

# NORTHERN WELLS COMMUNITY SCHOOLS

## SUPPORT STAFF EMPLOYEE HANDBOOK

APPROVED BY THE SCHOOL BOARD:  
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## INTRODUCTION

The AIM of Northern Wells Community Schools is to equip students to maximize their present and future success. In order for Northern Wells Community Schools (NWCS) to reach its AIM, many people have to work together successfully to create the conditions for that to be possible. In order for each employee to be successful, he/she needs to first understand the expectations, duties, and requirements of his/her position and he/she needs to know what to expect of NWCS as his/her employer.

**This Support Staff Handbook is not an employment contract and creates no contractual right.** This Handbook addresses the “At-Will” employment status positions of NWCS. An employee who is “At-Will” may have his/her employment terminated at any time for any reason, with or without cause and with or without notice at the option of either the school system or the immediate supervisor of the employee. This Handbook does not vary, limit or modify “At-Will” employment status. This Handbook 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 handbook, the employee agrees that he/she will seek clarification of these policies and procedures from his/her supervisor, the Human Resources Department, or the Superintendent.

This NWCS Support Staff Handbook 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 Handbook may be modified or revoked at any time by the School Board.

### Equal Employment Opportunity Policy

It is the policy of NWCS not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally impermissible reason in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1 et seq.), I.C. 20-8.1-2 et seq., 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, or any other applicable federal, state, or local law.

The School Corporation’s 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 or other protected status.

Any employee who has any question or concern about any type of discrimination in the workplace must bring that issue to the attention of his/her immediate supervisor or, if contacting the immediate supervisor would be inappropriate, contact the Superintendent. Any employee can raise a concern and/or make a report without fear

of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### SEXUAL AND OTHER UNWANTED HARASSMENT

It is the policy of NWCS to maintain a learning and working environment that is free from unlawful harassment. Harassment on the basis of race, color, sex (including sexual harassment), religion, national origin, age, disability, veteran status, or any other legally impermissible basis will not be tolerated at NWCS. It is the responsibility of each employee who is subject to harassment or intimidation to report incidents to any of the following with whom the employee feels comfortable: the employee's supervisor, the Human Resources Department, the building administrator, or the Superintendent. Employees who complain of harassment will not be retaliated against or discriminated against in any manner. All complaints will be promptly investigated. Complaints will be maintained, and investigations conducted, in as confidential a manner as possible, recognizing the realities of the investigation process. Prompt and appropriate remedial action will be taken if warranted. Any employee who violates this policy, described in Board Policy 4362, will be subject to appropriate disciplinary action, up to and including termination of employment.

#### ILLEGAL DRUG AND ALCOHOL ABUSE POLICY

NWCS is committed to providing a safe and productive working environment for all employees which 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 alcohol, illegal drugs, or other controlled substances on school property is subject to disciplinary action up to and including termination of employment. (The school corporation may provide any employee the option to voluntarily participate in an approved assistance or rehabilitation program with all the costs the responsibility of the employee.)

#### NON-SMOKING WORK ENVIRONMENT

The School Board recognizes that the use of tobacco or tobacco substitutes presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco or tobacco substitutes" shall mean all uses of tobacco or tobacco substitutes, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, or any other form of e-cigarettes, e-vaporizers, or any other method used to deliver tobacco substitutes. In order to protect students and staff who choose not to use tobacco or tobacco substitutes from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco or tobacco substitutes, the Board prohibits the use of tobacco or tobacco substitutes by support staff members at all times in school buildings, in school vehicles, on school property while working, or while working at any school-related event.

## CONDITIONS OF EMPLOYMENT

### Probationary Employment Period

All new non-exempt support staff will be placed in a probationary employment period for sixty (60) workdays. A new employee that has worked as a substitute in the same role for a period of at least sixty (60) workdays within the previous two years may have the probationary period shortened or eliminated. If the new employee has worked as a substitute in the same role for less than 60 workdays, the probationary period may be shortened by the number of days the employee served as a substitute.

On or about the fortieth (40<sup>th</sup>) workday, the supervisor will meet with the employee to provide an evaluation verbally. After sixty (60) workdays, the supervisor will provide a written evaluation regarding the employee's performance. If the evaluation is at least satisfactory, the employee will be considered to have obtained regular employment status. If the performance evaluation is less than satisfactory, the employee will be terminated or at the discretion of the supervisor, the employee may be given up to thirty (30) additional workdays to improve to a satisfactory performance level.

During the probationary employment period, fringe benefits will not be in effect for the employee.

Successful completion of the probationary employment period is not to be construed to create any contract of employment.

### 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. All annual benefits will be prorated in proportion with the length of work time from the first regular day of employment to the last day of the work year.

### 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

The length of the typical workday and work year vary by position. Full-time is therefore a term that is specific to each job title and is quantified for each group in the appendices of this handbook.

### SENIORITY

Seniority is defined as the length of continuous full-time service from the first day of regular employment to the present date. If an employee terminates employment with NWCS and is then reemployed to fill the same or another position, the seniority accrual

date is the date of employment which begins the most recent period of continuous employment.

#### PROMOTION OPPORTUNITIES

Employment decisions at NWCS are based on School Corporation's needs as determined in its discretion. The School Corporation may consider various factors it deems appropriate in making promotion decisions, including merit, qualifications, and abilities. Seniority is a factor, but not a determining factor, in promotion decisions.

#### LAYOFF PROCEDURES

In the event it is necessary for NWCS to reduce staff, the School Corporation will dismiss part-time staff first, followed by staff having the least seniority, unless circumstances dictate otherwise. If more than one person is laid off, the School Corporation will attempt to rehire employees in the reverse order of layoff, unless other considerations dictate a different rehire procedure.

#### ABSENCE

Any time an employee is unable to report for work that employee must notify his/her supervisor at the earliest possible time prior to the time the employee would report for work. In the event the supervisor cannot be reached immediately, the employee must contact the central office and, if necessary, leave a voice mail message stating the reason for absence.

#### CHANGE OF PLACEMENT OR ASSIGNMENT

An employee who wishes a change in placement or assignment should discuss the request with his/her supervisor or the building principal.

### COMPENSATION

#### WAGES

All wages paid by NWCS shall be based upon adopted schedules as approved by the School Board. Please see the appropriate Appendix for the Wage Schedule for your employee classification.

#### DIRECT DEPOSIT

All pay is distributed via direct deposit to an established bank account as determined by the employee.

### GENERAL BENEFITS

#### PERSONAL DAYS

A personal day is paid time off of work for personal use such as business, illness or family illness. 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.

Bus drivers, cafeteria staff, nurses, teacher assistants, technology staff, Bear Care/Bobcat Care and preschool staff who work only during the school year are allowed ten (10) days each year for personal use such as business, illness or family illness. custodial/groundskeeper staff, maintenance staff, secretarial staff, and technology support staff who work beyond the school year are allowed twelve (12) days each year.

Staff hired after the start of the year, will be allowed one day per month for the remaining part of the year after successful completion of the probationary employment period. Staff who resign before the end of the year will be allowed one day for each month he/she worked during the year in which they resign.

Unused days at the end of the year, will be transferred into an accumulated sick day account for the individual employee. The maximum number of sick days that may be accumulated is ninety (90) days. Accumulated sick days are to be used for illness only. Staff may use accumulated sick days for illness before exhausting the personal days they receive each year.

If a staff person 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 limit.

#### 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.

#### BEREAVEMENT LEAVE

When a 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.

For situations not covered by the above guidelines, the Superintendent may grant bereavement time on a case by case basis.

Additional unpaid time for transportation may be approved by special request to the Superintendent.

#### 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 health and major medical insurance plan is made available to eligible employees. The insurance provider will be determined by the Board of School Trustees. The maximum NWCS contribution for each employee classification is listed in the corresponding Appendix.

In the event a husband and wife 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.

#### GROUP TERM LIFE INSURANCE

For eligible employees, NWCS will pay up to \$21.60 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.

#### WORKERS COMPENSATION

Effective on the employee's first day of regular (see definition on page 7) employment, at no cost to the employee, employees are covered by Workers' Compensation insurance which will provide the employee with an income if he/she is unable to work due to a work-related illness or injury as provided by law. 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 employee's 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.

#### 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 employee's 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.

#### 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 Treasurer/HR prior to departure. Following departure from NWCS, it is the employee's responsibility to provide any change of address information to the Central Office in order to avoid any delays in receiving the annual statement of earnings (W-2) or any other required notices or information.

### PERFORMANCE OF DUTIES

#### EMPLOYEE RESPONSIBILITIES

All employees represent NWCS at all times. NWCS expects its employees to carry out their duties and responsibilities while adhering to the applicable laws and within the established policies of NWCS. In addition, NWCS expects its employees to be positive role models in our community.

Acts constituting poor personal conduct on the job or on NWCS property can and may result in written warnings, disciplinary action and, ultimately, termination of employment if the acts are repetitive, severe, illegal, or offensive. Failure to perform the duties and

expectations of one's job responsibilities may also lead to disciplinary action up to and including termination of employment.

#### CORRECTIVE ACTION

NWCS administrators and/or supervisors are responsible for managing the work and behavior of support staff. If the work or behavior of support staff is less than satisfactory at any time, the administrators and/or supervisors will address the issue with the person whose work or behavior is less than satisfactory. This action will take place as soon as reasonable after the issue arises.

The support staff member will be provided an opportunity to explain the issue from his/her perspective. The administrator and/or supervisor will then take the necessary action to ensure that the problem is corrected and/or prevented from happening again.

The levels of corrective action at NWCS may include, but are not limited to or required to be the following:

*Corrective counseling*– an indication by the employee's supervisor that the employee has either committed an offense or have established a pattern of offenses which must be corrected.

*Written warning* – will be used to indicate that the employee has either committed a serious offense or has failed to correct a pattern of offenses. Corrective actions may require suspension without pay along with a written warning, depending upon the circumstances.

*Termination of employment* – will be used as a form of corrective action only where prior corrective action has failed to remedy the situation or where the offense is of such a serious nature that no other form of corrective action is deemed by NWCS to be appropriate to address the situation.

#### EMPLOYEE CONCERNS

In the event that an employee concern arises, the employee is to present the problem to his/her supervisor. If an employee is dissatisfied with his/her supervisor's response, or if he/she does not feel comfortable talking to his/her immediate supervisor regarding the employee's concern, the employee will ask to meet with the building principal. If the employee is still not satisfied, the employee will ask to meet with the Superintendent or his/her designee.

## **APPENDIX A**

### **BUS DRIVER COMPENSATION**

#### GENERAL CONDITIONS

##### PURPOSE

In addition to the benefits of employment already described in this Support Staff Employee Handbook, this Appendix A describes in writing the wages and other fringe benefits available to you as a contracted bus driver for Northern Wells Community Schools.

##### COMPENSATION

A bus driver contract is for 180 days of driving (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 generally 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.

##### Pay Schedule

Full Time Single Route drivers: (Those who drive both morning and afternoon routes)

First 35 miles: \$74.52

\$.41 for each additional mile

\$36.50 per year added for experience after five years

Full Time Double Route drivers: (Those who driver both morning and afternoon routes)

First 35 miles: \$79.49

\$.41 for each additional mile

\$36.50 per year added for experience after five years

##### eLearning Days

Bus drivers will be awarded paid time off for the first five eLearning days in a school year. On the 6<sup>th</sup> eLearning day and each eLearning day thereafter, a bus driver may elect to take the day as an unpaid day or to use a personal day if the bus driver wishes to be paid for the day.

Drivers involved in extra driving for various activities of the Northern Wells Schools shall be paid \$46.19 for the first four (4) hours and \$11.08 for each additional hour.

Bus drivers who drive trips for extra-curricular or co-curricular activities that participate in outdoor activities or contests will be paid \$15 for cleaning the bus when the participants cause the bus to become dirty as a result of their participation in the activity, subject to the approval of the Transportation Director.

If a driver drives a trip which takes him/her away from his/her regular driving schedule, he/she shall receive extra-curricular pay for the portion of time beyond the time he/she would be driving on his/her regular route. (For purposes of consistency, a double route will be considered as 2.5 hours long and a single route will be considered 1.5 hours long.)

A bus driver shall be allowed one (1) compensation day upon completion of the training of a new driver. The new driver shall drive on the compensation day with pay. Preference for training is given to full time drivers.

After the driver trainee has become a substitute driver for NWCS and has driven 15 trips, NWCS will reimburse the trainee up to \$125 for the cost of the CDL skill driving test.

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 then be paid the regular extra-curricular salary for the time spent driving the bus on the trip (\$46.19 for the first 4 hours plus \$11.08 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.

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.***

HEALTH INSURANCE

A corporation contribution to school-sponsored health insurance is only available to teacher assistants that qualify under the Affordable Care Act (2010). the maximum NWCS contribution for health insurance beginning Jan. 1, 2018 for eligible Teacher assistants is:

The maximum NWCS contribution for health insurance is:

<u>Plan</u>	<u>Single</u>	<u>Family</u>
NWD:	\$7,465	\$11,523
CDHP A:	\$7,096	\$11,469
CDHP B:	\$6,190	\$11,337
CDHP C:	\$5,474	\$11,179

## Appendix B

### Cafeteria Staff Compensation

#### General Conditions

##### Purpose

In addition to the benefits of employment already described in this Support Staff Employee Handbook, this Appendix B describes in writing the wages and other fringe benefits available to you as a cafeteria employee in Northern Wells Community Schools.

##### Work Schedules

The length of the working day, the beginning, and the ending times will be determined by the Director of Food Services and will take into consideration the various duties to be performed.

Cafeteria employees are entitled to the following breaks:

<u>Length of Work Day</u>	<u>Break</u>	<u>Lunch break</u>
6 hours or more	15 min.	30 min. unpaid
4 - 6 hours	15 min.	20 min. unpaid

The Cafeteria Manager or department head will determine when the breaks will occur and may alternate schedules as needed. All breaks are not to occur in the first or last hour of the work day.

##### eLearning Days

Cafeteria employees may be expected to work on days when eLearning is utilized. If a cafeteria employee is not expected to work on an eLearning day, the cafeteria employee may elect to take the day as an unpaid day or to use a personal day if the cafeteria employee wishes to be paid for the day.

##### Pay Periods

All Cafeteria employees are paid on an hourly basis. Electronic time sheets will be collected the last workday of the week (normally Friday) and must be approved by the Cafeteria Manager and the Director of Food Services.

#### Compensation

##### Health Insurance

Cafeteria managers and any other cafeteria staff reaching the minimum hours required by the Affordable Health Care Act may receive the following contribution toward the purchase of a school sponsored health insurance plan.

The maximum NWCS contribution for health insurance is:

<u>Plan</u>	<u>Single</u>	<u>Family</u>
NWD:	\$7,465	\$11,523
CDHP A:	\$7,096	\$11,469
CDHP B:	\$6,190	\$11,337
CDHP C:	\$5,474	\$11,179

Each cafeteria employee not eligible for a corporation contribution to the health insurance premium has the option of participating in the School Corporation's Health Insurance Program provided he/she pays the full premium.

### Holidays

The following six (6) days shall be observed as paid holidays provided the employee works both the work day immediately before and the work day immediately after the holiday (except for a verified emergency approved by the Director of Food Services): Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day.

### Meals

Each cafeteria employee shall receive, at no cost, an adult (Type A) meal for each day worked. Under no circumstances shall food leave the school premises. If other food items are eaten that are not on a Type A lunch, then those additional items are to be paid for by the cafeteria employee.

### Overtime

Mandatory overtime may be required if no cafeteria workers volunteer when additional help is needed. Mandatory overtime will normally be assigned to cafeteria workers within a building and assigned first to cafeteria workers with the least seniority.

Overtime will be paid at the rate of one and one-half times base hourly wage when an employee has worked over forty (40) hours per week. Overtime shall not occur unless approved by the Director of Food Services.

On various occasions the cafeteria provides banquets for various groups. Workers will be designated by the Cafeteria Manager on a rotation basis. Cafeteria employees will receive time and one-half (1 ½) for time worked at banquets for non-school events. For school-sponsored events, cafeteria employees will be paid at their regular rate unless they reach overtime status.

### School Closings

If a school delay occurs, and then school is later closed for the day, those Cafeteria employees who reported for work will work a minimum of one hour before going home unless otherwise approved by the Director of Food Services.

### Clothing/shoes

Northern Wells Community Schools will provide an annual clothing/shoe allowance of up to \$50. The employee is required to purchase the clothing/shoe and submit a claim

for reimbursement. All cafeteria employees are required to wear slip-resistant shoes. All clothing/shoe purchases for reimbursement must be approved by the Director of Food Service.

Wages

All wages paid by Northern Wells Community Schools shall be based upon the adopted schedule as approved each year. Step increases typically occur annually but are not automatic. The Director of Food Services must approve step increases for cafeteria staff each year.

Substitute:	\$ 9.64
Step 0	\$ 11.05
Step 1	\$ 11.57
Step 2	\$ 11.70
Step 3	\$ 11.83
Step 4	\$ 11.97
Step 5	\$ 12.09
Step 6	\$ 12.21
Step 7	\$ 12.36
Step 8	\$ 12.47
Step 9	\$ 12.62
Step 10	\$ 12.74

NHS Assistant Managers: \$ 13.27  
Managers: \$ 14.34

## **Appendix C**

### **Custodial/Groundskeeper Staff**

#### General Conditions

##### Purpose

In addition to the benefits of employment already described in this Support Staff Employee Handbook, this Appendix C describes the wages and fringe benefits available to custodians in Northern Wells Community Schools. This appendix also sets forth other expectations for the employment of custodians.

##### Work Scheduling

The work year runs from July 1 through the following June 30. The workweek for full-time custodians is five (5) eight hour workdays which is forty (40) hours per week. The workweek begins at 12:00 AM each Monday and ends at midnight on the following Sunday. Specific work schedules will be determined by the Supervisor of Buildings and Grounds or designee to meet the needs of the schools.

Each full-time custodian is permitted two (2) paid breaks of ten (10) minutes duration during each shift in addition to time for lunch. The Supervisor of Buildings and Grounds will determine these break times. These breaks include any travel time the custodian may use.

During the summer, each full-time custodian is permitted an unpaid thirty (30) minute duty-free lunch time during his/her eight and one half (8.5) hour shift. The Supervisor of Buildings and Grounds will establish the times for the duty-free lunch time. Any travel time the custodian may use is included in his/her duty-free lunch time.

During the school year, each second and third shift custodian is permitted an unpaid thirty (30) minute duty-free time for lunch during their eight and one half (8.5) hour shift. The Supervisor of Buildings and Grounds will establish the times for the duty-free lunch time. Any travel time the custodian may use is included in his/her duty-free lunch time. First shift custodians, are allowed to have a thirty (30) minute "working lunch" during their eight (8) hour shift and are "on call" for any school emergencies. The Supervisor of Buildings and Grounds will establish the times for the working lunch.

Custodians may not work in excess of forty (40) hours per week unless they receive prior approval from the Supervisor of Buildings and Grounds, the Superintendent, or designee. Time worked in excess of eight (8) hours per day or forty (40) hours per week shall not occur unless approved by the Building and Grounds Supervisor.

Custodians are expected to be at their first assignment at the start of their shift. Custodians are expected to end their workday at their last assignment at the end of their shift. Assignments may change over time. The Supervisor of Buildings and Grounds will be responsible for ensuring custodians know their assignment expectations.

## Compensation

### Health Insurance

The maximum NWCS contribution for health insurance beginning Jan. 1, 2018 for full-time custodians or less than full-time custodians who are eligible under the Affordable Care Act (2010) is:

<u>Plan</u>	<u>Single</u>	<u>Family</u>
NWD:	\$7,465	\$13,623
CDHP A:	\$7,096	\$13,569
CDHP B:	\$6,190	\$13,437
CDHP C:	\$5,474	\$13,076

### Holidays

The following 10 days will be observed as paid holidays without reduction in wages (provided the custodian works the day immediately before the holiday and the day immediately following the holiday); 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. The day established as the national holiday will normally prevail as the paid day off. However, if the holiday falls on Saturday, the employee will get the Friday before as the holiday. If the holiday falls on Sunday, the employee will get the Monday after as the holiday. Unless otherwise approved by the Supervisor of Buildings and Grounds, custodians must work the day immediately before and immediately after the holiday to receive holiday pay. Variations and exceptions are subject to the Superintendent's approval.

### 2nd & 3rd Shift Premium Pay

Custodian who works second shift will earn thirty-five cents (\$0.35) per hour in addition to the first shift hourly rate. A custodian who works third shift will earn fifty cents (\$0.50) per hour in addition to the first shift hourly rate.

### Income Protection Insurance

Unless otherwise noted, for full time employees, NWCS will pay up to eighty-six dollars (\$86.00) per year toward the cost of a long-term disability plan selected by the school corporation.

### School Closings

Custodians are expected to work on days when school is closed due to inclement weather or other unforeseen circumstances. If a Travel Warning is issued and custodians are directed not to report or are unable to report for work, the employee may elect to take the day as an unpaid day or to use a personal day if the custodian wishes to be paid for the day.

### Uniforms

Northern Wells Community Schools will provide clean uniforms 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.

### Vacations

Paid vacations are permitted only for those custodial personnel who work full-time, fifty-two (52) weeks in a calendar year. Vacation dates are subject to the approval of administration. Unless an emergency exists, custodians shall notify the Supervisor of Buildings and Grounds at least forty-eight (48) hours prior to any requested vacation day. When a holiday falls within a custodial employee's vacation period, the holiday will not be counted against the vacation time.

Vacation days are granted on July 1st based upon the number of full years of service worked as of June 30 as described in 1 through 4 below. All vacation days must be used within the next twelve (12) months or the unused vacation days will be lost.

Employees who have transferred from another group shall have their previous years of service counted toward vacation time as listed in 1 through 4 below. However, if the prior service was on a part-time basis or if the employee worked less than a twelve (12) month year, then the previous service will be prorated.

Five (5) days of vacation (paid at the employee's regular rate of pay) will be granted on July 1st to those custodians who have completed a minimum of twelve (12) months service as of June 30. The number of days will be prorated for those custodial employees who have worked less than twelve (12) months the first year.

Ten (10) days of vacation (paid at the employee's regular rate of pay) will be granted on July 1st to those custodians who have completed at least two (2) full years of service as of June 30.

Fifteen (15) days of vacation (paid at the employee's regular rate of pay) will be granted on July 1st to those custodians who have completed at least eight (8) full years of service as of June 30.

Twenty (20) days of vacation (paid at the employee's regular rate of pay) will be granted on July 1st to those custodians who have completed at least fifteen (15) full years of service as of June 30.

Custodians may use vacation days on days when school is in session with the permission of the Supervisor of Buildings and Grounds.

### Overtime

Mandatory overtime may be required if no custodians volunteer. Mandatory overtime will be assigned to custodians within a building and assigned first to custodians with the

least seniority or on a rotating basis. Custodians have the option of being paid for overtime or accumulating compensatory time.

The rate for overtime is one and one-half (1 ½) times the hourly rate. Overtime salary is paid only after forty (40) hours of regular time has been worked in a workweek. (Holidays, personal days, and sick days are included as a part of the forty (40) hours but vacation days are not included.)

Custodians will be paid double time for rentals which occur on a legal holiday or on a Sunday rental when the rental is paid for by a non-school group.

If a custodian wishes to accumulate compensatory time, the employee shall list the number of overtime hours worked on his or her time card and may use at a later date any compensatory time that has been accumulated, except that all compensatory time accumulated shall be used by June 30th of each year. If compensatory time is not used by June 30th of any year, overtime wages shall be paid in lieu of compensatory time as of June 30th.

### Wages

All wages paid by Northern Wells Community Schools shall be based upon the adopted schedule as approved for each year. Step increases typically occur annually but are not automatic. The Supervisor of Buildings and Grounds must approve step increases for each individual employee each year. Any step or wage increase takes effect the first full pay period following July 1st unless otherwise approved by the Board.

<u>Custodians</u>		<u>Head Custodians</u>	
Substitute Rate:	\$12.00		
Starting rate:	\$14.15	Starting rate:	\$16.25
Step 1:	\$14.60	Step 1:	\$16.82
Step 2:	\$15.09	Step 2:	\$17.39
Step 3:	\$15.55	Step 3:	\$17.96
Step 4:	\$16.02	Step 4:	\$18.52
Step 5:	\$16.47	Step 5:	\$19.09
Step 6:	\$16.93	Step 6:	\$19.66
Step 7:	\$17.41	Step 7:	\$20.23
Step 8:	\$17.87	Step 8:	\$20.79

2nd Shift: additional \$0.35/hr.

3rd Shift: additional \$0.50/hr.

## Appendix D

### Maintenance Staff Compensation

#### General Conditions

##### Purpose

In addition to the benefits of employment already described in this Support Staff Employee Handbook, this Appendix D describes in writing the wages and other fringe benefits available to you as a maintenance employee for Northern Wells Community Schools.

##### Work Scheduling

The work year runs from July 1 through the following June 30. The workweek for full-time maintenance personnel is five (5) eight hour workdays which is forty (40) hours per week. The workweek begins at 12:00 AM each Monday and ends at midnight on the following Sunday. Specific work schedules will be determined by the Supervisor of Buildings and Grounds or designee to meet the needs of the schools.

During the eight hour shift each full-time maintenance person is permitted two (2) breaks of ten (10) minutes duration and thirty (30) minutes as a working lunch during which time they are "on call" for any school emergencies. The Supervisor of Buildings and Grounds will determine these break times. These breaks include any travel time the maintenance personnel may use.

Time worked in excess of eight (8) hours per day or forty (40) hours per week shall not occur unless approved by the Building and Grounds Supervisor.

#### Compensation

##### Health Insurance

The maximum NWCS contribution for health insurance beginning Jan. 1, 2018 for full-time maintenance staff or less than full-time maintenance staff who are eligible under the Affordable Care Act (2010) is:

<u>Plan</u>	<u>Single</u>	<u>Family</u>
NWD:	\$7,465	\$13,623
CDHP A:	\$7,096	\$13,569
CDHP B:	\$6,190	\$13,437
CDHP C:	\$5,474	\$13,076

##### Holidays

The following 10 days will be observed as paid holidays without reduction in wages (provided the custodian works the day immediately before the holiday and the day immediately following the holiday); 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. The day established as the national holiday will normally prevail as the paid day off. However, if the holiday falls on Saturday, the employee will get the Friday before as the holiday. If the holiday falls on Sunday, the employee will get the Monday after as the holiday. Unless otherwise approved by the Supervisor of Buildings and Grounds, custodians must work the day immediately before and immediately after the holiday to receive holiday pay. Variations and exceptions are subject to the Superintendent's approval.

#### Income Protection Insurance

Unless otherwise noted, for full time employees, NWCS will pay up to eighty-six dollars (\$86.00) per year toward the cost of a long-term disability plan selected by the school corporation.

#### Uniforms

Northern Wells Community Schools will provide clean uniforms each week. Maintenance staff must wear their uniform during regular working hours. If a Maintenance staff member chooses to wash his/her own uniforms, NWCS will provide seven (7) sets of uniforms.

#### Vacations

Paid vacations are permitted only for those custodial personnel who work full-time, fifty-two (52) weeks in a calendar year. Vacation dates are subject to the approval of administration. Unless an emergency exists, custodians shall notify the Supervisor of Buildings and Grounds at least forty-eight (48) hours prior to any requested vacation day. When a holiday falls within a custodial employee's vacation period, the holiday will not be counted against the vacation time.

Vacation days are granted on July 1st based upon the number of full years of service worked as of June 30 as described in 1 through 4 below. All vacation days must be used within the next twelve (12) months or the unused vacation days will be lost.

Employees who have transferred from another group shall have their previous years of service counted toward vacation time as listed in 1 through 4 below. However, if the prior service was on a part-time basis or if the employee worked less than a twelve (12) month year, then the previous service will be prorated.

Five (5) days of vacation (paid at the employee's regular rate of pay) will be granted on July 1st to those custodians who have completed a minimum of twelve (12) months service as of June 30. The number of days will be prorated for those custodial employees who have worked less than twelve (12) months the first year.

Ten (10) days of vacation (paid at the employee's regular rate of pay) will be granted on July 1st to those custodians who have completed at least two (2) full years of service as of June 30.

Fifteen (15) days of vacation (paid at the employee's regular rate of pay) will be granted

on July 1st to those custodians who have completed at least eight (8) full years of service as of June 30.

Twenty (20) days of vacation (paid at the employee's regular rate of pay) will be granted on July 1st to those custodians who have completed at least fifteen (15) full years of service as of June 30.

Custodians may use vacation days on days when school is in session with the permission of the Supervisor of Buildings and Grounds.

### Overtime

Mandatory overtime may be required if no maintenance staff volunteer when additional help is needed. Mandatory Overtime will normally be assigned to maintenance staff on a rotating basis.

Overtime will be paid at the rate of one and one-half times the base hourly wage when an employee has worked over forty (40) hours per week. Time off work for excused sickness, personal business or vacation will be included in the calculation of a forty (40) hour week.

Maintenance personnel will be paid double overtime if called in or approved by the Buildings and Grounds Supervisor to work on one of the holidays listed above.

If a maintenance employee wishes to accumulate compensatory time, the employee shall list the number of overtime hours worked on his or her time card and may use at a later date any compensatory time that has been accumulated, except that all compensatory time accumulated shall be used by June 30th of each year. If compensatory time is not used by June 30th of any year, overtime wages shall be paid in lieu of compensatory time as of June 30th.

### Wages

All wages paid by Northern Wells Community Schools shall be based upon the adopted schedule as approved for each year. Step increases typically occur annually but are not automatic. The Supervisor of Buildings and Grounds must approve step increases for each individual employee each year. Any step or wage increase takes effect the first full pay period following July 1st unless otherwise approved by the Board.

Beginning full-time	\$ 17.22	Step 9	\$ 23.82
Step 1	\$ 17.96	Step 10	\$ 24.56
Step 2	\$ 18.69		
Step 3	\$ 19.42		
Step 4	\$ 20.16		
Step 5	\$ 20.89		
Step 6	\$ 21.63		
Step 7	\$ 22.36		
Step 8	\$ 23.10		

## Appendix E

### Nursing Staff

#### General Conditions

##### Purpose

In addition to the benefits of employment already described in this Support Staff Employee Handbook, this Appendix E describes in writing the wages and other fringe benefits available to a school nurse for Northern Wells Community Schools.

##### Work Schedule

The typical workday for a full-time nurse is seven and one-half hour day; although, additional time may be required on occasion to complete the school nurse's record keeping responsibilities. Lunch may be taken during the workday provided it is coordinated with the principal and the nurse continues to perform all duties. Some required overtime and work on Saturday may be required from time to time. Nurses will be assigned to a particular building for their typical work day, but may be required to work in other buildings as the need arises.

##### eLearning Days

Nurses may be expected to work on days when eLearning is utilized. If a nurse is not expected to work on an eLearning day, the nurse may elect to take the day as an unpaid day or to use a personal day if the nurse wishes to be paid for the day.

#### Compensation

##### Conferences & Professional Development

A nurse may be absent up to two (2) days to attend a professional conference after receiving the approval of the building principal. The corporation will reimburse the school nurse up to \$250.00 each school year for conference expenses when receipts and claims are properly submitted to the Superintendent. Other conferences will be considered on an individual basis with the approval of the Superintendent.

##### Health Insurance

The maximum NWCS contribution for health insurance beginning Jan. 1, 2018 for a full-time nurse is:

<u>Plan</u>	<u>Single</u>	<u>Family</u>
NWD:	\$7,465	\$13,623
CDHP A:	\$7,096	\$13,569
CDHP B:	\$6,190	\$13,437
CDHP C:	\$5,474	\$13,076

Income Protection Insurance

For full time nurses, NWCS will pay up to eighty-six dollars (\$86.00) per year toward the cost of a long-term disability plan selected by the school corporation.

Wages

All wages paid by Northern Wells Community Schools shall be based upon the adopted schedule as approved for each year. Step increases typically occur annually but are not automatic. The building principal must approve step increases for the nurse assigned to his/her building each year.

Substitute:	\$ 16.00
Beginning regular	\$ 17.15
Step 1	\$ 17.55
Step 2	\$ 17.97
Step 3	\$ 18.35
Step 4	\$ 18.76
Step 5	\$ 19.15
Step 6	\$ 19.55
Step 7	\$ 19.95
Step 8	\$ 20.35
Step 9	\$ 20.73
Step 10	\$ 21.12
Step 11	\$ 21.53
Step 12	\$ 21.93
Step 13	\$ 22.33

## **Appendix F**

### **Secretarial Staff**

#### General Conditions

##### Purpose

The purpose of this Appendix F is to describe in writing the wages and fringe benefits available to you as a secretary of Northern Wells Community Schools.

##### Work Schedules

The typical full-time workday is an eight (8) hour day; although, additional time may be required on occasion to complete the secretary's responsibilities. A working lunch may be taken during the workday provided it is coordinated with their supervisor and the secretary continues to perform all duties. Some required overtime and work on Saturday and/or Sunday may be required from time to time. Secretaries will be assigned to a particular building for their typical work day, but may be required to work in other buildings as the need arises.

Change of placement or assignment secretary who wishes a change in placement or assignment should discuss the request with their building principal and then submit the request in writing to the Superintendent. The Superintendent will have the final decision on the placement of secretaries.

##### eLearning Days

Secretaries may be expected to work on days when eLearning is utilized. If a secretary is not expected to work on an eLearning day, the secretary may elect to take the day as an unpaid day or to use a personal day if the secretary wishes to be paid for the day.

#### Compensation

##### Conferences & Professional Development

A secretary may be absent up to two (2) days to attend a professional conference after receiving the approval of the building principal. The corporation will reimburse the school secretary up to \$250.00 each school year for conference expenses when receipts and claims are properly submitted to the Superintendent. Other conferences will be considered on an individual basis with the approval of the Superintendent.

##### Health Insurance

The maximum NWCS contribution for health insurance beginning Jan. 1, 2018 for full-time building secretaries is:

Plan	Single	Family
NWD:	\$7,465	\$13,623
CDHP A:	\$7,096	\$13,569
CDHP B:	\$6,190	\$13,437
CDHP C:	\$5,474	\$13,076

### Holidays

School building secretaries are paid for six (6) paid holidays (Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day). Central Office Secretaries working fifty-two (52) weeks a year are paid for ten 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).

### Income Protection Insurance

Unless otherwise noted in the Appendix, for full time employees, NWCS will pay up to eighty-six dollars (\$86.00) per year toward the cost of a long-term disability plan selected by the school corporation.

### Corporation Secretaries Benefits

The Corporation secretaries will receive the same benefits as NWCS teachers. These benefits are listed in the master contract.

### Vacations

Paid vacations are permitted only for those Central Office secretaries who work full-time, fifty-two (52) weeks in a calendar year. Vacation dates are subject to the approval of the Superintendent. Unless an emergency exists, secretaries shall notify the superintendent at least forty-eight (48) hours prior to any requested vacation day. When a holiday falls within a secretary's vacation period, the holiday will not be counted against the vacation time.

Vacation days are granted on July 1st based upon the number of full years of service worked as of June 30 as described in 1 through 4 below. All vacation days must be used within the next twelve (12) months. All vacation days must be used within the next twelve (12) months or the unused vacation days will be lost.

Employees who have transferred into a full-time 52-week secretarial position from another position shall have their previous years of service counted toward vacation time calculations as listed in 1 through 4 below. However, if the prior service was on a part-time basis or if the employee worked less than a twelve (12) month year, then the previous service will be prorated.

Five (5) days of vacation will be granted on July 1st to those secretaries who have completed a minimum of twelve (12) months service as of June 30th. The number of days will be prorated for those secretaries who have worked less than twelve (12) months the first year.

Ten (10) days of vacation will be granted on July 1st to those secretaries 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 secretaries who have completed at least eight (8) full years of service as of June 30th.

Twenty (20) days of vacation will be granted on July 1st to those secretaries who have completed at least fifteen (15) full years of service as of June 30th.

### Wages

All wages paid by Northern Wells Community Schools shall be based upon the adopted schedule as approved for each year. Step increases typically occur annually but are not automatic. The building principal must approve step increases for the building secretaries assigned to his/her building each year. The Superintendent must approve step increases for Central Office secretaries.

Substitute:	\$ 11.00
Beginning full time	\$ 12.90
Step 1	\$ 13.30
Step 2	\$ 13.69
Step 3	\$ 14.10
Step 4	\$ 14.49
Step 5	\$ 14.88
Step 6	\$ 15.28
Step 7	\$ 15.67
Step 8	\$ 16.08
Step 9	\$ 16.47
Step 10	\$ 16.87
Step 11	\$ 17.26
Step 12	\$ 17.67
Step 13	\$ 18.06
Step 14	\$ 18.47
Step 15	\$ 18.86
Step 16	\$ 19.25
Step 17	\$ 19.65
Step 18	\$ 20.04

## Appendix G

### Teacher Assistants

#### General Conditions

##### Purpose

In addition to the benefits of employment already described in this Support Staff Employee Handbook, this Appendix G describes in writing the wages and fringe benefits available to you as a teacher assistant for Northern Wells Community Schools.

##### Work Schedule

The typical work day for a full-time teacher assistant is six and one half (6 1/2) hours per day, plus a thirty (30) minute unpaid, duty-free lunch time. The times are to be determined by the building principal. Teacher assistants only work on days when students attend school unless approval is given by the Superintendent. Teaching assistants may be required to work more than a 6.5 hours per day and may be required to work on some Saturdays and/or Sundays.

##### eLearning Days

Teaching assistants may be expected to work on days when eLearning is utilized. If a teaching assistant is not expected to work on an eLearning day, the teaching assistant may elect to take the day as an unpaid day or to use a personal day if the teaching assistant wishes to be paid for the day.

##### Payroll

All teaching assistants shall be paid hourly and their work time recorded using and electronic time card system. Work time data is to be entered by the last day of each week. Teaching assistants shall receive pay for the number of hours worked during the pay period as recorded on his/her time card.

#### Compensation

##### Health Insurance

A corporation contribution to school-sponsored health insurance is only available to teacher assistants that qualify under the Affordable Care Act (2010). the maximum NWCS contribution for health insurance beginning Jan. 1, 2018 for eligible Teacher assistants is:

The maximum NWCS contribution for health insurance is:

<u>Plan</u>	<u>Single</u>	<u>Family</u>
NWD:	\$7,465	\$11,523
CDHP A:	\$7,096	\$11,469
CDHP B:	\$6,190	\$11,337
CDHP C:	\$5,474	\$11,179

Wages

All wages paid by Northern Wells Community Schools shall be based upon the adopted schedule as approved for each year. Step increases typically occur annually but are not automatic. The building principal must approve step increases for the teacher assistant assigned to his/her building each year.

Substitutes	\$11.14
Beginning regular	\$11.54
Step 1	\$11.94
Step 2	\$12.35
Step 3	\$12.74
Step 4	\$13.14
Step 5	\$13.53
Step 6	\$13.93
Step 7	\$14.34
Step 8	\$14.74
Step 9	\$15.12

## Appendix H

### Technology Support Staff Compensation

#### General Conditions

##### Purpose

The purpose of this Appendix H is to describe in writing the wages and fringe benefits available to you as Technology Support staff person for Northern Wells Community Schools.

##### Work Schedule

Each employee is hired for a specific number of days to be worked between July 1st and June 30th. The number of days shall be determined by the Administrative Assistant for Technology and shall be approved by the Superintendent.

#### Compensation

##### Health Insurance

The maximum NWCS contribution for health insurance beginning Jan. 1, 2018 for full-time technology support staff is:

<u>Plan</u>	<u>Single</u>	<u>Family</u>
NWD:	\$7,465	\$13,623
CDHP A:	\$7,096	\$13,569
CDHP B:	\$6,190	\$13,437
CDHP C:	\$5,474	\$13,076

##### Holidays

Technology Support Personnel who work during the school year (less than 200 days) shall be paid for six (6) holidays per year (Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day). Technology Support Personnel who work beyond the school year (200+ days), shall be paid for ten (10) holidays per year (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).

##### Income Protection Insurance

Unless otherwise noted in the Appendix, for full time employees, NWCS will pay up to eighty-six dollars (\$86.00) per year toward the cost of a long-term disability plan selected by the school corporation.

##### Wages

All wages paid by Northern Wells Community Schools shall be based upon the agreement between the employee and the NWCS School Board of Trustees. Any wage increase takes effect at the beginning of the staff's contract period unless otherwise

approved by the Administrative Assistant for Technology.

Building resource: Level I, II, III

Salary range:Level I	\$10,000 - \$20,000
Level II	\$18,000 - \$28,000
Level III	\$26,000 - \$36,000

Technician:

Salary range:Level I	\$18,000 - \$38,000
Level II	\$36,000 - \$50,000
Level III	\$48,000 - \$65,000

Data Specialist:

Salary range:Level I	\$10,000 – \$20,000
Level II	\$18,000 - \$35,000
Level III	\$33,000 - \$60,000

Assistant Technology Director      \$48,000 – \$75,000

eLearning Days

Technology Support Staff may be expected to work on days when eLearning is utilized. If a Technology Support Staff employee is not expected to work on an eLearning day, that employee may elect to take the day as an unpaid day or to use a personal day if the employee wishes to be paid for the day.

## Appendix I

### Bear Care/Bobcat Care/Preschool Compensation

#### General Conditions

##### Purpose

The purpose of this Appendix I is to describe in writing the wages and fringe benefits available to you as a Bear Care/Bobcat Care or Preschool employee of Northern Wells Community Schools.

##### Work Schedule

The work schedule is defined for each Bear Care/Bobcat Care or Preschool staff member to best meet the needs of NWCS.

##### Payroll

All Bear Care/Bobcat Care or Preschool staff members are paid by electronic time cards. Time cards are to be completed and turned into the building principal on the last day of each week. Bear Care/Bobcat Care or Preschool staff members shall receive pay for the number of hours worked during the pay period as shown on their time card.

#### Compensation

##### Health Insurance

A corporation contribution to school-sponsored health insurance is only available to Bear Care/Bobcat Care or Preschool employees that qualify under the Affordable Care Act (2010). The maximum NWCS contribution for health insurance for eligible Bear Care/Bobcat Care/Preschool employees is:

<u>Plan</u>	<u>Single</u>	<u>Family</u>
NWD:	\$7,465	\$11,523
CDHP A:	\$7,096	\$11,469
CDHP B:	\$6,190	\$11,337
CDHP C:	\$5,474	\$11,179

##### Wages

All wages paid by Northern Wells Community Schools shall be based upon the adopted schedule as approved for each year. Step increases typically occur annually but are not automatic. The building principal must approve step increases for Bear Care/Bobcat Care employees or Preschool Assistants assigned to his/her building each year.

Bear Care/Bobcat Care employees and Preschool Assistants hourly rates:

Substitutes	\$11.14
Beginning	\$11.54
Step 1	\$11.94
Step 2	\$12.35
Step 3	\$12.74
Step 4	\$13.14
Step 5	\$13.53
Step 6	\$13.93
Step 7	\$14.34
Step 8	\$14.74
Step 9	\$15.12

Preschool Teacher \$15.52