

Wage
Rates and
Benefit
Schedules
for
Support
Staff

2021



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Wage Schedule for HR and Business Office Managers

1. **Deputy Treasurer, Benefits Manager, Payroll Manager, Grants Manager**
 - a. 12-month position (252 days)
 - b. Salary Range
 - i. \$62,962 - \$74,280
 - c. See Benefit Schedule A

Wage Schedules for Technology Support Staff

1. **Coordinator of Technology Systems, Coordinator of Connected Learning**
 - a. 12-month position (260 days)
 - b. Salary Range
 - i. \$80,221 - \$99,838
 - c. See Benefit Schedule A
2. **Systems Specialists, Network Specialists, Technical Service Manager, E-Learning Specialist, Programing Specialist**
 - a. 12-month position (260 days)
 - b. Salary Range
 - i. \$62,962 - \$74,280
 - c. See Benefit Schedule A
3. **Technical Specialist – CRAM Teacher**
 - a. 12-month position (180 student/Technology days + 80 Technology Days)
 - b. Salary Range
 - i. \$43,284 - \$60,308
 - c. See Benefit Schedule A
4. **Technical Specialists**
 - a. 12-month position (260 days)
 - b. Hourly Range
 - i. \$19.38 - \$27.68
 - c. See Benefit Schedule A
5. **Technology Intern**
 - a. Temporary Position (days as recommended)
 - b. \$8.00/hour
 - c. Statutory Benefits Only

Corporation Extra Duty

1. **Corporation Webmaster**
 - a. Stipend \$720

2. Corporation INtegrate

- a. Stipend \$655

Wage Schedule for Lifeguards**1. Student Lifeguards**

- a. Temporary Position
- b. \$7.25/hour
- c. Statutory Benefits Only

Wage Schedules for Aides**1. Aides** (full-time - more than 30 hours or more/week)

- a. Student schedule (180-185 days)
- b. Wage Rate
 - i. \$13.82/hour
- c. See Benefit Schedule B

2. Aides (part-time - 10-30 hours/week)

- a. Student schedule (180 days)
- b. Wage Rate
 - i. \$13.82/hour
- c. See Benefit Schedule C

3. Aides (temporary OR working less than 180 days OR less than 10 hours/week)

- a. Wage Rate
 - i. \$13.82/hour
- b. Statutory Benefits Only

4. Aides (not Highly Qualified)

- a. Student schedule (180 days)
- b. Wage Rate
 - i. \$13.54/hour
- c. See Benefit Schedule C

5. Aide Substitute

- a. On-call, As-needed, Variable hour
- b. Wage Rate
 - i. \$13.54/hour
- c. Statutory Benefits Only

Wage Schedules for Secretaries

1. Executive Secretary

- a. 12 month position (252 days*)
- b. Hourly Range
 - i. \$21.73 - \$22.94
 - ii. Add \$0.50/hour to the Executive Secretary to the Superintendent for duties associated with the added role of Secretary to the Board of School Trustees.
- c. See Benefit Schedule A

2. Corporation Secretary

- a. 12 month position (252 days*)
 - i. Includes 12 month secretaries working in the high schools.
- b. Wage Schedule
 - i. Secretary I

| Experience | Rate |
|------------|---------|
| 0 | \$18.32 |
| 1 | \$18.58 |
| 2 | \$18.89 |
| 3 | \$19.24 |
| 4 | \$19.53 |
| 5 | \$20.11 |
| 6 | \$20.48 |
| 7 | \$20.76 |
| 8 | \$21.07 |
| 9 | \$21.68 |
| 10 | \$21.76 |

- ii. Secretary II

| Experience | Rate |
|------------|---------|
| 0 | \$15.82 |
| 1 | \$16.10 |
| 2 | \$16.35 |
| 3 | \$16.58 |
| 4 | \$16.83 |
| 5 | \$17.34 |
| 6 | \$17.57 |
| 7 | \$17.85 |
| 8 | \$18.06 |
| 9 | \$18.55 |
| 10 | \$18.63 |

- c. See Benefit Schedule A

- d. An initial maximum work experience credit of four (4) years may be allowed at the time of initial employment for outside applicable and related experience.
- e. All newly employed secretarial staff shall work a probationary period of ninety (90) days prior to the regular assignment by the immediate supervisor. The pay rate during the probationary period shall be at the regularly scheduled rate.

*Employee in this category will be paid 8 hours/day for 252 days, however employee will work 172 eight (8) hour days + approximately 80 seven (7) hour days

3. Principal Secretary and General Secretary

- a. 195 – 220 days
- b. Wage Schedule
 - i. Principal Secretary

| Experience | Rate |
|------------|---------|
| 0 | \$17.76 |
| 1 | \$18.00 |
| 2 | \$18.30 |
| 3 | \$18.61 |
| 4 | \$18.92 |
| 5 | \$19.49 |
| 6 | \$19.82 |
| 7 | \$20.10 |
| 8 | \$20.43 |
| 9 | \$21.00 |
| 10 | \$21.07 |

- ii. General Secretary

| Experience | Rate |
|------------|---------|
| 0 | \$15.32 |
| 1 | \$15.60 |
| 2 | \$15.83 |
| 3 | \$16.06 |
| 4 | \$16.31 |
| 5 | \$16.79 |
| 6 | \$17.03 |
| 7 | \$17.28 |
| 8 | \$17.51 |
| 9 | \$17.98 |
| 10 | \$18.05 |

- c. See Benefit Schedule B
- d. An initial maximum work experience credit of four (4) years may be allowed at the time of initial employment for outside applicable and related experience.

- e. All newly employed secretarial staff shall work a probationary period of ninety (90) days prior to the regular assignment by the immediate supervisor. The pay rate during the probationary period shall be at the regularly scheduled rate.

Wage Schedules for Coordinator Positions

- 1. Coordinator of Communications**
 - a. 12 month position (252 days)
 - b. Salary Range
 - i. \$61,108 - \$71,892
 - c. See Benefit Schedule A
- 2. Student Services Coordinator/Behavior Support Specialist**
 - a. Teacher Schedule (183 days)
 - b. Salary Range
 - i. \$42,763 - \$49,927
 - c. See Benefit Schedule B
- 3. Coordinator of Student Activities/Assistant Athletic Director**
 - a. 9 month position (195 days + 10 additional days at the discretion of the supervisor)
 - b. Salary Range
 - i. \$64,713 - \$70,018
 - c. See Benefit Schedule B
- 4. Diversity Coordinator**
 - a. 205 Days
 - b. Salary Range
 - i. \$46,735-\$57,362
 - c. See Benefit Schedule B

Wage Schedules for Buildings and Grounds Personnel

- 1. Maintenance Manager**
 - a. 12 month position (260 days)
 - b. Salary Range
 - i. \$78,146 - \$84,801
 - c. See Benefit Schedule A
- 2. Project Manager**
 - a. 12 month position (260 days)
 - b. Salary Range

- i. \$78,146 - \$84,801
- c. See Benefit Schedule A

3. HVAC Controls Technician

- a. 12 month position (260 days)
- b. Salary Range
 - i. \$61,615 - \$63,918
- c. See Benefit Schedule A

4. Custodial Supervisor

- a. 12 month position (260 days)
- b. Salary Range
 - i. \$61,522 - \$68,173
- c. See Benefit Schedule A

5. Energy Manager

- a. 12 month position (260 Days)
- b. Salary Range
 - i. \$57,585 - \$63,343
- c. See Benefit Schedule A

6. Head Custodian/Assistant Head Custodian

- a. 12 month position (260 days)
- b. Wage Schedule
 - i. Head Custodian/Assistant Head Custodian

| Experience | Rate |
|------------|---------|
| 0 | \$17.76 |
| 1 | \$18.00 |
| 2 | \$18.30 |
| 3 | \$18.61 |
| 4 | \$18.92 |
| 5 | \$19.49 |
| 6 | \$19.82 |
| 7 | \$20.10 |
| 8 | \$20.43 |
| 9 | \$21.00 |
| 10 | \$21.07 |

- ii. If Head Custodian supervises

| | |
|---------------------------|--|
| 1 – 3 General Custodians | Rate is as scheduled above |
| 4 General Custodians | Rate is as scheduled above + \$0.25/hour |
| 5 – 7 General Custodians | Rate is as scheduled above + \$0.50/hour |
| 8 – 11 General Custodians | Rate is as scheduled above + \$1.00/hour |
| 12 General Custodians | Rate is as scheduled above + \$1.50/hour |

| | |
|-----------------------------|--|
| Warehouse/Materials Handler | Rate is as scheduled above + \$1.00/hour |
|-----------------------------|--|

- c. See Benefit Schedule A
- d. An initial maximum work experience credit of four (4) years may be allowed at the time of initial employment for outside applicable and related experience.
- e. All newly employed custodial staff shall work a probationary period of ninety (90) days prior to the regular assignment by the immediate supervisor. The pay rate during the probationary period shall be at the regularly scheduled rate.

7. General Custodian

- a. 12 month position (260 days)
- b. Wage Schedule
 - i. General Custodian

| Experience | Rate |
|------------|---------|
| 0 | \$15.32 |
| 1 | \$15.60 |
| 2 | \$15.83 |
| 3 | \$16.06 |
| 4 | \$16.31 |
| 5 | \$16.79 |
| 6 | \$17.03 |
| 7 | \$17.28 |
| 8 | \$17.51 |
| 9 | \$17.98 |
| 10 | \$18.05 |

- ii. If General Custodian works second or third shift, a \$0.10/hour increase will be applied to the above rates.
- c. See Benefit Schedule A
- d. An initial maximum work experience credit of four (4) years may be allowed at the time of initial employment for outside applicable and related experience.
- e. All newly employed custodial staff shall work a probationary period of ninety (90) days prior to the regular assignment by the immediate supervisor. The pay rate during the probationary period shall be at the regularly scheduled rate.

8. High School Maintenance and Corporation Maintenance

- a. 12 month position (260 days)
- b. Wage Schedule
 - i. Maintenance

| Experience | Rate |
|------------|---------|
| JM 1 | \$21.99 |
| JM 2 | \$22.52 |
| JM 3 | \$23.03 |

| | |
|-------|---------|
| JM 4 | \$23.55 |
| M 5 | \$24.67 |
| M 6 | \$25.20 |
| M 7 | \$25.74 |
| M 8 | \$26.28 |
| SR 9 | \$27.36 |
| SR 10 | \$28.27 |
| SR 11 | \$28.80 |
| SR 12 | \$29.14 |

- c. See Benefit Schedule A

Wage Schedules for Transportation Personnel

1. Bus Driver, CDL-Class B

- a. Student schedule (180 days)
b. Wage Schedule
i. Route Rate

| Experience | Hourly Rate |
|------------|-------------|
| 0 | \$20.18 |
| 1 | \$20.40 |
| 2 - 3 | \$20.60 |
| 4 - 5 | \$20.81 |
| 6 - 7 | \$21.02 |
| 8 - 9 | \$21.23 |
| 10 - 15 | \$22.31 |
| 16 - 20 | \$23.42 |
| 21(+) | \$24.59 |

- ii. Non-Route Rate = \$14.44/hour
iii. CDL Physical Exams: will be provided by the School Corporation
iv. An additional \$0.50/hour will be given for those designated as a Lead Driver for route rate only.
c. See Benefit Schedule D

2. Bus Driver with DOE Certification

- a. Student schedule (180 days)
b. Wage Rate
i. \$17.24
c. Non-Route Rate = \$14.44/hour
d. See Benefit Schedule D

3. Fleet Manager

- a. 12 month position (260 days)
- b. Salary Range
 - i. \$78,146 - \$84,801
- c. See Benefit Schedule A

4. Shop Foreman

- a. 12 month position (260 days)
- b. Salary Range
 - i. \$61,615 - \$63,918
- c. See Benefit Schedule A

5. Operations Manager

- a. 9 month position (195 days + 10 additional days at the discretion of the supervisor)
- b. Salary Range
 - i. \$61,708 - \$67,878
- c. See Benefit Schedule B

6. Routing/Technology Specialist

- a. 12 month position (260 days)
- b. Salary Range
 - i. \$50,512 - \$59,911
- c. See Benefit Schedule A

7. Mechanic, Technician's Helper

- a. 12 month position (260 days)
- b. Wage Schedule
 - i. Placement on Mechanic Schedule

| Experience | Rate |
|------------------------------|---------|
| Class I | \$29.01 |
| Class II | \$26.23 |
| Class III | \$23.68 |
| Class IV/Technician's Helper | \$19.46 |

- c. Determination of placement into a particular class will be made by the Director of Transportation and will be based upon skill/ASE certification level and performance on the job.
 - i. Class I: Certification in ASE T1 through T6 and S1; S6 or ASE S1 through S6.
 - ii. Class II: Certification in four out of six areas in T (Med/Hvy Truck) or S (School Bus).
 - iii. Class III: Certification in two out of six areas in T (Med/Hvy Truck) or S (School Bus).

- iv. Class IV: Certification in zero or one out of six areas in T (Med/Hvy Truck) or S (School Bus) or Technician's Helper that does not hold a mechanic certification.
 - d. All newly employed mechanics/technician's helpers shall work a probationary period of ninety (90) days prior to the regular assignment by the Director of Transportation. The pay rate during the probationary period shall be recommended by the Director of Transportation.
 - e. See Benefit Schedule A
- 8. Bus Attendant/Monitor**
 - a. Student schedule (180 days)
 - b. Wage Rate
 - i. \$13.82/hour
 - c. Statutory Benefits Only
- 9. Bus Driver Substitute**
 - a. On-call, As-needed, Variable hour
 - b. Route Rate = \$20.18/hour
 - c. Non-Route Rate = \$14.44/hour
 - d. Statutory Benefits Only

Wage Schedules for Food Service Personnel

- 1. Food Service Supervisor**
 - a. 205 days
 - b. Salary Range
 - i. \$39,557 - \$44,861
 - c. See Benefit Schedule B
- 2. Registered Dietitian**
 - a. 205 days
 - b. Salary Range
 - i. \$41,543 - \$46,736
 - c. See Benefit Schedule B
- 3. Operations Trainer**
 - a. 205 days
 - b. Wage Rate
 - i. \$17.37/hour
 - c. See Benefit Schedule B

4. Cafeteria Manager

- a. 181 - 184 days
- b. Wage Rate
 - i. \$17.37/hour
 - ii. If Cafeteria Manager supervises:

| | |
|--|--|
| Less than 5 Employees | Rate is as scheduled above |
| 5 – 9 Employees | Rate is as scheduled above + \$1.50/hour |
| 10+ Employees with 55 supervisory hours or less | Rate is as scheduled above + \$2.00/hour |
| 10+ Employees with greater than 55 supervisory hours | Rate is as scheduled above + \$3.00/hour |

- c. See Benefit Schedule B

5. Assistant Cafeteria Manager

- a. 181 - 184 days
- b. Wage Rate
 - i. \$15.31/hour

| | |
|----------------------------|--|
| If at an Elementary School | Rate is as scheduled above |
| If at a Middle School | Rate is as scheduled above + \$0.50/hour |
| If at a High School | Rate is as scheduled above + \$1.00/hour |

- c. See Benefit Schedule B

6. Food Service Assistant

- a. 181 - 184 days
- b. Wage Rate
 - i. \$13.82/hour

| | |
|---|--|
| If at an Elementary School | Rate is as scheduled above |
| If at a Middle School or Elementary School with > 5 FSA's | Rate is as scheduled above + \$0.50/hour |
| If at a High School | Rate is as scheduled above + \$1.00/hour |

- c. See Benefit Schedule C

7. Food Service Bookkeeper

- a. 195 – 220 days
- b. See Principal Secretary Wage Rate
- c. See Benefit Schedule B

8. Food Service Clerk

- a. 252 days
- b. See Corporation Secretary I Wage Rate
- c. See Benefit Schedule A

9. Café Courier

- a. 220 Days
- b. See Head Custodian/Assistant Head Custodian Wage Rate + \$1.00/hour
- c. See Benefit Schedule B

10. Food Service Substitute

- a. On-call, As-needed, Variable hour
- b. Wage Rate
 - i. \$13.54/hour
- c. Statutory Benefits Only

Wage Schedules for Nurses

1. Head Nurse/Nursing Supervisor

- a. 205 days
- b. Salary Range
 - i. \$57,585 - \$69,101
- c. See Benefit Schedule B

2. School Nurse – RN (full-time – more than 30 hours/week)

- a. 181-184 days
- b. Wage Rate
 - i. \$30.35/hour
- c. See Benefit Schedule B

3. School Nurse - RN (part-time – 10 - 30 hours/week)

- a. 181-184 days
- b. Wage Rate
 - i. \$30.35/hour
- c. See Benefit Schedule C

4. School Nurse – LPN (full time – more than 30 hours/week)

- a. 181-184 days
- b. Wage Rate
 - i. \$23/hour
- c. See Benefit Schedule B

5. School Nurse – LPN (part-time, 10 - 30 hours/week)

- a. 181-184 days
- b. Wage Rate
 - i. \$23/hour
- c. See Benefit Schedule C

6. Health Assistant (full-time – more than 30 hour/week)

- a. Student schedule (180 days)
- b. Wage Rate
 - i. \$16/hour
- c. See Benefit Schedule B

7. Health Assistant (part-time – 10- 30 hours/week)

- a. Student schedule (180 days)
- b. Wage Rate
 - i. \$16/hour
- c. See Benefit Schedule C

8. Nurse Substitute

- a. On-Call, As-Needed, Variable Hours
- b. Wage Rate – LPN Substitute
 - i. \$23/hour
- c. Wage Rate – RN Substitute
 - i. \$30.35/hour
- d. Statutory Benefits Only

Wage Schedules for Substitute Teachers

1. Substitute Teacher with a Valid Substitute Permit

- a. On-Call, As-Needed, Variable hour
- b. Wage Rate
 - i. \$80/day
 - ii. Upon the 16th scheduled and worked day of a long-term substitute assignment, pay shall change to \$135/day

2. Substitute Teacher with a Valid Teaching License on File

- a. On-Call, As-Needed, Variable hour
- b. Wage Rate
 - i. \$80/day
 - ii. \$93/day for retired TSC teachers
 - iii. Upon the 16th scheduled and worked day of a long-term substitute assignment, pay shall change as outlined below:
 - 1. Teachers with 0 – 6 years of verified experience: \$40,250/\$219.95
 - 2. Teachers with 7+ years of verified experience: \$44,250/\$241.80

Benefit Schedule A

Benefits for 12-Month (252 and 260 days) Support Staff

1. Social Security (FICA)

- a. All employees are subject to FICA taxes and benefits.
- b. Employer and Employee contributions as defined by law.

2. Indiana Public Retirement System

- a. Employees that are recognized as full time by the School Board and in a PERF eligible position who work at least 1,000 hours or more participate in PERF.
- b. Employer pays a defined contribution per Indiana code into the Indiana Public Employees Retirement System.
- c. The employee's mandatory 3% defined contribution of his/her gross wages is paid by the employer.

3. Group Life/Health/LTD/Dental & Vision Insurance

- a. All 12 month employees who work more than 30 hours per week are eligible to participate in the group insurance plan.
 - i. Term Life Insurance
 1. Available for the employee only.
 2. The employer pays for \$35,000 coverage.
 3. The employee pays \$1.00/year for his/her coverage.
 - ii. Group Health Insurance
 1. The employer contributes at a rate determined at time of annual renewal.
 2. The employee contributes at least \$1.00 per year for single coverage.
 3. The employee may purchase dependent coverage.
 - iii. Long-Term Disability
 1. Based on Employee Annual Wage.
 2. The employer pays all but \$1.00 of the annual premium.
 3. The employee pays \$1.00 of the annual premium.
 - iv. Dental & Vision
 1. The employer pays all but \$1.00 of the annual premium for single coverage.
 2. The employer pays all but \$2.00 of the annual premium for family coverage.
 3. The employee pays \$1.00 (single) or \$2.00 (family) annually toward premium.

4. Vacation Leave

- a. All 12 month employees earn vacation according to the following:
 - i. Length of vacation time is based on total experience with the corporation.
 - ii. Proposed vacation dates require the approval of the employee's immediate supervisor.
- b. Vacation Days
 - i. After probationary period = 5 days (accrual applied)
 - ii. One (1) year of service = 10 days
 - iii. Three (3) years of service = 12 days
 - iv. Seven (7) years of service = 15 days
 - v. **NOTE:** New employees after 1/1/99 (and technology staff hired after 1/1/2012) will earn their vacation allotment on their **anniversary month** of employment.
 - vi. **NOTE:** No carryover of vacation days is allowed: days must be used prior to the **anniversary month** of employment. (A rare request for an exception would be reviewed on a case-by-case basis.)
 - vii. In addition to the vacation time noted above, each 12 month employee receives one (1) day to be used during the winter break and one (1) day to be used during the spring break.
 - viii. **NOTE:** If necessary to secure a supervisor or manager level employee, discretion may be exercised to include up to 5 additional vacation days with the ability to accelerate the timeline.

5. Sick Leave

- a. All 12 month employees receive six (6) days per calendar year sick leave.
- b. Unused days accumulate to a maximum of 77 days.
- c. Proration will apply in the first year of employment following probationary period.

6. Family Sick Leave

- a. All 12 month employees may use up to eight (8) days within a calendar year of his/her available sick leave for the event of illness in the immediate family.
- b. Immediate family is defined as spouse, child, or any other relative as long as they are residing in the employee's household; and, a parent of the employee regardless of where residing.
- c. **NOTE:** Family Sick does not apply to in-laws (unless residing in your home). Family Sick does not apply to being with an adult daughter/son during delivery of a child (unless adult daughter/son resides in your home).

7. Bereavement Leave

- a. All 12 month employees may take up to five (5) days off, without loss of pay, if taken within ten (10) consecutive calendar days commencing with the day of death for a death in the immediate family.

- b. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.

8. Personal Business Leave

- a. All 12 month employees receive three (3) days per calendar year for personal business leave.
- b. If not used, the personal business leave days are added to the employee's accumulated sick leave.
- c. Proration will apply in the first year of employment following probationary period.

9. Adoptive Leave

- a. Each classified employee may use up to eight (8) consecutive days of accumulated sick leave for the adoption of a child(ren) commencing with the day of birth or the day the child(ren) enters the household.

10. Identification/Athletic Passes

- a. TSC employees receive an identification/athletic pass.
- b. The identification/athletic pass is valid for regular season home contests.

11. Retirement

- a. Any classified employee who is at least 55 years of age and has a minimum of ten (10) years of service to the Tippecanoe School Corporation will receive upon retirement the greater of:
 - i. \$30 per each day of unused accumulated sick leave if full-time;
 - ii. \$15 per each day of unused accumulated sick leave if part-time; OR
 - iii. \$50 per each year of service in the Tippecanoe School Corporation.
- b. Written notice of intent to retire must be submitted within 60 days of termination of employment.
- c. Retired employees of the Tippecanoe School Corporation are eligible for an Identification/Athletic Pass.

- 12.** At the request of the supervisor and the approval of HR, a classified employee may bypass the probationary period to receive benefit days.

Benefit Schedule B

Benefits for 9 – 11 Month Support Staff (Except Bus Drivers)

1. Social Security (FICA)

- a. All employees are subject to FICA taxes and benefits.
- b. Employer and Employee contributions as defined by law.

2. Indiana Public Retirement System

- a. Employees that are recognized as full time by the School Board and in a PERF eligible position who work at least 1,000 hours or more participate in PERF.
- b. Employer pays a defined contribution per Indiana code into the Indiana Public Employees Retirement System.
- c. The employee's mandatory 3% defined contribution of his/her gross wages is paid by the employer.

3. Group Life/Health/LTD/Dental & Vision Insurance

- a. All 9 – 11 month employees who work more than 30 hours per week are eligible to participate in the group insurance plan.
 - i. Term Life Insurance
 1. Available for the employee only.
 2. The employer pays for \$35,000 coverage.
 3. The employee pays \$1.00/year for his/her coverage.
 - ii. Group Health Insurance
 1. The employer contributes at a rate determined at time of annual renewal.
 2. The employee contributes at least \$1.00 per year for single coverage.
 3. The employee may purchase dependent coverage.
 - iii. Long-Term Disability
 1. Based on Employee Annual Wage.
 2. The employer pays all but \$1.00 of the annual premium.
 3. The employee pays \$1.00 of the annual premium.
 - iv. Dental & Vision
 1. The employer pays all but \$1.00 of the annual premium for single coverage.
 2. The employer pays all but \$2.00 of the annual premium for family coverage.
 3. The employee pays \$1.00 (single) or \$2.00 (family) annually toward premium.

4. Sick Leave

- a. All 9 - 11 month employees receive five (5) days per calendar year sick leave.
- b. Unused days accumulate to a maximum of 66 days.
- c. Proration will apply in the first year of employment following probationary period.

5. Family Sick Leave

- a. All 9 – 11 month employees may use up to eight (8) days within a calendar year of his/her available sick leave for the event of illness in the immediate family.
- b. Immediate family is defined as spouse, child, or any other relative as long as they are residing in the employee's household; and, a parent of the employee regardless of where residing.
- c. **NOTE:** Family Sick does not apply to in-laws (unless residing in your home). Family Sick does not apply to being with an adult daughter/son during delivery of a child (unless adult daughter/son resides in your home).

6. Bereavement Leave

- a. All 9 - 11 month employees may take up to five (5) days off, without loss of pay, if taken within ten (10) consecutive calendar days commencing with the day of death for a death in the immediate family.
- b. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.

7. Personal Business Leave

- a. All 9 – 11 month employees receive three (3) days per calendar year for personal business leave.
- b. Proration will apply in the first year of employment following probationary period.
- c. If not used, the personal business leave days are added to the employee's accumulated sick leave.

8. Adoptive Leave

- a. Each classified employee may use up to eight (8) consecutive days of accumulated sick leave for the adoption of a child(ren) commencing with the day of birth or the day the child(ren) enters the household.

9. Identification/Athletic Passes

- a. TSC employees receive an identification/athletic pass.
- b. The identification/athletic pass is valid for regular season home contests.

10. Part-time Employment Proration (these employees are all full-time)

- a. Any employee who works 9 – 11 months for less than (8) hours per day and is otherwise qualified for a benefit, will have the benefit pro-rated according to the terms of his/her employment.

- b. All leave days are pro-rated according to employment terms. A “day” is defined as 1/5 of weekly work hours. In certain circumstances, the employee may request to use 2 benefit days in exchange for 1 day used. See example below:
 - i. Example: Employee works 5 hours on M, T, W each week for a total of 15 hours/week. The pro-rated benefit day would be calculated at 3 hours ($15/5=3$). Since the employee would be missing 5 hours of work, and will be paid for 3 of those hours, the employee may request to use 2 benefit days (if available) and be paid the 5 regularly scheduled hours. Employee realizes that such a request may result in forfeiture of the difference of available hours in the second benefit day.

11. Retirement

- a. Any classified employee who is at least 55 years of age and has a minimum of ten (10) years of service to the Tippecanoe School Corporation will receive upon retirement the greater of:
 - i. \$30 per each day of unused accumulated sick leave if full-time;
 - ii. \$15 per each day of unused accumulated sick leave if part-time; OR
 - iii. \$50 per each year of service in the Tippecanoe School Corporation.
- b. Written notice of intent to retire must be submitted within 60 days of termination of employment.
- c. Retired employees of the Tippecanoe School Corporation are eligible for an Identification/Athletic Pass.

- 12.** At the request of the supervisor and the approval of HR, a classified employee may bypass the probationary period to receive benefit days.

Benefit Schedule C

Benefits for 9 Month (180 Day)/Part-Time (10 – 30 hours/week) Support Staff (Except Bus Drivers and Temporary Employees)

1. Social Security (FICA)

- a. All employees are subject to FICA taxes and benefits.
- b. Employer and Employee contributions as defined by law.

2. Sick Leave

- a. Aides and Food Service Employees who are employed for 9 month positions receive four (4) days per calendar year.
- b. Unused days accumulate to a maximum of 55 days.
- c. Proration will apply in the first year of employment following probationary period.

3. Family Sick Leave

- a. Aides and Food Service Employees may use up to eight (8) days within a calendar year of his/her available sick leave for the event of illness in the immediate family.
- b. Immediate family is defined as spouse, child, or any other relative as long as they are residing in the employee's household; and, a parent of the employee regardless of where residing.
- c. **NOTE:** Family Sick does not apply to in-laws (unless residing in your home). Family Sick does not apply to being with an adult daughter/son during delivery of a child (unless adult daughter/son resides in your home).

4. Bereavement Leave

- a. Aides and Food Service Employees who are employed for 9 month positions may take up to five (5) days off, without loss of pay, if taken within ten (10) consecutive calendar days commencing with the day of death for a death in the immediate family.
- b. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.

5. Personal Business Leave

- a. Aides and Food Service Employees who are employed for 9 month positions receive two (2) days per calendar year for personal business leave.
- b. Proration will apply in the first year of employment following probationary period.
- c. If not used, the personal business leave days are added to the employee's accumulated sick leave.

6. Adoptive Leave

- a. Each classified employee may use up to eight (8) consecutive days of accumulated sick leave for the adoption of a child(ren) commencing with the day of birth or the day the child(ren) enters the household.

7. Part Time Employment Proration

- a. All leave days are pro-rated according to employment terms. A “day” is defined as 1/5 of weekly work hours. In certain circumstances, the employee may request to use 2 benefit days in exchange for 1 day used. See example below:
 - i. Example: Employee works 5 hours on M, T, W each week for a total of 15 hours/week. The pro-rated benefit day would be calculated at 3 hours ($15/5=3$). Since the employee would be missing 5 hours of work, and will be paid for 3 of those hours, the employee may request to use 2 benefit days (if available) and be paid the 5 regularly scheduled hours. Employee realizes that such a request may result in forfeiture of the difference of available hours in the second benefit day.

8. Identification/Athletic Passes

- a. TSC employees receive an identification/athletic pass.
- b. The identification/athletic pass is valid for regular season home contests.

9. Retirement

- a. Any classified employee who is at least 55 years of age and has a minimum of ten (10) years of service to the Tippecanoe School Corporation will receive upon retirement the greater of:
 - i. \$30 per each day of unused accumulated sick leave if full-time;
 - ii. \$15 per each day of unused accumulated sick leave if part-time; OR
 - iii. \$50 per each year of service in the Tippecanoe School Corporation.
- b. Written notice of intent to retire must be submitted within 60 days of termination of employment.
- c. Retired employees of the Tippecanoe School Corporation are eligible for an Identification/Athletic Pass.

- 10.** At the request of the supervisor and the approval of HR, a classified employee may bypass the probationary period to receive benefit days.

Benefit Schedule D

Benefits for 9 Month (180 Day)/Bus Drivers (Excluding on-call/as needed sub drivers)

Bus Driver – Full Time 40

1. Drivers with regular daily routes/schedules of 40 hours per week.

Bus Driver – Full Time Average 30-39

Minimum Expectations:

1. Drivers with regular daily routes/schedules of an average of 30-39 hours per week will be required to drive field/extracurricular trips.

Bus Driver – Part Time

Minimum Expectations:

1. Drivers with regular daily routes/schedules under 30 hours per week may drive field/extracurricular trips as long as their combined regular route/schedule and extra trips do not exceed 29 hours per week.

Benefits for Bus Drivers

1. Social Security (FICA)

- a. All employees are subject to FICA taxes and benefits.
- b. Employer and Employee contributions as defined by law.

2. Sick Leave

- a. Bus Drivers who are employed for 9 month positions receive four (4) days per school year.
- b. Leave buy back policy located in the Transportation Department Manual.
- c. Proration may apply in the first year of employment following probationary period.

3. Family Sick Leave

- a. Bus Drivers who are employed for 9 month positions may use his/her sick days for the event of illness in the immediate family.
- b. Immediate family is defined as spouse, child, or any other relative as long as they are residing in the employee's household; and, a parent of the employee regardless of where residing.
- c. NOTE: Family Sick does not apply to in-laws (unless residing in your home). Family Sick does not apply to being with an adult daughter/son during delivery of a child (unless adult daughter/son resides in your home).

4. Bereavement Leave

- a. Bus Drivers who are employed for 9 month positions may take up to five (5) days off, without loss of pay, if taken within ten (10) consecutive calendar days commencing with the day of death for a death in the immediate family.
- b. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.

5. Personal Business Leave

- a. Bus Drivers who are employed for 9 month positions receive two (2) days per school year for personal business leave.
- b. Leave buy back policy located in the Transportation Department Manual.
- c. Proration may apply in the first year of employment following probationary period.
- d. Refer to handbook for absence protocol.

6. Adoptive Leave

- a. Each classified employee may use up to eight (8) consecutive days of accumulated sick leave for the adoption of a child(ren) commencing with the day of birth or the day the child(ren) enters the household.

7. Identification/Athletic Passes

- a. TSC employees receive an identification/athletic pass.
- b. The identification/athletic pass is valid for regular season home contests.

8. Retirement

- a. Any driver who is at least 55 years of age and has a minimum of ten (10) years of service to the Tippecanoe School Corporation will receive upon retirement:
- b. \$50 per each year of service in the Tippecanoe School Corporation.
- c. Written notice of intent to retire must be submitted within 60 days of termination of employment.
- d. Retired employees of the Tippecanoe School Corporation are eligible for an Identification/Athletic Pass.

9. Full-Time Bus Driver Only: Group Health Insurance

- a. The employer contributes at a rate determined at time of annual renewal.
- b. The employee contributes at least \$1.00 per year for single coverage.
- c. The employee may purchase dependent coverage.

10. Full-Time Bus Driver Only Dental & Vision Insurance

- a. The employer pays all but \$1.00 of the annual premium for single coverage.
- b. The employer pays all but \$2.00 of the annual premium for family coverage.
- c. The employee pays \$1.00 (single) or \$2.00 (family) annually toward premium.

11. At the request of the supervisor and the approval of HR, a classified employee may bypass the probationary period to receive benefit days.