

**WAGE AND BENEFIT SUMMARY**

**INSTRUCTIONAL AND  
ADMINISTRATIVE SUPPORT  
PERSONNEL**

A.



The Instructional and Administrative Support Personnel Wage and Benefit Summary is meant to be an informative guide that provides information regarding working conditions and benefits available to you as an employee of Southwest Allen County Schools.

It is your responsibility to thoroughly read the contents of this summary. This will help you understand the many benefits and responsibilities that you have as an employee of Southwest Allen County Schools. This summary will be updated, changed, and occasionally modified in order to remain current. We value you as an employee of our school district and believe that together we can contribute to safe and pleasant working conditions while we provide the best education for all students.

We welcome your ideas, suggestions, or comments and look forward to working with you. Should you have any questions or discover information that you do not understand, please contact your immediate supervisor or Human Resources for assistance.

Thank you.

***Preparing today's learners for tomorrow's opportunities.***

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## **POLICIES AND PROCEDURES**

(For further information, please refer to the Board Policy Manual, available upon request, or contact Human Resources.)

**B. Equal Employment Opportunity Policy**

It is the policy of Southwest Allen County Schools not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in the educational programs or employment policies as required by Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2, Titles 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.

Our policy is committed to bringing about equal opportunities for all in employment, promotion, compensation, benefits, and all other privileges, terms and conditions of employment by hiring and promoting the most qualified individuals regardless of their race, color, sex, religion, national origin, age, disability, Vietnam era or disabled veteran status.

Any inquires regarding compliance should be directed to your building administrator, the school Social Worker, or Director of Human Resources of Southwest Allen County Schools.

**C. Policy Regarding Harassment**

It is the policy of Southwest Allen County Schools to maintain a learning and working environment for all employees that is free from harassment. Harassment on the basis of race, sex, religion, national origin, age, disability or veteran status is a violation of Title VII of the Civil Rights Act of 1964. It is the responsibility of each employee who is subject to harassment or intimidation to report incidents to their building administrator, the school social Worker, or the Director of Human Resources. All complaints will be promptly and confidentially investigated. Any employee who violates this policy will be subject to appropriate disciplinary action, up to and including discharge.

**D. Illegal Drug and Alcohol Abuse Policy**

Southwest Allen County Schools is committed to providing a safe and productive working environment for all employees that is free from the effects of drug and alcohol abuse. Any employee who uses, sells, manufactures, participates in the distribution of, possesses or is found to be under the influence of illegal drugs on school property or while on school business, or who uses, possesses or is found to be under the influence of alcohol on school property, is subject to disciplinary action up to and including termination of employment. The district may provide any employee the option to voluntarily participate in an approved assistance or rehabilitation program with all costs the responsibility of the employee.

**E. Non-Smoking Work Environment**

The M.S.D. Southwest Allen County Board of School Trustees is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. Tobacco smoking (or chewing) is prohibited in all school facilities, on the school campus, and school owned vehicles.

**M.S.D. SOUTHWEST ALLEN COUNTY**

**WAGE AND BENEFIT SUMMARY**

**INSTRUCTIONAL AND ADMINSTRATIVE SUPPORT PERSONNEL**

Revised – January 1, 1994

**I. CONDITIONS OF EMPLOYMENT**

**A. Job Classification/Duties**

**1. Positions Classified (Appendix A. Wage Classification)**

All assigned positions shall be classified for wage purposes and reviewed annually.

**2. Job Description/Duties Of Position**

Each position shall be based upon a general job description. Job descriptions shall contain the qualifications required for employment, general responsibilities assigned and supervisory relationships. Specific duties and tasks shall be assigned by the immediate supervisor. Job descriptions shall be reviewed regularly and revised when the employee and their supervisor believe that significant changes in responsibilities have occurred.

**B. Applications/Job Post Programs**

**1. Applications**

All prospective employees shall submit an application to the Director of Human Resources in the Administration Building. Applications are not considered active until the district has a posted available opening and all submitted application materials including references are requested, received, and verified. Applications will remain active for a period of twenty-four months after which an applicant must complete and submit a new application.

**2. Job Post Program**

All available classified positions are posted for five work days on the job post board in each building of the district. Positions are posted on the web site and the job post phone line. The first five day posting may be limited to only internal applicants or current employees. If the position is not filled as a result of this first posting, the job can be re-posted both internally and externally for an additional five days in order to identify qualified applicants. The purpose of job post is to make existing employees aware of advancement and/or new job opportunities within the school district for their own career growth or for notification of friends and associates who might be potential qualified job applicants. All applications for posted positions must be submitted to Human Resources.



**3. Positions Filled**

All positions shall be filled based upon the recommendations of the immediate supervisor and approved by the Superintendent or Director of Human Resources.

**C. Training Period/Regular Employment**

**1. Training Period**

Employees new to the District are in a training period for the first ninety (90) calendar days. This training period is intended to allow the employee and supervisor to learn how well the employee is suited for employment in the school district. Employees who have questions regarding their position should talk to their supervisor. During the training period, the employee will be evaluated at least one (1) time by the designated supervisor. It is the responsibility of the employee to establish good attendance, satisfactory work performance, and complete compliance with all policies. The training period can be extended if further time is needed in order to determine an employee's effectiveness in a particular position. At the close of the training period, the supervisor shall recommend to the Director of Human Resources continuation of regular employment, extension of the training period, or dismissal.

Employees transferring to a new position within the district are also considered to be in a training period during the first thirty (30) work days in their new position.

**2. Regular Employment**

The first day worked is the first day of regular employment. Insurance benefits begin as of the first day of regular employment, but sick, personal, and vacation days cannot be taken until successful completion of the ninety (90) calendar day training period.

**3. Training Period Waived**

The training period may be waived at the request of the immediate supervisor and upon approval by the Superintendent or Director of Human Resources for current employees filling temporary positions or previous employees who terminated voluntarily and were in good standing. This recommendation requires the submission of a written request at the beginning of the training period.

**D. Employment Status**

**1. Full-time Employee**

A full-time employee is an employee who was filling a regular position which had scheduled hours of at least twenty (20) hours per week before January 1, 1990; an employee who was filling a regular position which had scheduled hours of at least thirty (30) hours per week before January 1, 1992; or an employee who was filling a regular position which had scheduled hours of at least thirty-seven and one-half (37 ½ ) hours per week after January 1, 1992.

**2. Filling More Than One Part-time Position**

If an employee fills two or more part-time positions in this classification or another classification that in total weekly scheduled hours equal the total hours required to qualify as a full-time position in either classification, the employee will not be considered to be filling a full-time position. To be considered full-time, the employee must fill a full-time position as defined in Section D.

**3. Part-Time Employee**

A part-time employee is one who is filling a regular position with scheduled hours less than that required by a full time position.

**4. Temporary Employee**

A temporary employee is one filling a temporary position. A temporary position is a position that is not classified according to Appendix A, Wage Classification or has not been approved by the Board of School Trustees. There are no benefits associated with temporary positions.

**5. Regular Employee**

A regular employee is an employee filling a regular position. Regular positions are those positions scheduled according to Appendix A, Wage Classifications or those positions approved by the Board of School Trustees.

**6. Experience**

For benefits provided by the District, only experience while a regular employee filling a position requiring four (4) or more scheduled hours per day according to Appendix A, Wage Classifications, shall be counted as experience as measured from the employee's accrual date.

**7. Accrual Date**

An employee's accrual date shall be the first day worked as a regular employee, adjusted by subtracting periods of continuous employment filling a position requiring less than four (4) scheduled hours per day. The accrual date measures the date from which benefits are earned and may be the same as the hire date if the position when first hired was eligible for benefits.

**8. Broken Service**

If a regular employee terminates employment with the District and is then employed to fill the same position or another position, the accrual date shall be the most recent date of regular employment.

**F. Placement/Advancement On Wage Schedule (Appendix C & C-I)**

**1. Placement**

All regular employees shall be placed at the step appropriate to their experience and training. All step placements shall be determined by the Superintendent or Director of Human Resources.

**2. Advancement**

Employees who began regular employment before November 1 shall be advanced to the next step on January 1 of the following year. Step placement may be reviewed based upon the performance, experience or work record of the employee.

**G. Cases of Emergency**

In cases of emergency, instructional and administrative support personnel may be assigned to other duties or buildings rather than their regular assignment. Such action shall be the responsibility of the immediate supervisor and the Director of Human Resources. If the reassignment requires additional responsibility or duties, the individual filling the position may qualify for a temporary salary adjustment as recommended by the immediate supervisor and approved by the Superintendent or Director of Human Resources.

**H. Employment at Will**

All employment including the training period is established on an at-will basis. The establishment of employee hours and wages shall not be construed as a guarantee of a minimum period of employment or earnings.

**I. Appropriate Dress**

Employees should dress in clothing appropriate to their position. Employees who are unsure if an article of clothing is suitable office attire should contact their supervisor.

**J. Bulletin Boards**

As an official means of communication with employees, all federal law posters, job post notices, and other district approved or legal notices will be posted on designated bulletin boards within each district building. Only authorized personnel may put up, take down, or alter items on these official boards.

**K. Personnel Records**

Job related information such as applications for employment, performance evaluations, and credentials are maintained in personnel files in Human Resources. Information in personnel files is confidential and sources outside of the district will be provided verification of and dates of employment and additional items only if legally requested. Employees desiring to review their personnel file should contact Human Resources to schedule an appointment.

**L. Nepotism**

Nepotism is showing favoritism to a relative (as by giving an appointive job) on a basis of relationship. In order to avoid nepotism in fact as well as in appearance the following will be adhered to by the Administration and School Board:

Without specific School Board action, no employee shall be promoted, demoted or hired into a part-time or full-time regular position which would make the employee directly or indirectly subordinate or superior to a relative who is also an employee of the District if one of the following familial relationships exists: spouse, parent, sibling, child, grandparent, grandchild, sister-in-law, brother-in-law, parent-in-law, child-in-law, niece, nephew, first cousin, or step relationships as provided here-in.

**L. Reduction In Force**

If the number of positions in a classification is reduced in a particular building or department, the building principal or immediate supervisor shall make the recommendation as to the person(s) to be reduced with final determination by the Superintendent or Director of Human Resources.

**II. COMPENSATION**

**A. Wage Schedule**

All wages paid by the District shall be based upon the adopted schedule as approved for each calendar year (Appendix C & C-1). Any salary increases take effect the first full pay period following the beginning of the new calendar year.

**B. Time Recording Procedures**

The time sheet is the only record of hours worked. Each employee is responsible for the accuracy of his/her own time sheet. No employee shall record any other employee's time; nor shall any employee cause another employee to record that employee's time. The immediate supervisor is responsible for verifying the accuracy of time sheets for hourly employees. Time sheets should reflect accurate work hours, leaves or other credits based upon adopted policy. Partial hours shall be reported to the next quarter hour. Any employee leaving work prior to their designated work schedule, must provide written notice to the front office or their supervisor.

**C. Biweekly Pay Schedule**

Employees shall be paid on a biweekly schedule. However, such pay shall not be considered a minimum guaranteed period of employment.

**D. Direct Deposit**

Employees will participate in direct deposit and have their paychecks deposited directly into their checking or savings accounts. Completion of a direct deposit application will arrange the procedure.

**E. Overtime**

Established federal guidelines determine if a job is exempt (salaried) or non-exempt (hourly) and thus eligible for overtime pay. Hours worked in excess of forty (40) hours in one week shall be paid at a rate of one and one-half the employee's regular rate of pay. The district has also determined that vacation, sick, personal, funeral, paid lunch, district observed holidays, or when offices are officially closed due to inclement weather days will apply toward the 40 hour eligibility for overtime pay. Overtime must be approved in advance by the immediate supervisor and the Superintendent or designee. Compensatory time will not be awarded in lieu of overtime pay. Employees should understand that overtime may be required in order to meet position responsibilities.

**F. Pay For Position Outside Of Regular Job Function**

Employees who work in positions not related to their current position (i.e. ticket taker, Saturday school supervision, etc.), will be paid at the established rate of pay for that particular activity and will not be eligible for overtime compensation in conjunction with their regular position. Employees who work in some other positions in the district on a regular basis, may be eligible for overtime compensation in conjunction with their regular position. Such situations should be discussed with Human Resources prior to authorization for clarification.

**G. Service Credit**

Each employee shall receive a service credit of twenty-five cents per hour for each five year period employed beyond step ten. The service credit shall take affect on January 1 following the end of each five year period.

**H. Paid Lunch**

All full-time employees including those serving their training period shall be provided up to a thirty (30) minute lunch period without loss of pay. Lunch should be taken no sooner than two (2) hours into the regular work day and no later than two (2) hours prior to the end of the work day. If lunch is not taken during the allotted time period, the employee will not receive compensatory time or additional compensation. Because lunch is paid time, it cannot be used to reduce the beginning or ending of the work day. If the lunch period is extended, work hours or pay shall be adjusted accordingly. Temporary and part-time employees are not entitled to paid lunch.

**III. WORK SCHEDULES**

**A. Establishment Of Work Schedules**

Employee work schedules shall be established by the employee's designated supervisor according to the appropriate job description.

**B. Number Of Hours And Days To Work**

The number of hours and days worked will be according to Appendix A, Wage Classifications. A position's work hours and days can only be changed by the Superintendent or Director of Human Resources.

**C. School Cancellation**

1. It is the employee's responsibility to listen to radio and television stations in the morning for school delay/cancellation/closing information. When school is canceled due to inclement weather or other emergency, employees who are scheduled to work when school is canceled according to Appendix B, Work Schedule for Non-Student Days, Delays And Early Dismissal, shall have the opportunity to work their regular hours at their regular rates of pay. However, with the approval of the immediate supervisor, the employee may use available vacation, personal days or days without pay. Sick days may not be used unless the employee would have used a sick day if school had not been canceled.

2. Employees who are not scheduled to work when school is canceled shall not work and shall not be eligible for pay. Instead they shall work on the scheduled make-up day.

**D. Delays/Early Dismissal**

When school is delayed or dismissed early, employees shall observe regular working hours unless they must observe the delay or early dismissal schedule according to Appendix B. In all instances, employees shall be paid based upon actual hours worked. The decision to drive to work on delay days must be a personal choice. If the employee is unable to arrive at their scheduled time, they can, with their supervisor's approval make up the missed time during the same work week, request a half day personal or vacation leave if available and report later that day, or they can take the time without pay. On such delay days, arrival up to fifteen minutes after the scheduled starting time will be allowed without a change to payroll records.

**E. All Offices Closed**

1. If the Superintendent declares all offices closed, delayed, or closed early, all employees who are scheduled to work 12 months, shall be paid based upon their regularly scheduled hours and rates of pay. Those employees who are regularly scheduled to work less than 12 months and are rescheduled to work at a later date, will be paid for the hours worked on the designated make-up day.
2. On days when offices are closed, twelve (12) month employees who are required to work shall be paid their regular rate of pay (as stated in section 1, above) plus their regular rate of pay for the hours worked. Only employees who are requested or authorized to work by their supervisor shall be eligible for this provision.

**F. Scheduled Leave During Office Closings**

Employees who schedule and are approved for a personal day prior to an office closing will have the option to take the day as a paid leave day or as a day without pay.

**G. Summer Work Schedule**

If regular working hours are adjusted during the summer or other designated periods, only actual working hours shall be eligible for pay. Changes in scheduled hours must be authorized by the immediate supervisor and approved by the Superintendent or Director of Human Resources.

**IV. NON-DUTY (Appendix D, Holidays and Vacation Days)**

**A. Holidays**

**1. Eligibility**

Regular full-time employees covered by this summary shall be entitled to holidays with pay as shown in Appendix D if the holiday occurs during the employee's authorized work period. To be eligible for holiday pay, an employee must be eligible for pay the day before and the day after the holiday or be in an approved special/emergency leave without pay situation. Absences that occur the work day immediately before or after a holiday must be approved by the immediate supervisor to be eligible for holiday pay.

**2. Computation Of Pay**

Holiday pay shall be computed at the employee's regular hours and rate of pay at the time of the holiday. Credit for holiday pay shall be recorded by the employee on the regular time sheet and authorized by the immediate supervisor.

**3. Holiday During Vacation**

When a paid holiday occurs during an employee's approved vacation, the employee shall receive holiday pay for the day. Such days shall not be deducted from the vacation allocation.

**B. Vacations**

**1. Eligibility**

To be eligible for vacation, an employee must be classified as a full-time, twelve (12) month employee. Vacation shall be credited according to the table in Appendix D, Holidays and Vacation Days. Employees who transfer to a 12 month position will have vacation prorated from their most recent accrual date.

**2. District Obligation**

It is the immediate supervisor's responsibility and District's obligation to assure that all eligible employees use their vacation benefit in a meaningful and timely manner.

**3. Computation of Pay**

Vacation days shall be paid according to the employee's regular hours and rate of pay at the time of the vacation.

**4. Unused Vacation/Sick/Personal Days**

Vacation time does not accumulate beyond the next accrual date. Additional pay shall not be authorized instead of time off. Any vacation remaining at the employee's termination date shall be paid at the employee's regular hours and rate of pay at the date of termination. Sick or personal days must be used or they are lost at the time of termination. The last day in the office is the last day worked and will be recorded as the official date of termination.

**5. Request Procedure**

Vacations must be requested in advance and approved by the immediate supervisor. Requests for vacation leave may be limited by the immediate supervisor to assure efficient operations. Vacation requests denied must be sent to the Director of Human Resources by the immediate supervisor for final review.

**6. Leaving Full-Time Status**

An employee who leaves full-time twelve month employment for any reason shall only be eligible for vacation days, personal and sick days allocated on the previous accrual date and still unused at the time of the change.

**C. Winter and Spring Break**

Twelve month employees covered by this agreement shall be entitled to Winter and Spring Break with pay. However, based upon the needs of the building or department and as recommended by the immediate supervisor and approved by the Superintendent, Director of Human Resources, or designee, employees can be required to work some or all non-holiday days during Winter or Spring Break. Any non-holiday days worked during Winter or Spring Break may be added to the employee's vacation leave balance and must be used within one year.

**V. LEAVE PROVISIONS**

**A. Eligibility**

Only full-time regular employees qualify for paid leave benefits. All leave benefits shall be allocated in January of each year on a twelve (12) month basis. Employees new to the District shall not be eligible to use leave during the training period. Following the training period, leave benefits for new employees shall be prorated from the established accrual date until regular allocations in January. Personal and sick days may be taken in quarter day increments. However, if a shorter period of time is needed, the employee must mark their time card for the exact hours worked each day, and with administrator approval, may take less than a half day and may make up the nonworked hours within the same work week when appropriate for job function.

**B. Sick Leave**

All twelve (12) month employees shall be granted ten (10) days of sick leave each calendar year. Employees employed for less than twelve (12) months shall be granted seven (7) days of sick leave each calendar year. Unused sick leave may accumulate to a total of ninety (90) days. Employees with ninety (90) sick days at the beginning of a calendar year, will be credited with an additional ten (10) days or seven (7) days for the calendar year. Any days remaining beyond ninety (90) at the calendar year end will be transferred at half their value to the sick leave bank.



**C. Family Leave**

Up to ten (10) days of available sick leave for twelve (12) month employees and up to seven (7) days of available sick leave for full-time employees filling positions of less than (12) months may be used each calendar year for illness in the immediate family. For eligible individual employees, more leave may be available under the Family and Medical Leave Act.

**1. Immediate Family**

Immediate family shall be interpreted as spouse, children, stepchildren, son-in-law, daughter-in-law, sister, brother, sister-in-law, brother-in-law, mother, father, mother-in-law, father-in-law, stepparents, grandparents, grandchildren, or any other person living in the same household, no matter what the degree of relationship.

**2. Documentation**

Documentation may be required from a medical doctor showing the need for the employee's presence and care for that member of the immediate family.

**D. Bereavement Leave**

**1. Immediate Family**

Up to and including five (5) work days of leave without loss of pay shall be granted for death in the immediate family. Immediate family shall be interpreted as spouse, children, stepchildren, son-in-law, daughter-in-law, sister, brother, sister-in-law, brother-in-law, mother, father, mother-in-law, father-in-law, stepparents, grandparents, grandchildren, or any other person living in the same household, no matter what degree of relationship. Generally employees are granted up to five days to attend an out-of-state and up to three days to attend an in-state funeral.

**2. Friends and Extended Family**

Up to one (1) day of leave without loss of pay, shall be granted to attend the funeral of friends or other relatives not listed in item one above. A maximum of two (2) days may be used for such leaves during a calendar year.

**E. Personal Days**

Personal days shall be credited to the employee as of January 1. Employees who have not completed five (5) full years of service as of January 1 as measured from their accrual date, will be credited with two (2) personal days. Employees who have completed five (5) full years of service as of January 1 as measured from their accrual date, will be credited with three (3) personal days. Personal leave days will accumulate to a maximum of five annually. On January 1<sup>st</sup> of each calendar year, any unused personal leave days beyond five shall be accumulated as unused sick leave to the allowable maximum.

**F. Other Types Of leave**

**1. Special/Emergency**

A regular full-time employee may request a leave without pay for up to five (5) days per calendar year (January through December). Vacation and

personal days must be exhausted before leave without pay shall begin. Requests for leave without pay should be for special or emergency situations. The supervisor shall consider the availability of qualified substitutes, needs within the building or departmental area and other factors necessary to ensure smooth operations. The immediate supervisor will forward all such requests with a recommendation for approval or disapproval to the Director of Human Resources. The employee's accrual date shall not be adjusted for short term leaves. The employee's accrual date will be adjusted for leaves in excess of 84 days in a 12 month period.

Part-time employees may request a leave without pay for up to five (5) days per calendar year (January through December) for bereavement leave or other special emergency situations. The immediate supervisor will forward all such requests with a recommendation for approval or disapproval to the Director of Human Resources.

**2. Extended Sick Leave**

An employee may request a leave without pay for medical purposes for up to one calendar year. A statement from a medical doctor explaining the need for the extended leave may be required. All sick, vacation and personal days must be exhausted before leave without pay shall begin. During the leave without pay, the employee must reimburse the District for the cost of insurance programs within the limits as established by the Family Medical Leave Act and district guidelines. The immediate supervisor will forward all such requests with a recommendation for approval or disapproval to the Director of Human Resources. The employee's accrual date will be adjusted as allowed by the Family Medical Leave Act.

**3. Family and Medical Leave**

Some employees may be eligible for up to a total of 12 weeks of paid/unpaid, leave for certain family and medical reasons. Employees who have worked for the district for at least one year and for 1250 hours over the previous 12 months, may be granted an FMLA leave for one or more of the following reasons: for the care of the employee's child (birth, or placement for adoption or foster care); for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition; or for a serious health condition that makes the employee unable to perform their job. The employee ordinarily must provide 30 days advance notice when the leave is foreseeable and the employee must provide medical certification to support a request for leave for a serious health condition. Employees requesting an FMLA leave should contact the Director of Human Resources to apply. A notice regarding the provisions of the Family and Medical Leave Act are posted on the bulletin board in each district building and a detailed statement of policy is available from Human Resources upon request.

**4. Sick or Family Leave for Part-Time Employees**

Part-time employees shall be granted up to seven (7) unpaid days of sick or family illness leave each calendar year (January through December).

**G. Special Education Modified Benefit Plan**

Some temporary special education positions are eligible for a modified benefit plan which includes holidays, personal and sick days, and paid lunch benefits. Eligibility requirements and plan parameters are available from Human Resources.

**H. Leave Must Be Approved In Advance**

Good attendance and punctuality are important in order to fulfill job responsibilities. If an employee is unable to report for work, it is the employee's responsibility to contact the immediate supervisor before the workday begins. Except for sick leave, other leaves must be approved in advance by the employee's immediate supervisor to qualify for payment. Supervisors should be notified at the beginning of each day's sick leave absence unless other arrangements have been made with the supervisor or Human Resources. Any employee leaving work prior to their designated work schedule, must provide written notice to the principal's office, front office, or their supervisor.

**I. Unexcused/Excessive Absences**

Unexcused or excessive absences will be reviewed and verification (i.e. doctor's absence statement) may be requested of the employee. Disciplinary action will be taken as necessary. Absences of three consecutive work days without contact from an employee may result in termination of employment.

**J. Limitation Of Approval**

Approval of leave requests may be limited to assure the efficient operation of the schools and administrative offices.

**K. Conference/In-service Requests**

All employees may request attendance at conferences, workshops, or seminars directly related to their present job responsibilities. The immediate supervisor will forward all such requests with a recommendation for approval or disapproval to the Superintendent or designee. The Assistant Superintendent will review requests for classified instructional personnel and the Business Manager will review requests for other classified personnel. A regular conference request form must be submitted within the designated time guidelines. Reimbursement will be made for approved expenses to the conference, including registration, meals and transportation upon submission of receipts following the conference. As a general rule, requests will be approved for local or state workshops which are cost effective and appropriate to the responsibilities of the employee. The rate of reimbursement is based upon current district approved guidelines. Approval will also depend upon available funds. Appropriate job related in-service training should be authorized and utilized in order that employees may remain current regarding their position, technology, health/safety issues, and other appropriate areas.

**L. Jury Duty/Court Appearances**

If an employee is selected to serve on a jury, the district shall pay as compensation the difference between jury duty pay and the employee's regular daily rate excluding overtime for the days the employee serves jury duty. Employees should furnish proof of jury service and payment for it in a written statement from the court. Employees are expected to be at work while not performing jury duty. If an employee reports for jury duty and is excused, he or she must report for work as promptly as possible. Time required for non-school related court appearances other than jury duty is considered to be personal business and although pay is not provided by the district, vacation or personal time may be used.

**VI. SICK LEAVE BANK**

The School Board shall recognize a sick leave bank to be administrated by the employees in this classification pursuant to the limitations specified below:

1. Within thirty (30) school days after the beginning of the school year any participant of this bank may elect to donate one (1) day of his/her annual sick leave credit to the sick leave bank. When an employee reaches the maximum sick leave granted, their contribution will be from that which they have accumulated, not the excess beyond the agreement. A participant's contribution shall be irrevocable. Any new full-time participant shall be given the opportunity to contribute to the sick leave bank regardless of when they are hired. Only one contribution will be permitted until the sick leave bank Committee requests donations.
2. Any employee in this classification who has donated a day and used up his/her sick leave and who is absent from work an additional three (3) working days because of personal illness or physical disability, and who is not receiving any public funds or employment benefits derived from public funds as partial or full compensation shall be eligible to apply for sick leave bank credits. For this benefit any employee in this classification working at least twenty (20) hours a week for at least nine months a school year shall be eligible. The sick leave bank committee shall have full responsibility in granting, denying, or reducing grants of sick leave from the bank. The board shall have the right to refuse sick leave payments, if it is determined that a grantee becomes ineligible as a result of stated limitations. If approved, the committee may grant the requested days, including the retroactive pay for the initial three (3) days missed prior to application.
3. The School Board will contribute a maximum of fifty (50) days for the 1989 fiscal year to provide adequate days to initiate the sick leave bank. Therefore, only voluntary annual contributions to the sick leave bank will be credited.

**VII. INSURANCE**

**A. Eligibility**

Only regular full-time employees are eligible for health, dental, life, and long term disability insurance benefits. New regular full-time employees may enroll in district group insurance programs as of the first day worked. Proof of insurability/good health is not required if enrollment is completed within the first

31 calendar days of employment. Human Resources should be contacted in order to complete enrollment forms, explain plan parameters, and answer any questions.

**B. Notice Of Status Change**

A record of an employee's personal information and district employment history is maintained in Human Resources. In order to maintain current information, it is the employee's obligation to keep the district informed of any change in the employee's personal situation such as the employee's current home address, marital or family status, such as marriage, divorce, birth, aging of a dependent (age at which a dependent is no longer eligible to remain on a parent's insurance policy), death, etc. These changes could effect withholding, hospitalization, insurance, etc. An employee's correct address and phone number are important in case of emergency and must be kept current by the employee.

**C. Term Life Insurance**

Employees shall receive a term life insurance policy with a face amount of \$50,000. All but one dollar (\$1.00) of the premium shall be paid by the school District. Additional term life insurance subject to underwriting approval is available to full-time employees at group rates.

**D. Health Insurance**

See Appendix E. Health and Dental Insurance, for eligibility requirements and for the amount to be paid by the employee.

**E. Dental Insurance**

See Appendix E. Health and Dental Insurance, for eligibility requirements and for the amount to be paid by the employee.

**F. Long-Term Disability Insurance**

Long-term disability insurance under the District's master policy shall be available to all full-time employees within this classification. The District shall pay the annual premium.

**G. Vision Insurance**

Vision insurance shall be available to all full-time employees within this classification. The district shall pay 83% towards the annual premium.

**H. Unemployment Compensation**

Unemployment compensation replaces part of an employee's income if they are laid off or terminated through no fault of their own. The District pays the full cost of unemployment compensation but it does not decide who is eligible for benefit payments or how much such payments should be.

**I. Workmen's Compensation**

Workmen's Compensation is an insurance program designed to protect employees who are injured while working or while on company premises. Coverage is effective on the date employment begins with Southwest Allen County Schools. Coverage is provided at no cost to the employee. It is necessary that any accident occurring on the premises, or while conducting school business, be reported

immediately to an employee's supervisor. The District should be notified immediately of accidents of any nature, whether or not a claim will be made under the Workmen's Compensation policy. An Employer's Report of Injury/Illness must be completed the same day of the injury and sent to Human Resources. An employee's supervisor will direct employees to the appropriate medical facility should they require medical assistance.

**J. Section 125**

The District provides employees the option to participate in a flexible benefit program made possible under the Revenue Act of 1978, IRS Code Section 125. This voluntary program allows employees to set aside a portion of their salary and apply this money towards fringe benefits as defined by law. Any money spent for non-taxable benefits within the Section 125 guidelines are not subject to federal, state, or local taxes. An independent representative will meet annually with all eligible employees to provide information regarding this benefit. Questions regarding eligibility requirements and enrollment guidelines should be directed to Human Resources.

**K. Employee Assistance Program – Effective 1/1/96**

The District provides a confidential counseling/referral service to all District employees and their immediate family members at no charge. This program provides employees with help before problems affect their home life or job performance. Contact information is posted in each building.

**VIII. RETIREMENT BENEFITS**

**A. Public Employee Retirement Fund (PERF)**

All employees filling positions classified as full time by the governing body with a minimum of 600 scheduled hours per calendar year shall participate in the public employee retirement program. Positions classified as part-time or of a temporary, substitute, or emergency nature cannot be covered by PERF and the employee cannot become a member of PERF. Procedures and benefits of the program are governed by the regulations of the Public Employee Retirement Fund (PERF). For participating employees, the District shall pick up the employee contribution to PERF, not to exceed three percent.

**B. 401(a) Retirement Plan – See Appendix F**

**C. Other Retirement Benefits**

Upon deciding to retire, an employee should contact Human Resources to determine available benefits and options.

**IX. SEVERANCE (Eligibility for Severance offset by 401(a) contributions-See App. F)**

**A. Length Of Service**

An employee who has been employed as a full-time employee for ten (10) consecutive years or more shall be entitled to one-half (1/2) of his/her accumulated sick leave (up to a maximum of 45 days) upon leaving the District. The employee shall be compensated for these days at his/her regular daily rate at the time of departure as calculated in coordination with Appendix F.

**B. Notice**

One year's notice shall be required for an employee to receive the severance pay at the time of separation or departure. When less than one year's notice is given, the District shall pay the severance benefit within six months after the severance date.

**X. PERFORMANCE APPRAISAL**

**A. Annual Evaluations**

All employees shall be evaluated, in writing, by their immediate supervisor at least one time per year. The written performance evaluation shall include a conference to review the supervisor's comments. The purpose of this evaluation will be to recognize excellent performance and to determine areas for improvement. Written evaluations should be submitted to the Director of Human Resources and will become a part of the employee's personnel file. All employee appraisals shall be based upon appropriate job descriptions, general work rules, specific assigned duties and work record.

**XI. UNSATISFACTORY PERFORMANCE OF DUTIES**

**A. Disciplinary Actions**

If an employee's performance is determined to be unsatisfactory, in violation of policy, established rules, or otherwise not of acceptable quality, one or more of the following measures may be implemented immediately.

1. Issuance of an oral warning.
2. Issuance of a written warning or probationary document with the original copy retained in the employee's personnel file.
3. Suspension with or without pay for five (5) work days.
4. Dismissal

**B. Disciplinary Reports**

Disciplinary reports shall become a part of the employee's personnel file.

**C. Progressive Discipline**

Progressive steps shall be used unless the severity of the infraction or the circumstances involved require implementation of discipline at a higher level, including discharge.

**D. Dismissal**

Great care is devoted to selecting our employees. However, some types of behavior could lead to discipline up to and including immediate discharge from employment. Those problem areas which could result in immediate termination include but are not limited to: fraud, dishonesty, falsification of work or employment records, or alteration of time cards; failure to report to work or leaving work without giving notice to supervisor; insubordination or failure to perform assigned duties and responsibilities; theft, destruction or careless use of district property, or other dishonesty involving school property or records; use or possession of illegal or unprescribed substances, firearms, or weapons at work or in a manner affecting work; or misconduct. Dismissal remains at the discretion of the employer.

## **XII. RESIGNATION**

### **A. Providing Notice**

Employees who decide to leave their position at Southwest Allen County Schools should advise their supervisor as early as possible. A minimum of two weeks notice in writing should be provided if possible. However, since employment is for no fixed period of time, it may be terminated by the employee or the school district as needs dictate.

### **B. Exit Interview**

Employee views about their position with the school district are important. Exit interview questions are standardized and designed to elicit opinions about the training and supervision employees received, their overall impression of the district, their job and the work environment, and other policies and procedures which could help to evaluate current, and propose future programs and policies. Contact Human Resources to schedule a convenient time prior to departure.

### **C. Benefits At Termination/Resignation**

Insurance benefits end on the last day of work. For information regarding continuation of group insurance coverage after termination/resignation, please contact Human Resources to schedule a convenient time prior to departure.

### **D. Change Of Address Following Termination**

Following departure from the district, it is the employee's responsibility to provide any change of address information to Human Resources in order to avoid any delays in receiving the annual statement of earnings (W-2 form) or any other required notices or information.

Adopted: August 15, 1995



**Appendix A**  
**Wage/Classification**

<b>Level</b>	<b>Position Description</b>	<b>Months</b>	<b>Hours</b>
V	Administrative Asst./Superintendent & Assistant Superintendent	12	8
IV	Accounting Clerk	12	8
IV	Secretary to Administrator – Central Office	12	8
IV	Secretary to Principal – HS/MS	12	8
IV	Secretary to Principal – Elementary	10	8
IV	Treasurer – High School	12	8
IV	Treasurer – Middle School/Elementary/CO	10	8
IV	Vendor Clerk	12	6
IV	Human Resources Specialist	12	8
IV	Secretary – Director of Maintenance	12	8
IV	Secretary – Director of Transportation	12	8
IV	Registrar – HS	12	8
III	Media Resource Assistants – Elementary	9	8
III	Computer Specialist – Elementary	10	8
III	Computer Specialist – HS/MS	10	8
III	Secretary – Guidance – HS	10	8
III	Secretary to Athletic Director	10	8
III	Secretary to Asst. Princ.–Guid/Disci/Attend– 9 <sup>th</sup> Grade Academy	9.5	8
III	Secretary – Guid/Disci/Attend – 9 <sup>th</sup> Grade Academy	9.5	6
III	Secretary – Attendance – HS	10	8
III	Secretary-Attendance – HS	9	7
III	Secretary to Asst. Principal/Receptionist	10	8
III	Secretary – Discipline – HS	10	8
III	Secretary to Athletic Director/General Office - MS	9.5	8
III	Report Processor – Special Education	10	5
III	Secretary Technology Services	12	8
III	Childcare Worker	9	6/3
III	Receptionist/Central Office Assistant	12	8
III	Transportation Data Assistant	12	8
III	Transportation Office Assistant	12	8
II	Study Hall Clerk – High School	9	7.5
II	Learning Center Assistant	9	7.5/varies
II	Instructional Assistant	9	7.5/varies
II	In-School Suspension Aide	9	7
II	Special Needs Assistant	9	7.5/varies
II	Preschool Special Needs Assistant	9	3/varies
II	Job Coach	9	5
II	AV Clerk/Library Assistant - HS	9	8
II	Seminar Assistant	9	7.5
I	Library Assistant – MS	9	8
I	Noon Monitor	9	2

**Appendix B**  
**Work Schedule for Non-Student Days, Delays and Early Dismissals**

**POSITIONS NOT LISTED BELOW**

Scheduled work days for positions not listed below are as follows. On Parent Conference, Teacher In-Service Days, Records Days, and canceled school days, work day begins at the regular time when school is delayed and ends at the regular time when school is dismissed early. Any deviations from the following schedule must have prior written approval.

**EXPLANATION OF HOURS AND DAYS TO WORK**

- A.** Parent Conference, Teacher In-Service and Records Days. A “YES” means the employees will work. A “NO” means the employee will not work.
- B.** Days when school is canceled. A “YES” means the employee will work. A “NO” means the employee will not work but will work on the make up day.
- C.** Days when school is delayed or dismissed early. “REGULAR” means the employee will report and leave work at the normal time. “DELAY/EARLY DIS” means the employee will follow the delay or early dismissal schedule.
- D.** eLearning: A “YES” means these positions report to work on eLearning days and a “NO” means these positions will have the option to make-up hours.
- E.** Childcare Workers Schedules may vary-supervisors should be contacted for specific dates.

<b>Position Title</b>	<b>A</b>	<b>B</b>	<b>C</b>
Media Resource Assistant – Elementary	No	No	Regular
Computer Specialist – HS/MS/ELEM	Yes	No	Regular
Secretary Athletic Director	Yes	No	Regular
Secretary Asst. Principal/Receptionist	Yes	No	Regular
Secretary-Attendance-HS	Yes	No	Regular
Secretary-Discipline-HS	Yes	No	Regular
Secretary-Guidance-HS	Yes	No	Regular
Secretary-Director of Transportation	Yes	Yes	Regular
Secretary-Asst. Princ.-Dis/Attend/Guid 9 <sup>th</sup> Gr. Acad.	Yes	No	Regular
Secretary-Dis/Attend/Guid 9 <sup>th</sup> Gr. Acad. Part-Time	Yes	No	Regular
Secretary-Attend/Treasurer-HS Part-Time	No	No	Regular
Secretary-to Principal HS/MS	Yes	Yes	Regular
Secretary-Elementary/Treasurer/Elementary & MS	Yes	No	Regular
Clerical Assistant – Director of Transportation	Yes	Yes	Regular
Study Hall Clerk – HS	No	No	Delay/Early Dis
Instructional Assistant – HS	No	No	Delay/Early Dis
Learning Center Assistant	No	No	Delay/Early Dis
Childcare Worker	Yes	No	Regular
Special Needs Assistant	No	No	Delay/Early Dis
Preschool Special Needs Assistant	No	No	Delay/Early Dis
Library Assistant – HS/MS	No	No	Delay/Early Dis
In School Suspension	No	No	Delay/Early Dis
Noon Monitor	No	No	Delay/Early Dis
Registrar-HS	Yes	Yes	Regular
Treasurer-HS	Yes	Yes	Regular

**APPENDIX C**

Level V	Step	2013	2014	2015	2016	2017	2018
	10	\$ 17.74	\$ 17.92	\$ 18.16	\$ 19.11	\$ 19.67	\$ 20.31
	5	\$ 15.04	\$ 15.19	\$ 15.39	\$ 16.20	\$ 16.68	\$ 17.22
	1	\$ 12.62	\$ 12.75	\$ 12.92	\$ 13.60	\$ 14.00	\$ 14.46
	0	\$ 11.62	\$ 11.74	\$ 11.90	\$ 12.52	\$ 12.89	\$ 13.31

Level IV	Step	2013	2014	2015	2016	2017	2018
	10	\$ 16.55	\$ 16.72	\$ 16.94	\$ 17.83	\$ 18.36	\$ 18.96
	5	\$ 14.24	\$ 14.38	\$ 14.57	\$ 15.33	\$ 15.78	\$ 16.29
	1	\$ 11.88	\$ 12.00	\$ 12.16	\$ 12.80	\$ 13.18	\$ 13.61
	0	\$ 11.02	\$ 11.13	\$ 11.28	\$ 11.87	\$ 12.22	\$ 12.62

Level III	Step	2013	2014	2015	2016	2017	2018
	10	\$ 14.47	\$ 14.61	\$ 14.80	\$ 15.58	\$ 16.04	\$ 16.56
	5	\$ 12.29	\$ 12.41	\$ 12.58	\$ 13.24	\$ 13.63	\$ 14.07
	1	\$ 10.15	\$ 10.25	\$ 10.39	\$ 10.94	\$ 11.26	\$ 11.63
	0	\$ 9.74	\$ 9.84	\$ 9.97	\$ 10.49	\$ 10.80	\$ 11.15

Level II	Step	2013	2014	2015	2016	2017	2018
	10	\$ 13.70	\$ 13.84	\$ 14.02	\$ 14.76	\$ 15.20	\$ 15.69
	5	\$ 11.62	\$ 11.74	\$ 11.90	\$ 12.52	\$ 12.89	\$ 13.31
	1	\$ 9.65	\$ 9.75	\$ 9.88	\$ 10.40	\$ 10.71	\$ 11.06
	0	\$ 9.19	\$ 9.28	\$ 9.40	\$ 9.89	\$ 10.18	\$ 10.51

Level I	Step	2013	2014	2015	2016	2017	2018
	10	\$ 13.19	\$ 13.32	\$ 13.50	\$ 14.21	\$ 14.63	\$ 15.11
	5	\$ 11.31	\$ 11.42	\$ 11.57	\$ 12.18	\$ 12.54	\$ 12.95
	1	\$ 9.39	\$ 9.48	\$ 9.61	\$ 10.11	\$ 10.41	\$ 10.75
	0	\$ 9.00	\$ 9.09	\$ 9.21	\$ 9.69	\$ 9.98	\$ 10.30

**SERVICE CREDITS**

Each employee shall receive a service credit of twenty-five cents per hour for each five year period beyond Step 10.

**SPECIAL NEEDS STIPEND**

Employees designated as special needs assistants and performing the responsibilities of a special needs assistant are eligible for an additional stipend of twenty-five cents per hour.

**APPENDIX C-I**

Level II	Step	2013	2014	2015	2016	2017	2018
	<b>10</b>	\$ 16.70	\$ 16.87	\$ 17.09	\$ 17.99	\$ 18.52	\$ 19.12
	<b>5</b>	\$ 14.18	\$ 14.32	\$ 14.51	\$ 15.27	\$ 15.72	\$ 16.23
	<b>1</b>	\$ 11.77	\$ 11.89	\$ 12.05	\$ 12.68	\$ 13.05	\$ 13.47
	<b>0</b>	\$ 11.21	\$ 11.32	\$ 11.47	\$ 12.07	\$ 12.43	\$ 12.83

**SPECIAL NEEDS STIPEND**

Employees designated as special needs assistants and performing the responsibilities of a special needs assistant are eligible for an additional stipend of twenty-five cents per hour.

This alternative wage schedule was approved by the Board effective 7/25/00. The wage schedule is effective for part-time instructional assistant positions only. No benefits (either health insurance or leave benefits) are associated with this alternative wage schedule, unless hours in the measurement period require provision of health insurance.

**Appendix D  
Holidays and Vacation Days**

**Holidays\***

New Years Day	1	Fourth of July	1
Martin Luther King **	1	Labor Day	1
Presidents Day **	1	Thanksgiving	2
Good Friday **/**	1	Christmas	2
Memorial Day	1		

\* If the holiday occurs on a Saturday or Sunday, the Superintendent shall designate another day or days as official paid holidays.

\*\* If school is in session on this day, for non-12 month employees, the Monday of spring vacation shall become the designated holiday. If school is in session on the second one of these holidays, the Tuesday of spring vacation shall become the designated holiday, and so on for the third holiday if needed. For 12 month employees, another holiday will be designated by their supervisor.

If school is in session on any of these days, hours worked will be at regular pay.

\*\*\* If Good Friday falls during spring vacation:  
Non-twelve (12) month employees who are not scheduled to work during spring break, Good Friday will be a holiday and will be paid accordingly.

Twelve (12) month employees who are not scheduled to work during spring break. Good Friday holiday pay will be included as a part of spring break pay.

Twelve (12) month employees who are scheduled to work during spring break, Good Friday will be a holiday and will be paid accordingly.

**Vacation Days**

<b>Years of Service At Accrual Date</b>	<b>Days Vacation</b>
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<b>More than</b>	<b>Less than</b>	
<b>1</b>	<b>2</b>	<b>5</b>
<b>2</b>	<b>7</b>	<b>10</b>
<b>7</b>	<b>15</b>	<b>15</b>
<b>15</b>	<b>NA</b>	<b>20</b>

**Appendix E**  
**Health and Dental Insurance**

**Health Insurance**  
**Full-Time 12 Month Employees**

The District’s share of the family plan shall be calculated by adding the single premium to 70% of the difference between the family and single premiums. For each employee the District shall pay the following amounts toward the annual premium:

Single Employee	All but \$580.97
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**Health Insurance**  
**Other Full-Time Employees**

The District’s share shall be calculated by adding the single premium to 40% of the difference between the family and single premiums. For all other employees eligible within this group, the District shall pay the following amounts toward the annual premium:

Single Employee	All but \$733.92
Family Plan	40% of premium cost

**Dental Insurance**  
**Full-Time 12 Month Employees**

For each twelve-month employee, the District shall pay the following amounts toward the annual premium:

Single Employee	All but \$42.63
Family Plan	All but \$126.72

**Dental Insurance**  
**Other Full-Time Employees**

For all other employees within this group, the District shall pay the following amount toward the annual premium:

Single Employee	All but \$51.12
Family Plan	All but \$380.16

**Appendix F**  
**Classified Employee**  
**401(a) Matching Annuity Plan**

The Board agrees to establish and maintain a qualified 401(a) Annuity Plan (hereinafter referred to as the “401(a) Plan”) for all full-time classified employees. The Board shall also maintain a 403(b) Plan (hereinafter referred to as the “403(b) Plan”) for all employees. The 403(b) Plan will include provisions for pre-tax salary reduction contributions which will be matched by equal Board contributions to the 401(a) Plan. The 401(a) Plan contributions will commence with the 2001 calendar year and continue each calendar year thereafter. The contribution schedule will be as follows:

<u>Year</u>	<u>Employee Contribution</u>	<u>Employer Contribution</u>
2001	Not required	1.0%
2002	1.5%	1/5%
2003	2.0%	2.0%
2004 and thereafter	2.5%	2.5%

The Parties agree that the 401(a) Plan and the 403(b) Plan shall replace the current Severance Pay. For those classified employees who are employed as of January 1, 2001, the current Severance benefits will remain in effect until such earlier time as an employee receives a greater amount from the contributions in the new 401(a) Plan, than he or she would receive under the Severance Pay. The contributions to the 401(a) Plan by the Board will be counted as an offset to the amount that the employee would have received had he or she retired under the current Severance Pay. Employees who are employed as of January 1, 2001, may choose not to participate in the 401(a) Matching Annuity Plan without a loss of their current Severance benefits.

For the full-time classified employee hired after January 1, 2001, the 401(a) Plan and the 403(b) Plan will replace the current Severance Pay. All employees shall be 100% immediately vested in the 401(a) and 403(b) Plans.

The 401(a) Plan shall:

- a. Be subject to all applicable Internal Revenue regulations.
- b. Have no contact initiation fees charged to the employee.
- c. Have no administrative or Plan Document charge to the Board.