

CLASSIFIED EMPLOYEES BENEFIT SCHEDULE
(Revised 2018)

Position Level

Group # Description

1. Food Service Worker II
2. Food Service Director and Food Service Worker I
3. Instructional Aides
4. Building Level Secretaries and Treasurers
5. 12-Month Employees
6. Director of Health Services
7. Bus Drivers

A. NONDISCRIMINATION CLAUSE

It is the policy of the Rising Sun-Ohio County Community School Corporation to comply with the Indiana Civil Rights Act I.C. 22-99-1, I.C. 20-8.1-2, Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (Education Amendments), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, the Federal Family and Medical Leave Act of 1993 and other applicable State and Federal Statutes. The Rising Sun-Ohio County Community School Corporation further assures that it will not discriminate against any person on the basis of race, color, religion, sex, national origin, age, or disability, nor will anyone be denied the benefits of, or be otherwise subjected to discrimination in admission or access to, or treatment or employment in the conduct of its educational programs and activities and the operation of its facilities.

B. CALENDAR AND DAILY WORK REQUIREMENTS

The annual/daily work schedule for each employee shall be established by the employee's immediate administrator/supervisor and will be approved by the Superintendent and distributed to the employee. Such schedule is subject to change by action of the administrator/supervisor and Superintendent. Starting and dismissal times will be established by the immediate supervisor and will be approved by the Superintendent. The working day for full-time office personnel shall consist of a minimum seven (7) hours. The working day for custodial employees shall consist of eight (8) hours on campus. Custodians must get prior administrative approval to leave campus for lunch. The working day for paraprofessionals shall consist of a minimum of seven (7) hours. Bus Drivers will work and be paid the number of days as contracted. Drivers will also be paid for the driver workshop conducted by the Indiana Department of Education. The working of part-time personnel shall be established by the immediate Supervisor/Building Principal and approved by the Superintendent.

C. BOARD-STAFF COMMUNICATION

The School Board desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent. This is based on school board policy 4112.

D. PERSONAL BACKGROUND CHECKS AND MANDATORY REPORTING

Refer to NEOLA policy 4121.

E. DRUG FREE WORKPLACE

Refer to NEOLA policy 4122.01

F. ASSIGNMENT AND TRANSFER

The School Board believes that the careful placement of support staff within the Corporation is vital to the utilization of qualified and competent support staff for the successful functioning of the Corporation. Responsibility for the assignment and transfer of support staff members shall be vested in the Superintendent. This is based on school board policy 4130.

G. USE OF TOBACCO BY STAFF

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by staff members at all times within any facility owned or leased or contracted for by the Board. Such prohibition also applies on school grounds, in all vehicles owned or operated by the Board, including, but not

limited to, school buses, special purpose buses, vans, trucks and cars, or at any school-related event. This is based on school board policy 4215.

H. FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employee should reference school board adopted policy 4430.01 for guidance on FMLA.

I. DEGREE IN FIELD

Any classified employee that has a degree in their field of work with the corporation may receive raises at a level separate from other classified employees.

J. DIRECT DEPOSIT AND PAY SCHEDULE

Direct Deposit is mandatory for all new hires. All employees hired after 5/1/2018 will be paid on a 12 month/26 pay rotation.

K. FRINGE BENEFITS

Fringe benefits start in accordance with the provisions of the policy. (See each benefit)

L. CREDIT FOR PREVIOUS EXPERIENCE

Upon initial employment, employees may be given credit on the salary schedule for previous experience in their respective field in an amount determined by the Superintendent. Employees who are transferred from one classified position to another classified position shall be granted experience credit in an amount determined solely by the Superintendent.

M. INCREASES AND INCREMENTS

All pay raises and increments will be effective on July 1 of each year.

N. HOLIDAY AND VACATION PAY

Paid holidays and vacations will be paid on the individual's normal workday as determined by the immediate supervisor and approved by the Superintendent.

O. OVERTIME

Overtime pay at the rate of time and one-half (1 1/2) shall be paid for any time worked over forty (40) hours per week. No overtime shall be worked unless *directed to do so by the immediate supervisor* and approved IN ADVANCE BY THE SUPERINTENDENT. The work week shall include all time from Sunday through Saturday.

P. WEATHER OR OTHER EMERGENCY CLOSING

When school is dismissed because of inclement weather, classified personnel specifically listed below will be required to report to their jobs at the regular time.

Custodians, maintenance personnel, corporation treasurer, corporation deputy treasurer, and corporation purchasing/transportation agent.

Q. PAID HOLIDAYS

Refer to school board policy 4434.

Groups 1, 2, 3, 4, 6, & 7

Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Day, and Memorial Day

Group 5

Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day

R. BEREAVEMENT

An employee may be absent without loss of pay for a period of not more than five (5) consecutive working days within a seven (7) calendar day period for death in the immediate family. Immediate family is defined as by blood or marriage: husband or wife, children, mother, father, mother-law, father-law, sister, brother, grandparents, grandchildren, and any other member of the family unit living in the same household. The first day of the leave will be the day the death occurs (however, if the employee worked the day the death occurs, leave will begin the following day).

One day of death leave with pay will be granted for the death of a relative not in the immediate family or any other close friend or neighbor. The Superintendent may approve additional day(s) pursuant to the above paragraph provisions to attend funerals that involve extenuating circumstances.

S. VACATION

Persons who are employed on a twelve (12) month basis will be allowed two (2) weeks of vacation. After serving seven (7) full years in the corporation, employees will have three (3) weeks of vacation. New vacation days will be given to the employee beginning July 1st of the following year. The vacation days must be used by June 30th of the following calendar year. However, following June 30th, the School Corporation will buy back, at the employee's daily rate, any non-used vacation days with a limit of 5 days. The employee will forfeit any additional vacation days that are unused. If the employee starts after July 1st of a year, he/she will receive a prorated number of vacation days. Vacation days shall be taken at a time to be arranged with the employee's supervisor and with the approval of the immediate supervisor.

The employee will begin to receive three (3) additional days of vacation beginning July 1st after fifteen (15) full years of employment in the School Corporation. The 3 vacation days are to be taken when no substitute is to be hired.

T. SICK LEAVE

- 1) Each employee shall be entitled to be absent from work because of personal illness without loss of compensation by using the accrued sick leave time.
- 2) If in any one year, the employee is absent for personal illness less than the stated number of earned days, the remaining days shall be accumulated to the stated maximum number of days.
- 3) A doctor's statement may be required at any time at the discretion of the administration.
- 4) In the event that no sick days remain in the employee's accumulation, vacation days, if any, may be granted as sick leave, upon the approval of the Superintendent.
- 5) Sick leave days will be accrued in the following manner:

Groups 1, 2, 3, 4, & 7

Employees will receive six (6) days the first year and five (5) days each succeeding year accumulating to eighty (80) days. If a new employee starts after the beginning of the school year, the new person will receive a prorated number of sick days following the probationary period.

One (1) sick day can convert to one (1) personal day, as needed per school year, and is approved by an administrator.

Group 5

Employees will receive seven (7) days the first year and six (6) days each succeeding year accumulating to one hundred (100) days. If a new employee in group 5 starts after July 1st, the new person will receive a prorated number of sick days following the probationary period.

Group 6

Director of Health Services will receive eleven (11) days the first year and (10) ten sick days each succeeding year accumulating to one hundred eight-two (182) days.

U. JURY LEAVE

When employees are subpoenaed as witnesses in a court, or to serve on a jury, the Board shall pay the employee's full salary and all pay received for serving on the jury will be paid to the Board.

V. PERSONAL LEAVE

Groups 1, 2, 3, 4, & 7

Each employee is entitled to one (1) day personal leave per year without loss of compensation. Personal leave shall be granted on a full day or half day basis. The applicants shall make the request in writing to the building principal/immediate supervisor. Unused personal leave days shall accumulate to a total of five (5) days in the local corporation. Any additional personal days over the maximum accumulation will be converted to sick days. For 9 month employees, if less than 9 weeks of school is left, the new employee will not receive any personal leave time.

Groups 5 & 6

Each employee is entitled to two (2) days personal leave per year without loss of compensation. Personal leave shall be granted on a full day or half day basis. The applicants shall make the request in writing to the building principal/immediate supervisor. Unused personal leave days shall accumulate to a total of five (5) days in the local corporation. Unused personal leave days shall accumulate to a total of five (5) days in the local corporation. Any additional personal days over the maximum accumulation will be converted to sick days.

If a new employee begins after July 1st for group five (5) or six (6) or after the start of school for all other groups, the person will receive either a full or half day of personal leave depending upon the start date.

W. PUBLIC EMPLOYEE'S RETIREMENT FUND

All eligible persons participate in the Public Employee's Retirement Fund.

X. LIFE INSURANCE

The school employer shall provide a group life insurance plan which shall pay the employee's designated beneficiary the sum stated below:

Groups 2, 3, & 4

\$20,000 for death and \$40,000 for accidental death.

Groups 5 & 6

\$70,000 for death and \$140,000 for accidental death. This begins November 1, 1996.

Y. HEALTH INSURANCE

The school employer shall provide a health insurance plan (which presently covers major medical, dental, and vision) to each eligible employee at a cost to the corporation and employee as follows:

Groups 2, 3, & 4

Plan	Corp. Allow.	
Single	\$395.00/mo.	\$461.00/mo. (HSA 2 Only)
Employee & Children	\$578.00/mo.	
Employee & Spouse	\$664.00/mo.	
Employee & Dependents	\$810.00/mo.	

Groups 5 & 6

Single	\$422.00/mo.	\$461.00/mo. (HSA 2 Only)
Employee & Children	\$642.00/mo.	
Employee & Spouse	\$723.00/mo.	
Employee & Dependents	\$903.00/mo.	

Such insurance becomes effective on the first billing date after the date of hire.

Z. LONG TERM DISABILITY

Groups 5 & 6

The employer will provide the employee a long term disability insurance policy at the rate per the teacher agreement. For details of the plan, please see the Superintendent.

AA. RETIREMENT BENEFIT

Retirement pay shall be provided to a retiring classified employee according to the following requirements and provisions:

- a) A one-time retirement benefit will be paid upon retirement as stipulated below, provided the retiring employee has reached the age of 55 and has at least 10 years of experience in this corporation.
- b) The employee shall notify the Office of the Superintendent of intent to retire no later than 90 days from date of retirement, however the notification date may be waived at the sole discretion of the School Board.
- c) Permanent retirement must be evidenced and application for retirement benefits must have been made by the employee to the Public Employees' Retirement Fund.

d) Payment will be part of the employee's last check as follows:

10-19 years:

\$15 per year of Rising Sun-Ohio County Schools service

Plus

\$15 per day of unused sick leave up to the maximum allowed in the corporation for the classification of employee

20-29 years:

\$25 per year of Rising Sun - Ohio County Schools service

plus

\$20 per day of unused sick leave up to the maximum allowed in the corporation for the classification of employee

30+ years:

\$30 per year of Rising Sun - Ohio County Schools service

plus

\$25 per day of unused sick leave up to the maximum allowed in the corporation for the classification of employee.

3. If rehired, an employee who elected to retire under this option shall not be eligible to receive the retirement benefit a second time.
4. In the event of the death of a qualified employee the notification requirement shall be automatically waived and the retirement pay shall be paid to the estate of the employee.