

# **SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION**

2020-21

## **Non-Certified Staff Employee Handbook**

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## Conditions of Employment

The following conditions are applicable to support non-certified employees of the Sunman-Dearborn Community School Corporation.

Non-certified staff include the following:

Administrative Assistants Class III

All School Administrative Assistants

Administrative Assistants Class IV

High School Athletic Administrative Assistant

High School Treasurer

Administrative Assistants Class V

Superintendent's Office Administrative Assistants

Administrative Assistants Class VI

Corporation Assistant Treasurer

Athletic Workers and Mower Maintenance

Bus Driver

Custodian and Maintenance

Certified Occupational Therapy Assistant

Director of Food and Nutrition Services

Food and Nutrition Services Managers and Associates

Human Resource/Benefits Coordinator

Instructional Assistant, Study Hall Monitor and Intensive Supervised Study

Interpreter

Library Supervisor and Library Assistant

Long Term Substitutes

Nurse

Resource Officer

Speech Language Therapy Assistant

Technology Department

Transportation Supervisor

## All Support Staff - Expectations and Definitions

Accumulated Sick Time	Unused sick and Personal PTO will accumulate to a maximum of 680 hours. All sick PTO (Paid Time Off) must be exhausted prior to using accumulated sick time. A medical note is required for the employee/child/family member who the employee holds sole responsibility for to be permitted to use accumulated sick time.
Attendance / Absences	<p>Employees are expected to report to work regularly and on time. If the employee is unable to report to work on time for any reason, he/she should notify their supervisor or designee as far in advance as possible. If notification is not received, the absence will be considered unexcused. The employee is to give the supervisor the reason for the absence.</p> <p>In special circumstances, the administrator may approve for certain classifications of employees to shorten their day by two (2) hours or less to make an appointment they could not make after hours. If this is approved by the administrator the amount of hours the day was shortened by <b>must</b> be made up in the same work week.</p>
At Will Employment	Employment may be terminated without due process rights when services are no longer needed.
Bereavement Paid Time Off (PTO)	<p>In the case of death in the immediate family five (5) days with pay shall be allowed. The five (5) days must be consecutive school days to be taken within seven (7) calendar days beyond the death. Immediate family is interpreted for this purpose as: Spouse, parent, sibling, child, grandchild, mother-in-law, father-in-law, step-child, step-parent or a person whose permanent home is in the staff member's home.</p> <p>In the case of death of a grandparent, grandparent-in-law, sister-in-law, brother-in-law, nephew or spouse's nephew, niece or spouse's niece, aunt or uncle up to one (1) day with pay will be allowed for the funeral.</p> <p>The maximum hours paid per bereavement day will be equivalent to the employee's normal hours per day.</p> <p>Additional days without pay may be granted with approval of the Superintendent.</p>

Breaks	<p>All employees working 6 ½ hours or more are entitled to a 30 minute unpaid lunch. The time will be deducted automatically. Employees required to work through their lunch by administration will be paid for their lunch.</p> <p>Due to Food Service schedules, they are not required to take a 30 minute unpaid lunch, however, if they choose to they are to clock in and out for their lunch.</p>
Emergency School Closings	All twelve month employees are expected to report to work when the weather conditions no longer pose a threat to the employee's safety.
Full-time Staff	Support staff personnel whose normal work week is 30 hours per week are full-time employees and qualify for benefits.
Evaluation	The immediate supervisor will utilize an annual evaluation process. Copies of annual evaluations will be provided to the employee and placed in employee's personnel file.
Family Medical Leave (FMLA)	<p>In accordance with federal law S-DCSC shall provide up to twelve (12) weeks of unpaid, job protected FMLA during a 12 month period (July-June) to eligible staff members.</p> <p>For board approved FMLA, an employee can choose to take the time off without pay in lieu of using PTO.</p> <p>The FMLA policy is in Appendix C.</p>
Medical Leave	<p>Medical leave needed beyond the 12-week FMLA may be granted for up to one (1) year with board approval.</p> <p>All medical leaves over three (3) weeks, must be approved by the board. Any medical leave less than three (3) weeks does not require board approval, however administration must be notified.</p> <p>Return to work documentation <b>must</b> be received prior to returning from any medical leave, regardless of length of leave.</p>
Mileage	Mileage at the IRS mileage rate shall be paid to staff members who travel for professional development or pre-approved district business. It is the responsibility of the employee to itemize mileage on a mileage claim form and present to the Superintendent's Office for payment.
Overtime	Overtime must be approved in advance by the Office of the Superintendent. Custodial and maintenance personnel shall be expected to meet emergencies as the need may demand.

Part-time Staff	Support staff personnel whose normal workweek is less than 30 hours are part-time employees and do not qualify for benefits.
PTO on Delayed Days/Early Dismissal	<p>When using PTO on a delayed start day or early dismissal day the employee is required to use the number of hours that will equal their full day.</p> <p>Example:</p> <p>Employee's normal hours are 8:00 - 3:00 (6 ½ paid hours)  Employee is taking PTO for a doctor appointment and arrives at 11:00. The employee has two choices, take no PTO or take 2 ½ hours of PTO (3 hours if a lunch is taken).</p>
Personal PTO	<p>Personal PTO may be used at the employee's discretion. The days must be requested a minimum of three (3) days in advance.</p> <p>Personal business days are to be used to conduct personal business that cannot be conducted outside of the regular school day, and may not be used immediately before or after an extended break or scheduled vacation.</p> <p>Unused Personal PTO will roll into accumulated sick time.</p>
Sick PTO	<p>Sick PTO can only be used for the employee's own personal illness/doctor's appointment or for an immediate family member who the employee holds sole responsibility. Sick PTO is not to be used for personal business, travel, or vacation.</p> <p>Sick PTO for the first year of employment is prorated if employee does not begin on the first working day of the school year.</p> <p>All sick PTO received for the current year must be exhausted prior to using accumulated sick time. A medical note is required to use accumulated time.</p> <p>Any non-certified employee using more than three (3) consecutive sick days or using a sick day immediately before or after an extended break (Fall Break, Winter Break, Spring Break) or scheduled vacation is required to submit a physician's note. Unused sick PTO may accumulate to a maximum of 680 hours.</p>
Time Clock	<p>All employees are required to punch in/out on time clock. Any errors or missed punches are to be reported to the building principal or your immediate supervisor.</p> <p>No employee shall ask another employee to clock them in.</p>

Unpaid days off	Unpaid days off are only granted by administration in the event of extenuating circumstances. All paid days off must be used prior to requesting unpaid days off.
Vacation PTO	<p>All 12 month employees receive vacation based on years of service. Employees may not accumulate vacation PTO. If it is not used by June 30th, it is forfeited. Vacation PTO must be approved by direct supervisor prior to taking the time off.</p> <p>Custodial and maintenance staff may take a maximum of 80 hrs of vacation during summer break. No vacation may be taken from one week prior to the first teacher day through the first five (5) student days. In addition, no vacation may be taken the last five (5) student days.</p> <p>Vacation PTO will be prorated if hired after the first working day of the school year.</p>
Workday	The length of the workday will vary according to the assignment and terms of employment. Each employee working over 6 1/2 hours or more shall have a non-paid lunch break of thirty (30) minutes.
Years of Service	Years of service are counted on school years (July 1 - June 30). If hired between July 1 and December 31 the employee receives one-year credit towards pay for their first year of employment. If hired between January 1 and June 30 the employee will not receive a one-year credit towards pay for their first year of employment.

## General Conduct Guidelines

1. All employees are expected to conduct themselves in a manner that is an example for the students both morally and professionally. Employees should be courteous and friendly to students, parents, and other staff while performing their duties as a S-DCSC employee.
2. All employees are expected to perform their work and conduct themselves ethically at all times and follow all S-DCSC policies, procedures, and operating guidelines for their respective department.
3. All employees are expected to fulfill all job responsibilities as outlined in the job description. Failure to fulfill all job responsibilities satisfactorily will result in disciplinary action.
4. Employees are not permitted to participate in student activities that are not required as part of their job that may cause injury unless the employee completes a liability release form and approved by the principal.
5. All employees are expected to follow all safety and security guidelines at all times and to exercise due care to protect the mental and physical safety of students and other staff members.
6. All employees are expected to contribute to a positive work environment.
7. All employees are expected to refrain from threatening or intimidating behavior toward students, parents, and other staff members. Threatening behavior includes but is not limited to abusive and/or obscene language, gestures and actions that intimidate or cause anxiety concerning his/her physical well-being.
8. All employees are expected to represent their qualifications accurately and to apply the knowledge and skills appropriate to their assigned responsibilities.
9. All employees are expected to keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the Superintendent of Schools, or is necessary to protect the health and welfare of students, staff or others.
10. All employees are expected to represent S-DCSC in a positive manner as it relates to professional appearance and dress. Proper attire for positions may be designated and enforced within various departments as appropriate, including a required uniform for custodial/maintenance staff and required shirts for the food service department.
11. Employees will be assigned a job description upon employment. However, employees may be directed to follow duties as outlined in other job descriptions or at alternative locations when staffing shortages or other circumstances require such action, as required by an administrator.
12. Some departments may have an additional handbook specific to their department.
13. All employees are to remain alcohol and drug free.



## Appendix A

### Employee Benefit Sheets

#### ADMINISTRATIVE ASSISTANT (Class III)

Hourly Rate: 0-4 years\* - \$16.93  
5-9 years\* - \$17.28  
10 years\* or more - \$17.59  
Part-time, Training and Subs - \$11.96

Hours: 8 hours per day  
Year: See employment calendar

\*As Administrative Assistant at Sunman-Dearborn

Sick PTO: 80 hours per year (12 month employees)  
64 hours per year (Less than 12 month employees)

Personal PTO: 24 hours per year

Holidays: 9 paid holidays (12 month employees) (see employment calendar)  
8 paid holidays (Less than 12 month employees) (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30  
First Year – No vacation  
1-7 years of service – 80 hours (Prorate-see vacation on page 7)  
8-19 years of service – 120 hours  
20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

#### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

#### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up, unless you are a 12 month employee. If school is delayed you are to report at your normal start time.

## **ADMINISTRATIVE ASSISTANT (Class IV)**

Hourly Rate: 0-4 years\* - \$17.67

5-9 years\* - \$18.01

10 years\* - \$18.37

Part-time, Training and Subs - \$11.96

\*As Administrative Assistant at Sunman-Dearborn

Hours: 8 hours per day

Year: See employment calendar

Sick PTO: 80 hours per year (12 month employees)

64 hours per year (Less than 12 month employees)

Personal PTO: 24 hours per year

Holidays: 9 paid holidays (12 month employees) (see employment calendar)

8 paid holidays (Less than 12 month employees) (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate-see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Vacation is only applicable for 12 month employees.

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after

January 1, or August 1.

Dental Insurance: Dental insurance is available, but there is no employer contribution.

Inclement Weather: If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up (unless you are a 12-month employee). If school is delayed you are to report at your normal start time.

## ADMINISTRATIVE ASSISTANT (Class V)

Hourly Rate: 0-4 years\* - \$19.22                      Hours: 8 hours per day  
5-9 years\* - \$19.57                                      Year: See employment calendar  
10 years\* or more - \$19.93  
Part-time, Training and Subs - \$11.96

\*As Administrative Assistant at Sunman-Dearborn

Sick PTO: 80 hours per year (12 month employees)  
64 hours per year (Less than 12 month employees)

Personal PTO: 24 hours per year

Holidays: 9 paid holidays (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30  
First Year – No vacation  
1-7 years service – 80 hours (Prorate - see vacation on page 7)  
8-19 years of service – 120 hours  
20 years & up – 160 hours

Vacation is only applicable to 12 month employees.

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up (unless you are a 12-month employee). If you are a 12 month employee and school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency. If school is delayed you are to report at your normal start time.

## ADMINISTRATIVE ASSISTANT (Class VI)

Hourly Rate: 0-4 years\* - \$21.10  
5-9 years\* - \$21.46  
10 years\* or more - \$21.80  
Part-time, Training and Subs - \$11.96

Hours: 8 hours per day  
Year: See employment calendar

\*As Administrative Assistant at Sunman-Dearborn

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Holidays: 9 paid holidays (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30  
First Year – No vacation  
1-7 years of service – 80 hours (Prorate - see vacation on page 7.)  
8-19 years of service – 120 hours  
20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

Medical Insurance:  
All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

HSA Contribution:  
All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance: Dental insurance is available, but there is no employer contribution.

Inclement Weather: If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency. If school is delayed you are to report at your normal start time.

## ATHLETIC WORKER/MOWER MAINTENANCE

Hourly Rate: \$15.32

Hours: 8 hours per day

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.



## **FULL TIME BUS DRIVER**

### **AM/PM/Mid-day Routes**

Daily Rate: 0-9 years\* - \$74.82                      Year: Student days + Safety Meeting  
                  10-19+ years\* - \$75.20  
                  20-29 years\* - \$77.20  
                  30+ years\* - \$78.08

\*As a Bus Driver at Sunman-Dearborn

Corporation Vocational Route:                      \$60.94 per day  
Corporation Midday Preschool Route:                      \$57.62 per day  
Corporation Private Transportation-White Bus (Non-CDL): \$68.40 per day  
Corporation Private Transportation - White Bus (CDL):     \$74.82 per day

Sick PTO: 8 days per year

Personal PTO: 3 days per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

#### Retirement:

Employee will be entitled to \$47.50 per unused accumulated sick day (maximum payment of 85 days). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:                      \$1.00 per year                      \$50,000/\$50,000 coverage

#### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

\*For those enrolled prior to 1/1/2013 the employer contribution is \$7,800.00.

#### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance: Dental insurance is available, but there is no employer contribution.

Inclement Weather: If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

**BUS DRIVER OR BUS ASSISTANT and INSTRUCTIONAL ASSISTANT**

Bus Driver Daily Rate: 0-9 years\* - \$74.82                      Year: Student days + Safety Meeting  
                                  10-19 years\* - \$75.20  
                                  20-29 years\* - \$77.20  
                                  30+ years\* - \$78.08

\*As a Bus Driver at Sunman-Dearborn

Corporation Private Transportation-White Bus (Non-CDL): \$68.40 per day+  
Corporation Private Transportation - White Bus (CDL): \$74.82 per day+

Bus Assistant Daily Rate: \$47.60

Sick PTO: 8 days per year

+Private Transportation Drivers do not receive Sick PTO for transportation position.

Personal PTO: 3 days per year

+Private Transportation drivers do not receive personal days for transportation position.

**Sick or Personal PTO for bus do not rollover to accumulated.**

Bereavement PTO: As needed

Instructional Assistant:

Hourly Rate:	0-4 years* - 13.86	<u>Hours:</u> Varies per Building
	5-9 years* - \$14.21	<u>Year:</u> Student days
	10+ years* – \$14.57+	
	Sub pay - \$11.79	

\*Years as Instructional Assistant in Sunman-Dearborn.  
 +If BS degree in education new teacher assistants start at this level.

Sick PTO: The calculation is the number of hours per day you are scheduled to work x 8.

Personal PTO: The calculation is the number of hrs per day you are scheduled to work x 3.

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:            \$1.00 per year            \$50,000/\$50,000 coverage

Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

**BUS DRIVER (A.M. / P.M. routes only)**

Daily Rate: 0-9 years\* - \$74.82                                      Year: Student days + Safety Meeting  
                  10-19 years\* - \$75.20  
                  20+ years\* - \$77.20  
                  30+ years\* - \$78.08

\*As a Bus Driver at Sunman-Dearborn

Corporation Private Transportation-White Bus (Non-CDL): \$68.40 per day

Corporation Private Transportation - White Bus (CDL):      \$74.82 per day

## **CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)**

Hourly Rate:                      Sub Rate - \$15.32                      Hours: 8 hours per day  
    0-4 years\* - \$25.00                      Year: Employment calendar  
    5-9 years\* - \$25.75  
    10 years\* or more - \$26.50

\*As a COTA at Sunman-Dearborn

Sick PTO: Calculation is the number of hours per day you are scheduled to work x 8.

Personal PTO: Calculation is the number of hours per day you are scheduled to work x 3.

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:                      \$1.00 per year                      \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

HSA Contribution: All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.

## CUSTODIAN

Hourly Rate:            Sub Rate - \$15.32                            Hours: 8 hours per day  
                                 0-4 years\* - \$19.12                            Year: Employment calendar  
                                 5-9 years\* - \$19.63  
                                 10 years\* or more - \$19.85

\*As a Custodian at Sunman-Dearborn

Head Custodian Hourly Rate: \$21.04

Holidays: 9 paid holidays (See employment calendar)

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate- see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:            \$1.00 per year            \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## Director of Food and Nutrition Services

Salary: \$51,861

Year: 220 Days

Personal PTO: 14 days per year (can accumulate to 90). Unused Personal PTO will roll over to accumulated sick PTO.

Bereavement PTO: Refer to page 4 under under the Bereavement section.

### Retirement:

The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employer will pay the employees contribution of 3%.

Employee will have \$1,500 per year (January) deposited into a 401A annuity. Immediate vesting.

Employee will have 2.5% of their salary deposited into a 401A annuity monthly. Five (5) year vesting.

<u>Life Insurance:</u>	\$1.00 per year	\$100,000/\$100,000 coverage
<u>LTD Insurance:</u>	\$1.00 per year	90 day elimination period/66 2/3%

### Medical Insurance

100% of medical insurance will be paid by the employer, less \$1,500.

### HSA Contribution

\$3,000 will be deposited into an HSA if enrolled in a S-D individual medical plan or \$6,000 will be deposited if enrolled in any S-D family medical plan. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance

100% of dental insurance will be paid by the employer, less \$1.00

### Inclement Weather:

If school is closed due to inclement weather you are expected to report to work.



## Food and Nutrition Service Associates/Managers

### **Food and Nutrition Associate:**

Hourly Rate: Beginning - \$12.20  
1-4 years\* - \$13.36  
5 or more years\* \$13.80  
Sub pay \$10.82

Hours: Varies per Building

Year: Student days

\*As a Food and Nutrition Associate at Sunman-Dearborn

### **Food and Nutrition Associate Managers:**

<u>Hourly Rate:</u> Manager (HS)	0-4 years*	\$19.15
	5-9 years*	\$19.72
	10+ years*	\$20.31
Asst. Manager (HS)	0-4 years*	\$16.88
	5-9 years*	\$17.38
	10+ years*	\$17.90
Manager (MS)	0-4 years*	\$17.69
	5-9 years*	\$18.20
	10+ years*	\$18.75
Manager (Elem.)	0-4 years*	\$16.88
	5-9 years*	\$17.38
	10+ years*	\$17.90

\*As a Food and Nutrition Associate Manager at Sunman-Dearborn

Sick PTO: Calculation is the number of hours per day you are scheduled to work x 8.

Personal PTO: Calculation is the number of hours per day you are scheduled to work x 3.

Bereavement PTO: Refer to page 4 under the Bereavement section.

### **Retirement:**

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report at your normal start time.

## HUMAN RESOURCES/BENEFITS COORDINATOR

Hourly Rate: 0-4 years\* - \$25.10

5-9 years\* - \$25.62

10 years\* or more - \$26.13

Hours: 8 hours per day

Year: See employment calendar

\*As an Administrative Assistant at Sunman-Dearborn

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Holidays: 9 paid holidays (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate - see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

HSA Contribution: All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather: If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency. If school is delayed you are to report at your normal start time.

## INSTRUCTIONAL ASSISTANT

Hourly Rate: 0-4 years\*\* - \$13.86  
5-9 years\*\* – \$14.21  
10 years\*\* or more – \$14.57\*  
Sub pay - \$11.79

Hours: Varies by Building  
Year: Student days

\*Beginning pay for employee with BS degree in education or a valid Indiana teaching license.

\*\*As an Instructional Assistant in Sunman-Dearborn

Sick PTO: Calculation is the number of hours per day you are scheduled to work x 8.

Personal PTO: Calculation is the number of hours per day you are scheduled to work x 3.

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

HSA Contribution: All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.

## INTENSIVE SUPERVISED STUDY

Hourly Rate: 0-4 years\*\* - \$13.86 \*  
5-9 years\*\* - \$14.21 \*  
10 years\*\* or more - \$14.57\*  
Sub pay - \$11.79

Hours: Varies by Building  
Year: Student days

\*Employee with a BS degree will be paid an additional \$2.50 per hour

\*\*As an Intensive Supervised Study at Sunman-Dearborn

Sick PTO: 56 hours per year

Personal PTO: 21 hours per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.

## INTERPRETER

Hourly Rate: \$22.23 (0-4 yrs.)  
\$22.90 (5-9 yrs.)  
\$23.59 (10+ yrs.)

Hours: 5 ½ per day  
Year: Student days

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.

## LIBRARY ASSISTANT

Hourly Rate: 0-4 years\* - \$14.76

5-9 years\* - \$15.02

10+ years\*- \$15.33

Sub and Training - \$11.79

\*As Library Assistant at Sunman-Dearborn

Hours: 8 hours per day

Year: Teacher days

Sick PTO: 64 hours per year

Personal PTO: 24 hours per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

### Life Insurance:

\$1.00 per year

\$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.

## LIBRARY SUPERVISOR

Hourly Rate: \$16.93 (0-4 yrs.) \*  
\$17.28 (5-9 yrs.) \*  
\$17.59 (10+ yrs.)\*  
\$11.79 (Sub and Training)

Work Hours: 8 hours per day  
Year: See employment calendar

\*As Library Supervisor at Sunman-Dearborn

Sick PTO: 64 hours per year

Personal PTO: 24 hours per year

Paid holidays: 6 days per year (see employment calendar)

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance            \$1.00 per year            \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.



## LONG-TERM TEACHER SUBSTITUTE

All long-term substitutes will be paid off of the substitute salary schedule which is as follows:

- |   |             |
|---|-------------|
| 1. High School Diploma  | \$70.30/day |
| 2. Two (2) years of college with at least 60 college credit hours | \$74.91/day |
| 3. Four (4) year college degree                                   | \$81.25/day |
| 4. Degree with valid Indiana teaching license                     | \$89.03/day |

All long term substitutes MUST have a minimum of a valid Indiana Substitute Teaching License.

**IF** a long-term substitute teacher has a **valid Indiana Teaching License** the pay is as follows:

**The first 15 consecutive days they are paid at Level 4 above (\$89.03). On the 16<sup>th</sup> day they will be paid a daily rate based on their years of experience and where they fall on teacher salary schedule. Long-term substitutes for the entire year will be paid a daily rate based on their years of experience and where they fall on teacher salary schedule starting on the 1st day. The long-term substitute has to provide the central office staff with documentation supporting their years of experience and degree level.**

Long-term substitutes receive no benefits unless the leave is for an entire year then they will receive the same number of sick/personal as full-time teachers are awarded in the master contract and the same health insurance benefits. Long-term subs are required to contribute to the Teacher Retirement Fund at their own expense if they have met the qualifications to enroll or have already been enrolled prior.

## LONG-TERM NON-CERTIFIED SUBSTITUTE

The first 15 consecutive days the pay is substitute pay for the position. If the position's first year rate is higher than the substitute pay for the position, the substitute will receive the first year rate on the 16th day.

Any current employee who chooses to apply for a long-term substitute position (certified or non-certified) will be required to resign from their current position if they are offered and accept the position. The job they resign from will not be held for them. If after the long-term substitute position has exhausted, there is an opening, they may apply and interview for the position. However, you are not guaranteed a position after you resign. When you resign from your position you lose your benefits, including paid time off days.

## MAINTENANCE

Maintenance Hourly Rate: 0-4 years\* - \$22.32      Hours: 8 hours per day  
5-9 years\* - \$23.02      Year: See employment calendar  
10+ years\*- \$23.73

\*As Maintenance Employee at Sunman-Dearborn

Head of Maintenance Hourly Rate: 0-4 years\* - \$26.17      Hours: 8 hours per day  
5-9 years\* - \$26.96      Year: See employment calendar  
10+ years\*- \$27.76

\*As Head of Maintenance at Sunman-Dearborn

HVAC Certified Additional \$1,000 per year

Pool Certified Additional \$500 per year

Holidays: 9 paid holidays (see employment calendar)

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Vacation PTO: Year defined as July 1 to June 30  
First Year – No vacation  
1-7 years of service – 80 hours (Prorate - see vacation on page 7)  
8-19 years of service – 120 hours  
20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:      \$1.00 per year      \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## SCHOOL NURSE (RN)

Hourly Rate: \$23.81 (0-4 yrs.)\*  
\$24.49 (5-9 yrs.)\*  
\$25.75 (10+ yrs.)\*  
\$16.71 (Sub Pay and Training)

Work Hours: 8 hours per day  
Year: See employment calendar

\* As School Nurse at Sunman-Dearborn

Sick PTO: 64 hours per year

Personal PTO: 24 hours per year

Paid holidays: 6 days per year (see employment calendar)

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.

## SCHOOL RESOURCE OFFICER

Hourly Rate: \$30.28 (0-4 yrs.)\*

\$31.19 (5-9 yrs.)\*

\$32.13 (10+ yrs.)\*

\*As SRO at Sunman-Dearborn

Work Hours: 8 hours per day

Year: See employment calendar

Sick PTO: 64 hours per year

Personal days: 24 hours per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report at your normal start time.

## SPEECH/LANGUAGE PATHOLOGIST ASSISTANT (SPLA)

Hourly Rate:            Sub Rate - \$15.32                            Hours: 8 hours per day  
                                 0-4 years\* - \$25.00                            Year: Employment calendar  
                                 5-9 years\* - \$25.75  
                                 10 years\* or more - \$26.50

\*As a SLPA at Sunman-Dearborn

Sick PTO: Calculation is the number of hours per day you are scheduled to work x 8.

Personal PTO: Calculation is the number of hours per day you are scheduled to work x 3.

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:                            \$1.00 per year                            \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

HSA Contribution: All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.

## STUDY HALL MONITOR

Hourly Rate: \$11.79 (0-4 yrs.)  
\$12.14 (5-9 yrs.)  
\$12.50 (9+ yrs.)

Work hours: 7 hours per day  
Year: Student days

Sick PTO: 56 hours per year

Personal PTO: 21 hours per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,600.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up. If school is delayed you are to report two (2) hours later than your start time.

## TECHNICAL SUPPORT SPECIALIST

Hourly Rate: 0-4 years\* - 19.40  
5-9 years\* - \$20.28  
10 years\* or more - \$21.18

Hours: 8 hours per day

Year: See employment calendar

\*As Technical Support Specialist at Sunman-Dearborn

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Holidays: 9 paid holidays per year (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate - see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.



Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency. If school is delayed you are to report at your normal start time.

## TECHNOLOGY COORDINATOR

Hourly Rate: 0-4 years\* - \$23.05

5-9 years\* - \$24.20

10 years\* or more - \$25.35

Hours: 8 hours per day

Year: See employment calendar

\*As Technology Coordinator at Sunman-Dearborn

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Holidays: 9 paid holidays per year (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate - see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency. If school is delayed you are to report at your normal start time.

## TRANSPORTATION/FACILITIES SUPERVISOR

Salary: \$61,110

Year: 260 Days

Personal PTO: 15 days per year (can accumulate up to 90 days)

Holidays: 10 paid holidays (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 10 days (Prorate - see vacation on page 7)

8-19 years of service – 15 days

20 years & up – 20 days

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$52.00 per unused accumulated sick day (maximum payment for 85 days). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,800.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. The HSA contribution will be prorated for any employee enrolling after January 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you are expected to report to work. If school is delayed you are to report at your normal start time.

Appendix B  
REQUEST FOR PERSONAL HOURS  
(For use by non-certified personnel only)

The Sunman-Dearborn Board of School Trustees grants hours equivalent to 3 days multiplied by normal hours worked per day to each full-time non-certified employee to be used at their discretion. Hours must be approved by your direct supervisor or principal at least three (3) days in advance.

\*\*\*\*\*

Name \_\_\_\_\_ Position \_\_\_\_\_

School \_\_\_\_\_

I hereby request approval of my application for Personal leave for the following date

\_\_\_\_\_ Requesting # of hours: \_\_\_\_\_

\_\_\_\_\_ Signature

\_\_\_\_\_ Date of Request

Approved    Disapproved    \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Supervisor

Revised 5/17/2018

## Appendix C Family & Medical Leave Act

### 4430.01 - FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")

In accordance with Federal law, the School Board shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible support staff members for the following reasons:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C-1. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position;

### **Employee Entitlement to Service Member FMLA**

#### **Leave Entitlement**

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.

#### **Duration of Service Member FMLA**

- A. When leave is due to a "qualifying exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in

outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.

- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

### **General Provisions**

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. Months and hours that reservists or National Guard members would have worked if they had not been called up for military service count towards the staff member's eligibility for FMLA leave/Service Member Family Leave. Employment service time may be aggregated when the break in employment service is less than seven (7) years, is for fulfillment of military obligations, or if the employee is subject to recall under a written agreement (NOTE: this includes a collective bargaining agreement). All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Twelve (12) month period is defined as a fixed twelve (12) month period (i.e. the "leave year" is identical for all staff members -- e.g., a fiscal year). Sunman-Dearborn's fixed twelve (12) month period is defined as fiscal year, July - June.

For Service Member Family Leave, the use of the twenty-six (26) weeks will be measured forward from the first date on which the employee takes leave.

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. continuing treatment by a healthcare provider, including:
  - 1. a period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves either in-person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity, absent extenuating circumstances beyond the employee's control, or in-person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;  
  
The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.
  - 2. any incapacity due to pregnancy or for prenatal care;
  - 3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
  - 4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
  - 5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
- C. conditions for which cosmetic treatment are administered are not "serious health conditions" unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise,

the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

### **Intermittent and Reduced Schedule Leave**

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced schedule for the birth, adoption, or foster care placement of a child (see A-1 or B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parents, or dependent child with a serious health condition (see C-1 and D-1 on page one). Service Member Family Leave may also be taken on an intermittent or reduced-leave schedule when medically necessary.

The taking of such leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave actually taken.

If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment or the staff member is taking Service Member Family Leave, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

### **Staff Member Notice Requirement**

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment or taking leave pursuant to Service Member Family Leave, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the Corporation, subject to the approval of the healthcare provider.

### **Substitution of Paid Leave**

The staff member may request to substitute (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, vacation leave) (per the applicable collective bargaining agreement) for unpaid FMLA leave (see A-1, B-1, and A-2).

The staff member may request to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for either reason (C-1) or (D-1) on page one and B-2 on page two.

The staff member may request to substitute any of his/her earned or accrued paid vacation, personal leave, family leave or sick leave (per the applicable collective bargaining agreement) for unpaid Service Member Family Leave.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA leave or twenty-six (26) week period of Service Member Family Leave, the additional weeks of leave to obtain the twelve (12) weeks of FMLA leave or twenty-six (26) weeks of Service Member Family Leave, the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Service Member Family Leave, such leave counts toward the twelve (12) week/twenty-six (26) week maximum leave allowance provided by this policy.

### **Corporation Notice Requirement**

The Superintendent will notify the staff member when the Corporation intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing and should be given within five (5) business days of the request. When verbal notice is given, it will be followed by written notice within five (5) business days. In the case of intermittent or reduced schedule leave, only one (1) such notice is required unless the



circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for the staff member's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will notify the staff member within five (5) business days that the paid leave will count toward the staff member's twelve (12) week FMLA- leave entitlement. The notification will indicate whether the employee is required to provide a fitness-for-duty certification to return to work.

### **Limits**

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child. Additionally, the aggregate number of work weeks of leave to which both the husband and wife may be entitled pursuant to this policy is limited to twenty-six (26) work weeks during the single twelve (12) month period provided for in the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA leave and Service Member Family Leave.

### **Certification**

When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parents, or dependent child with a serious health condition (see C-1 and D-1 on page one), or Service Member Family Leave is taken, the staff member must provide medical certification from the healthcare provider of the eligible staff member, his/her immediate family member, or the next of kin of the individual. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.

The staff member either:

- A. submit the medical certification to the Superintendent; or
- B. direct the healthcare provider to transfer the medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with an HIPAA-compliant authorization.

Staff members are not eligible for leave pursuant to this policy if they work elsewhere during leave pursuant to this policy.

In the event the staff member fails to provide medical certification, any leave taken by the employee is not FMLA leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days' notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The Corporation shall be responsible for maintaining a record of those communications.

The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

- A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare

provider, if applicable, any leave taken by the staff member is not FMLA leave.

A staff member who takes leave for reason (D-1) on page one, prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

A staff member seeking to take leave pursuant to reason (A-2 or B-2) above must submit, in a timely manner to the Superintendent, an appropriate certification as described by Federal regulations.

### **Return from Leave**

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the Corporation has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

**Employee Signature/Acknowledgement Page**

I \_\_\_\_\_ (employee name) acknowledge receipt of  
the 2020-21 Non-Certified Staff Employee Handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Return signed Employee Signature/Acknowledgement page to the Superintendent's office.