

AUTHORIZED STAFF

AND

PAY SCALES

FOR

**JAC-CEN-DEL COMMUNITY SCHOOL CORP.
EDUCATIONAL SUPPORT STAFF**

2017

Amended: January 16, 2017

Effective: January 1, 2017

Adopted by Board Action: December 19, 2016

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 Administration Office and approved by the Superintendent.

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

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 \$10.00 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. At the completion of the probationary period, the employee will begin to receive the regular rate of pay.

The Superintendent will review extenuating circumstances.

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.

- Probationary personnel will not receive holiday pay during the thirty (30) day probationary period.
- Probationary personnel will not receive paid and/or sick leave days during the probationary period, however, the number of days that the individual will be eligible for once the probationary period expires will be computed from the date of hire.
- Probationary personnel shall receive the bereavement benefit.
- Probationary period does not affect health/dental insurance benefit.

Fringe Benefits

Public Employees Retirement Fund (P.E.R.F.)

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 as 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 1250 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.)

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.

The following procedures will apply concerning the accounting provided by the corporation:

- Employees on a 26-pay schedule will have withholdings for 24 pays, all others will be withheld for 18 pays.
- Changes in withholdings can be made if the corporation is notified in writing.
- Cancellation must be received in writing.

Paid Holidays

Paid holidays are granted to support personnel, scheduled to work 260 days per year. The eight paid holidays are:

Fourth of July
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas
Christmas Day
New Year's Day

| | |
|--------------------------------------|----------|
| 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 | 253 |

Temporary and substitute personnel will not be paid holiday pay.

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 only to 260 day support personnel. All others have unpaid vacation.

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 (max) |

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 Insurance

Employees are eligible for medical and life insurance as stated in those sections only if they are a full time employee as defined by The Affordable Care Act (ACA). Insurance coverage will start the first of the month after the employee has been employed thirty (30) calendar days and has met the probationary period standards.

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.

Disability Insurance

Employee may purchase through a group plan with payroll deduction.

Cancer Insurance

Employee may purchase through a group plan with payroll deduction.

Section 125

The corporation provides a Section 125 program for each employee. Insurance deductions can be made through Section 125. Medical reimbursement and dependent care reimbursement is available. Section 125 can be used to offset income taxes for eligible expenses.

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. If you retire prior to being eligible for medicare or medicaid coverage, you have the right to continue in the medical and life insurance plans at the employees' expense. Insurance premiums become the responsibility of the employee when the employee is granted a leave of absence above and beyond the available sick days.

Bereavement Leave

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 seven (7) calendar days after the date of such death. "Immediate family" as defined in this section shall include spouse, child, father, mother, brother, sister, father-in-law, mother-in-law or other person in the employee's household at the time of death and with whom said employee stands in the relation "in loco parentis". In the event of death of a grandparent or grandchild, an employee shall be

granted a leave of absence without loss of compensation for a period of not more than five (5) calendar days for purposes of attending the funeral, visitation and tending to family business.

In the event of death of a 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) calendar days for purposes of attending the funeral, visitation and tending to family business.

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) calendar day for purposes of attending the funeral, 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, unused personal leave days will be forfeited. 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.

Severance

Noncertified 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

Employees called for jury duty on workdays will receive their regular pay minus the amount received for said duty as a per diem rate.

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.

Student Employees

Students of Jac-Cen-Del may be employed at a rate of \$7.25 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 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

| | Hours Per Day | Days Annually | Rate Per Hour | Sick Days Per year | Accum Sick Days | Personal Days | Mileage Allot. Limit |
|-------------------------------------|---------------------|------------------|---------------------|--------------------------|-----------------------|------------------|----------------------------|
| Secretary to Principal 2+ yrs | 7.5 | 205 | 18.15 | 6 | 90 | 2 | \$250 |
| Secretary to Principal 1 yr | 7.5 | 205 | 17.15 | 6 | 90 | 2 | \$250 |
| Secretary to Principal 0 yrs | 7.5 | 205 | 16.15 | 6 | 90 | 2 | \$250 |
| Secretary to Guidance 2+ yrs | 7.5 | 205 | 18.15 | 6 | 90 | 2 | \$200 |
| Secretary to Guidance 1 yr | 7.5 | 205 | 17.15 | 6 | 90 | 2 | \$200 |
| Secretary to Guidance 0 yrs | 7.5 | 205 | 16.15 | 6 | 90 | 2 | \$200 |
| Secretary to A.D./Attendance 2+ yrs | 7.5 | 205 | 18.15 | 6 | 90 | 2 | \$200 |
| Secretary to A.D./Attendance 1 yr | 7.5 | 205 | 17.15 | 6 | 90 | 2 | \$200 |
| Secretary to A.D./Attendance 0 yrs | 7.5 | 205 | 16.15 | 6 | 90 | 2 | \$200 |
| Elementary Receptionist 2+ yrs | 7.5 | 205 | 18.15 | 6 | 90 | 2 | \$200 |
| Elementary Receptionist 1yr | 7.5 | 205 | 17.15 | 6 | 90 | 2 | \$200 |
| Elementary Receptionist 0yrs | 7.5 | 205 | 16.15 | 6 | 90 | 2 | \$200 |

P.E.R.F. (Public Employee Retirement Fund) eligible.

Corporation benefits for medical/dental insurance premium: \$3,300 annually

Life Insurance:

Jac-Cen-Del Community School Corporation will pay the full premium for group term life insurance in the face amount of \$37,000 with double indemnity for accidental death until such time as the contract with the subject carrier reduces such benefit amount according to the carrier's "Reduction Formulas" at which time the employee's life benefit amount provided by the school corporation will be reduced by the amount provided with such reduction schedules.

Specialist

| | Days Annually | Annual salary | Sick Days | Accum. Sick Days | Personal Days | Mileage Allotment |
|------------------|------------------|------------------|--------------|---------------------|------------------|----------------------|
| Student Advocate | 185 | 34,200 | 5 | 90 | 3 | 200 |
| School Nurse | 185 | 34,200 | 5 | 90 | 3 | 200 |
| Resource Officer | 185 | 44,300 | 5 | 90 | 3 | 200 |

Stipend for RTI Coordinator \$2,100

Substitute pay for specialist to be paid at certified substitute rate.

Medical and dental benefit as per teacher contract

Life insurance:

Jac-Cen-Del Community School Corporation will pay the full premium for group term life insurance in the face amount of \$34,000 with double indemnity for accidental death until such time as the contract with the subject carrier reduces such benefit amount according to the carrier's "Reduction Formulas" at which time the employee's life benefit amount provided by the school corporation will be reduced by the amount provided with such reduction schedules.

Personal business days unused may be transferred to accumulated sick leave.

Technology Support

| | Days Annually | Annual salary | Sick Days | Accum. Sick Days | Personal Days | Mileage Allotment |
|--------------------|------------------|------------------|--------------|---------------------|------------------|----------------------|
| Technology Support | 260 | 35,027 | 8 | 90 | 2 | N/A |

Eligible for support staff vacation.

Instructional Aides

| | Hours Per Day | Days Annually | Rate Per Hour | Sick Days/ Year | Accum. Sick Days | Personal Days |
|--|---------------------|------------------|---------------------|-----------------------|------------------------|------------------|
| Instructional Aides-highly qualified 2+ yr | 6-8 | 183 | 14.50 | 5 | 90 | 2 |
| Instructional Aides-highly qualified 1 yr | 6-8 | 183 | 13.50 | 5 | 90 | 2 |
| Instructional Aides-highly qualified 0 yrs | 6-8 | 183 | 12.50 | 5 | 90 | 2 |
| Technology Aide | 8 | 205 | 15.55 | 5 | 90 | 2 |
| Nurses Assistant | 3 | 183 | 15.45 | N/A | N/A | N/A |

P.E.R.F. (Public Employees Retirement Fund) eligible

If employee qualifies as full time:

Single-Plan F \$4300
All others \$-\$3300

Life Insurance:

Jac-Cen-Del Community School Corporation will pay the full premium for group term life insurance in the face amount of \$34,000 with double indemnity for accidental death until such time as the contract with the subject carrier reduces such benefit amount according to the carrier's "Reduction Formulas" at which time the employee's life benefit amount provided by the school corporation will be reduced by the amount provided with such reduction schedule.

Food Service Personnel

| | Hours Per Day | Days Annually | Rate Per Hour | Sick Days/ Year | Accum. Sick Days | Personal Days |
|-------------------|---------------------|------------------|---------------------|-----------------------|------------------------|------------------|
| Cafeteria Manager | 7 | 187 | 16.15 | 5 | 60 | 2 |
| Assistant Manager | 6.5 - 7 | 182 | 14.50 | 4 | 60 | 2 |
| Cook | 6+ | 182 | *12.70 | 1 | NA | 1 |
| Cook Assistant | 0-6 | 182 | *12.70 | NA | NA | NA |

P.E.R.F. (Public Employee Retirement Fund) eligible

Corporation benefits for medical insurance premiums for head cook and cooks:

Single –Plan F- \$4300 annually

All Others- \$3300 annually

Cooks & Cook assistants will not receive corporation benefits.

Cafeteria Substitutes will be paid \$11.75 per hour.

Life insurance:

Jac-Cen-Del Community School Corporation will pay the full premium for group term life insurance in the face amount of \$34,000 with double indemnity for accidental death until such time as the contract with the subject carrier reduces such benefit amount according to the carrier’s “Reduction Formulas” at which time the employee’s life benefit amount provided by the school corporation will be reduced by the amount provided with such reduction schedules.

*Amended at 1/16/2017 Board Meeting

Hourly Employees

| | Hours Per Day | Days Annually | Rate Per Hour | Sick Days/ Year | Accum. Sick Days | Personal Days |
|------------------------|---------------------|------------------|---------------------|-----------------------|------------------------|------------------|
| Latch Key Workers | | N/A | \$11.00 | N/A | N/A | N/A |
| After School Detention | 3-4 | N/A | \$20.00 | N/A | N/A | N/A |
| Saturday School | 3 | N/A | \$25.00 | N/A | N/A | N/A |
| Remediation | 4 | N/A | \$35.00 | N/A | N/A | N/A |

Stipend for After School Latch Key/Worker Supervisor \$4,850
 Stipend for Latch Key Coordinator \$1,350

