephan Henning	8/12/20
15. Morey, Melanie	06/10/14	30. Patrick Griffin	9/21/21

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
Principal, IA East	46	209	10	11	30-32
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, Teaching & Learning	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
Assistant Principal, IA East	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
Director, College & Career Readiness	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 be available to perform their duties as assigned on days when the District has unscheduled closings. Administrative attendance on snow days or other inclement weather days is at the discretion of the administrator. When such days occur and travel to and from the site may not be possible, the administrator may opt to work remotely. There are unique administrative positions or tasks that may require the administrator to report to work. Individuals will report when a position has a job responsibility or task that cannot be performed remotely. In such absence, the administrator will not suffer a reduction in salary, nor will a day be charged to the administrator's leave bank. If an administrator is unable to report or perform their administrative duties during a closure, 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.

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 iSolve Benefit Services.

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 as a percentage of each administrator's actual salary step as follows:

Effective July 1, 2021	3%
Effective July 1, 2022	4%
Effective July 1, 2024	5%
Effective July 1, 2025	6%

The Board-paid annuity is remuneration for services performed and will be reported as compensation to MPSERS. 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.

Retiree R-HRA. Beginning on July 1, 2021, administrators who are not vested with over 9 years of service to the District or within four years of retirement eligibility with the Michigan Office of Retirement Services under the above "Severance Payment at Termination," will have their severance benefits prefunded by the Board through a Retiree Health Reimbursement Account ("R-HRA") administered by Arthur J. Gallagher Benefit Services.

The Board will establish individual R-HRA accounts in the names of eligible administrators in January 2022 with an initial deposit of \$750 per year for accrued district service of each respective administrator. Thereafter, administrators will receive annually a District funded R-HRA contribution of \$1,200. The first half of the R-HRA payment shall be made in the month of January, with the second half of the payment made in the month of May.

All administrators participating in the R-HRA pre-funded severance benefit are ineligible for any type of lump sum payments upon retirement or resignation.

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, 2021, all eligible administrators shall move one salary step from the step that they were on during the 2020-21 school year. As of July 1, 2021, a step 7.5 will be added to the salary schedule resulting in a 2% increase as reflected in the “Administrative Salary Schedule” chart below.
- As of July 1, 2022, all eligible administrators shall move one salary step from the step that they were on during the 2021-2022 school year.
- As of July 1, 2023, all eligible administrators shall move one salary step from the step that they were on during the 2022-2023 school year. As of July 1, 2023, a step 8 will be added to the salary schedule resulting in a 2% increase as reflected in the “Administrative Salary Schedule” chart below.
- As of July 1, 2024, all eligible administrators shall move one salary step from the step that they were on during the 2023-2024 school year.
- As of July 1, 2025, all eligible administrators shall move one salary step from the step that they were on during the 2024-2025 school year.

The District may revisit compensation issues or a potential extension of this Handbook upon mutual agreement at the conclusion of the 2023-24 school year based upon marked factors.

Administrator Salary Grid 2021-2022

Position	Range	Base	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5
High School Principal	4	106,969	109,027	111,083	113,139	115,197	117,254	119,311	121,369	123,426	125,482	127,540	129,597	131,654	134,514	137,204
High School Assistant Principal	11	94,040	95,851	97,658	99,467	101,275	103,083	104,891	106,701	108,508	110,317	112,125	113,936	115,743	118,257	120,623
IA East Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579
IA East Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502
Middle School Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579
Middle School Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502
Elementary Principal	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608
Director, Athletics & Enrichment	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Comm & Strat Initiatives	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, ELD, Fed Grants /Assess	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Finance	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Employee Services	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Maintenance & Operations	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Special Education*	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Teaching & Learning	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Technology	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Supervisor, Special Education	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608

Administrator Salary Grid 2022-2023

Position	Range	Base	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5
High School Principal	4	106,969	109,027	111,083	113,139	115,197	117,254	119,311	121,369	123,426	125,482	127,540	129,597	131,654	134,514	137,204
High School Assistant Principal	11	94,040	95,851	97,658	99,467	101,275	103,083	104,891	106,701	108,508	110,317	112,125	113,936	115,743	118,257	120,623
IA East Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579
IA East Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502
Middle School Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579
Middle School Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502
Elementary Principal	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608
Director, Athletics & Enrichment	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Comm & Strat Initiatives	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, ELD, Fed Grants /Assess	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Finance	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Employee Services	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Maintenance & Operations	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Special Education*	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Teaching & Learning	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Director, Technology	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674
Supervisor, Special Education	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608

Administrator Salary Grid 2023-2024

Position	Range	Base	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
High School Principal	4	106,969	109,027	111,083	113,139	115,197	117,254	119,311	121,369	123,426	125,482	127,540	129,597	131,654	134,514	137,204	139,948
High School Assistant Principal	11	94,040	95,851	97,658	99,467	101,275	103,083	104,891	106,701	108,508	110,317	112,125	113,936	115,743	118,257	120,623	123,035
IA East Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579	127,071
IA East Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502	117,812
Middle School Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579	127,071
Middle School Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502	117,812
Elementary Principal	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608	124,040
Director, Athletics & Enrichment	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Comm & Strat Initiatives	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, ELD, Fed Grants /Assess	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Finance	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Employee Services	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Maintenance & Operations	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Special Education*	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Teaching & Learning	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Technology	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Supervisor, Special Education	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608	124,040

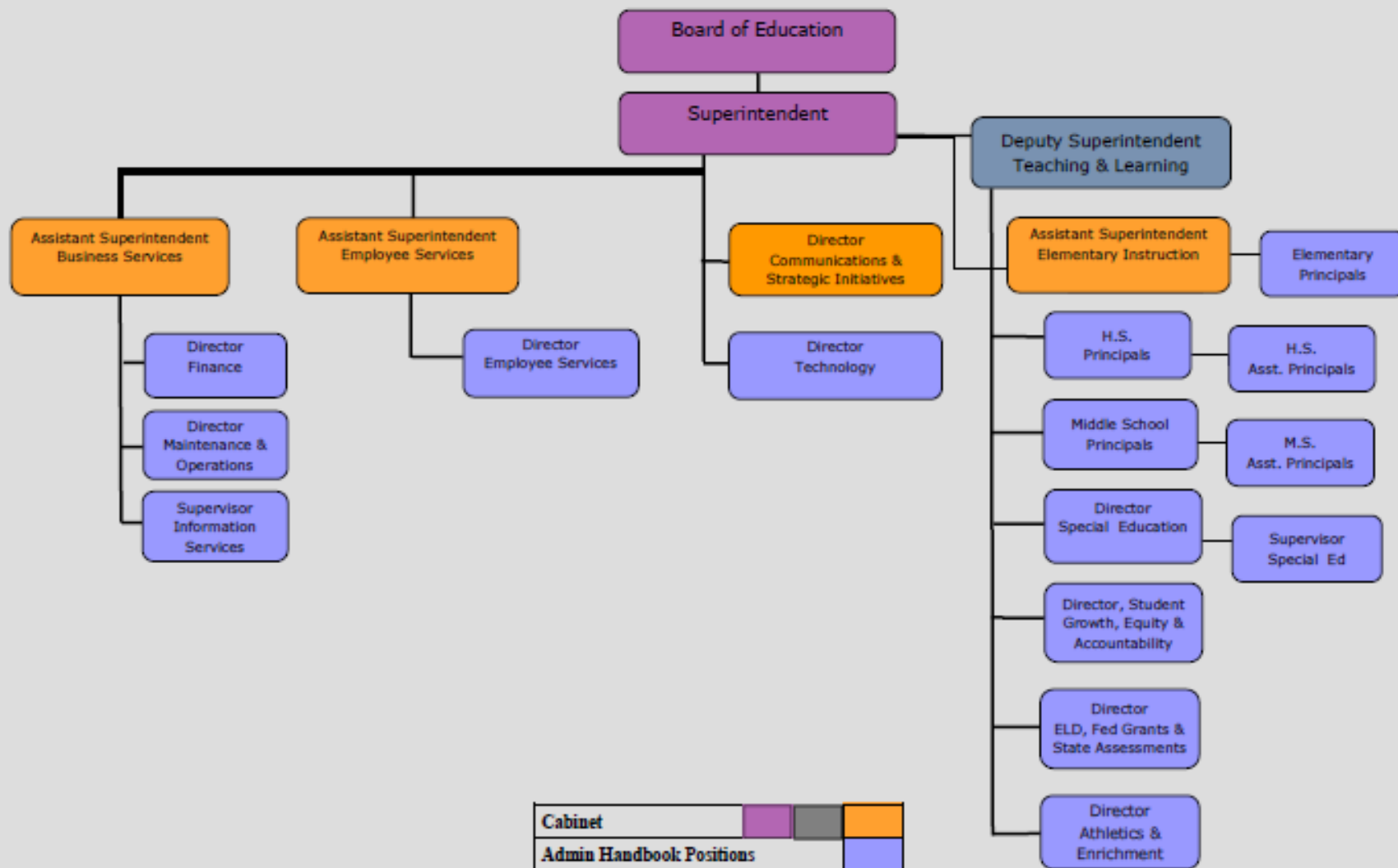
Administrator Salary Grid 2024-2025

Position	Range	Base	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
High School Principal	4	106,969	109,027	111,083	113,139	115,197	117,254	119,311	121,369	123,426	125,482	127,540	129,597	131,654	134,514	137,204	139,948
High School Assistant Principal	11	94,040	95,851	97,658	99,467	101,275	103,083	104,891	106,701	108,508	110,317	112,125	113,936	115,743	118,257	120,623	123,035
IA East Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579	127,071
IA East Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502	117,812
Middle School Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579	127,071
Middle School Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502	117,812
Elementary Principal	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608	124,040
Director, Athletics & Enrichment	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Comm & Strat Initiatives	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, ELD, Fed Grants /Assess	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Finance	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Employee Services	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Maintenance & Operations	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Special Education*	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Teaching & Learning	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Technology	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Supervisor, Special Education	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608	124,040

Administrator Salary Grid 2025-2026

Position	Range	Base	1	1.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8
High School Principal	4	106,969	109,027	111,083	113,139	115,197	117,254	119,311	121,369	123,426	125,482	127,540	129,597	131,654	134,514	137,204	139,948
High School Assistant Principal	11	94,040	95,851	97,658	99,467	101,275	103,083	104,891	106,701	108,508	110,317	112,125	113,936	115,743	118,257	120,623	123,035
IA East Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579	127,071
IA East Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502	117,812
Middle School Principal	7	97,127	98,994	100,862	102,730	104,599	106,466	108,334	110,202	112,068	113,938	115,805	117,672	119,541	122,136	124,579	127,071
Middle School Assistant Principal	14	90,050	91,781	93,513	95,243	96,975	98,707	100,438	102,171	103,902	105,635	107,366	109,098	110,830	113,237	115,502	117,812
Elementary Principal	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608	124,040
Director, Athletics & Enrichment	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Comm & Strat Initiatives	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, ELD, Fed Grants /Assess	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Finance	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Employee Services	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Maintenance & Operations	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Special Education*	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Teaching & Learning	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Director, Technology	9	102,658	104,632	106,606	108,581	110,554	112,529	114,503	116,477	118,451	120,426	122,400	124,375	126,348	129,092	131,674	134,307
Supervisor, Special Education	10	94,809	96,634	98,456	100,279	102,103	103,925	105,749	107,572	109,396	111,218	113,043	114,867	116,689	119,224	121,608	124,040

ORGANIZATIONAL CHART



46 Week Administrator Calendar

2022-2023

July 2022				
M	T	W	TH	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August 2022				
M	T	W	TH	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September 2022				
M	T	W	TH	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October 2022				
M	T	W	TH	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November 2022				
M	T	W	TH	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December 2022				
M	T	W	TH	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January 2023				
M	T	W	TH	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February 2023				
M	T	W	TH	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March 2023				
M	T	W	TH	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April 2023				
M	T	W	TH	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May 2023				
M	T	W	TH	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June 2023				
M	T	W	TH	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

230-Day Work Year

209 Work Days

11 Holidays

10 Vacation Days

MS and Elem School Principals

MS and HS Assistant Principals

IAE Principal

IAE Assistant Principal

Non Work Days

Holiday

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

52 Week Administrator Calendar											
2022-2023											
July 2022									January 2023		
M	T	W	TH	FRI					M	T	FRI
				1					2	3	6
4	5	6	7	8					9	10	13
11	12	13	14	15					16	17	20
18	19	20	21	22					23	24	27
25	26	27	28	29					30	31	
				20							21
August 2022									February 2023		
M	T	W	TH	FRI					M	T	FRI
1	2	3	4	5							3
8	9	10	11	12					6	7	10
15	16	17	18	19					13	14	17
22	23	24	25	26					20	21	24
29	30	31							27	28	
				23							20
September 2022									March 2023		
M	T	W	TH	FRI					M	T	FRI
			1	2							3
5	6	7	8	9					6	7	10
12	13	14	15	16					13	14	17
19	20	21	22	23					20	21	24
26	27	28	29	30					27	28	31
				21							23
October 2022									April 2023		
M	T	W	TH	FRI					M	T	FRI
3	4	5	6	7					3	4	7
10	11	12	13	14					10	11	14
17	18	19	20	21					17	18	21
24	25	26	27	28					24	25	28
31											
				21							19
November 2022									May 2023		
M	T	W	TH	FRI					M	T	FRI
	1	2	3	4					1	2	5
7	8	9	10	11					8	9	12
14	15	16	17	18					15	16	19
21	22	23	24	25					22	23	26
28	29	30							29	30	31
				20							22
December 2022									June 2023		
M	T	W	TH	FRI					M	T	FRI
			1	2							2
5	6	7	8	9					5	6	9
12	13	14	15	16					12	13	16
19	20	21	22	23					19	20	23
26	27	28	29	30					26	27	30
				17							22
<div><div>220 - 222 Day Work Year</div><div>12 Holidays</div><div>28 Vacation Days</div></div> <div>High School Principals</div> <div>Director, Athletics/CTE/Enrichment</div> <div>Dir, College & Career Readiness., TCCHS Admin.</div> <div>Director, Communications & Strat Planning</div> <div>Director, Early Childhood</div> <div>Director, ELD/Federal Grants</div> <div>Director, Employee Services</div> <div>Director, Finance</div> <div>Director, Maint. & Oper.</div> <div>Director, Special Education</div> <div>Director, Teaching and Learning</div> <div>Director, Technology</div> <div>223 - 225 Day Work Year</div> <div>12 Holidays</div> <div>25 Vacation Days</div> <div>Supervisor, Special Education</div> <div>Holiday</div> <div>*All vacation days MUST BE reported on AESOP.</div>											

