



SUPPORT STAFF AND PAY SCALES 2019

Jac-Cen-Del Community School Corporation
and
Jac-Cen-Del Education Support Staff

TABLE OF CONTENTS FOR SUPPORT STAFF

Authorized Staff	2
Authorization and Hours	2
Timekeeping.....	2
Work Day.....	2
Expense Reimbursement	2-3
Substitutes.....	3
Probationary Period.....	3
Reirement.....	3
Public Employment Retirement Funds	3
Social Security.....	4
Family Leaves of Absence	4
Workman’s Compensation	4
Liability Insurance.....	4
Tax Deferred Annuities.....	4
Paid Holidays.....	6
Paid Vacations	6
Vacation Scheduling.....	6
Medical Insurance	5
Life Insurance.....	6
Supplemental Insurance.....	6
Termination	6
Bereavement	7
Sick Leave.....	7
Personal Leave	7
Severance	7
Pregnancy	8
Other Leaves.....	8
Jury Duty	8
Compensation for Extra Duties.....	8
Overtime.....	8
Student Employees	8
Employee Salary Tables and Benefit Charts.....	9-13

AUTHORIZED STAFF INCLUDED IN THIS BOOK

- Bus Drivers
- Office Personnel
- Maintenance and Custodial Staff
- Instructional Aides
- Food Service Workers
- Pre-School Aides
- Latch Key Workers
- Music Accompanist
- Student Employees
- Required Degreed Specialists:
 - Child Advocates
 - School Nurse
 - School Resource Officer

AUTHORIZATION AND HOURS

All hours, number of days worked per year, and rate of pay must be authorized by the School Board. This authorization must be recorded in the minutes of a board meeting. Approval of this compensation packet constitutes that authorization. Board authorized staff and pay scales are considered as maximums. Administrators may not assign more than the number of people authorized by the Board nor may they change the rate of pay. The Superintendent has the authority to approve additional hours.

Board authorization is evidenced by payroll information sheets prepared for each employee. A copy of this sheet is given to each employee and to his or her supervisor. It is the responsibility of supervisors to monitor days and hours. Each employee should check the computation of the payroll information sheets for accuracy.

All overtime work shall be approved by the supervisor before it occurs unless there is an emergency. All time and overtime work will be documented and on file with the supervisor.

Employees must use available sick days, personnel business days, or vacation days or time before requesting absence with loss of pay.

TIMEKEEPING

All support personnel must record their hours worked either by time clock and/or time sheets furnished by the Central Office.

WORK DAY

Wages are earned and will be paid only for days worked, authorized leave days, authorized holidays, or paid vacations. (See chart on pages 9-15)

EXPENSE REIMBURSEMENT

All expenses reimbursed by the school corporation must be authorized and approved prior to attendance. Conference requests must be on the form provided by the Central Office and approved by the Superintendent.

Claims for reimbursement of expenses incurred attending an approved conference must be on the form provided by the Central Office. Reimbursable expenses are necessary meals, and travel ONLY if the school van is unavailable.

EXPENSE REIMBURSEMENT CONTINUED

Employees who, as part of their regular duties, are required to use their personal vehicle for school business may be reimbursed for mileage up to allotted annual limit. Said employees must keep a record on a regular mileage form, file said form with the Corporation Treasurer/Deputy Treasurer for payment at the rate set by the School Board, and have prior approval from their supervisor.

SUBSTITUTES

Supervisors will decide whether or not to call in substitutes. Substitutes will be paid \$11.50 an hour.

PROBATIONARY PERIOD

Hourly employees that are hired new to Jac-Cen-Del Community School Corporation will be on a probationary period for thirty (30) **working** days from date of hire.

Probationary pay will be 10% less than the established full rate unless specified differently by their supervisor and approved by the school board. Probationary personnel shall be evaluated at the end of the 30 working day probationary period and recommended for full employment status, termination, or extension of the probationary period.

If approved for hire, the employee's rate of pay will go to full rate. The number of paid days off the individual will be eligible for will be computed from the date of hire. Their hire date will be recorded as the start of their probationary period.

Medical, health and dental benefits shall be effective on the first billing date after the date of board approved hire (if hired on the first, effective date is the date of hire) as long as the application form is received within 31 days of the effective date of the coverage.

During a probationary period, employees will NOT receive:

- Paid time off (this includes holidays, sick, vacation, personal, bereavement, etc.)
- PERF benefits.

The Superintendent will review extenuating circumstances.

RETIREMENT

Employees meeting retirement guidelines, have the right to continue in the medical and life insurance plans at the employees' expense, if retiring prior to being eligible for Medicare or Medicaid coverage. Dental and vision coverage cannot be continued

PUBLIC EMPLOYEES RETIREMENT FUND (PERF)

Full time support personnel will participate in the Public Employees Retirement Fund. The program operates under the following conditions:

- An employee must work 730 hours or more per calendar year to be eligible.
- All full time employees will be enrolled in PERF from the date of hire.
- The school corporation will pay the employer and employee shares.
- Members retiring must have ten (10) years of service at 65 or 15 years of service at age 50 to draw monthly benefits.
- A member can receive all of his/her own contributions, plus interest, if he/she withdraws before retirement.
- Retirement benefits are based on years of service and the total amount contributed to the fund by both the employee and the employer.

SOCIAL SECURITY

The contributions to social security are withheld and sent directly to the Social Security Fund.

If you have income from another school corporation in Indiana from whom social security tax has been withheld during a calendar year, this deduction is counted and your deductions discontinued when the amount required has been withheld. Deductions from sources other than Indiana schools beyond that required are not refunded but may be used as a credit on your federal income tax at the end of the year.

The Jac-Cen-Del Community School Corporation is required to contribute to the Social Security Fund the amount prescribed by the Internal Revenue Service.

FAMILY LEAVES OF ABSENCE

In accord with Federal law, the School Board shall provide up to twelve (12) work weeks of unpaid leave to all staff members working 1,250 hours or more during the ensuing twelve (12) month period commencing with the first day of qualifying leave for one of the following reasons (As per policy #4430.01).

- The birth or care of a child.
- The adoption or foster care of a child.
- The care of a spouse, son, daughter, or parent if such individual has a serious health condition.
- A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.).

When exercising FMLA benefits:

- You will be required to use your available paid sick, vacation, and personal days during your FMLA absence. This means that you will receive your paid leave the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.
- Employees will be required to pay their portion of their health, dental, and vision premiums directly to the corporate office once a month during the duration of their leave.
- Employees will not earn paid time off during their FMLA leave and future paid days off will be pro-rated.
- Holidays will not be paid during an FMLA absence unless accrued paid time is being used and you work the day before and the day after the holiday.

WORKMEN'S COMPENSATION

Workman's Compensation insurance is provided for all employees for injury incurred on the job. Any on-the-job injury, regardless of how minor it might seem at the time, must be reported within twenty-four hours to your supervisor.

LIABILITY INSURANCE

This insurance is provided by the school corporation for the protection of all employees and volunteers while performing duties for the school corporation.

TAX DEFERRED ANNUITIES

Several years ago Congress provided that school employees might choose to designate a part of their salary to be set aside by their employer and paid directly to a company which provided a deferred or tax sheltered annuity. The purpose of a tax-deferred annuity is to defer that portion set aside from being included in current income subject to income tax. The holder of the contract would pay this money at retirement when his annual income would presumably be less. It is a legal way to defer paying income taxes on current earnings.

Jac-Cen-Del Community School Corporation will withhold the amount and pay directly to the company the amount authorized by you. The Corporation will pay no part of the contributions. Annuity withholdings are a three-way agreement with the employee, the employer, and the annuity company and must be written as such. Changes can be made only by consent of three parties. The Corporation makes no recommendation or endorsement of companies providing tax-deferred annuities.

- Changes in withholdings can be made if the corporation is notified in writing.

PAID HOLIDAYS

Paid holidays are granted to **260 days a year** support personnel. Temporary and substitute personnel will not be paid holiday pay.

The eight paid holidays are:

1. Fourth of July
2. Labor Day
3. Thanksgiving Day
4. Day after Thanksgiving
5. Day before Christmas
6. Christmas Day
7. New Year's Day
8. Memorial Day

Total days in the year	365
Less Saturdays and Sundays	104
Weekdays available	261
Less paid holidays	<u>8</u>
New work days for 12 month employees	<u>253</u>

Note:

Generally, holidays falling on Saturday will be celebrated on Friday and holidays falling on Sunday will be celebrated on Monday. The administrator/supervisor may change this Saturday/Sunday procedure as necessary. As a rule, holidays will not be scheduled as work days, however, the administrator/supervisor reserves the right to assign personnel to work during holidays, and times of shut down due to unforeseen circumstances, such as emergencies, scheduled activities, etc.

PAID VACATION

Paid vacation is available 260 day support personnel only.

Eligible hourly personnel shall receive:

After 1 year of service	10 days
Six years	11 days
Seven years	12 days
Eight years	13 days
Nine years	14 days
Ten years	15 days (maximum)

A year of service shall be granted each January 1 of employment. An employee hired before July 1 shall receive credit for a full year of service on the following January 1. An employee hired after July 1 to September 1 will receive 5 vacation days as of January 1.

Note: Vacation leave will be equal to the number of hours normally worked per week.

VACATION SCHEDULING

The employee shall schedule vacations with his immediate supervisor who will give a written record to the Superintendent.

Termination of service either voluntary or involuntary cancels all right to vacation.

MEDICAL, DENTAL, AND VISION INSURANCE

Employees are eligible for medical, dental and life insurance as stated in those sections only if they are a full time employee as defined by The Affordable Care Act (ACA). Medical, dental, and vision benefits shall be effective on the first billing date after the date of hire (if hired on the first, effective date is the date of hire) as long as the application form is received within 31 days of the effective date of the coverage.

If an employee is enrolled in insurance benefits they will have deductions withdrawn from any checks they receive with a large enough net pay to do so. This includes summer employment checks.

LIFE INSURANCE

Term life insurance and accidental death and dismemberment are provided by Jac-Cen-Del Community School Corporation in the face amount indicated on the benefit chart until such time as the contract with the subject carrier reduces such benefit amount according to the carrier's "Reduction Formulas". At that time the employee's life benefit amount provided by the school corporation will be reduced by the amount provided with such reduction schedules.

SUPPLEMENTAL INSURANCE

Employees are offered the opportunity to sign up for a variety of different supplemental insurance plans through our Third Party Administrator. All policies will be deducted through payroll at full cost to the employee.

TERMINATION

Termination of service, voluntary or involuntary, cancels all rights to insurance programs being paid for by the corporation. COBRA benefits are available as per the Health Insurance Portability Act of 1996.

BEREAVEMENT LEAVE

1. In the event of a death in the immediate family of an employee, such employee shall be granted a leave of absence without loss of compensation for a period of not more than five (5) work days for the purpose of making funeral arrangements, attending the funeral or visitation and for attending to your duties if you are the executor or personal representative of the decedent's estate. "Immediate family" as defined in this section shall include spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, or other person in the employee's household at the time of death and with whom and with who said employee stands in the relation "in loco parentis."
2. In the event of death of a grandparent an employee shall be granted a leave of absence without loss of compensation for a period of not more than three (3) work days for the purpose of making funeral arrangements, attending the funeral or visitation and for attending to your duties if you are the executor or personal representative of the decedent's estate.
3. In the event of death of brother-in-law or sister-in-law an employee shall be granted a leave of absence without loss of compensation for a period of not more than two (2) work days for the purpose of making funeral arrangements, attending the funeral or visitation, and for attending to your duties if you are the executor or personal representative of the decedent's estate.
4. In the event of death of an uncle, aunt, first cousin, niece, and nephew, an employee shall be granted a leave of absence without loss of compensation for a period of not more than one (1) work day of for the purpose of attending the funeral or visitation.

SICK LEAVE

Support staff employees will receive a leave of absence, without loss of compensation due to personal illness or quarantine of the employee, for a number of days annually as listed on the appropriate employee chart. Any unused days shall accumulate year-to-year to a total which is also listed on the employee charts.

An employee is permitted to use up to three (3) days of sick leave for family illness. These days can be used in one-half (1/2) increments. "Family" is defined as spouse, child, mother, father, or persons domiciled within the household or persons for whom the employee is the primary caregiver. A male may utilize two (2) days of available leave within one (1) day of his child's birth and the day the child/mother is released from the hospital. Sick days may be used in one-half (1/2) day increments.

PERSONAL LEAVE

Support employees will receive leave of absence without loss of compensation for the transaction of personal business and/or conduct of personal or civic affairs during each year of the employee's employment with the Corporation. The annual number of personal business days are listed on the employee charts. At the end of the year, any unused personal days will transfer to the sick day balance. When requesting personal leave, the employee need only state that such use is for personal business or civic affairs. Personal leave days may be used in one-half (1/2) day increments. Any personal days not used during period will be forfeited.

SEVERANCE

Non-certified staff members, who sever their active service with the school corporation after attaining the age of fifty-five (55) years, shall be granted severance pay for their accrued but unused sick leave days, subject to the following conditions:

1. The employee must have fifteen (15) or more years of continuous service with the school corporation prior to severing employment.
2. Said severance pay shall be at the rate of thirty-five dollars (\$35) per day for each day of accumulated sick leave.
3. Said severance pay shall be paid within thirty (30) days of the employee's last work day.

PREGNANCY LEAVE

Disabilities caused or contributed to by pregnancy, miscarriage, legal abortion, childbirth and recovery therefrom shall be treated as temporary disabilities for all job-related purposes. Accumulated sick leave shall be available during periods of such disability when the employee is unable to work due to her pregnant condition. The employee's attending physician must certify that her pregnancy prevents her from working for a specified length of time, if the employee is to be eligible for sick leave benefits. Disability leave beyond any accumulated sick leave shall be available, without pay, consistent with State Law, for such reasonable further period of time as an employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendance thereto.

OTHER LEAVES

Leaves of absence, without pay, for reason of ill health, adoption, education, work exchange program, military service, elected office duty, or other justifiable reason may be granted by the Board on recommendation of the Superintendent.

JURY DUTY

In the event an employee is summoned to jury service or is subpoenaed to a witness in court or serve on jury, such employee shall receive his/her regular compensation during the time away from work, minus per diem rate.

1. When employee receives a check from the courts, that check will need to be seen at the Central Office and the amount will be deducted from employees pay or they can endorse the check over to Jac-Cen-Del.
2. Employees are expected to report to work before and after said duty.

COMPENSATION FOR EXTRA DUTIES

The Jac-Cen-Del Community School Corporation Board of Trustees recognizes and is willing to provide compensation to support staff employees who are willing to perform extra duties that would be in the best interest of the school corporation. These extra duties must be performed beyond the normal working day.

In order to qualify for this compensation, the Superintendent must approve the program and make recommendation to the School Board for their approval.

OVERTIME

Employees covered by the Fair Labor Standards Act (FLSA) will receive overtime pay for actual hours worked in excess of 40 in a workweek at a rate of one and one-half times their regular rates of pay. The FLSA does not require overtime pay for over 40 hours worked work on Saturdays, Sundays, or holidays, or weeks when other paid days (sick, vacation, personal, etc.) are used.

STUDENT EMPLOYEES

Students of Jac-Cen-Del may be employed at a rate of \$7.50 per hour. A \$.50 per hour increase will be granted for each year of experience over the amount received the previous year.

College students who qualify for the summer work study program may be employed at a minimum rate of \$10.00 per hour. A \$.50 per hour increase will be granted for each year of experience. College students who do not qualify for the work study program will be paid at a rate of \$7.50 per hour plus an increase of \$.50 per hour for each year of experience.

Student/employees will not be eligible for benefits

OFFICE PERSONNEL

Hourly Employees	Hours Day	Annual Days	Rate Per Hour	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.
				Sick and Personnel Days Added 8/1 of Each Year					
Secretary Principal • 1+ years • 0 year	7.5	205	\$18.45	6	90	2	\$250	Yes	\$37,000
	7.5	205	\$17.45	6	90	2	\$250		
Secretary Guidance • 1+ years • 0 year	7.5	205	\$18.45	6	90	2	\$200	Yes	\$37,000
	7.5	205	\$17.45	6	90	2	\$200		
Secretary AD/Attendance • 1+ years • 0 year	7.5	205	\$18.45	6	90	2	\$200	Yes	\$37,000
	7.5	205	\$17.45	6	90	2	\$200		
Elementary Receptionist • 1+ years • 0 year	7.5	205	\$18.45	6	90	2	\$200	Yes	\$37,000
	7.5	205	\$17.45	6	90	2	\$200		

- If employee is considered full-time corporation benefits for medical insurance premiums:
 - Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
 - Employee Only HSA Plan #2 - \$5,076 annually
 - Employee/Spouse, Employee/Children and Family -\$3,300 annually

HOURLY EMPLOYEES

Hourly Employees	Hours Day	Annual Days	Rate	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
Latch Key Workers	As Needed	N/A	\$50 Per Night	N/A	N/A	N/A	N/A	N/A	N/A	N/A
After School Detention	3-4	N/A	\$20.00 Per Hour	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Saturday School	3	N/A	\$25.00 Per Hour	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Remediation / Tutoring	4	N/A	\$35.00 Per Hour	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- Stipend for Latch Key Coordinator \$1,400 - ½ Paid in May and ½ Paid in December

SPECIALIST

Hourly Employees	Annual Days	Annual Salary	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical & Dental
			Sick and Personnel Days Added 8/1 of Each Year						
Student Advocate	185	\$35,000	6	90	3	\$200	Yes	\$34,000	As Per Teacher Master Contract
School Nurse	185	\$35,000	6	90	3	\$200	Yes	\$34,000	
Resource Officer	185	\$45,100	6	90	3	\$200	Yes	\$34,000	

- Stipend or RTI Coordinator \$2,100 (added to teacher contract)
- Substitute pay for specialist to be paid at certified substitute rate

INSTRUCTIONAL / PRESCHOOL AIDES

Hourly Employees	Hours Day	Annual Days	Rate Per Hour	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
				Sick and Personnel Days Added 8/1 of Each Year						
Instructional Aides •Highly qualified 1+ years •Highly qualified 0 year	6-8	183	\$14.80	5	90	2	N/A	Yes	\$34,000	See Below
	6-8	183	\$13.80	5	90	2	N/A	Yes	\$34,000	
Nurses Assistant	3	183	\$15.75	N/A	N/A	N/A	N/A	Yes	\$34,000	

- If employee is considered full-time corporation benefits for medical insurance premiums:
 - Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
 - Employee Only HSA Plan #2 - \$5,076 annually
 - Employee/Spouse, Employee/Children and Family -\$3,300 annually

TECHNOLOGY

Hourly Employees	Hours Day	Hourly	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
			Sick and Personnel Days Added Aid: 8/1 of Each Year Support: 1/1 of Each Year Vacation Days for Support Based on Years						
Technology Aid •Highly qualified 1+ years •Highly qualified 0 year	215 to 225	\$18.45	5	90	2	N/A	Yes	\$34,000	See Below
		\$17.45							
Technology Support •Highly qualified 1+ years •Highly qualified 0 year	260	\$18.45 \$17.45	8	90	2	N/A	Yes	\$34,000	

- If employee is considered full-time corporation benefits for medical insurance premiums:
 - Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
 - Employee Only HSA Plan #2 - \$5,076 annually
 - Employee/Spouse, Employee/Children and Family -\$4,212 annually

FOOD SERVICE PERSONNEL

Hourly Employees	Hours Day	Annual Days	Rate Per Hour	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
				Sick and Personnel Days Added 8/1 of Each Year						
Cafeteria Manager	7	187	\$16.45	5	60	2	N/A	Yes	\$34,000	See Below
Assistant Manager	6.5-7	182	\$14.80	4	60	2	N/A	Yes	\$34,000	
Cook	6+	182	\$13.00	1	NA	1	N/A	N/A	N/A	N/A
Cook Assistant	0-6	182	\$13.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- Cafeteria Manager and Assistant Manager
- If employee is considered full-time corporation benefits for medical insurance premiums:
 - Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
 - Employee Only HSA Plan #2 - \$5,076 annually
 - Employee/Spouse, Employee/Children and Family -\$3,300 annually

MAINTENANCE/CUSTODIAL PERSONNEL

Hourly Employees	Hours Day	Annual Days	Rate Per Hour	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical	
				Sick and Personnel Days Added 1/1 of Each Year Vacation Days Based on Years							
Custodians	•1+ years	8	260	\$19.75	8	90	2	N/A	Yes	\$34,000	See Below
	•0 year	8	260	\$18.75	8	90	2	N/A	Yes	\$34,000	
½ Custodian ½ Special Ed Bus Aide	8	260	\$18.25	8	90	2	N/A	Yes	\$34,00	See Below	

- An additional custodian will be authorized to work up to fifteen (15) hours a week during the school year at the custodial hourly wage at the discretion of the Director of Maintenance. An additional custodian will be authorized to work a forty (40) hour week during the summer at the custodial hourly rate. No additional benefits will be granted to these assignments.
- If employee is considered full-time corporation benefits for medical insurance premiums:
 - Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
 - Employee Only HSA Plan #2 - \$5,076 annually
 - Employee/Spouse, Employee/Children and Family -\$4,212 annually

BUS DRIVERS

Hourly Employees	Hours Day	Annual Days	Rate Per Hour	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
				Sick and Personnel Days Added 8/1 of Each Year						
Regular Bus Routes (#1-#15)	4	183	\$85.60 Day	4	50	N/A	N/A	Yes	\$24,000	See Below
Special Ed Driver (#17)	4 to 8	183	\$21.40 Hour	4	50	N/A	N/A	Yes	\$24,000	See Below
Extra-Curricular Driving	-	-	\$20.00 Hour	-	-	-	N/A	N/A	N/A	N/A
Extra-Curricular Waiting	-	-	\$10.00 Hour	-	-	-	N/A	N/A	N/A	N/A
Career Center Route	-	-	\$29.50 Day	-	-	-	N/A			
Pre-School Route	-	-	\$28.50 Day	-	-	-	N/A			

- Personal days for regular bus route drivers and special education drivers unused may be transferred to accumulated sick leave if not used
- Bus Drivers are paid for 183 days per year including all days' school is in session plus summer safety meeting, school bus inspection, and orientation.
- Corporation benefits for medical insurance premiums:
 - Employee Only - \$1,196 annually
 - Employee/Spouse, Employee/Children and Family -\$1,716 annually

SUB PAY

Type	Pay
Teachers	\$80 per Day \$90 Per Day for Retired Teachers
Maintenance and Cafeteria	\$11.50 per Hour
Bus Driver	\$85.60 per Day
Custodial Weekend and Holiday After Games	\$15.00 per Hour