

Wage
Rates and
Benefit
Schedules
for
Support
Staff

2021-2022



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Wage Schedule for HR and Business Office

- 1. Deputy Treasurer, Benefits Manager, Payroll Manager, Grants Manager**
 - a. 252 day Support Staff
 - b. Salary Range
 - i. \$64,851-\$76,508
 - c. Manager Benefits
- 2. Specialist**
 - a. 252 day Support Staff
 - b. Salary Range
 - i. \$45,997-\$53,347
 - c. Benefit Schedule A

Wage Schedules for Technology Support Staff

- 1. Coordinator of Technology Systems, Coordinator of Connected Learning**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$84,232-\$96,116
 - c. Benefit Schedule A
- 2. Systems Specialists, Network Specialists, Technical Service Manager, E-Learning Specialist, Programming Specialist**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$66,110-\$77,994
 - c. Benefit Schedule A
- 3. Technical Specialist – CRAM Teacher**
 - a. 180 student/technology days + 80 technology days Support Staff
 - b. Salary Range
 - i. \$45,448-\$63,323
 - c. Benefit Schedule A
- 4. Technical Specialists**
 - a. 260 day Support Staff
 - b. Hourly Range
 - i. \$20.35-\$29.06
 - c. Benefit Schedule A

Wage Schedule for Lifeguards

1. **Student Lifeguards**
 - a. Temporary Position
 - b. \$7.25/hour
 - c. Statutory Benefits Only

Wage Schedules for Aides

1. **Clerical Aide (full-time – 35-40 hours/week)**
 - a. 180 day Student Schedule + 5 additional days at the discretion of the supervisor
 - b. Wage Rate
 - i. \$14.51/hour
 - c. Benefit Schedule B
2. **Aide**
 - a. 180 day Student Schedule
 - b. Wage Rate
 - i. \$14.22 (not Highly Qualified)
 - ii. \$14.51 (Highly Qualified)
 - iii. \$21 (Specialty)
 - c. Full-Time (35-40 hours/week) Benefit Schedule B
 - d. Full-Time (31-34 hours/week) Benefit Schedule C
 - e. Part-Time (10-30 hours/week) Benefit Schedule D
 - f. Part-Time (temporary OR less than 10 hours/week) Statutory Benefits Only
3. **Aide Substitute**
 - a. On-call, as-needed, variable hour
 - b. Wage Rate
 - i. \$40 half day (3 hours or less)
 - ii. \$80 full day (3.25 hours or more)
 - c. Statutory Benefits Only

Wage Schedules for Secretaries

1. **Executive Secretary**
 - a. 252 day* Support Staff
 - b. Hourly Range
 - i. \$22.82-\$24.09
 - 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. Benefit Schedule A

2. Corporation Secretary

- a. 252 day* Support Staff
 - i. Includes 12-month secretaries working in the high schools.
- b. Wage Schedule
 - i. Secretary I

Experience	Rate
0	\$19.24
1	\$19.63
2	\$20.02
3	\$20.41
4	\$20.80
5	\$21.19
6	\$21.58
7	\$21.97
8	\$22.36
9	\$22.75
10	\$23.14

- c. 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.

*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 day Support Staff
- b. Wage Schedule
 - i. Principal Secretary

Experience	Rate
0	\$18.65
1	\$19.03
2	\$19.41
3	\$19.79
4	\$20.17
5	\$20.55
6	\$20.93
7	\$21.31
8	\$21.69
9	\$22.07
10	\$22.45

ii. General Secretary

Experience	Rate
0	\$16.09
1	\$16.40
2	\$16.71
3	\$17.02
4	\$17.33
5	\$17.64
6	\$17.95
7	\$18.26
8	\$18.57
9	\$18.88
10	\$19.19

- c. 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.

Wage Schedules for Coordinator Positions

1. Coordinator of Communications

- a. 252 day Support Staff
- b. Salary Range
 - i. \$64,163-\$75,487
- c. Benefit Schedule A

2. Student Services Coordinator/Behavior Support Specialist

- a. 183 day teacher schedule
- b. Salary Range
 - i. \$44,450-\$51,450
- c. Benefit Schedule B
- d. Licensed in School Services, a rate of \$1,500 is added to the regular salary.

3. Coordinator of Student Activities/Assistant Athletic Director

- a. 195 days + 10 additional days at the discretion of the supervisor
- b. Salary Range
 - i. \$67,949-\$73,519
- c. Benefit Schedule B

4. Diversity Coordinator

- a. 205 day Support Staff
- b. Salary Range
 - i. \$49,072-\$60,230
- c. Benefit Schedule B

Wage Schedules for Buildings and Grounds Personnel

- 1. Maintenance Manager**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$80,490-\$87,345
 - c. Manager Benefits

- 2. Project Manager**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$80,490-\$87,345
 - c. Manager Benefits

- 3. HVAC Controls Technician**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$64,497-\$76,091
 - c. Benefit Schedule A

- 4. Custodial Manager**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$64,851-\$76,508
 - c. Manager Benefits

- 5. Custodial Supervisor**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$53,038-\$62,907
 - c. Benefit Schedule A

- 6. Energy Manager**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$59,313-\$65,243
 - c. Manager Benefits

- 7. Corporation Courier**
 - a. 260 day Support Staff
 - b. Head Custodian/Assistant Head Custodian Wage Rate + \$1.00/hour
 - c. Benefit Schedule A

8. Courier/Custodian Substitute

- a. 260 day Support Staff
- b. Wage Rate
 - i. \$18.65
- c. Benefit Schedule A

9. Head Custodian/Assistant Head Custodian

- a. 260 day Support Staff
- b. Wage Schedule
 - i. Head Custodian/Assistant Head Custodian

Experience	Rate
0	\$18.65
1	\$19.03
2	\$19.41
3	\$19.79
4	\$20.17
5	\$20.55
6	\$20.93
7	\$21.31
8	\$21.69
9	\$22.07
10	\$22.45

- ii. Total number of building custodians (including supervisor)

1 – 3	Rate as scheduled above
4	Rate as scheduled above + \$0.25/hour
5 – 7	Rate as scheduled above + \$0.50/hour
8 – 11	Rate as scheduled above + \$1.00/hour
12	Rate as scheduled above + \$1.50/hour
Warehouse/Materials Handler	Rate as scheduled above + \$1.00/hour

- c. 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.

10. General Custodian

- a. 260 day Support Staff
- b. Wage Schedule
 - i. General Custodian

Experience	Rate
0	\$16.09
1	\$16.40
2	\$16.71
3	\$17.02

4	\$17.33
5	\$17.64
6	\$17.95
7	\$18.26
8	\$18.57
9	\$18.88
10	\$19.19

- ii. If General Custodian works second or third shift, a \$0.10/hour increase will be applied to the above rates.
- c. 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.

11. High School Maintenance and Corporation Maintenance

- a. 260 day Support Staff
- b. Wage Schedule
 - i. Maintenance

Experience	Rate
JM 1	\$23.09
JM 2	\$23.65
JM 3	\$24.18
JM 4	\$24.73
M 5	\$25.90
M 6	\$26.46
M 7	\$27.03
M 8	\$27.59
SR 9	\$28.73
SR 10	\$29.68
SR 11	\$30.24
SR 12	\$30.60

- c. Benefit Schedule A

Wage Schedules for Transportation Personnel

1. Bus Driver, CDL-Class B

- a. 180 day Student Schedule
- b. Wage Schedule
 - i. Route Rate

Experience	Rate
0	\$21.19
1	\$21.42
2 - 3	\$21.63
4 - 5	\$21.85
6 - 7	\$22.07

8 - 9	\$22.29
10 - 15	\$23.43
16 - 20	\$24.59
21(+)	\$25.82

- ii. Non-Route Rate = \$15.16/hour
- iii. Trainer Pay (non-route rate + \$2/hour)
- iv. CDL Physical Exams: will be provided by the School Corporation
- v. An additional \$0.50/hour will be given for those designated as a Lead Driver for route rate only.

- c. Full-Time (35-40 hours/week) Benefit Schedule B
- d. Full-Time (31-34 hours/week) Benefit Schedule C
- e. Part-Time (10-30 hours/week) Benefit Schedule D

2. Bus Driver with DOE Certification

- a. 180 day Student Schedule
- b. Wage Rate
 - i. \$18.10
 - ii. Non-Route Rate = \$15.16/hour
- c. Full-Time (35-40 hours/week) Benefit Schedule B
- d. Full-Time (31-34 hours/week) Benefit Schedule C
- e. Part-Time (10-30 hours/week) Benefit Schedule D

3. Fleet Manager

- a. 260 day Support Staff
- b. Salary Range
 - i. \$80,490-\$87,345
- c. Manager Benefits

4. Shop Foreman

- a. 260 day Support Staff
- b. Salary Range
 - i. \$64,696-\$67,114
- c. Benefit Schedule A

5. Operations Manager

- a. 195 days + 10 additional days at the discretion of the supervisor
- b. Salary Range
 - i. \$63,559-\$69,914
- c. Manager Benefits

6. Routing/Technology Specialist

- a. 260 day Support Staff
- b. Salary Range
 - i. \$53,038-\$62,907
- c. Benefit Schedule A

7. Mechanic, Technician's Helper

- a. 260 day Support Staff
- b. Wage Schedule
 - i. Placement on Mechanic Schedule

Experience	Rate
Class I	\$30.46
Class II	\$27.54
Class III	\$24.86
Class IV/Technician's Helper	\$20.43

- 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. Benefit Schedule A

8. Bus Aide

- a. 180 day Student Schedule
- b. Wage Rate
 - i. \$14.51/hour
- c. Full-Time (35-40 hours/week) Benefit Schedule B
- d. Full-Time (31-34 hours/week) Benefit Schedule C
- e. Part-Time (10-30 hours/week) Benefit Schedule D
- f. Part-Time (less than 10 hours/week) Statutory Benefits Only

9. Bus Driver Substitute

- a. on-call, as-needed, variable hour
- b. Route Rate = \$21.19/hour
- c. Non-Route Rate = \$15.16/hour
- d. Statutory Benefits Only

Wage Schedules for Food Service Personnel

- 1. Food Service Supervisor**
 - a. 205 day Support Staff
 - b. Salary Range
 - i. \$41,535-\$47,104
 - c. Benefit Schedule B

- 2. Registered Dietitian**
 - a. 205 day Support Staff
 - b. Salary Range
 - i. \$43,620-\$49,073
 - c. Benefit Schedule B

- 3. Operations Trainer**
 - a. 205 day Support Staff
 - b. Wage Rate
 - i. \$18.24/hour
 - c. Benefit Schedule B

- 4. Food Service Bookkeeper**
 - a. 195–220 day Support Staff
 - b. Principal Secretary Wage Rate
 - c. Benefit Schedule B

- 5. Food Service Clerk**
 - a. 252 day Support Staff
 - b. Corporation Secretary I Wage Rate
 - c. Benefit Schedule A

- 6. Cafeteria Manager**
 - a. 181-184 day Support Staff
 - b. Wage Rate
 - i. \$18.24/hour
 - ii. If Cafeteria Manager Supervises:

Less than 5 Employees	Rate as scheduled above
5 – 9 Employees	Rate as scheduled above + \$1.50/hour
10+ Employees with 55 supervisory hours or less	Rate as scheduled above + \$2.00/hour
10+ Employees with greater than 55 supervisory hours	Rate as scheduled above + \$3.00/hour
 - c. Benefit Schedule B

7. Assistant Cafeteria Manager

- a. 181-184 day Support Staff
- b. Wage Rate
 - i. \$16.08/hour

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

- c. Benefit Schedule B

8. Food Service Assistant

- a. 181-184 day Support Staff
- b. Wage Rate
 - i. \$14.51/hour

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

- c. Benefit Schedule D

9. Food Service Substitute

- a. On-call, as-needed, variable hour
- b. Wage Rate
 - i. \$14.22/hour
- c. Statutory Benefits Only

Wage Schedules for Nurses**1. Nursing Manager**

- a. 205 days + 10 additional days at the discretion of the supervisor
- b. Salary Range
 - i. \$59,313-\$71,174
- c. Manager Benefits

2. School Nurse – RN

- a. 181-184 day Support Staff
- b. Wage Rate
 - i. \$31.87/hour
- c. Full-Time (35-40 hours/week) Benefit Schedule B
- d. Full-Time (31-34 hours/week) Benefit Schedule C
- e. Part-Time (10-30 hours/week) Benefit Schedule D

3. School Nurse – LPN

- a. 181-184 day Support Staff
- b. Wage Rate
 - i. \$24.15/hour
- c. Full-Time (35-40 hours/week) Benefit Schedule B
- d. Full-Time (31-34 hours/week) Benefit Schedule C
- e. Part-Time (10-30 hours/week) Benefit Schedule D

4. Health Assistant

- a. 180 day Student Schedule
- b. Wage Rate
 - i. \$16.80/hour
- c. Full-Time (35-40 hours/week) Benefit Schedule B
- d. Full-Time (31-34 hours/week) Benefit Schedule C
- e. Part-Time (10-30 hours/week) Benefit Schedule D

5. Nurse Substitute

- a. On-call, as-needed, variable Hours
- b. Wage Rate
 - i. \$24.15/hour (LPN substitute)
 - ii. \$31.87/hour (RN substitute)
- c. 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. \$95/day
 - ii. Upon the 16th scheduled and worked day of a long-term substitute assignment, pay shall change to \$150/day

2. Substitute Teacher with a Valid Teaching License on File

- a. On-call, as-needed, variable hour
- b. Wage Rate
 - i. \$95/day
 - ii. \$105/day for retired TSC teachers (license and/or permit)
 - 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: \$43,950/\$240.16
 - 2. Teachers with 7+ years of verified experience: \$48,950/\$267.49

3. Building Based Substitute Teachers

- a. Follows student calendar
- b. Wage Rate
 - i. \$105/day
 - ii. Benefit Schedule C (excludes paid leave days)

Benefit Schedule A

Benefits for 252/260 day Support Staff working 40 hours/week

1. 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.

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

- a. Employees in this group are eligible to participate in the group insurance plans.
 - i. Term Life Insurance
 1. Available for the employee only.
 2. Eligible for a \$35,000 term life policy with AD&D.
 3. The employee pays \$1.00/year and employer pays the remaining premium.
 - ii. Group Health Insurance
 1. The employer and employee contributions are determined annually.
 2. The employee may purchase dependent coverage.
 - iii. Long-Term Disability
 1. Pays 2/3 of monthly wages should employee become disabled and off work more than 90 days.
 2. The employee pays \$1.00 per year and employer pays remaining premium.
 - iv. Dental & Vision
 1. The employee pays \$1.00 (single) or \$2.00 (family) per year and employer pays the remaining premium.

NOTE: All leave days will be granted on July 1.

3. 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. At time of hire = 5 days
 - ii. After One (1) year of service = 10 days
 - iii. After Three (3) years of service = 12 days
 - iv. After Seven (7) years of service = 15 days

- v. NOTE: Years of service indicates total years in regular employment with TSC.
- c. Proration will apply in the first year of employment.
- d. **NOTE:** No carryover of vacation days is allowed: days must be used on or before June 30 of following year. (A rare request for an exception shall be considered by the Assistant Superintendent on a case-by-case basis.)
- e. 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.

4. Sick Leave

- a. Employees receive six (6) days of sick leave per year.
- b. Unused days accumulate to a maximum of 77 days.
- c. Proration will apply in the first year of employment.

5. Family Sick Leave

- a. Employees may use up to twelve (12) days of available sick leave per year 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. 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. Employees receive three (3) days per 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.

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. 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.

Benefit Schedule B

Benefits for less than 252 day Support Staff working 35-40 hours/week

1. 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.
- d. Excludes: Bus Drivers

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

- a. Employees in this group are eligible to participate in the group insurance plans.
 - i. Term Life Insurance
 1. Available for the employee only.
 2. Eligible for a \$35,000 term life policy with AD&D.
 3. The employee pays \$1.00/year and employer pays the remaining premium.
 - ii. Group Health Insurance
 1. The employer and employee contributions are determined annually.
 2. The employee may purchase dependent coverage.
 - iii. Long-Term Disability
 1. Pays 2/3 of monthly wages should employee become disabled and off work for more than 90 days.
 2. The employee pays \$1.00 per year and employer pays remaining premium.
 - iv. Dental & Vision
 1. The employee pays \$1.00 (single) or \$2.00 (family) per year and employer pays the remaining premium.

NOTE: All leave days will be granted on July 1.

3. Sick Leave

- a. Employees receive five (5) days per year of sick leave.
- b. Unused days accumulate to a maximum of 66 days.
 - a. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

5. Family Sick Leave

- a. Employees may use up to twelve (12) days of available sick leave per year 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. 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. Employees receive three (3) days per year for personal business leave.
- b. If not used, the personal business leave days are added to the employee's accumulated sick leave.
 - a. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

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. 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.

Benefit Schedule C

Benefits for less than 252 days Support Staff working 31-34 hours/week

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

a. Employees in this group are eligible to participate in the group life insurance plans.

v. Term Life Insurance

1. Available for the employee only.
2. Eligible for a \$35,000 term life policy with AD&D.
3. The employee pays 50% and employer pays 50% of annual premium.

vi. Group Health Insurance

1. The employer contributes at a rate determined at time of annual renewal.
2. The employee may purchase dependent coverage.

vii. Long-Term Disability

1. Pays 2/3 of your monthly wages should employee become for more than 90 days.
2. The employee pays 50% and employer pays 50% of annual premium.

viii. Dental & Vision

1. The employee pays \$1.00 (single) or \$2.00 (family) annually toward premium and employer pays the remaining premium.

NOTE: All leave days will be granted on July 1.

2. Sick Leave

- a. Employees receive five (5) days per year of sick leave.
- b. Unused days accumulate to a maximum of 66 days.
 - a. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

3. Family Sick Leave

- a. Employees may use up to twelve (12) days of available sick leave per year 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. 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.

5. Personal Business Leave

- a. Employees receive three (3) days for personal business leave per year.
- b. If not used, the personal business leave days are added to the employee's accumulated sick leave.
 - a. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

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 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:
 - iv. \$30 per each day of unused accumulated sick leave if full-time;
 - v. \$15 per each day of unused accumulated sick leave if part-time; OR
 - vi. \$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.

Benefit Schedule D

Benefits for 9 Month Part-Time Support Staff working 30 hours or less

NOTE: All leave days will be granted on July 1.

1. Sick Leave

- a. Employees receive four (4) days per year of sick leave.
- b. Unused days accumulate to a maximum of 55 days.
 - a. Excludes Bus Drivers, per transportation buy back policy.
- c. Proration will apply in the first year of employment.

2. Family Sick Leave

- a. Employees may use up to twelve (12) days of available sick leave per year 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).

3. Bereavement Leave

- a. 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.

4. Personal Business Leave

- a. Employees receive two (2) days for personal business leave per year.
- a. If not used, the personal business leave days are added to the employee's accumulated sick leave.
 - a. Excludes Bus Drivers, per transportation buy back policy.
- b. Proration will apply in the first year of employment.

5. 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.

6. 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.

6. Identification/Athletic Passes

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

7. 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.