

NORTHERN WELLS
COMMUNITY SCHOOLS
SUPPORT STAFF BENEFITS MANUAL

Approved by the NWCS School Board
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INTRODUCTION

The NWCS Support Staff Benefits Manual is not an employment contract and creates no contractual right. This Manual may not be used as a basis for a claim against the school system or its agents, officers or employees in the event the employment of an employee is terminated. In the event there is confusion as to the provisions of this Manual, the employee agrees that he/she will seek clarification of these policies and procedures from his/her direct supervisor, the Financial Services Director, or the Superintendent. This NWCS Support Staff Benefits Manual is intended only as a guide to provide information regarding working conditions, wages, and benefits available to support staff employees of NWCS. *The terms specified in this Manual may be modified or revoked at any time by the School Board.*

AT-WILL EMPLOYMENT

All employment of support staff 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.

FULL-TIME EMPLOYMENT

The length of the typical workday and work year may vary by position. Full-time is therefore a term that is specific to each job title and based on the full number of workdays for the calendar year and the full number of work hours for each workday.

REGULAR EMPLOYMENT

The first day worked after the last completed day of the probationary employment period is the first day of regular employment. Insurance benefits begin on the first day of the next month following the first day of regular employment. Other benefits begin on the first day of regular employment. For employees hired after the start of the new work calendar, benefits will be prorated accordingly.

Work Calendar Distinctions and Conversions

Weeks per Year (July 1 – June 30)	Days per Year (July1 – June 30)
52 Weeks	260 Days
44 Weeks	220 Days
42-43 Weeks	210-215 Days
40-41 Weeks	200-205 Days
38-39 Weeks	190-195 Days
36-37 Weeks	181-185 Days

PROBATIONARY EMPLOYMENT PERIOD

All new non-exempt support staff will be placed in a probationary employment period for fifteen (15) workdays. During the probationary employment period, benefits will not be in effect for the employee. In specific situations, the Superintendent may wave or reduce the probationary employment period.

SICK LEAVE DAYS

Sick leave days are to be used for personal illness. The number of sick illness days received each year are based upon workday calendars.

36 to 44 Week Employees and Bus Drivers	7.0 Sick Leave Days
52 Week Employees	8.5 Sick Leave Days

Unused sick days will accumulate with maximum of ninety (90) accumulated sick days for all hourly employees. If any hourly employee accumulates more than ninety (90) days, then he/she will be compensated at the end of the year for the extra days at \$35 for each day over the ninety (90) day limits. 52-week employees who have accumulated more than ninety (90) sick days may return to the corporation any unused sick days up to a total of eight (8) for reimbursement from the corporation at a rate of 75% of the substitute pay rate. A written request from the employee must be provided by June 30 each year to the payroll department to return excess sick days for reimbursement. Requests made after June 30, will not be honored. Accumulated sick days are to be used for illness only. For more than 3 consecutive illness days, a doctor’s note will be required. Staff may use accumulated sick days for illness before exhausting the personal days they receive each year.

PERSONAL LEAVE DAYS

A personal day is paid time off work for personal use. The pay rate for a personal day is the same as if the employee worked a typical day on the day off. Personal days may be taken in half-day increments. All support staff employees receive three (3) personal days each year. Unused personal days at the end of each school year will added to the following year’s personal day with no more than seven (7) total personal days for any given school year. Any personal days earned beyond seven (7) for any given school year will be rolled over to the employee’s accumulated sick days.

FAMILY ILLNESS LEAVE DAYS

Family illness leave days are to be used for illness within the employee’s immediate household family. Each support staff employee will receive two (2) family illness days each year. These days are not cumulative. If more days are needed, the support staff employee will be allowed to take additional days from his/her personal sick leave days up to the number of sick days provided per year.

HOLIDAY PAY AND VACATION DAYS

Full-time, 52-week employees are entitled to ten (10) paid holidays: Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, and Christmas Day, New Year’s Eve, New Year’s Day, Good Friday, and Memorial Day. Full-time employees, who work 40 to 44 weeks, are entitled to six (6) paid holidays: Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Day, New Year's Day, and Memorial Day. Employees, who work less than 40 weeks, do not receive holiday pay.

Full-time, 52-week employees are entitled to paid vacation days that are granted on July 1st based upon the number of full years of service worked as of June 30. All vacation days must be used within the next twelve (12) months or the unused vacation days will be lost. Employees, who work less than 52 weeks, do not receive vacation days. Five (5) days of vacation will be granted on July 1st to those 52-week employees who have completed a minimum of twelve (12) months service as of June 30th. Ten (10) days of vacation will be granted on July 1st to those 52-week employees who have completed at least two (2) full years of service as of June 30th. Fifteen (15) days of vacation will be granted on July 1st to those 52-week employees who have completed at least nine (9) full years of service as of June 30th. Twenty (20) days of vacation will be granted on July 1st to those 52-week employees who have completed at least fourteen (14) full years of service as of June 30th.

BEREAVEMENT LEAVE

When any full-time employee is absent from work because of bereavement for a death, he/she is paid his/her daily rate for the Bereavement Leave days as listed below:

Five (5) days will be granted for each death in the immediate family at the time of death and funeral or for legal matters pertaining to the death. Immediate family includes husband, wife, child, parent, grandparent, grandchild, brother, or sister. These days do not accumulate. These days may be used in half-day increments.

Two (2) days will be granted for each death of any other blood relative or current in-law relative. These days shall be the day before and the day of the funeral. These days do not accumulate. These days may be used in half-day increments.

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. All employees who have worked for NWCS for at least one year and for 1250 hours over the previous twelve months may be granted an FMLA leave for one or more of the following reasons: for the care of the employee's spouse, child, or parent who has a serious health condition; for the care of the employee's child at birth, placement for adoption or foster care; or for a serious health condition that makes the employee unable to perform his/her job. The employee must ordinarily provide 30 days' advance notice when the leave is foreseeable and the employee, in every case, must provide medical certification to support a request for leave for a serious health condition. Employees requesting an FMLA leave should contact the Superintendent or his designee to apply for FMLA leave. A notice regarding the provisions of the Family and Medical Leave Act is posted on the bulletin board in each district building and a detailed statement of policy is available from the Superintendent upon request.

JURY DUTY

In the event an employee is called for jury duty or subpoenaed to be a witness in a case related to school business, the employee will be permitted to take such time as may be required to fulfill such duties as long as it is not a lawsuit involving the employee against the school district. The employee's wages will be computed as the employee's regular daily wage minus the jury per diem or witness fee.

GROUP HEALTH INSURANCE

A corporation contribution to school-sponsored health insurance is only available to employees who qualify under the Affordable Care Act (2010). The insurance provider will be determined by the Board of School Trustees. In the event spouses are both employed by NWCS and are both eligible for coverage, they may choose to combine the possible amounts of NWCS's contribution toward one family plan or they may choose to use that contribution amount to be applied to the purchase of two single plans. Both a voluntary dental insurance program and a voluntary optical insurance program are available to eligible employees upon request. The programs are provided on a voluntary basis and paid for by the employee through payroll deduction.

INCOME PROTECTION INSURANCE

A corporation contribution to school-sponsored income protection insurance is available to employees who work 42 weeks per year or more. The maximum corporation contribution is not to exceed eighty-six (\$86) dollars per year with the employee paying the balance due of such costs.

GROUP TERM LIFE INSURANCE

For eligible employees, NWCS will pay up to \$21.60 per year toward the cost of a group term life insurance policy including an accidental death and dismemberment rider in the amount of \$10,000 coverage. Any employee leaving the employment of the school corporation has the option of converting from the group plan to an individual policy at the individual's own expense. If the group plan is discontinued by NWCS, the employee would have the option of converting to an individual policy at employee's expense. For 52-week employees, NWCS will pay up to \$53 per year toward the cost of a group term life insurance policy including an accidental death and dismemberment rider in the amount of \$25,000 coverage. Any employee leaving the employment of the school corporation has the option of converting from the group plan to an individual policy at the individual's own expense. If the group plan is discontinued by NWCS, the employee would have the option of converting to an individual policy at employee's expense.

WORKERS COMPENSATION

Effective on the employee's first day of regular employment, at no cost to the employee, employees are covered by Workers' Compensation insurance. If the employee is unable to work due to a work-related illness or injury, the employee will receive two-thirds (2/3) of the employee's income during the time the employee is unable to work. All accidents or injuries, regardless of the extent of injury, **shall** be reported immediately to the employee's immediate supervisor by the employee and an accident form completed. Injuries that are not properly reported may be denied coverage. This coverage is available to the employees in the case of a qualifying occupational injury or illness. If an employee is injured on the job and the injury is compensable, any loss of time, up to a maximum of seven (7) consecutive days, not compensated by workers' compensation insurance shall not be charged against the employee's sick leave.

TIMECLOCKS

All hourly employees will be expected to use a biometric time clock, each day for arrival to and departure from work. The timeclock does not need to be used to record breaks. The purpose of the timeclocks is to increase efficiency within our payroll system and record-keeping. The pay schedule for hourly employees will correspond with their work calendar schedule. Employees, who are employed after the start of the regular work calendar, will receive pays on a prorated schedule.

UNPAID LUNCH BREAKS

Full-time hourly employees receive a 30-minute unpaid lunch break each day. This means that an employee may be physically at work for 8 hours but paid for 7.5 hours.

OVERTIME

Overtime will be paid at the rate of one and one-half (1.5) times the base hourly rate when an employee has physically worked over forty (40) hours in a week or on a Saturday. Employees will be paid double overtime if called to work on a Sunday. Overtime requests must be requested by the building principal or department director and approved by the Superintendent.

COMPENSATORY TIME

Compensatory time refers to hours worked behind a regular workday. Compensatory time is earned at the same one-half (1.5) times rate as overtime and must be applied within the same pay period. For example, a secretary who works an additional hour on a “non-pay period week” Tuesday would earn one and one-half (1.5) hours of compensatory time that may be applied any day until the following “pay-week Friday”. In other words, the secretary could clock in or clock out one-half (1.5) hours late or early on any one of those days or spread out over all the days.

E-LEARNING DAYS

Custodial/Maintenance staff, Central Office staff, building secretaries, and building treasurers may be expected to work on eLearning days. No other hourly employees, except for those scheduled to support Latch Key services, will be scheduled to work on eLearning days. If the employee wishes to be paid for the school day in which the campus is closed for eLearning, the employee may elect to use a personal day. If a personal day is not available, the eLearning day is recorded as an unpaid day. *Note: eLearning is different for bus drivers. Please refer to the bus driver compensation section.*

PROFESSIONAL CONFERENCES

If approved by the Building Principal and Superintendent, a full-time support staff member may be absent up to two (2) days to attend a professional conference or training. The corporation will reimburse the employee up to \$250.00 each school year for conference or travel expenses when receipts and claims are properly submitted to the Superintendent.

CLOTHING/UNIFORM ALLOWANCES

Northern Wells Community Schools will provide an annual one-hundred-dollar (\$100) clothing and shoe allowance for food service staff. Claim reimbursements with receipts must be submitted to the Food Service Director. Northern Wells Community Schools will provide clean uniforms to custodial and maintenance staff each week. Custodians must wear their uniform during regular working hours. If a custodian chooses to wash his/her own uniforms, NWCS will provide seven (7) sets of uniforms.

PUBLIC EMPLOYEE’S RETIREMENT FUND (PERF)

For employees in positions eligible for PERF, NWCS contributes an amount established by the Public Employees’ Retirement Fund to the retirement program.

SOCIAL SECURITY

Social Security is an important part of every employee’s retirement benefit. A substantial amount is withheld from the employee’s earnings for social security taxes, as the employees will notice from the employee’s check stub, and each payroll, NWCS must pay an equal amount into the employee’s social security fund. This is paid over and above the employee’s regular wages.

401A AND VEBA CONTRIBUTION (52-Week Employees)

401(a) Board Contribution: For 52-week Central Office employees, the Board shall contribute an amount equal to one and one-half percent (1.5%) of each pay period earnings and deposit such contributions into a Section 401 (a) account maintained by the Board on behalf of the employee. Such deposits will be made in accordance with the payroll schedule for these employees.

VEBA Board Contribution: For 52-week Central Office employees, the Board shall contribute an amount equal to one percent (1%) of each pay period earnings and deposit such contributions into a VEBA account maintained by the Board on behalf of the employee. Such deposits will be made in accordance with the payroll schedule for the employees.

Separate Accounts: The amount calculated for each employee will be invested in a separate account. There will be no comingling of accounts and each employee may determine how his or her account shall be invested among the investment options made available by the selected investment vendor for the 401(a) and VEBA Plan(s).

Vesting: For 52-week Central Office employees employed by the School Corporation on or before June 30, 2016, shall be one hundred percent (100%) vested in the amount contributed by the Board. For 52-week Central Office employees who are newly hired or rehired after June 30, 2016, shall be one hundred percent (100%) vested in/any contributions made by the Board when he or she has five (5) completed years of service.

Forfeiture. If an employee retires or otherwise terminates employment before satisfaction of the vesting requirements set forth, the terminated employee's Section 401(a) and VEBA accounts shall be forfeited. The forfeited amounts shall be placed in a forfeiture account to be directed by the School Corporation to fund future expenses related to the plan.

The School Corporation may establish other qualified plans as described in the Internal Revenue Code, subject to such terms and conditions as the School Corporation shall determine, in its sole discretion, to be appropriate.

RETIREMENT

Upon retirement, each staff member who has fifteen (15) or more years of service to NWCS and is at least fifty-five (55) years of age and has applied to PERF for retirement benefits shall receive:

1. One and one half (1 ½) days of wages (at the last rate of pay during employment) for each year of service, and
2. Thirty-five dollars (\$35.00) per day for any sick days accumulated up to a maximum of ninety (90) days.

TERMINATION OF BENEFITS

Insurance benefits end on the last day of the month after the date of resignation. For information regarding continuation of group insurance coverage after termination/ resignation, please contact the Financial Services Director prior to departure. Following departure from NWCS, it is the employee's responsibility to provide any change of address information to the Central Office to avoid any delays in receiving the annual statement of earnings (W-2) or any other required notices or information.

COMPENSATION

All pay is distributed via direct deposit to an established bank account as determined by the employee. All wages paid by NWCS shall be based upon adopted schedules as approved by the School Board. Compensation schedules for each employee group along with the expected workdays and work hours per day are shown within the following tables. Details for driver compensation are located after the table.

Teaching Assistants (<i>Differences in pay rates are due to years of service.</i>)			
Position	Hourly Rates	Workdays	Hours/Day
Media Assistant	\$16.50	185	7.5
Lifeguard	\$14.50	182	7.5
Teaching Assistants	\$14.50-\$16.85	181	6.25
Bus Aides	\$14.50	181	varies
Office Staff (<i>Differences in pay rates are due to years of service.</i>)			
Position	Hourly Rates	Workdays	Hours/Day
School Nurse	\$26.50	185	7.5
Central Office Staff	\$20.00-\$23.00	260	7.5
Building Office Staff	\$14.50-\$22.50	201-218	7.5
Custodial Staff (<i>Differences in pay rates are due to years of services and responsibilities.</i>)			
Position	Hourly Rates	Workdays	Hours/Day
Head Custodian	\$21.00-\$24.00	260	7.5
Custodian	\$16.00-\$20.00	260	7.5
Seasonal Grounds/General Custodian	\$18.50	varies	varies
Maintenance Staff			
Position	Hourly Rates	Workdays	Hours/Day
Maintenance Support	\$27.50	260	8.0
Groundskeeper	\$21.50	260	8.0
Technology Staff			
Position	Hourly Rates	Workdays	Hours/Day
Building Technology Support	\$16.00-\$18.50	195	7.5
Food Service Staff			
Position	Hourly Rates	Workdays	Hours/Day
Cafeteria Manager	\$17.50	183	7.5
Cooks	\$14.50	183	Varies
Substitute Cooks	\$12.50	Varies	Varies

BUS DRIVER COMPENSATION

A bus driver drives 180 days (paid at the driving rate) plus four (4) days paid at the single route base rate for activities such as the following: Annual safety meeting, bus inspection day, school orientation meeting, in-service training. These activities may be scheduled in segments on partial days by the Transportation Director. The Transportation Director may schedule and require additional in-service days or half- days which will be paid at the base rate in addition to the above four (4) days. A bus driver will not be paid for days he/she does not attend.

Bus drivers are paid for their driving services at their “driving rate” which is based upon a pay schedule for their driving mileage which starts at their home and ends at their home. In some cases, the Transportation Director and bus driver may work out other starting and ending points based on individual circumstances.

REGULAR ROUTE PAY

Full Time Single Route drivers (AM or PM): First 35 miles is \$84.28; \$.46 for each additional mile; \$50.00 per year added for experience after five years.

Full Time Double Route drivers (AM and PM): First 35 miles is \$89.90; \$.46 for each additional mile; \$50.00 per year added for experience after five years.

EXTRACURRICULAR (ECA) ROUTE PAY

Bus drivers shall be paid \$50.68 for the first four (4) hours and \$12.16 for each additional hour. If approved by the Transportation Director, the bus driver may be paid an additional \$15 to clean the bus, if necessary. If the ECA event falls within the driver's regular driving schedule, the driver will receive ECA pay for the portion beyond the regular schedule. Overnight extra-curricular trips will be compensated as a single trip as follows: The driver shall record the actual amount of time spent driving the bus on the trip. This time shall include the time driving from school to the location of the activity and the return trip as well as driving time spent driving students to and from activities at the location. (The Transportation Director will provide a form to keep track of the time which is to be signed by both the driver and the sponsor of the trip.)

The bus driver will be paid the regular extra-curricular salary for the time spent driving the bus on the trip (\$50.68 for the first 4 hours plus \$12.16 per hour thereafter). In addition, the bus driver will receive \$100 per night for driving the trip plus meals and accommodations. If the meals and accommodation are not provided by the sponsoring group, the driver will be reimbursed for his/her out-of-pocket expenses for meals and accommodation provided he/she provides receipts to the Transportation Director. Meals will be limited to \$40 per day and accommodations limited to \$125 per night. If these limitations are not feasible for the destination of the trip, the driver will notify the Transportation Director to determine appropriate limits.

E-LEARNING DAY COMPENSATION

Bus drivers will be awarded paid time off for the first five (5) eLearning days in a school year. On the 6th eLearning day and each eLearning day thereafter, a bus driver may take an unpaid day or use a personal day. If a personal day is not available, an employee may transfer a sick leave day to a personal leave day not to exceed five (5) transfer days in a school year. Otherwise, the eLearning day is recorded as an unpaid day.

REIMBURSEMENTS

Reimbursement for physical examination is up to \$125 every year based upon a paid receipt. Reimbursement for electricity for bus heaters is \$95 annually based upon a signed claim form. This may be prorated over the months of November, December, January, February, and March.

Payment of \$100 to each driver for cleaning his/her bus prior to inspection is subject to the approval of the Transportation Director. The Transportation Director will provide a list of minimum expectations for cleaning the bus and will approve the payment after inspections have been completed. ***If a bus is cited by the Indiana State Police at bus inspection as being dirty, the payment to the driver will be automatically forfeited.***