

SCHEDULE D

CARMEL CLAY SCHOOLS BENEFITS

ARTICLE I

Positions Covered

All support staff employees except Educational Interpreters, OT/PT Assistants and Cafeteria Managers working less than 1500 hours annually.

ARTICLE II

Probationary Period

Employees will not receive any paid days off for the first 60 days of employment.

ARTICLE III

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 IV

Tax Deferred Retirement Program

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

ARTICLE V

Public Employees' Retirement Fund (PERF)

Schedule D employees, except Food Service employees, are not eligible for PERF. Food Services employees may elect to participate in PERF, subject to an employee contribution of 3% of gross salary.

ARTICLE VI

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 VII

School Closings

If the building is closed, the employee will not work, but will be paid for up to two (2) full regular workdays. If the building is closed for more than 2 days the employee may use a paid benefit day, if available, otherwise the day(s) will be unpaid.

ARTICLE VIII

Paid Leaves

Annual allotment of paid leave days will be made the first day of school. Allocated paid leave days will be prorated to the last day of school 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 due to Personal Illness/Family Illness up to four (4) days annually, without loss of compensation. Unused days will accumulate and may be used for Personal Illness/Family Illness 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 two (2) 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. 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.

D. 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.

E. Jury Duty

Jury duty leave with pay will be granted to employees for the time summoned to serve on a jury. 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 his/her regular daily rate of pay, excluding incurred expenses.

F. 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 Director of Human Resources for information on the Family and Medical Leave Policy.

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 IX

Attendance Incentive Program

- A 10 month 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 \$150.
- A 10 month employee hired prior to February 1, who uses no Personal Illness/Family Illness or Personal Business days between January 1 and June 30 will receive \$150.
- A 10 month 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 \$75.
- A 10 month employee hired prior to February 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 \$75.
- A 10 month employee who resigns or is terminated prior to December 1 will not qualify for the July-December bonus.
- A 10 month employee who resigns or is terminated prior to May 1 will not qualify for the January-June bonus.

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.**