



Wage Rates
and Benefit
Schedules
for Support
Staff

2023-2024

Table of Contents

Wage Schedule for HR and Business Office	2
Wage Schedules for Technology	2
Wage Schedules for Student Workers	3
Wage Schedules for TOA	3
Wage Schedules for Adjunct	3
Wage Schedules for Aides	4
Wage Schedules for Secretaries	5
Wage Schedules for Coordinators	7
Wage Schedules for Buildings and Grounds	7
Wage Schedules for Transportation	10
Wage Schedules for Nutrition Services	13
Wage Schedules for Health Services	15
Wage Schedules for Substitute Teachers	16
Benefit Schedule A	17
Benefit Schedule B	19
Benefit Schedule C	21
Benefit Schedule D	23

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. \$68,801-\$81,168
 - c. Manager Benefits

- 2. Specialist**
 - a. 252 day Support Staff
 - b. Salary Range
 - i. \$48,443-\$56,184
 - c. Benefit Schedule A

Wage Schedules for Technology

- 1. Coordinator of Technology Systems, Coordinator of Connected Learning**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$88,711-\$101,228
 - c. Manager Benefits

- 2. Systems Specialist, Network Specialist, Technical Infrastructure Specialist, Connected Learning Systems Specialist, Programing Specialist**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$69,625-\$82,142
 - c. Benefit Schedule A

- 3. Technical Specialists**
 - a. 260 day Support Staff
 - b. Hourly Range
 - i. \$21.44-\$30.61
 - c. Benefit Schedule A

- 4. E-Learning Specialist**
 - a. 205 day Support Staff + 10 additional days with approval of supervisor
 - b. Salary Range
 - i. \$54,897-\$64,767
 - c. Benefit Schedule B

Wage Schedule for Student Workers

1. **Student Workers**
 - a. Temporary Position
 - b. \$7.47/hour (during school hours within the 180 day student calendar)
 - c. \$10.30/hour (outside school hours/days)
 - d. WBL Internship rate \$14.98
 - e. Statutory Benefits Only

Wage Schedules for Tippecanoe Online Academy

1. **Enrollment Specialist**
 - a. 252 day Support Staff
 - b. Salary Range
 - i. \$69,625 - \$82,142
 - c. Benefit Schedule A
2. **Learning Success Coach**
 - a. 205 day Support Staff
 - b. Salary Range
 - i. \$56,640 - \$66,822
 - c. Benefit Schedule B

Wage Schedules for Adjunct

1. **Technical Specialist – CRAM Teacher**
 - a. 180 student/technology days + 80 technology days Support Staff
 - b. Salary Range
 - i. \$47,866-\$66,691
 - c. Benefit Schedule A

2. **Secondary Interventionist/ISS**

- a. 183 day Support Staff
- b. Wage Schedule

TSC Experience	Rate
0	\$19,830
1	\$20,087
2	\$20,343
3	\$20,599
4	\$20,855
5(+)	\$21,111

- c. Non-Certified Classroom Teachers, salary placement on teacher compensation table.
- d. May choose a work or year-round pay schedule.
- e. Benefit Schedule B

Wage Schedules for Aides

1. Clerical Aide

- a. 180 day Student Schedule + 5 additional days at the discretion of the supervisor
- b. Wage Schedule

TSC Experience	Rate
0	\$15.48
1	\$15.68
2	\$15.88
3	\$16.08
4	\$16.28
5(+)	\$16.48

- 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

2. Aide

- a. 180-183 day Student Schedule
- b. Wage Schedule

TSC Experience	Highly Qualified Rate
0	\$15.48
1	\$15.68
2	\$15.88
3	\$16.08
4	\$16.28
5(+)	\$16.48

- i. \$14.98 (not Highly Qualified)
- ii. \$22.12 (Specialty-degree or certification required for the position)
- iii. If Aide works in a high need position, a \$1/hour increase will be applied to the above rates.
- iv. Step increase is done annually with new school year.
- 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 hours
- b. Hourly Rate
 - i. \$14.35
- c. Statutory Benefits Only

Wage Schedules for Secretaries

1. Executive Secretary

- a. 252 day* Support Staff
- b. Hourly Range
 - i. \$24.03-\$25.37
 - 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	\$20.47
1	\$20.86
2	\$21.25
3	\$21.64
4	\$22.03
5	\$22.42
6	\$22.81
7	\$23.20
8	\$23.59
9	\$23.98
10(+)	\$24.37

- 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	\$19.85
1	\$20.23
2	\$20.61
3	\$20.99
4	\$21.37
5	\$21.75
6	\$22.13
7	\$22.51
8	\$22.89
9	\$23.27
10(+)	\$23.65

- ii. General Secretary

Experience	Rate
0	\$17.11
1	\$17.42
2	\$17.73
3	\$18.04
4	\$18.35
5	\$18.66
6	\$18.97
7	\$19.28
8	\$19.59
9	\$19.90
10(+)	\$20.21

- 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 Coordinators

- 1. Coordinator of Communications**
 - a. 252 day Support Staff
 - b. Salary Range
 - i. \$67,576-\$79,501
 - c. Benefit Schedule A

- 2. Student Services Coordinator/Behavior Support Specialist**
 - a. 183 day Teacher Schedule
 - b. Salary Range
 - i. \$46,814-\$54,187
 - c. May choose a work or year-round pay schedule.
 - d. Benefit Schedule B
 - e. 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. \$71,563-\$77,429
 - c. May choose a work or year-round pay schedule.
 - d. Benefit Schedule B

- 4. Diversity Coordinator**
 - a. 195 day Support Staff
 - b. Salary Range
 - i. \$51,682-\$63,433
 - c. May choose a work or year-round pay schedule.
 - d. Benefit Schedule B

Wage Schedules for Buildings and Grounds

- 1. Maintenance Manager, Project Manager, Warranty Manager**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$85,393-\$92,664
 - c. Manager Benefits

- 2. HVAC Controls Technician**
 - a. 260 day Support Staff
 - b. Salary Range
 - i. \$85,393-\$92,664
 - c. Benefit Schedule A

3. Custodial Manager, Safety and Security Manager

- a. 260 day Support Staff
- b. Salary Range
 - i. \$68,801-\$81,168
- c. Manager Benefits

4. Custodial Supervisor

- a. 260 day Support Staff
- b. Salary Range
 - i. \$55,858-\$66,252
- c. Benefit Schedule A

5. Energy Manager

- a. 260 day Support Staff
- b. Salary Range
 - i. \$62,925-\$69,216
- c. Manager Benefits

6. Corporation Courier

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

7. Courier/Custodian Substitute

- a. 260 day Support Staff
- b. Head Custodian/Assistant Head Custodian Wage Rate
- c. Benefit Schedule A

8. Head Custodian/Assistant Head Custodian

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

Experience	Rate
0	\$19.85
1	\$20.23
2	\$20.61
3	\$20.99
4	\$21.37
5	\$21.75
6	\$22.13
7	\$22.51
8	\$22.89
9	\$23.27
10(+)	\$23.65

i. Total FTE 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.

9. General Custodian

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

Experience	Rate
0	\$17.11
1	\$17.42
2	\$17.73
3	\$18.04
4	\$18.35
5	\$18.66
6	\$18.97
7	\$19.28
8	\$19.59
9	\$19.90
10(+)	\$20.21

- i. 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.
- e. Part Time Custodians 10-30 hours Benefit Schedule D.
- f. Less than 10 hours – Statutory Benefits Only

10. Grounds/Equipment Mechanic

- a. 260 day Support Staff
- b. Mechanic, Technician's Helper Wage Schedule
- c. Benefit Schedule A

11. High School Maintenance and Corporation Maintenance

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

Certification	Rate
JM 1 (44 and below points)	\$24.32
JM 2 (49 points)	\$24.91
JM 3 (54 points)	\$25.47
JM 4 (59 points)	\$26.05
M 5 (64 points)	\$27.28
M 6 (69 points)	\$27.88
M 7 (74 points)	\$28.47
M 8 (79 points)	\$29.06
SR 9 (84 points)	\$30.27
SR 10 (89 points)	\$31.27
SR 11 (94 points)	\$31.85
SR 12 (99 points)	\$32.23

- c. Benefit Schedule A
- d. Once initially hired, points are determined at annual evaluation and begin at zero each year.

Wage Schedules for Transportation**1. Bus Driver, CDL-Class B**

- a. 180-183 day Student Schedule
- b. Wage Schedule

i. Route Rate

Experience	Rate
0	\$23.34
1	\$23.87
2	\$24.40
3	\$24.93
4	\$25.46
5	\$25.99
6	\$26.52
7	\$27.05
8	\$27.58
9	\$28.11
10(+)	\$28.64

- ii. Non-Route Rate = \$16.00/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. 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

2. Bus Driver with DOE Certification

- a. 180-183 day Student Schedule
- b. Wage Rate
 - i. \$19.07/hour
 - ii. Non-Route Rate = \$16.00/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

3. Head Driver Trainer

- a. 260 day Support Staff
- b. Salary Range
 - i. \$48,548-\$56,264
- c. Benefit Schedule A

4. Fleet Manager

- a. 260 day Support Staff
- b. Salary Range
 - i. \$85,393-\$92,664
- c. Manager Benefits

5. Shop Foreman

- a. 260 day Support Staff
- b. Salary Range
 - i. \$68,137-\$70,683
- c. Benefit Schedule A

6. Operations Manager

- a. 195 days + 10 additional days at the discretion of the supervisor
- b. Salary Range
 - i. \$67,430-\$74,172
- c. May choose a work or year-round pay schedule.
- d. Manager Benefits

7. Routing/Technology Specialist

- a. 260 day Support Staff
- b. Salary Range
 - i. \$55,858-\$66,252
- c. Benefit Schedule A

8. Mechanic, Technician's Helper

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

Certifications	
Class I	\$32.09
Class II	\$29.01
Class III	\$26.19
Class IV/Technician's Helper	\$21.52

- 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

9. Bus Aide

- a. 180-183 day Student Schedule
- b. Wage Rate

TSC Experience	Rate
0	\$15.48
1	\$15.68
2	\$15.88
3	\$16.08
4	\$16.28
5(+)	\$16.48

- 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

10. Bus Driver Substitute

- a. on-call, as-needed, variable hours
- b. Wage Rate
 - i. Route Rate = \$22.34/hour (CDL-Class B)
 - ii. Route Rate = \$18.65/hour (DOE Certificate)
 - iii. Non-Route Rate = \$16.00/hour
- c. Statutory Benefits Only

Wage Schedules for Nutrition Services

1. Nutrition Services Supervisor

- a. 205 day Support Staff
- b. Salary Range
 - i. \$43,745-\$49,609
- c. May choose a work or year-round pay schedule.
- d. Benefit Schedule B

2. Registered Dietitian

- a. 205 day Support Staff
- b. Salary Range
 - i. \$45,940-\$51,683
- c. May choose a work or year-round pay schedule.
- d. Benefit Schedule B

3. Operations Trainer

- a. 205 day Support Staff
- b. Wage Rate
 - i. \$19.21/hour
- c. Benefit Schedule B

4. Operations Manager

- a. 195 days + 10 additional days at the discretion of the supervisor
- b. Salary Range
 - i. \$67,430-74,172
- c. May choose a work or year-round pay schedule.
- d. Manager Benefits

5. Nutrition Services Bookkeeper

- a. 205 day Support Staff
- b. Principal Secretary Wage Rate
- c. Benefit Schedule B

6. Nutrition Services Clerk

- a. 252 day Support Staff
- b. Corporation Secretary Wage Rate
- c. Benefit Schedule A

7. Cafeteria Manager

- a. 184 day Support Staff
- b. Salary Range
 - i. \$29,691-\$34,467
- c. Benefit Schedule B

8. Assistant Cafeteria Manager

- a. 184 day Support Staff
- b. Salary Range
 - i. \$26,173-\$27,765
- c. Benefit Schedule B

9. Nutrition Services Assistant

- a. 181-184 day Support Staff
- b. Wage Schedule

TSC Experience	Rate
0	\$15.48
1	\$15.68
2	\$15.88
3	\$16.08
4	\$16.28
5(+)	\$16.48
If at an Elementary School	Rate as scheduled above
If at a Middle School	Rate as scheduled + \$0.50/hour
If at a High School	Rate as scheduled above + \$1.00/hour

- c. Benefit Schedule D

10. Nutrition Services Substitute

- a. On-call, as-needed, variable hours
- b. Wage Rate
 - i. \$14.98/hour
- c. Statutory Benefits Only

Wage Schedules for Health Services

1. Nursing Manager

- a. 205 days + 10 additional days at the discretion of the supervisor
- b. Salary Range
 - i. \$62,925-\$75,509
- c. May choose a work or year-round pay schedule.
- d. Manager Benefits

2. School Nurse – RN

- a. 181-184 day Support Staff
- b. Wage Rate
 - i. \$33.57/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. \$25.43/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. 180-182 day Support Staff
- b. Wage Rate
 - i. \$17.70/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. \$33.57/hour (RN substitute)
 - ii. \$25.43/hour (LPN substitute)
 - iii. \$17.70/hour (Health Assistant substitute)
- c. Statutory Benefits Only

Wage Schedules for Substitute Teachers

1. Substitute Teacher with a Valid Substitute Permit

- a. On-call, as-needed, variable hours
- b. Wage Rate
 - i. \$105 /day
 - ii. Upon the 16th scheduled and worked day of a long-term substitute assignment, pay shall change to \$155/day

2. Substitute Teacher with a Valid Teaching License on File

- a. On-call, as-needed, variable hours
- b. Wage Rate
 - i. \$105 /day
 - ii. \$115/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: \$46,606/\$254.68
 2. Teachers with 7+ years of verified experience: \$51,606/ \$282.00

3. Building Based Substitute

- a. Follows student calendar
- b. Wage Rate
 - i. \$115/day
 - ii. Benefit Schedule C (excludes paid leave days)

Benefit Schedule A

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

I. 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.

II. 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.

III. Paid Leave

- a. All leave days will be granted on June 25th.
- b. Proration will apply in the first year of employment.
- c. *Probationary period: Benefits will begin the 1st of the month, after 30 days of employment (Example: Start date of October 6th, benefits available December 1st)

A. Vacation Leave

- i. All 12 month employees earn vacation according to the following:
- ii. Length of vacation time is based on total experience with the corporation.
- iii. Proposed vacation dates require the approval of the employee's immediate supervisor.
- iv. Vacation Days
 1. After Probationary period* = 5 days
 2. At first (1st) renewal date = 10 days
 3. At third (3rd) renewal date = 12 days
 4. At seventh (7th) renewal date = 15 days
- v. NOTE: Years of service indicates total years in regular employment with TSC.

- vi. NOTE: 5 carryover vacation days is allowed; any additional days must be used on or before June 24 of following year. (A rare request for an exception shall be considered by the Assistant Superintendent 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.

B. Sick Leave

- i. Employees receive six (6) days of sick leave per year.
- ii. Unused days accumulate to a maximum of 77 days.
- iii. Sick days may be used for the employee or in the event that illness in the immediate family requires the employee to be absent from work. For this purpose, the immediate family shall be deemed to mean the employee's spouse, children, or other relative residing in the employee's home on a full-time basis, or mother and father regardless of their domicile.

C. Bereavement Leave

- i. 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.
- ii. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.
- iii. Excluded from probationary period.

D. Personal Business Leave

- i. Employees receive three (3) days per year for personal business leave.
- ii. Unused personal business leave days are added to the employee's accumulated sick leave.

E. Adoptive Leave

- i. Each classified employee may use up to nine (9) 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.

F. Identification/Athletic Passes

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

G. Retirement

- i. 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:
 - 1. \$30 per each day of unused accumulated sick leave if full-time;
 - 2. \$15 per each day of unused accumulated sick leave if part-time; OR
 - 3. \$50 per each year of service in the Tippecanoe School Corporation.
- ii. Written notice of intent to retire must be submitted at least 60 days prior to effective termination of employment date.
- iii. 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

I. 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, Bus Aides, Dual Positions, all substitute positions and student workers.

II. 403(b) Plan (Bus Drivers, Bus Aides, and Dual positions if not enrolled in INPRS)

- a. Employees that are recognized as full time by the School Board participate in a 403(b).
- b. Employer pays a defined contribution.

III. 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.

IV. Paid Leave

- a. All leave days will be granted on June 25th.
- b. Proration will apply in the first year of employment.
- c. *Probationary period: Benefits will begin the 1st of the month, after 30 days of employment (Example: Start date of October 6th, benefits available December 1st)

A. Sick Leave

- i. Employees receive five (5) days per year of sick leave.
- ii. Unused days accumulate to a maximum of 66 days.
 1. Excludes Bus Drivers, per transportation buy back policy.
- iii. Sick days may be used for the employee or in the event that illness in the immediate family requires the employee to be absent from work. For this purpose, the immediate family shall

be deemed to mean the employee's spouse, children, or other relative residing in the employee's home on a full-time basis, or mother and father regardless of their domicile.

B. Bereavement Leave

- i. 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.
- ii. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.
- iii. Excluded from probationary period.

C. Personal Business Leave

- i. Employees receive three (3) days per year for personal business leave.
- ii. Unused personal business leave days are added to the employee's accumulated sick leave.
- iii. Excludes Bus Drivers, per transportation buy back policy.

D. Adoptive Leave

- i. Each classified employee may use up to nine (9) 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.

E. Identification/Athletic Passes

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

F. Retirement

- i. 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:
 1. \$30 per each day of unused accumulated sick leave if full-time;
 2. \$15 per each day of unused accumulated sick leave if part-time; OR
 3. \$50 per each year of service in the Tippecanoe School Corporation.
- ii. Written notice of intent to retire must be submitted at least 60 days prior to effective termination of employment date.
- iii. Retired employees of the Tippecanoe School Corporation are eligible for an identification/athletic pass.
- iv. Excludes all substitute positions and student workers.

Benefit Schedule C

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

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

- a. Employees in this group are eligible to participate in the group life 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 50% and employer pays 50% of annual premium.
 - ii. Group Health Insurance
 1. The employer contributes at a rate determined at time of annual renewal.
 2. The employee may purchase dependent coverage.
 - iii. 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.
 - iv. Dental & Vision
 1. The employee pays \$1.00 (single) or \$2.00 (family) annually toward premium and employer pays the remaining premium.

II. Paid Leave

- a. All leave days will be granted on June 25th.
- b. Proration will apply in the first year of employment.
- c. *Probationary period: Benefits will begin the 1st of the month, after 30 days of employment (Example: Start date of October 6th, benefits available December 1st)

A. Sick Leave

- i. Employees receive five (5) days per year of sick leave.
- ii. Unused days accumulate to a maximum of 66 days.
- iii. Excludes Bus Drivers, per transportation buy back policy.
- iv. Sick days may be used for the employee or in the event that illness in the immediate family requires the employee to be absent from work. For this purpose, the immediate family shall be deemed to mean the employee's spouse, children, or other relative residing in the employee's home on a full-time basis, or mother and father regardless of their domicile.
- v. Excludes all substitute positions and student workers.

B. Bereavement Leave

- i. 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.
- ii. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.
- iii. Excludes all substitute positions and student workers.
- iv. Excluded from probationary period.

C. Personal Business Leave

- i. Employees receive three (3) days for personal business leave per year.
- ii. Unused personal business leave days are added to the employee's accumulated sick leave.
- iii. Excludes Bus Drivers, per transportation buy back policy.
- iv. Excludes all substitute positions and student workers.

D. Adoptive Leave

- i. Each classified employee may use up to nine (9) 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.
- ii. Excludes all substitute positions and student workers.

E. Identification/Athletic Passes

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

F. Retirement

- i. 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:
 1. \$30 per each day of unused accumulated sick leave if full-time;
 2. \$15 per each day of unused accumulated sick leave if part-time; OR
 3. \$50 per each year of service in the Tippecanoe School Corporation.
- ii. Written notice of intent to retire must be submitted at least 60 days prior to effective termination of employment date.
- iii. Retired employees of the Tippecanoe School Corporation are eligible for an identification/athletic pass.
- iv. Excludes all substitute positions and student workers.

Benefit Schedule D

Benefits for Part-Time Support Staff working 10-30 hours

I. Paid Leave

- a. All leave days will be granted on June 25th.
- b. Proration will apply in the first year of employment.
- c. *Probationary period: Benefits will begin the 1st of the month, after 30 days of employment
(Example: Start date of October 6th, benefits available December 1st)

A. Sick Leave

- i. Employees receive four (4) days per year of sick leave.
- ii. Unused days accumulate to a maximum of 55 days.
- iii. Excludes Bus Drivers, per transportation buy back policy.
- iv. Sick days may be used for the employee or in the event that illness in the immediate family requires the employee to be absent from work. For this purpose, the immediate family shall be deemed to mean the employee's spouse, children, or other relative residing in the employee's home on a full-time basis, or mother and father regardless of their domicile.

B. Bereavement Leave

- i. 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.
- ii. Immediate family is defined as spouse, parent, child, grandchild, brother, sister, grandparent, and corresponding in-laws and step-relatives.
- iii. Excluded from probationary period.

C. Personal Business Leave

- i. Employees receive two (2) days for personal business leave per year.
- ii. Unused personal business leave days are added to the employee's accumulated sick leave.
 1. Excludes Bus Drivers, per transportation buy back policy.

D. Adoptive Leave

- i. Each classified employee may use up to nine (9) 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.

E. Part Time Employment Proration

- i. 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:
 1. 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.

F. Identification/Athletic Passes

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

G. Retirement

- i. 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:
 - 1. \$30 per each day of unused accumulated sick leave if full-time;
 - 2. \$15 per each day of unused accumulated sick leave if part-time; OR
 - 3. \$50 per each year of service in the Tippecanoe School Corporation.
- ii. Written notice of intent to retire must be submitted at least 60 days prior to effective termination of employment date.
- iii. Retired employees of the Tippecanoe School Corporation are eligible for an identification/athletic pass.
- iv. Excludes all substitute positions and student workers.