

SCHEDULE A

CARMEL CLAY SCHOOLS BENEFITS

ARTICLE I Positions Covered

Accounting Assistant I	ESC Receptionist
Accounting Assistant II	Exec Assistant to Associate Supt
Accounts Payable Specialist	Exec Assistant to Assistant Supt
Administrative Assistant (ESC)	Exec Assistant to Superintendent
Admin Assistant to CHS Principal	Payroll Clerk
Assistant Director of Edu-Care	Payroll Coordinator
Bookstore Manager	Treasurer
Data & Compliance Specialist	260 Day Administrative Assistant

ARTICLE II Probationary Period

Employees will not receive any paid days off for the first 60 days of employment. Employees are not eligible for any insured benefits until the first of the month following 60 days of employment.

ARTICLE III Benefits

A. Eligibility

An employee must work a minimum of 1500 hours per year to be eligible for insurance benefits. An employee may enroll in health/vision/dental insurance benefits the first of the month, following 60 days of employment.

B. Medical/Dental/Vision Insurance

The District offers three insurance plans for eligible employees.

Single Plan	CCS pays an amount equal to 80% of the Standard Plan
Employee/child(ren)	CCS pays an amount equal to 65% of the Standard Plan
Employee/spouse	CCS pays an amount equal to 65% of the Standard Plan
Family	CCS pays an amount equal to 65% of the Standard Plan
*Employee/Spouse	CCS pays an amount equal to 72% of the Standard Plan
*Family	CCS pays an amount equal to 72% of the Standard Plan

*Applies if husband and wife are employed by Carmel Clay Schools and both are eligible for benefits.

C. Income Protection

Short Term Disability (STD)

Carmel Clay Schools will pay all but one dollar (\$1.00) for a short-term disability policy.

Long Term Disability (LTD)

Carmel Clay Schools will pay all but one dollar (\$1.00) for a long-term disability policy.

D. Group Life Insurance

Term group life insurance in the amount of \$30,000 will be provided for each employee. Carmel Clay

Schools will pay all but one dollar (\$1.00) per year of the premium for such insurance. At age 70 and again at age 75, the policy shall be reduced.

ARTICLE IV Retirement

Effective 2/4/13, Carmel Clay Schools will no longer contribute to a 401(a) plan for employees.

A. Employees hired prior to June 30, 2003

1. Employees hired before June 30, 2003 and who received the buyout of accumulated sick leave will vest in their 401(a) account after they have been employed at Carmel Clay Schools for ten or more years at the time of their retirement and are eligible to receive appropriate benefits under the provision of the Indiana Public Retirement System (INPRS).
2. In the event of the death or total disability of any support staff, his/her retirement account shall be considered vested and will be provided to the employee, or the employee's designated beneficiary as filed with the Indiana Public Retirement System, or to the employee's estate, should there be no beneficiary.
3. To be eligible for retirement compensation, the employee must notify the Superintendent or his/her designee in writing not later than 60 days prior to his/her intent to retire. The Superintendent, at his/her discretion, may waive the notification requirement.

B. Employees hired after June 30, 2003 not receiving buyout

1. Employees hired after June 30, 2003 or employees who did not receive the buyout will vest in their 401(a) account once the employee has been employed at Carmel Clay Schools for 10 or more years.
2. In the event of the death or total disability of any support staff, his/her retirement account shall be considered vested and will be provided to the employee, or the employee's designated beneficiary as filed with the Indiana Public Retirement System, or to the employee's estate, should there be no beneficiary.
3. To be eligible for retirement compensation, the employee must notify the Superintendent or his/her designee in writing not later than 60 days prior to his/her intent to retire. The Superintendent, at his/her discretion, may waive the notification requirement.

C. An employee may elect to continue the District-approved Health and Dental (for those family members covered at the time of retirement) and Life Insurance Plans, to the extent allowable under the applicable insurance contract, by paying the total premium.

General Terms:

- a. The employee must be at least 50 years of age;
- b. have completed at least 15 years of participation in the Public Employees' Retirement Fund (PERF); and
- c. have completed 10 years of creditable employment with a public employer immediately preceding the retirement date.
- d. The retired employee's coverage ends upon eligibility for Medicare. When the retired employee's coverage ends, coverage for the employee's spouse and dependents will continue under COBRA regulations.

ARTICLE V
Indiana Public Retirement System (INPRS)

Employees eligible for benefits shall participate in PERF. The employee's contribution is 3% of gross salary and is paid by the employee.

ARTICLE VI
Section 125

Employees working a minimum of 17.5 hours a week are eligible to participate in the benefits provided by Section 125 of the Revenue Act of 1978.

ARTICLE VII
Tax Deferred Retirement Program

All employees are eligible to participate in our 403(b) programs.

ARTICLE VIII
Voluntary/Supplemental Policies

Employees working a minimum of 17.5 hours a week are eligible to participate in various supplemental policies. Including but not limited to life, cancer, accident, short term disability, etc. These policies may also be available for spouses and dependents.

ARTICLE IX
Paid Holidays

The following are paid holidays, if the employee's position is scheduled to work before and after the holiday:

New Year's Eve	Memorial Day	Day after Thanksgiving
New Year's Day	Juneteenth	Christmas Eve
Martin Luther King Day	July 4 th	Christmas Day
President's Day	Labor Day	Thanksgiving

To be eligible to receive compensation for holidays, the employee must be in paid status the day prior to and the day following the holiday.

When an employee resigns, in order to receive holiday pay the employee must be actively at work after the holiday.

ARTICLE X
School Closings

If the building is closed the employee will report to work unless all school activities are closed by the Superintendent. If the employee is unable to report to work a paid leave day must be used, if available. One of the following days will be deducted from the employee's account balance in this order: 1st – Personal Business, 2nd – Vacation, Last – Illness. These instances will not affect the Attendance Incentive program.

ARTICLE XI
Paid Leaves

Annual allotment of paid leave days will be made July 1st of each year. Allocated paid leave days will be prorated to July 1st for all new employees.

Employees are expected to have all absences covered by appropriate leave days. The use of docked days (days without pay) is not permitted. The employee may be subject to disciplinary action up to and including termination for the use of docked days.

A. Personal Illness/Family Illness

Each employee may be absent from work up to ten (10) days annually without loss of compensation. Unused Personal Illness/Family Illness days will accumulate and may be used in subsequent years. An employee may use up to 10 Family Illness days annually. In the case of a catastrophic illness of a family member an employee may request the use of additional accumulated Personal Illness/Family Illness days.

B. Personal Business

Each employee may be absent from work for Personal Business, up to four (4) days annually, without loss of compensation. Unused days will be added to the accumulation of Personal Illness/Family Illness days at the end of each year.

C. Vacation

Each employee will receive 25 days of annual, paid vacation. Employees with 8 or more years of employment in a benefitted position as of 1/1/2013 will be "grandfathered" with an additional 5 days of vacation after 10 years of employment. An employee may carry over up to five (5) vacation days annually. At the conclusion of employment, unused vacation days will be paid out to the employee.

D. Bereavement Leave

1. The employee may be absent from work for up to five (5) work days for immediate family. The days do not need to be taken consecutively. These days will be granted with full compensation. If more than one death should occur at the same time in the immediate family more days may be granted by the Superintendent. Immediate family is interpreted as spouse, child, parent, brother, sister, grandparent, grandchild, and each similar relationship established by marriage or any person who at the time of death had established the employee's home as his/her permanent residence.
2. In case of death of any uncle, aunt, first cousin, niece, nephew, or close friend the employee may be absent one (1) day without loss of compensation on the day of the funeral. Two (2) additional travel days may be added upon request.
3. In case of death of a co-worker or a student, arrangements to attend the bereavement services will be determined by the Superintendent's designee.
4. Under unusual circumstances the Superintendent may in a particular instance extend the maximum allowance of bereavement days.

E. Executor/Executrix Leave

In the event an employee is named executor/executrix of an estate the employee may receive up to four (4) paid leave days within 12 months following the death to conduct the business of the estate.

F. Jury Duty

Jury duty leave with pay will be granted to employees during the time they are absent for such duty. An employee shall pay all jury earnings to the School Corporation within 90 days of the completion of said service. Parking fees, room, meals, and the school approved mileage rate, may be deducted from these earnings upon filing of a signed statement of actual expense. An employee shall not receive more than her/his regular daily rate of pay, excluding incurred expenses.

G. Religious Observances

Employees requesting leave for religious observances may elect to take these days in full or half day increments as:

- Paid days off using personal business days
- Approved docked days

A leave for religious observances, regardless of how the employee chooses to charge the day, will not impact the receipt of an attendance incentive bonus for those employees that are eligible.

Reasonable accommodations are made for the needs of the employees requesting time off for religious observances. Whether using paid time off or approved docked time, such requests should be made in sufficient time prior to the observance to permit the building / location to address optional needs and ensure that proper coverage is obtained.

ARTICLE XII **Extended Leaves of Absence**

A. Maternity Leave

Any employee who is pregnant and is determined to be temporarily disabled by her doctor may use her available leave days during her pregnancy or upon the birth of her child, and extending until her doctor certifies that she is able to return to work.

B. Adoption Leave

1. When an employee adopts a child, before or after the adoption s/he may use up to thirty (30) of his/her sick days for adoption related activities. Two married CCS employees will be limited to a total of forty (40) days per couple.

C. Miscellaneous Unpaid Leaves

An employee may be granted an unpaid leave of absence not to exceed one 90 calendar days, provided such leave is for one of the following reasons: educational advancement, professional improvement, child care, child rearing or elder care, personal illness or disability, or extended family illness. The following shall apply:

1. An employee's request for such leave must be filed with the Superintendent or his/her designee at least 30 days prior to the beginning of such leave.
2. For leaves requested on the basis of illness, disability or extended family illness, the Superintendent may require proof of illness.

D. Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons or military family leave. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous twelve (12) months. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Employees are required to use all applicable benefit days concurrent with FMLA. Contact the Benefits Department for information on the Family and Medical Leave Policy.

ARTICLE XIII **Attendance Incentive Program**

- An employee hired prior to September 1, who uses no Personal Illness/Family Illness or Personal Business days between July 1 and December 31 will receive \$300.
- An employee hired prior to March 1, who uses no Personal Illness/Family Illness or Personal Business days between January 1 and June 30 will receive \$300.
- An employee hired prior to September 1, who uses a total of no more than one (1) Personal Illness/Family Illness or Personal Business day between July 1 and December 31 will receive \$150.
- An employee hired prior to March 1, who uses a total of no more than one (1) Personal Illness/Family Illness or Personal Business day between January 1 and June 30 will receive \$150.
- An employee who resigns or is terminated prior to November 1 will not qualify for the July-December bonus.
- An employee who resigns or is terminated prior to May 1 will not qualify for the January-June bonus.
- An employee who receives the benefits of the Short Term or Long Term Disability policies will not qualify for the Incentive Program.

Classified Benefit Schedule – Index 1

Paid Time Off

- **If an employee changes from a position with benefits to a position with NO benefits:**
 - Days DO NOT follow to the new position, but the bank of days is “held” for 6 months. If employee returns to a position with benefits within 6 months, their bank of days will be restored.
 - Note- days are removed from available balance in both Frontline and New World. A comment is added to the employment tab specifying the number of days remaining upon resignation from the position.
- **If an employee changes from a position with benefits to a position with less days on the benefit schedule (example: custodian to IA)**
 - Pay out vacation days
 - Retain the sick days, but no additional days are added for the new position
 - Retain the PB days, but no additional days are added for the new position.
- **If an employee changes from working two jobs that are both positions with benefits to only one position with benefits:**
 - Retain the days from the position that they kept; days from the resigned position are removed and “held” for 6 months. If they return to the position within 6 months, their bank of days will be restored.
 - Certified staff who RETIRE- lose all days associated with that position
 - Certified staff who leave and then get rehired will go through Dr. Oestreich with HR to determine days to be transferred back into the district.
- **If an employee changes from one position with benefits to another position with benefits on a different benefit schedule that receives MORE days (example: a schedule D to schedule A change):**
 - Retain the original number of days, and receive the difference to total the prorated number of days eligible in the new position.
 - Example: If they were originally on schedule D and received 4 sick days and moved to a position where the prorated amount of days is 8, they would receive an additional allotment of 4 days in the system to bring their total to 8.
- **REHIRED Employees with a previous balance of days:**
 - If employee returns to work in a position with benefits within 6 months, their days will be restored. Past 6 months, the previous days are lost. (this includes all classified staff and Long-term subs)
 - Rehired TEACHERS transfer in days be determined by Dr. Oestreich in HR.

Probationary Periods

- **If an employee is a REHIRE that has already served their probationary period previously, they DO NOT need to serve a new 60-day probationary period.**
- **If an employee moves to a new position after serving their probationary period, they DO NOT need to serve a new 60-day probationary period.**
- **If an employee does not complete their probationary period before changing positions, they will need to complete it once in the new position.**