



# South Dearborn Community School Corporation

## Classified Employee Handbook

### Mission Statement:

The mission of South Dearborn Community School Corporation is to be Success Driven.

Effective: August 1, 2018  
Revised: July 31, 2018

**Receipt & Acknowledgment of  
South Dearborn Community School Corporation Handbook**

The South Dearborn Community School Corporation Handbook is an important document intended to help you become acquainted with pay, benefits and procedures at South Dearborn Community School Corporation. This handbook is not the final word in all circumstances and specific circumstances may call for individual attention. This handbook is not a contract of employment.

Your signature and initials below indicate that you have received the handbook, the contents were reviewed by/with you, and all questions have been clearly answered.

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I have reviewed a copy of the South Dearborn Community School Corporation Handbook. I understand that the pay, benefits and procedures that are described in it are subject to change at the sole discretion of South Dearborn Community School Corporation at any time. I understand that this handbook replaces and supersedes all previous handbooks. It is my responsibility to read and review all of the information contained within this handbook and to contact the Human Resource department should I require clarification of this document.

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Employee's Printed Name

Employee's Position

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Employee's Signature

Date

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## I DEFINITIONS

- A. In the Regulations & Policies for Classified Employees, South Dearborn Community School Corporation will be known as S.D.C.S.C.
- B. In this document, Classified Employee will be defined as all personnel employed by South Dearborn Community School Corporation who do not hold a teaching certification issued by the Indiana Department of Education as a condition of employment. This document applies only to Classified Employees.
- C. The purpose of this handbook is to consolidate in one document all policies, procedures, and practices that govern the pay, benefits, and working conditions of classified employees. As such, the Classified Employee Handbook supersedes any other documents that address the topics contained herein and is the sole source all benefits to classified employees.
- D. This document will be reviewed annually and changes approved by the Board of School Trustees.
- E. Classified Employee policies are located on the S.D.C.S.C. website, [www.sdsc.k12.in.us](http://www.sdsc.k12.in.us).
- F. Employee Classifications
  - Class
  - 1 Clerical – All Buildings except Central Office
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  - 3 Cafeteria
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    - b. Cooks
    - c. Cook Assistants
  - 4 Custodians
  - 5 Maintenance
  - 6 Paraprofessionals
    - a. ROD Paraprofessionals
    - b. Title 1 Paraprofessionals
    - c. Media Assistant I and II
    - d. Technology Assistant
    - e. Corporation Paraprofessionals
  - 7 Resource Officer
  - 8 Connect Counselor
  - 9 Corporation Bus Drivers
  - 10 Data Coordinator
  - 11 Speech Assistant
  - 12 Substitutes
- G. Scheduled Work Shifts
  - 1. Certain employee classifications such as: custodians, maintenance, some bus drivers and cafeteria staff are required to adhere to the posted schedule for their specific position.
  - 2. Time sheets are to be completed if the time worked is less or more than the posted schedule time for that staff member

3. Overtime is to be approved prior to overtime taking place. Staff must complete the Employee Overtime Notification Overtime/Additional Time Reporting Form along with an updated hourly time sheet form.

## **II. GENERAL**

### **A. NON-DISCRIMINATION CLAUSE:**

1. It is the policy of the South Dearborn Community Schools to comply with the Indiana Civil Rights Act (I.C. 22-9-1), 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 (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1992, the Family Medical Leave Act and other Applicable State and Federal Statutes. South Dearborn Community Schools 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.
2. In keeping with the S.D.C.S.C. Board of Trustee's commitment and requirements of the law, the S.D.C.S.C. Board of School Trustees and staff will strive to remove any vestige of discrimination in employment, assignment, and promotion of staff; in educational programs, services and opportunities offered students; in location and use of facilities; and in educational materials.
3. Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act, or limited English proficiency should be directed to the Superintendent of South Dearborn Community School Corporation, 6109 Squire Place, Aurora, IN 47001 or by phone to the Superintendent's office at (812)926-2090. Inquiries can also be directed to the Office for Civil Rights, Washington D.C. at 800.368.1019.

### **B. HARASSMENT/ANTI-BULLYING POLICY**

1. It is the policy of the South Dearborn Community Schools to provide a work environment that is free from harassment and/or bullying. South Dearborn Community Schools prohibits harassment and/or bullying based on pregnancy, childbirth, medical conditions, race, religious creed, color, national origin, physical or mental disability, marital status, age, sex. This conduct is prohibited in any form at the workplace, at work-related functions or outside of work IF it relates to the school.
2. Types of prohibited harassment and/or bullying may include but not limited to:
  - a. offensive language, either written or verbal
  - b. explicit or degrading verbal comments
  - c. nonverbal conduct; ie, staring, leering or giving inappropriate gifts
  - d. physical conduct; ie touching or assault
  - e. visual images
  - f. unwelcome advances; ie, requests for sexual favors, any verbal or physical conduct of a sexual nature; unwelcome flirtation
3. If an employee is either harassed or bullied, or sees an employee harassed or bullied, please refer to the following procedures:

- a. report to building administrator immediately
  - b. complete S.D.C.S.C. Harassment Reporting Tool form 1662
- 4. S.D.C.S.C. will investigate and resolve complaints as confidential where appropriate and possible.
- 5. Retaliating and/or discriminating against an employee who reports an incident or who cooperates in an investigation is prohibited. Employees who violate this policy or retaliate against an employee in any way may be subject to disciplinary action.
- C. CALENDAR AND DAILY WORK REQUIREMENTS
  - 1. The annual/daily work schedule for each employee shall be established in writing by the employee's immediate administrator/supervisor and approved by the Superintendent (or designee), and distributed to the employee. Such schedule is subject to change by action of the administrator/supervisor or Superintendent.
  - 2. Starting and dismissal times will be established in writing by the immediate supervisor and approved by the Superintendent.
  - 3. Vacation days may be used in whole or half day increments ONLY.
- D. PROBATIONARY PERIOD
  - 1. All classified employees new to S.D.C.S.C. must serve a probationary period of thirty (30) calendar days from the original date of hire. During such probationary period, the immediate supervisor shall conduct a continuous evaluation of the employee. The immediate supervisor shall confer during the thirty day period to discuss the work performance of the employee. In order for the employee to be moved from probationary to regular status, the employee's immediate supervisor must recommend such change in status. Recommendation of either but not limited to, continuance, dismissal or full pay with benefits, shall be accompanied by a written evaluation of the employee.
  - 2. The 30 calendar days will begin when the employee has started the position, this may or may not coincide with the School Board approval date.
  - 3. No sick, holiday, vacation or personal days will be granted to an employee during the 30 day probationary period. After the probationary period has been successfully completed, the benefit days will be calculated from the original hire date. Bereavement leave will be permitted.
  - 4. At the completion of the probationary period, with a satisfactory evaluation, the employee may be eligible for an increase in wage.
  - 5. The Superintendent will review extenuating circumstances and grant exceptions to the probationary period on a case-by-case basis.
- E. ADVANCEMENT

Every effort will be made to obtain the best-qualified personnel. Management personnel have the responsibility for encouraging employees who show promise of success in promotional positions to apply.
- F. OVERTIME
  - 1. An employee who normally works less than forty (40) hours per week will not receive overtime pay for any hours worked until the forty (40) hour per week threshold is surpassed. All hours worked beyond the normally scheduled time must have prior approval by the Office of the Superintendent. The S.D.C.S.C. work week coincides with the calendar week, running from 12 a.m. Monday to 11:59 p.m. on Sunday.

2. Employees who provide services for an outside organization through a facility use agreement will be compensated at their overtime rate. Payment for these services will be distributed during normal pay periods.
  3. Any employee, whose employment is governed by the Fair Labor Standards Act, as amended in 1966, shall be compensated at the prevailing overtime rate as approved by the S.D.C.S.C. Board.
  4. Overtime is computed at time and one-half (1 ½) the hourly rate of the employee for physical time worked over forty (40) hours per week.
  5. Other paid time off such as but not limited to, bereavement, sick and vacation days, do not count toward the forty (40) hour threshold.
  6. Paid Holidays will be applied to a forty (40) hour work week in regards to pre-approved overtime. This will only apply to the 260 day staff members.
  7. Overtime not pre-approved in advance (except for emergencies) will not be considered authorized and therefore not compensated.
  8. In the event an emergency situation develops -- additional overtime may be approved by the Superintendent.
- G. SUBSTITUTE, TEMPORARY AND SEASONAL PERSONNEL
1. Substitute, temporary personnel and seasonal personnel may be hired on a day-to-day basis as needed.
  2. Substitute, temporary and seasonal personnel shall be paid according to a salary scale or hourly wage approved by the S.D.C.S.C. Board of School Trustees. See Appendix D.
- H. POSTING OF VACANCIES:
1. Opportunity for transfer and promotion will be provided in order to make full use of demonstrated skills and abilities. Therefore, well-qualified staff will be given full consideration, upon written application, in filling vacancies.
    - a. Internal candidates that are moving employee classification, may receive a pay differential above the starting rates listed in Appendix B.
  2. Upon creation of new positions or when vacancies occur in established positions, notices announcing the vacancies shall be posted in each school building in the corporation, in the Superintendent's office and on the corporation's web site.
- I. SCHOOL CLOSINGS AND DELAYS  
(Adverse Weather Conditions and other Emergencies)
1. The following employees (that are not cafeteria employees) are to follow the below guidelines regarding school closing and delays.
    - a. Custodians and maintenance personnel are needed for snow removal and building preparation.
    - b. All clerical personnel should report to work at their regularly scheduled time unless directed otherwise by the building administrator. The building administrator will have the final decision on clerical staff.
    - c. In the event of a 2 hour delay, employees in classes of all Paraprofessionals, Resource Officer, Attendance Officer, Data Coordinator, Title 1 Counselor, Speech Assistant and Corporation Bus Drivers, are to report 2 hours after the previously established start time. Employees will not be docked for the 2 hours of missed employment however, it will be the responsibility of the employee to make-up time with the building principal.

- d. In the event that the State Superintendent of Public Instruction waives the 180 day student requirement, employees in class of all Paraprofessionals, Resource Officer, Attendance Officer, Data Coordinator, Title 1 Counselor, Speech Assistant and Corporation Bus Drivers, will be required to make-up any additional time due to these circumstances. Building administrators will document additional hours and submit this information to the Payroll/H.R. Director.
  - e. It is understood that, if travel emergency is determined by the Superintendent, then NO ONE is to report. In such a case, any 12-month employee may elect to take that day without pay rather than give up a personal day or vacation.
  - f. A leave of absence form will be required to be submitted if a staff member does not work due to weather.
2. All cafeteria employees are to follow the below guidelines regarding school closings and delays.
- a. If closed, an employee will NOT report to their assigned work location on days when schools are closed because of adverse weather conditions or other emergencies.
  - b. Will NOT be paid for days when schools are closed because of adverse weather conditions or other emergencies, but will be paid IF AND WHEN these days are rescheduled, if they work the re-scheduled days.
  - c. If there is a delay determined by the Superintendent, the employee will be paid for time worked if they have reported to school prior to a delay being changed to a closing.
  - d. Will be paid only for hours worked, as reported on the weekly time sheet by the employee.
- J. EVALUATIONS
- 1. All classified staff will be evaluated at least annually.
  - 2. Evaluations may be done by the immediate supervisors, building principals, and/or the Superintendent and Assistant Superintendent.
  - 3. Evaluators shall rate each employee in one of four categories: Highly Effective, Effective, Improvement Necessary, or Ineffective.
  - 4. An employee will be eligible for a raise only with an evaluation that has a rating of Highly Effective or Effective.
  - 5. Employees must sign their evaluation at the time it is reviewed with them. A signature indicates receipt of evaluation, not necessarily agreement. Employees have the right to submit a rebuttal to their evaluation within five working days, a copy of which will be filed with their evaluation.
  - 6. Employee attendance for the school year will be used in the evaluation process. Absences related to staff members who are on workers' compensation will not be noted on an employee's evaluation.
- K. UNEMPLOYMENT INSURANCE
- 1. Classified employees are at will employees and will retain their position from one year to the next unless notified otherwise. Therefore, no employee is eligible to file for unemployment without a specific written notice of termination.



2. Employees who file for unemployment when not previously notified that they are losing their position shall be deemed to have given their notice of their intent not to return, and, as at-will employees, shall be replaced.
- L. WORKER'S COMPENSATION
1. Worker's compensation insurance is provided to all employees for the loss of work due to injury on the job.
  2. Any on-the-job-injury, regardless of how minor it might seem at the time, must be reported to the building principal; supervisor or Central Office.
  3. Additional directions may be provided.
  4. If a claim is filed, documentation will be required to verify any appointments that are placed during school hours.

### **III. FRINGE BENEFITS**

#### **A. MEDICAL INSURANCE**

1. Employees are eligible for medical and life insurance as stated in those sections only if they are a full time employee as defined by the Patient Protection and Affordable Care Act (P.P.A.C.A). Insurance coverage will start after the employee has been employed thirty (30) calendar days and met the probationary period standards.
2. The spouse of a retired employee may remain on the plan until they become eligible for Medicare.
3. See Human Resources for billing information
4. See Appendix A for eligibility.
5. See Appendix B for Corporation Contribution, if applicable.

#### **B. DENTAL INSURANCE/VISION INSURANCE**

1. All personnel enrolled in the school sponsored Health Insurance Program who wishes to participate in the school sponsored Dental Plan and/or Vision Plan may do so in either the single or family plan. Insurance coverage will start after the employee has been employed thirty (30) calendar days and met the probationary period standards.
2. See Human Resources for billing information.
3. See Appendix B for eligibility.
4. See Appendix B for Corporation Contribution, if applicable

#### **C. LIFE INSURANCE**

1. All full-time employees, as defined by the Patient Protection and Affordable Care Act (P.P.A.C.A.), are eligible for Life Insurance at a current annual cost of \$1.00 to the employee.
2. Employees who wish to participate will be provided term life insurance based on the amount for that classification.
3. See Appendix B for eligibility.
4. The face value of the life insurance contract will have a reduction formula based on the age of the insured. This information is included on the Life Insurance Benefit Summary.

D. PUBLIC EMPLOYEES RETIREMENT FUND

1. All regular status employees who are employed for twenty (20) or more hours per week may become members of the Public Employees Retirement Fund (P.E.R.F.) if eligible.
2. The vesting period is ten (10) years.
3. If in a P.E.R.F eligible position, membership is mandatory and 3% of gross wages are paid by the employee.
4. Employer contribution rate is determined annually by P.E.R.F. board.
5. See Appendix B for eligibility.

E. RETIREMENT - 403(b)

1. All staff members will be eligible to contribute to a 403(b) for retirement.
2. Membership is voluntary and the contributions are the responsibility of the employee.

F. ABSENCE WITHOUT PAY

1. Leaves without pay are not normally authorized.
2. Under very special circumstances, the Superintendent may approve time off without pay.
3. A document to support the leave of absence may be required at the discretion of the immediate supervisor and/or Superintendent.

G. ABSENCE WITH PAY

1. Employees may be granted paid leave days based upon employee classification, refer to Appendix B.
2. When Paid Days Off is exhausted medical, vision, dental and other insurance may not be covered. The employee will need to contact the Human Resource department.
3. A document to support the leave of absence may be required at the discretion of the immediate supervisor and/or Superintendent.
4. Employees who have accumulated sick or personal days from previous years may be provided options and/or benefits of carry over. The maximum amount of days that can be accumulated is fifty (50) days.
5. Any days accumulated over fifty (50) days will automatically be paid out at the conclusion of the school year.
6. See Appendix C.
7. Employees will be given the choice at the end of each school year to carry days over or to be paid out. The Absence with Pay Incentive may be found under subsection P.
8. If an employee is absent, they must use the Paid Days Off instead of going unpaid until the Paid Days Off accumulation has been depleted for the current school year. The Accumulated Paid Days Off is not affected.
9. Paid Days Off may be used in whole or half day increments ONLY.

H. FAMILY LEAVES OF ABSENCE

1. All eligible staff members may receive up to twelve (12) work weeks of unpaid leave. Those that are eligible will be required to have worked one-thousand-two hundred and fifty (1,250) hours or more during the ensuing twelve (12) month period commencing with the first day of qualifying leave for one of the following reasons:

- A. The birth or care of a child
  - B. The adoption or foster care of a child
  - C. The care of a spouse, son, daughter, or parent if such individual has a serious health condition
  - D. A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.)
- 2. Such notice to the Superintendent shall include a letter from the employee's physician certifying her pregnancy and the anticipated date of birth. The statement from the physician shall also include certification of the employee's ability to perform the requirements of the position during the period prior to the beginning date of the leave.
- 3. Each employee will need to submit a Leave of Absence form to the immediate supervisor and approved IN ADVANCE by the Superintendent or his designee.
- I. FAMILY MEDICAL LEAVE ACT (F.M.L.A.)
  - 1. Employees shall have the right to both the appropriate family and medical leave and the appropriate designated benefits provided by the Family and Medical Leave Act (F.M.L.A.). Such leave(s), if applicable, shall be taken concurrently. Any provision of this agreement which restricts any mandatory leave and/or mandatory benefit(s) of the F.M.L.A. will not have any effect for any employee who has a right to leave and/or benefit under the Act (F.M.L.A.).
  - 2. S.D.C.S.C. may require the employee to verify and/or certify any information which an employer may require under the F.M.L.A., and it may further elect any option available to it under the Act (F.M.L.A.) for any leave or benefit for which an employee qualifies for under the F.M.L.A. but for which the employee is not entitled under the specific language of this agreement.
  - 3. For record keeping purposes, the twelve (12) weeks period for F.M.L.A. shall be measured forward from the date any employee's first F.M.L.A. leave begins.
  - 4. If an employee who is on approved F.M.L.A. leave wishes to continue vision/dental or other insurance during the period when there is no compensation it shall be the responsibility of the employee to make arrangements in advance with the business office to continue such insurance at the individual's expense. Failure to make and follow through with such advance arrangements will result in the employee being dropped from the group plan. An employer is required to maintain health insurance coverage for an employee on F.M.L.A. leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.
- J. BEREAVEMENT LEAVE
  - 1. In cases of death in the immediate family, an employee shall be entitled to be absent without loss of compensation for not more than five (5) school days within seven (7) calendar days beyond the death. In case of extenuating circumstances, the Superintendent may adjust the seven (7) calendar days. Immediate family is defined as by blood or marriage: mother, father, husband, wife, child (ren), step-children, brother, sister, father-in-law, mother-in-law, grandparents, grandchildren

or any relative (including foster children) residing as a permanent member of the home living in the household of the employee.

2. In case of death in the family, an employee shall be entitled to be absent to attend the funeral, without loss of compensation, for not more than two (2) school days within four (4) calendar days beyond the death. In case of extenuating circumstances, the Superintendent may adjust the four (4) calendar days. Family is defined as niece, nephew, brother-in-law, sister-in-law, aunt or uncle and first cousin.
3. Bereavement days are not accumulative.
4. Bereavement leave normally begins on the day of the death or the day after and must be completed in five calendar days.
5. Proof of the relationship may be required.

#### K. HOLIDAYS

1. 260 day employees qualify for 10 Holiday paid days.
2. Holidays falling on Saturday will be celebrated on Friday and holidays falling on Sunday will be celebrated on Monday. If one of the holidays listed below falls on a weekend, the next business day will serve as that paid holiday.
3. The Holidays will consist of:

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

#### L. VACATION DAYS

1. Vacation days are granted only to 260 day employees.
2. Vacation days are granted as follows:
  - a. Step 1 (Years 0-3 of satisfactory service) 5 days
  - b. Step 2 (Years 4-10 of satisfactory service) 10 days
  - c. Step 3 (After 11-19 years of satisfactory service) 15 days
  - d. Step 4 (After 20 years of satisfactory service) 20 days
3. The designated rollover date for vacation days each year is July 1<sup>st</sup>. Vacation days will be prorated for employees that are hired throughout the school year.
4. Upon attaining regular employment status, employees will be credited with vacation days earned during the period of probation.
5. **Vacation days do not carry over from one year to another.**
6. Vacation days may be used in whole or half day increments ONLY.
7. Employees who work a full school year (academic calendar) and are transferred to a full time (12 month position) will have:
  - a. the Paid Days Off prorated for the time as a school year employee in relation to time already used, and:
  - b. the Vacation prorated for the time as a full time employee, and:
  - c. the Paid days off prorated as the full time employee
8. Vacation days will be prorated for employees who resign from a position.
9. If a full time employee resigns, terminates or leaves the School Corporation without retiring will have all leaves of absences prorated for time served.

- a. If the employee has days left after prorating, these days will be paid to them at the daily rate on the last payroll
- b. If the employee has used more days than the prorated amount allows; this amount will be held from the last payroll. If the amount due is more than the last payroll, the employee will be required to pay the school corporation.

#### M. JURY DUTY

1. Employees will not be penalized to serve on a jury.
2. When employees serve on a jury, the employee will receive the full amount of his/her regular salary (no overtime) minus the received for said duties as per diem.
3. Turn over the warrant for serving on the jury to the Human Resource Director.
4. Employees will be paid the difference between the regular pay and the stipend they are paid while on jury duty.
5. Provide a copy of the check received by the Governmental body for adjustment to payroll. Please note, this transaction may take place after the Jury Duty date.

#### N. MILEAGE

1. Any classified employee who is required, in the course of his/her duty, to use his/her personal vehicle shall be remunerated for such use at the rate set by the federal government. Each individual shall file a monthly mileage report with the Central Office no later than the first Monday of each month.
2. Must be signed off by the Building Principal.
3. This transaction is not completed as a payroll process and therefore is not paid through payroll.

#### O. COMPLIMENTARY ACTIVITY PASS

1. Each employee will receive one complimentary activity pass upon hire.
2. If a Complimentary Activity Pass is lost; please see the Human Resource Department.

#### P. ABSENCE WITH PAY INCENTIVE

1. An employee may have the option to receive incentive pay for the unused Paid Days Off per year or they can accumulate.
2. If accumulated, these days will be classified as Personal Business Carryover and will not be eligible for payout.
3. Accumulated Paid Days Off cannot be more than fifty (50) days.
4. The incentive will be \$50.00 per day of any unused absence with pay left on June 30<sup>th</sup> of each school year.
5. Compensation will be added to a payroll period after June 30<sup>th</sup> but before the beginning of the next school year.
6. Paid Days Off will automatically be paid out for those staff members who do not submit the appropriate documentation to the Central Office by June 30<sup>th</sup> of each year.

#### IV. SEPARATION OF EMPLOYMENT

##### A. AT-WILL EMPLOYMENT FOR CLASSIFIED STAFF

1. S.D.C.S.C. is an At-Will Employer for Classified Employees with S.D.C.S.C., and employment with the S.D.C.S.C. is strictly at will terminable by the S.D.C.S.C. at any time, and at its sole discretion, with no advance notice. Only the Board of Trustees upon recommendation of the Superintendent has the authority to modify this policy. Further, no policies, procedures, customs and/or statements, whether written or oral, shall constitute a modification of the express condition of employment.
2. Nothing contained in these Regulations and Policies should be relied upon to establish any specific promises concerning continuation or employment
3. This handbook is not considered to be a contract.

##### B. LAYOFF OF CLASSIFIED STAFF

1. It is the responsibility of the School Board to provide the classified staff necessary for the operation of the Corporation, consistent with the responsibility of the Board for the judicious allocation of its resources.
2. The Superintendent shall recommend to the Board the abolishment of existing positions.
3. The Board reserves the right in accordance with statute to abolish any existing position in whole or in part or to reduce the number of classified staff in such positions based on the recommendation of the Superintendent.
4. All classified staff shall be selected for layoff in accordance with:
  - a. Performance of the job;
  - b. Past experience and diversified capabilities.
  - c. Length of service in the corporation will be considered when performance evaluations are similar.
5. Any classified staff member shall be notified by the Superintendent if s/he is not to be employed in the following year.

##### C. RESIGNATION

1. In the case of voluntary separation, either by the employee or by the authority of the Superintendent, at least two weeks written notice shall be given. If, in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the school corporation, employment may be terminated immediately upon notice.
2. Upon submission, the Superintendent, will provide the terms of resignation to the employee and will forward to the School Board unless rescinded by the Superintendent.
3. The remaining vacation and paid days off may be prorated at time of termination.
  - a. If the employee has days left after prorating days of service, these days will be paid to them at the daily rate on the last payroll;
  - b. If the employee has used more days than the prorated amount allows; this amount will be held from the last payroll. If the amount due is more than the last payroll, the employee will be required to pay the school corporation.

#### D. SEVERANCE AT RETIREMENT

1. A classified employee may retire from service with South Dearborn Community School Corporation in accordance with the procedures and regulations established by the Superintendent and the Board of School Members.
2. At least one month's notice should be given. Failure to do so may result in the forfeiture of payments due upon separation.
3. Upon submission, the Superintendent, will provide the terms of retirement to the employee and will forward to the School Board unless rescinded by the Superintendent.
4. To qualify for Severance, an employee must qualify with 10 or more years of uninterrupted service with S.D.C.S.C. and also obtain the age of 55, unless otherwise authorized by the Superintendent.
5. Said severance shall be the rate of \$50.00 per year of service to S.D.C.S.C. for employees that work 195 or more school days per school year or,
6. Said severance shall be the rate of \$35.00 per year of service to S.D.C.S.C. for employees that work 194 days or less.

## **APPENDIX A**

### **South Dearborn Community School Corporation**

Every employee within any of the classifications set forth below shall be eligible for health insurance coverage. Family members of employees shall be eligible for coverage if they meet the definition of “dependent” contained in the certificate applicable to the employee under whom the family member claims coverage.

Active, full-time employees, as defined by the Patient Protection and Affordable Care Act (P.P.A.C.A.) shall be eligible for coverage under this agreement/handbook.

Please see Appendix B for eligible employees outlined in this handbook.

The following criteria must be met prior to coverage:

- The employee must meet all 30 day probationary period requirements.
- The employee has made their monthly premium contribution
- If the employee requests to take the insurance the first day after the probationary period the employee must pay the monthly premium in advance.
- Payroll deductions will not begin until the employees have been approved by the board

Retired employees who are enrolled at the time of retirement may stay under the plan as a member, at the retired employee’s expense, until age 65. Spouses of retirees may remain on the plan until they become eligible for Medicare. This would allow dependent children to remain on the plan until they no longer meet the dependent definition.

Coverage will be terminated the last day of the month following their separation from employment.

Two married classified staff members in the Corporation may choose to direct the Board’s contribution of \$14,400 (1 family + 1 single) toward the full cost of (1) family plan. If two married classified staff members do not meet the criteria to be on a family plan, they shall each be allowed to be on a single plan and will each receive a single contribution from the Corporation.

- This also applies in the situation where a classified staff member is married to a certified staff member.



## APPENDIX B

### AUXILLIARY STAFF STARTING WAGES AND BENEFIT INFORMATION CLASSIFICATION AND BENEFITS

Employee Group	Hours Per Day	# of Annual Pays	Annual Days	Starting Hourly Rate	Paid Days Off	Vac. Days	PERF Eligible	Health Ins. Contrib. by corp.	Vision / Dental Ins. Contrib. by corp.	Life Ins. Policy	Long Term Dis.
Maintenance	8	26	260	\$18.00	7	5-20	Y	Y	Y	\$20,000	Y
Custodian	8	26	260	\$12.00	7	5-20	Y	Y	Y	\$20,000	Y
Part-Time Custodian	4	26	260	\$10.75	2	0	N	N	N	\$20,000	N
Resource Officer	7.5	26	180	TBD	5	0	N	N	N	\$20,000	N
Head Cook I	7.5	26	186	\$13.25	5	0	Y	Y	Y	\$20,000	Y
Head Cook II	8	26	186	\$13.50	5	0	Y	Y	Y	\$20,000	Y
Cook	6	21	183	\$11.00	5	0	Y	N	N	\$20,000	Y
Cook Assistant	3-5	21	183	\$10.25	5	0	N	N	N	\$20,000	N
Nurse	7.5	26	186	\$17.00	5	0	Y	Y	Y	\$20,000	Y
Part Time Nurse Ass't	4.5	26	186	\$15.00	2.5	0	N	N	N	\$20,000	N
Title I Paraprofessional	7.5	26	185	\$11.50	5	0	Y	Y	Y	\$20,000	Y
R.O.D. Paraprofessional	7.5	26	183	\$11.50	5	0	Y	Y	Y	\$20,000	Y
Paraprofessional	7.5	26	183	\$9.50	5	0	N	N	Y	\$20,000	Y
Media Assistant I	7.5	26	190	\$12.00	5	0	Y	Y	Y	\$20,000	Y
Media Assistant II	7.5	26	200	\$12.00	7	0	Y	Y	Y	\$20,000	Y
Bus Driver Sp. Needs	8	26	183	\$13.50	5	0	Y	Y	Y	\$20,000	Y
Corp Bus Driver (new)	As req.	21	183	\$80.00 Stipend	0	0	N	N	N	\$20,000	N
Secretary - Principal/Treasurer	7.5	26	205	\$13.75	7	0	Y	Y	Y	\$20,000	Y
Secretary	7.5	26	200-205	\$13.50	7	0	Y	Y	Y	\$20,000	Y
Receptionist	7.5	26	195	\$13.50	5	0	Y	Y	Y	\$20,000	Y
Technology Assistant	7.5	26	200	\$12.50	5	0	Y	Y	Y	\$20,000	Y
Data Coordinator Tech Aide	8	26	230	\$15.00	7	0	Y	Y	Y	\$20,000	Y
Connect Counselor	7.5	26	183	TBD	5	0	Y	Y	Y	\$20,000	Y
Speech Assistant	7.5	26	183	\$30.50	5	0	Y	Y	Y	\$20,000	Y
A.C.P. Supervisor	7.5	26	183	\$11.50	5	0	Y	Y	Y	\$20,000	Y

### S.D.C.S.C. INSURANCE CONTRIBUTION CHART

	Family Plan	Employee + Spouse Plan	Employee + Child/ren Plan	Single Plan
Health Insurance Contribution	\$9,600/yr.	\$9,000/yr.	\$9,000/yr.	\$4,800 yr.
HAS Contribution	\$750/yr	\$650/yr.	\$650/yr.	\$375/yr.
Dental Insurance Contribution	\$180.00/yr.			\$180.00/yr.
Vision Insurance Contribution	\$180.00/yr.			\$180.00/yr.

## **APPENDIX C**

### **SUBSTITUTE, TEMPORARY AND SEASONAL PERSONNEL**

Will be employed as seasonal personnel and therefore will receive no benefits.

#### **Seasonal personnel:**

1. will be paid \$9.00 an hour for the first summer at S.D.C.S.C.
2. \$.50 per hour increase will be granted for each year of experience with S.D.C.S.C.

#### **Substitute personnel:**

1. will be paid \$9.00 per hour to substitute for Auxiliary Personnel
2. substitute for bus driver - \$10.50 per hour
3. \$.50 per hour increase of the base auxiliary substitute hourly rate will be granted for former employees of S.D.C.S.C.

## **APPENDIX D**

### **Grandfathered Personnel and Paid Days off**

The employees that are currently in the Connect Counselor, Title 1 Counselor and Speech Assistant positions are grandfathered for the seven (7) paid days off.

If a position is opened after July 1, 2016, the paid days off will be five (5) paid days off unless a prorated duration is required. Please See Appendix B.