

2023-2024 Nurses Schedule

Step 1	\$38,573.88
Step 2	\$39,345.36
Step 3	\$40,132.26
Step 4	\$40,934.92
Step 5	\$41,753.61
Step 6	\$42,588.67
Step 7	\$43,440.44
Career Step (10 years or more)	\$45,167.27

All employees new to the position will be hired at Step 1

Substitute Nurse Rate \$155 per day

Permanent Substitute Rate - \$140 per day

One on One Student Support (LPN or RN) - \$25 per hour – 180 days – unpaid lunch

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment, and each year thereafter until maximum salary is reached, excluding 2021.

A 5.0% employer match to a 403(b) based on gross wages.

1. The workday is the same as the teaching day in the building where the nurse is assigned.
2. Pre-approved additional hours worked during the school year will be paid at \$25.00 per hour. Pre-approved summer hours worked will be paid at the employee’s hourly rate.
3. The work year is typically 185 days, but may vary. Additional work days may be added as approved by the Nurse Coordinator.
4. Regular Nurse insurance benefits and absence days are identical to those of certified teaching staff according to the Professional Agreement. Permanent Substitute Nurses, who work at least half time, will receive insurance benefits and absence days identical to those of Permanent Substitute Teachers.
5. Insurance - Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month’s premium and receipt of the required enrollment forms. Employees must work at least 4 .5 hours per day or 22.5 hours per week to be eligible. The district currently offers two (2) types of high deductible plans. Staff members that opt to participate in these plans must open a health savings account (H.S.A.) with the district authorized provider. Each calendar year for those staff members who have selected the single coverage high deductible plan, the district will deposit two hundred and fifty dollars (\$250) into the staff member’s H.S.A. account. Each calendar year for those employees who have selected the employee plus child(ren); employee plus spouse, or family cover high

deductible plan, the district will deposit five hundred dollars (\$500) into the staff member's H.S.A. account. The annual contribution will be made by the end of the first quarter each calendar year. Short Term Disability is also available upon hire (The Board does not contribute to the Short Term Disability). Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month's premium and receipt of the required enrollment forms.

6. Upon Board approval of a properly filed mileage claim form, individuals will be reimbursed at the rate approved by Board Policy D11.02 when asked to use their own vehicles for approved school business.
7. Public Employee's Retirement Fund (PERF). The school district shall make the employer's contribution for employee's participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.

*The salary and fringe benefit provisions are generally set for the school year. However, the corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1).

2023-2024 General Office Administrative Assistant and Treasurer Schedule

Without Bachelor’s Degree

Step 1	\$19.25
Step 2	\$19.64
Step 3	\$20.04
Step 4	\$20.43
Step 5	\$20.85
Step 6	\$21.27
Step 7	\$21.68
15 Years	\$22.85

With Bachelor’s Degree or Higher

Step 1	\$19.98
Step 2	\$20.39
Step 3	\$20.80
Step 4	\$21.20
Step 5	\$21.63
Step 6	\$22.08
Career Step (10 years or more)	\$22.85

All employees new to the position will be hired at Step 1

Substitutes will be paid at the first step for instructional assistants

Part-time student cooperative assistant - \$11.00 per hour

Additional \$2.00 per hour for treasurers

Additional \$2.00 per hour more for treasurer trainers and bookstore managers

Additional \$0.50 per hour for registrar trainer

Typical work year, but may vary = 205 days for secretaries

207 days for treasurers/assistant high school & floating treasurer

212 days for treasurer trainer

Hours worked for preparation or during summer school will be paid at the hourly rate for General Office Administrative Assistants

Wage related benefits

(Including 205-day Technicians) Beginning January 2018, subject to annual review by the

Superintendent/ Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

A 5.0% employer match to a 403(b) based on gross wages.

1. Work hours shall normally consist of eight-hour days and forty-hour work weeks. Supervisors will establish assignments, duties, and beginning and ending hours for their personnel according to the needs of the office to which the employee is assigned. Work days in excess of those regularly assigned shall be approved by their supervisor. No overtime or compensatory time will be allowed without the approval of their immediate supervisor.

2. Leave benefits such as sick, personal and bereavement, are available upon hire date. Persons working at least 6 hours per day are eligible for sick and personal days. For persons hired after the start of the normal work year, leave allocations will be pro-rated based on the portion of the year employed. Leave allocations will also be pro-rated for persons working less than seven hours per day.

Sick Leave – Seven days of sick leave per year will be provided for absences due to personal illness or medical appointments which cannot be scheduled outside the regular work day. Unused sick leave may accumulate to a maximum of 60 days. A maximum of six sick leave days may be used each year for illness of an immediate family member. When an employee’s accumulated sick leave exceeds two-thirds of the maximum at the end of any school year, the employee may elect to receive payment for up to 12 unused sick and/or personal leave days over 40 at the rate of \$25 per day. One day of sick leave may be used for a required court appearance.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee’s last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

Personal Days – Two days per year may be requested for use as a personal business day by support staff, provided:

- a. The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
- b. If not used, this day will accumulate as sick leave for the following year.

In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee’s last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.

Bereavement Leave (For full time employees) – In the event of death within the employee’s immediate family, that employee may be absent up to five working days without loss of pay. These days may be taken up to one month following date of death. “Immediate family” shall include spouse, children, parents, mother-in-law, father-in-law, stepparent, stepchildren, or adoptive children in the household. Three days shall be allowed for grandchildren, grandparents, brothers, brother-in-laws, sisters, sister-in-laws, or a blood relative residing in the same household. One day of sick leave may be used to attend the funeral of an aunt, uncle, niece, or nephew and persons similarly related by marriage. One day of sick leave may be used to perform an active role in a funeral service (e.g. pallbearer, organist, singer, eulogist etc.)

Jury Duty – Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employee’s to keep.

3. Insurance – Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month’s premium and receipt of the required enrollment forms. Employees must work at least 4 .5 hours per day or 22.5 hours per week to be eligible.
Dental* -For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Term Life Insurance – The face value of the life insurance policy is up to \$15,000 for full-time employees. Employees who are less than full-time, but who work at least 4 ½ hours a day will receive insurance up to the amount of \$7,500. The premium of the term life insurance will be paid by the corporation with a 25¢ cost per year to the employee.

Health Insurance * - The school corporation will contribute toward the premium. If both employee and spouse are full-time employees of the district, the district’s contribution will be equal to the sum of two single plans. Health insurance is available to persons working at least 4 ½ hours a day at half of the corporation share. The district currently offers two (2) types of high deductible plans. Staff members that opt to participate in these plans must open a health savings account (H.S.A.) with the district authorized provider. Each calendar year for those staff members who have selected the single coverage high deductible plan, the district will deposit two hundred and fifty dollars (\$250) into the staff member’s H.S.A. account. Each calendar year for those employees who have selected the employee plus child(ren); employee plus spouse, or family cover high deductible plan, the district will deposit five hundred dollars (\$500) into the staff member’s H.S.A. account. The annual contribution will be made by the end of the first quarter each calendar year.

Vision Insurance –For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Long-Term Disability – For full-time employees, the school corporation will make a long-term disability plan available with a 60 percent long term disability benefit. Premium is 25¢ per year.

Short Term Disability is available upon hire (employee paying full cost), but enrollment must take place within 30 days or wait until open enrollment.

4. Public Employee’s Retirement Fund (PERF) – The school district shall make the employer’s contribution for employee’s participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.
5. Mileage – Upon Board approval of the properly filed mileage claim form, individuals will be reimbursed at the rate approved by Board Policy D11.02 when asked to use their own vehicles for approved school business.
6. Upon retirement employees will receive a stipend equal to \$32.50 times the number of unused sick leave and personal leave days plus \$32.50 times the number of years employed in Hamilton SE Schools. To qualify a person must actually retire and make application for PERF benefits and be at least 62 years of age or have 20 years of service with the corporation. This is not meant to be a “severance” benefit. Proof of retirement (receiving PERF payments) will be required. Personnel who do not qualify for retirement are not eligible for reimbursement for unused sick or personal days. Personnel may only retire from HSE once to receive reimbursement for unused sick or personal days and years of service.
7. Employees who leave employment with HSE for any reason and receive a stipend for unused sick and personal leave days and are rehired during the same school year will not receive additional leave days until the following school year.

Employees who leave employment with HSE for any reason and did not receive a stipend for unused sick and personal leave days and are rehired during the same school year will receive pro-rated leave days based on the portion of the year employed.

*The salary and fringe benefit provisions are generally set for the school year. However, the corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1).

2023-2024 260-Day Custodians/Other Services Schedule

Step	Days	Part-time	Nights
1	\$16.60	\$14.50	\$17.22
2	\$16.94		\$17.57
3	\$17.28		\$17.91
4	\$17.62		\$18.25
5	\$17.97		\$18.63
6	\$18.33		\$19.00

2023-2024 260-Day Head & Lead Custodians

Step	Days	Part-time	Nights
1	\$17.76	\$14.50	\$18.43
2	\$18.09		\$18.80
3	\$18.47		\$19.17
4	\$18.84		\$19.56
5	\$19.21		\$19.94
6	\$19.61		\$20.34

2023-2024 260-Day Lite Maintenance

Step	Days	Nights
1	\$19.09	\$19.81
2	\$19.48	\$20.20
3	\$19.86	\$20.61
4	\$20.26	\$21.01
5	\$20.67	\$21.42

All employees new to the position will be hired at Step 1
 8 ½ hour work day including 30 minute paid lunch and 2 - 15 minute unpaid breaks

Supervisor Increase:

Head custodians - High School/Riverside Campus	\$2.75
Head custodians - Junior High	\$1.60
Head custodians - Intermediate	\$1.40
Head custodians - Elementary	\$1.20
Head grounds	\$1.20
Lead Shift HS custodian	\$0.80
Lead 2 nd Shift JH/Int. custodian/Floating Head Custodian	\$0.40
Team Leader Summer Cleaning Crew	\$1.00
Sub custodians	\$9.50
Extended sub	\$10.00
Seasonal help	\$12.00

Part-time and temporary employees are paid at Step 1.

Wage related benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

A 5.0% employer match to a 403(b) based on gross wages.

2023-2024 Mechanics/Maintenance/Parts Specialist Schedule
No increment for 2021

Step 1	\$23.55
Step 2	\$24.03
Step 3	\$24.50
Step 4	\$25.00
Step 5	\$25.50
Career Step (10 years or more)	\$27.16

All employees new to the position will be hired at Step 1

Adjustment for approved certification – 15¢ per certification (maximum of 3)

Adjustment for approved 2-year associate’s degree in related field – \$1.00/hr. increase
(Employees may not receive adjustments for both Certifications and a Degree)

Wage related benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Senior System Administrator

\$86,722.58

The work year is 260 days.

Adjustment for approved certifications:

1 certification \$1,250

2 certifications \$2,500

3 certifications \$3,750

4 certifications \$5,000

All certifications must be approved by Director(s) of Technology in advance.

A 5.0% employer match to a 403(b) based on gross wages.

Benefits identical to that of an administrator.

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Junior System Administrator

\$59,349.44

The work year is 260 days.

Adjustment for approved certifications:

1 certification \$1,250

2 certifications \$2,500

3 certifications \$3,750

4 certifications \$5,000

All certifications must be approved by Director(s) of Technology in advance.

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Benefits

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Applications and Infrastructure Administrator

\$86,722.58

The work year is 260 days.

Adjustment for approved certifications:

1 certification \$1,250

2 certifications \$2,500

3 certifications \$3,750

4 certifications \$5,000

All certifications must be approved by Director(s) of Technology in advance.

A 5.0% employer match to a 403(b) based on gross wages.

Benefits identical to that of an administrator.

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 District Technology Manager

\$79,983.29

The work year is 260 days.

Adjustment for approved certifications:

1 certification \$1,250

2 certifications \$2,500

3 certifications \$3,750

4 certifications \$5,000

All certifications must be approved by Director(s) of Technology in advance.

A 5.0% employer match to a 403(b) based on gross wages.

Benefits identical to that of an administrator.

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Development and Database Services Specialist

\$59,349.44

The work year is 260 days.

Adjustment for approved certifications:

1 certification \$1,250

2 certifications \$2,500

3 certifications \$3,750

4 certifications \$5,000

All certifications must be approved by Director(s) of Technology in advance.

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Benefits

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Tier 2 Technician~~n~~

\$50,780.55

The work year is 260 days.

Adjustment for approved certifications:

1 certification \$1,250

2 certifications \$2,500

3 certifications \$3,750

4 certifications \$5,000

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Benefits

Effective 1/15/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Data Analysts

\$53,552.61

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Benefits

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Procurement & Resource Coordinator

\$47,528.54

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Benefits

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Transportation Office Manager

\$56,882.54

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Benefits

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Transportation Routing Coordinator – General Education

\$61,450.61

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Benefits

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Substitute Coordinator

\$59,194.69

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Benefits

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Facilities Scheduling Coordinator

\$45,000.00

The work year is 220 days.

A 5.0% employer match to a 403(b) based on gross wages ~~less PERE~~.

2023-2024 Office Managers

Step 1	\$35,437.64
Step 2	\$36,146.40
Step 3	\$36,869.33
Step 4	\$37,606.70
Step 5	\$38,358.85

These salaried positions qualify for Executive Exemption to FSLA regulations

All employees new to the position will be hired at Step 1

Additional \$3,500 for high school office managers

Additional \$750 for preparation work for summer school.

Hours worked during summer school will be paid at the hourly rate for General Office Administrative Assistants

Work year is typically 205 days, but may vary.

Wage related benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

A 5.0% employer match to a 403(b) based on gross wages.

1. Work hours shall normally consist of eight-hour days and forty-hour work weeks. Principals will establish assignments, duties, and beginning and ending hours for their personnel according to the needs of the office to which the employee is assigned. Work days in excess of those regularly assigned shall be approved by the principal and superintendent/designee.
2. Leave benefits such as sick, personal and bereavement, are available upon hire date. For persons hired after the start of the normal work year, leave allocations will be pro-rated based on the portion of the year employed.

Sick Leave - Seven days of sick leave per year will be provided for absences due to personal illness or medical appointments which cannot be scheduled outside the regular work day. Unused sick leave may accumulate to a maximum of 60 days. A maximum of six sick leave days may be used each year for illness of an immediate family member. When an employee's accumulated sick leave exceeds two-thirds of the maximum at the end of any school year, the employee may elect to receive payment for up to 12 unused sick and/or personal leave days over 40 at the rate of \$25 per day. One day of sick leave may be used for a required court appearance.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

Personal Days - Two days per year may be requested for use as a personal business day by support staff, provided:

- a. The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
- b. If not used, this day will accumulate as sick leave for the following year.

In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.

Bereavement Leave - In the event of death within the employee's immediate family, that employee may be absent up to five working days without loss of pay. These days may be taken up to one month following date of death. "Immediate family" shall include spouse, children, parents, mother-in-law, father-in-law, stepparent, stepchildren, or adoptive children in the household. Three days shall be allowed for grandchildren, grandparents, brothers, brother-in-laws, sisters, sister-in-laws, or a blood relative residing in the same household. One day of sick leave may be used to attend the funeral of an aunt, uncle, niece, or nephew and persons similarly related by marriage. One day of sick leave may be used to perform an active role in a funeral service (e.g. pallbearer, organist, singer, eulogist etc.)

Jury Duty - Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employees to keep.

3. Insurance - Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month's premium and receipt of the required enrollment forms. Employees must work at least 4.5 hours per day or 22.5 hours per week to be eligible.

Dental * - For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Term Life Insurance - The face value of the life insurance policy is up to \$15,000 for full-time employees. Employees who are less than full-time, but who work at least 4 ½ hours a day will receive insurance up to the amount of \$7,500. The premium of the term life insurance will be paid by the corporation with a 25¢ cost per year to the employee.

Health Insurance * - The school corporation will contribute toward the premium. If both employee and spouse are full-time employees of the district, the district's contribution will be equal to the sum of two single plans. Health insurance is available to persons working at least 4 ½ hours a day at half of the corporation share. The district currently offers two (2) types of high deductible plans. Staff members that opt to participate in these plans must open a health savings account (H.S.A.) with the district authorized provider. Each calendar year for those staff members who have selected the single coverage high deductible plan, the district will deposit two hundred and fifty dollars (\$250) into the staff member's H.S.A. account. Each calendar year for those employees who have selected the employee plus child(ren); employee plus spouse, or family cover high deductible plan, the district will deposit

five hundred dollars (\$500) into the staff member's H.S.A. account. The annual contribution will be made by the end of the first quarter each calendar year.

Vision Insurance –For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Long-Term Disability - For full-time employees, the school corporation will make a long-term disability plan available with a 60 percent long term disability benefit. Premium is 25¢ per year.

Short Term Disability is available upon hire (employee paying full cost), but enrollment must take place within 30 days or wait until open enrollment.

4. Public Employee's Retirement Fund (PERF) - The school district shall make the employer's contribution for employee's participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.
5. Mileage - Upon Board approval of the properly filed mileage claim form, individuals will be reimbursed at the rate approved by Board Policy D11.02 when asked to use their own vehicles for approved school business.
6. Upon retirement employees will receive a stipend equal to \$32.50 times the number of unused sick leave and personal leave days plus \$32.50 times the number of years employed in Hamilton SE Schools. To qualify a person must actually retire and make application for PERF benefits and be at least 62 years of age or have 20 years of service with the corporation. This is not meant to be a "severance" benefit. Proof of retirement (receiving PERF payments) will be required. Personnel who do not qualify for retirement are not eligible for reimbursement for unused sick or personal days. Personnel may only retire from HSE once to receive reimbursement for unused sick or personal days and years of service.
7. Employees who leave employment with HSE for any reason and receive a stipend for unused sick and personal leave days and are rehired during the same school year will not receive additional leave days until the following school year.

Employees who leave employment with HSE for any reason and did not receive a stipend for unused sick and personal leave days and are rehired during the same school year will receive pro-rated leave days based on the portion of the year employed.

*The salary and fringe benefit provisions are generally set for the school year. However, the corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1).

2023-2024 Tier I Technician

Step 1	\$19.98
Step 2	\$20.38
Step 3	\$20.79
Step 4	\$21.20
Career Step (10 years or more)	\$21.63

All employees new to the position will be hired at Step 1
Additional \$1.00 per hour more for lead techs
Additional \$ \$2.00 per hour for high school techs

Salary Adjustments for Technical Certifications: Hamilton Southeastern Schools offers wage increases for hourly staff if industry recognized certifications are achieved. These certifications must involve a successfully passed test with validated results. Obtaining a certification that demonstrates only participation in a technical course does not qualify for a salary increase.

Certification increases are as follows:

Level A (5-6 Certifications)	\$1.50
Level B (3-4 Certifications)	\$1.00
Level C (1-2 Certifications)	\$0.50

Adjustment for 4-Year Degree 80¢ per hour more on steps
(Employees may not receive adjustments for both Certifications and a 4-Year Degree)

All certifications must be approved by Director(s) of Technology in advance. Examples of industry standard certifications that would qualify for a salary increase include:

A+, Mobile App Security +, Network +, Mobility +, Security +, Server +, Storage +, Microsoft Technology Associate, MCSA (Microsoft Certified Solutions Assoc.), MOS (Microsoft Office Specialist), Cisco Certifications, VMWare – End User Certs

All other certifications will be considered on an individual basis.

Wage related benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

The work year is typically 205 or 260 days, but may vary. 205 day work year typically begins ten days before the first teacher day, including all teacher days extending ten days beyond the last teacher day. Adjustments for snow days will equal 205 days.

A 5.0% employer match to a 403(b) based on gross wages.

2023-2024 Central Office Accounting/Payroll/High School Treasurer

Without Bachelor's Degree

Step 1	\$22.68
Step 2	\$23.13
Step 3	\$23.60
Step 4	\$24.07
Step 5	\$24.56
Career Step (15 years or more)	\$26.13

With Bachelor's Degree or Higher or 15 years HSE Accounting/Payroll/High School Treasurer experience

Step 1	\$23.58
Step 2	\$24.06
Step 3	\$24.53
Step 4	\$25.02
Step 5	\$25.51
Career Step (15 years or more)	\$26.13

All employees new to the position will be hired at Step 1

An additional \$2.00 per hour will be paid to the employee designated as assistant lead payroll person.

An additional \$2.00 per hour will be paid for treasurer trainers

Wage related benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

2023-2024 Central Office General Administrative Assistant

Without Bachelor's Degree

Step 1	\$19.25
Step 2	\$19.64
Step 3	\$20.04
Step 4	\$20.43
Step 5	\$20.85
Step 6	\$21.27
Career Step (10 years or more)	\$21.68
15 Years	\$22.85

With Bachelor's Degree or Higher or 15 years HSE Secretarial experience

Step 1	\$19.98
Step 2	\$20.39
Step 3	\$20.80
Step 4	\$21.20
Step 5	\$21.63
Step 6	\$22.08
Career Step (10 years or more)	\$22.85

All employees new to the position will be hired at Step 1

Substitutes will be paid at the first step for instructional assistants.

Transportation Assistant will receive an additional .25¢ per hour.

Additional \$2.00 per hour for digital communication specialist

Additional \$2.00 per hour for human resource lead (1 position)

Wage related benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

260 Day Employees Benefits Attachment Sheet

1. Full Time - Work hours will be set by the supervisor. The typical workday will be eight hours. The typical work week will be 40 hours. No overtime or compensatory time will be allowed without the approval of the employee's immediate supervisor.

Part Time - Work hours will be set by the supervisor.

2. Vacation Days - (For full time employees) A paid vacation of 10 days will be granted after six months of continuous employment. Vacation days are given each year on the anniversary date of the first day of employment in a vacation eligible position. After five years of continuous service to the corporation a total of 12 days will be granted. After ten years of continuous service to the corporation a total of 15 days of vacation will be granted. After fifteen years of continuous service to the corporation a total of 17 days will be granted. After twenty years of continuous service to the corporation, 20 days of vacation will be granted. Vacation days must be used within a 13-month period. In all cases of separation from service, (voluntary, involuntary, retirement) an employee's remaining balance of vacation days will be paid on the final paycheck.
3. Leave benefits such as sick, personal, bereavement, and paid holidays are available upon hire date. Persons working at least 6 hours per day are eligible for sick and personal days. For persons hired "mid-year," leave allocations will be prorated based on the portion of the year employed. Leave allocations will also be pro-rated for persons working less than seven hours per day.

Sick Leave - Ten days of sick leave per year will be provided for absences due to personal illness or medical appointments which cannot be scheduled outside the regular work day. Unused sick leave may accumulate to a maximum of 60 days. A maximum of six sick leave days may be used each year for illness of an immediate family member. New sick leave allocations will be made on the first working day after July 1. When an employee's accumulated sick leave exceeds two-thirds of the maximum at the end of any school year, the employee may elect to receive payment for up to 16 unused sick leave and/or personal leave days over 40 at the rate of \$25 per day. One day of sick leave may be used for a required court appearance.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

Personal Days - Three days per year may be requested for use as a personal business day by support staff, provided:

- a. The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
- b. If not used, this day will accumulate as sick leave for the following year.

In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.

Paid holidays - Thanksgiving (two days), the day before or after Christmas, Christmas day, the day before or after New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, July 4, and Labor Day. Office closure will be designated by the Superintendent.

Bereavement Leave (For full time employees) - In the event of death within the employee's immediate family, that employee may be absent up to five working days without loss of pay. These days may be taken up to one month following date of death. "Immediate family" shall include spouse, children, parents, mother-in-law, father-in-law, stepparent, stepchildren, or adoptive children in the household. Three days shall be allowed for grandchildren, grandparents, brothers, brother-in-laws, sisters, sister-in-laws, or a blood relative residing in the same household. One day of sick leave may be used to attend the funeral of an aunt, uncle, niece, or nephew and persons similarly related by marriage. One day of sick leave may be used to perform an active role in a funeral service (e.g. pallbearer, organist, singer, eulogist etc.)

Jury Duty - Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employee's to keep.

4. Insurance - Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month's premium and receipt of the required enrollment forms. Employees must work at least 4 .5 hours per day or 22.5 hours per week to be eligible. The district currently offers two (2) types of high deductible plans. Staff members that opt to participate in these plans must open a health savings account (H.S.A.) with the district authorized provider. Each calendar year for those staff members who have selected the single coverage high deductible plan, the district will deposit two hundred and fifty dollars (\$250) into the staff member's H.S.A. account. Each calendar year for those employees who have selected the employee plus child(ren); employee plus spouse, or family cover high deductible plan, the district will deposit five hundred dollars (\$500) into the staff member's H.S.A. account. The annual contribution will be made by the end of the first quarter each calendar year.

Dental * -For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Term Life Insurance - The face value of the life insurance policy is up to \$15,000 for full-time employees. Employees who are less than full-time, but who work at least 4 ½ hours a day will receive insurance up to the amount of \$7,500. The premium of the term life insurance will be paid by the corporation with a 25¢ per year cost to the employee.

Health Insurance * - The school corporation will contribute toward the premium. If both employee and spouse are full-time employees of the district, the district's contribution will be equal to the sum of two single plans. Health insurance is available to persons working at least 4 ½ hours a day at half of the corporation share.

Vision Insurance - For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Long-Term Disability - For full-time employees, the school corporation will make a long-term disability plan available with a 60 percent long term disability benefit. Premium is 25¢ per year.

Short Term Disability is available upon hire (employee paying full cost), but enrollment must take place within 30 days or wait until open enrollment.

5. Public Employee's Retirement Fund (PERF) - The school district shall make the employer's contribution for employee's participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.
6. Mileage - Upon Board approval of the properly filed mileage claim form, individuals will be reimbursed at the rate approved by Board Policy D11.02 when asked to use their own vehicles for approved school business.
7. Upon retirement employees will receive a stipend equal to \$32.50 times the number of unused sick leave and personal leave days plus \$32.50 times the number of years employed in Hamilton SE Schools. To qualify a person must actually retire and make application for PERF benefits and be at least 62 years of age or have 20 years of service with the corporation. This is not meant to be a "severance" benefit. Proof of retirement (receiving PERF payments) will be required. Personnel who do not qualify for retirement are not eligible for reimbursement for unused sick or personal days. Personnel may only retire from HSE once to receive reimbursement for unused sick or personal days and years of service.

Employees who leave employment with HSE for any reason and receive a stipend for unused sick and personal leave days and are rehired during the same school year will not receive additional leave days until the following school year.

Employees who leave employment with HSE for any reason and did not receive a stipend for unused sick and personal leave days and are rehired during the same school year will receive pro-rated leave days based on the portion of the year employed.

*The salary and fringe benefit provisions are generally set for the school year. However, the corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1).

2023-2024 School Bus Drivers Schedule Full and Part Time

		<u>Per Day</u>
Step 1	0 years	\$111.23
Step 2	1 year	\$113.36
Step 3	2 years	\$115.53
Step 4	3 years	\$117.72
Step 5	4 years	\$119.97
Step 6	5 years	\$122.29
Step 7	6 years	\$124.85
Step 8	7 years	\$127.23
Step 9	8 years	\$129.77

All employees new to the position will be hired at Step 1 unless they have a current CDL license (allowing them to drive a school bus) prior to employment with HSE. A new employee who has a current CDL license prior to employment with HSE will be placed on the schedule based on their previous school experience once verification has been received from prior school employer(s). A copy of the CDL license is required prior to placement on the salary schedule.

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

The full time work year is typically 180 days, but may vary. Part time drivers will be placed on the same scale.

Permanent Floating Drivers \$135.05

Substitute Drivers - who are new to HSE will be placed on step 1 of the bus drivers schedule and will not advance. This includes bus attendant driving small activity buses.

Substitute Drivers who previously drove full-time for HSE will be credited for 1/2 of their step placements at the time of their departure, or upon non-renewal of CDL license. (For example, a full-time driver who was previously on step 6 will be placed at step 3 as a substitute. A full-time driver who was previously on step 7 will be placed at step 4 as a substitute). Once placed, these substitute drivers will not advance.

Bus Cleaning - \$55 for Mini Bus, \$70 for Conventional Bus, \$100 for Transit Bus

Trainers driver's hourly rate

Training driver's \$19.50 per hour

Mail Runs/CPR Training - \$15.41 per hour

Garage Help - \$17.33 per hour

Midday/Short Runs-driver's hourly rate

Extended Route time in excess of 4.5 hrs./day-driver's hourly rate (may include some short Special Needs trips)

Driver/Bus Attendant evaluations - \$25.00 per hour

Beginning of Year In-service/Safety Meeting: Bus drivers/Sub drivers who attend will be compensated at their daily rate.

Full time bus driver/cafeteria position-8 hrs. per day-administrative assistant health insurance premiums

A 5.0% employer match to a 403(b) based on gross wages.

Miscellaneous

1. A driver who misses one or more of their daily routes will have their pay docked in ¼ day increments unless using an absence day. Absence days must be taken in ½ day increments.
2. Midday/Short Run Pay -Drivers will log and be paid for actual time worked.
3. Summer School drivers will be paid \$40 per day for single runs, \$64 per day for double runs.
4. Trip Pay Field trips during or after the school day are paid at a rate of \$14 per hour. The pay for Saturday, Sunday, holiday, or regularly scheduled vacation days, will be \$16 per hour. If the trip starts before route time, ends after route time, or is on a non-school day, 15 to 30 minutes may be added to the total trip for preparation of the bus, fueling and cleanup. That time, if applicable, will be added by the transportation office; the driver only logs the actual trip time.

Camp Tecumseh - bus drivers who are transporting students to/from Camp Tecumseh will be paid their regular hourly rate.

If a driver is assigned to take a trip which would require their route to be driven by a substitute, the driver's pay would be calculated as follows:

- Driver receives regular day's pay, logs total trip time
- Subtract route time missed from total trip time
- Multiply remaining hours by trip rate

Drivers who are finished with their full routes prior to the trip, will not be deducted.

When filling out your trip pay sheets, the start time is the time indicated on the trip ticket and the ending time for the trip is the arrival time back to the location. The ending time on the trip ticket is only an estimate. Please indicate actual return time on your pay sheet.

Trip pay sheets are required to be turned into the transportation office within 24 hours of returning from the trip. All information in italics on the form is to be completed. This includes beginning (from departure point) and ending (from return point) mileage and the number of adults and students.

Employee numbers are required on all paperwork submitted for any reason.

5. Cancelled or Shortened Trips - If the driver has been notified beforehand of a trip cancellation, the trip is not counted. Should the driver be notified of the cancellation after arriving at the pick-up location or after starting the trip the driver will receive 1 hour of pay at their hourly rate. Under this circumstance, no make-up trip will be offered.

If a trip is cancelled with less than 24 hours notice and the driver cannot be switched to another trip prior to the next trip meeting, that driver(s) will get to pick a similar make-up trip(s) prior to the regular trip meeting.

6. Split Field Trips - If a field trip going during a school day is of short distance but over a long period of time, the assigned driver may be asked to make two trips; returning to the local area after the initial run, then returning for pick-up at the end of the event. In such cases, drivers will be paid the trip rate for actual hours worked.

All drivers that take trips in the local area are required to stay at the event location, unless approved otherwise by the sponsor and Director of Transportation/Designee. The driver must be able to be

directly contacted (no messages left with third parties, answering machines, voice mail, or pagers) by the sponsor or Transportation office in case of a change of plans. All drivers must be prepared to spend the entire time with the groups on every trip, just in case the sponsor deems it necessary to stay close to the group.

7. Trips assigned on an emergency basis will be those trips received after the monthly trip meeting, any returned trip, or any trip not selected at the regular meeting. This only applies to trips that must be filled prior to the next monthly meeting. Drivers on the emergency list will be offered emergency trips based on seniority rotation. Any emergency driver refusing 3 trips in a semester, for reasons other than having a previously scheduled trip, will be removed from the emergency list for the next 3 trip months.

When selecting field trips, drivers must be careful to not schedule themselves for more than 40 hours per week. (Saturday through Friday).

8. Long Trips - All same day field trips may not exceed a fifteen (15) hour elapsed time from beginning to end (unless two drivers per bus are assigned.) In addition, a driver may not exceed nine (9) hours of driving time in any one day. The pay for the second driver will be equal to that of the primary driver. Compensation will be determined similar to overnight trips. (Trip pay applies)
9. Overnight Trips - (Computation for Pay) Total elapsed time of the trip (e.g. 36 hours) minus 8 hours sleep time (36-8 = 28 hours). Net driving hours times trip rate (28 x \$11.00 = \$308.00). If any portion of the trip includes route time, the appropriate amount of time will be deducted from the total time. Overnight lodging for the driver shall be paid by the group sponsoring the trip. Meals may or may not be paid by the sponsoring group. (Trip pay applies)
10. Drivers Helping With Routes - When a driver misses any part of their route, their pay may be deducted according to the part they miss. When a driver drives an extra route, fills in for a portion of a route or an entire route in addition to their own, they will be paid at their hourly rate if their total drive time for the day exceeds 4.5 hours.

Missing part of route for reasons beyond the driver's control may not result in a pay deduction. Some of those reasons would be, but not limited to, road closures, traffic back-ups, and bus break downs. The transportation director/designee will make the decision on whether a driver will have any pay deducted. Whether or not there is a pay deduction will have no bearing on the pay given to a driver for helping with routes.

11. Contract Period - The contract period shall be the number of transportation days necessary to meet pupil attendance and driver assignment requirement.
12. Leave Benefits such as sick, personal and bereavement, available upon hire date. Four days of sick leave per year will be provided for absences due to personal illness or medical appointments which cannot be scheduled outside the regular work day. Unused sick leave may accumulate to a maximum of 35 days. A maximum of six sick leave days may be used each year for illness of an immediate family member. For persons hired "mid-year," leave allocations will be prorated based on the portion of the year employed. When an employee's accumulated sick leave exceeds two-thirds of the maximum at the end of any school year, the employee may elect to receive payment for up to 8 unused sick leave and/or personal leave days over 23 at the rate of \$25.00 per day. One day of sick leave may be used for a required court appearance.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

13. Personal Day - One day per year may be requested for use as a personal business day by support staff, provided:
- The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
 - If not used, this day will accumulate as sick leave for the following year.
- In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.
14. Bereavement Leave - (For full time employees) In the event of death within the employee's immediate family, that employee may be absent up to five working days without loss of pay. These days may be taken up to one month following date of death. "Immediate family" shall include spouse, children, parents, mother-in-law, father-in-law, stepparent, stepchildren, or adoptive children in the household. Three days shall be allowed for grandchildren, grandparents, brothers, brother-in-laws, sisters, sister-in-laws, or a blood relative residing in the same household. One day of sick leave may be used to attend the funeral of an aunt, uncle, niece, or nephew and persons similarly related by marriage. One day of sick leave may be used to perform an active role in a funeral service (e.g. pallbearer, organist, singer, eulogist etc.)
15. Jury Duty - Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employee's to keep.
16. Insurance - Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month's premium and receipt of the required enrollment forms. Employees must work at least 4 .5 hours per day or 22.5 hours per week to be eligible. The district currently offers two (2) types of high deductible plans. Staff members that opt to participate in these plans must open a health savings account (H.S.A.) with the district authorized provider. Each calendar year for those staff members who have selected the single coverage high deductible plan, the district will deposit two hundred and fifty dollars (\$250) into the staff member's H.S.A. account. Each calendar year for those employees who have selected the employee plus child(ren); employee plus spouse, or family cover high deductible plan, the district will deposit five hundred dollars (\$500) into the staff member's H.S.A. account. The annual contribution will be made by the end of the first quarter each calendar year.

Dental * - For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Term Life Insurance - The face value of the life insurance policy is up to \$15,000 for full-time employees. Employees who are less than full-time, but who work at least 4 ½ hours a day will receive insurance up to the amount of \$7,500. The premium of the term life insurance will be paid by the corporation with a cost of 25¢ per year to the employee.

Health Insurance * - The school corporation will contribute toward the premium. If both employee and spouse are full-time employees of the district, the district's contribution will be equal to the sum of two single plans. Health insurance is available to more than halftime employees at half of the corporation share.

Vision Insurance - For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Long-Term Disability - For full-time employees, the school corporation will make a long-term disability plan available with a 60 percent long term disability benefit. Premium is 25¢ per year.

Short Term Disability - is available upon hire (employee paying full cost), but enrollment must take place within 30 days or wait until open enrollment.

17. Public Employee's Retirement Fund (PERF) - The school district shall make the employer's contribution for employee's participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.
18. Physical Exams and Drivers Tests - The corporation will provide a program to meet the requirements for drivers' physical examinations for full-time regular drivers. Drivers may be reimbursed up to \$100 toward the cost of a physical examination if not completed at the HSE Health Center. Upon successful completion, the corporation will reimburse full-time drivers for the minimum fee charged to take the drivers' license examination. Substitutes will also be reimbursed after they have driven 35 days for Hamilton SE Schools.
19. Upon retirement employees will receive a stipend equal to \$32.50 times the number of unused sick leave and personal leave days plus \$32.50 times the number of years employed in Hamilton SE Schools. To qualify a person must actually retire and make application for PERF benefits and be at least 62 years of age or have 20 years of service with the corporation. This is not meant to be a "severance" benefit. Proof of retirement (receiving PERF payments) will be required. Personnel who do not qualify for retirement are not eligible for reimbursement for unused sick or personal days. Personnel may only retire from HSE once to receive reimbursement for unused sick or personal days and years of service.
20. Employees who leave employment with HSE for any reason and receive a stipend for unused sick and personal leave days and are rehired during the same school year will not receive additional leave days until the following school year.

Employees who leave employment with HSE for any reason and did not receive a stipend for unused sick and personal leave days and are rehired during the same school year will receive pro-rated leave days based on the portion of the year employed.

For persons hired "mid-year," leave allocations will be prorated based on the portion of the year employed.

*The salary and fringe benefit provisions are generally set for the school year. However, the corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1).

2023-2024 School Bus Attendants Schedule

	Daily Rate	Hourly Rate
Step 1	\$69.92	\$15.54
Step 2	\$71.32	\$15.85
Step 3	\$72.74	\$16.16
Step 4	\$74.18	\$16.48
Step 5	\$75.69	\$16.82

All employees new to the position will be hired at Step 1

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

The work year is typically 180 days, but may vary. Attendants working less than 180 days will be placed on the same scale.

Sub aides will be paid at \$54.99 per day or \$12.22 per hour for midday/short runs if a full time driver subs as a bus aide

Midday/Short Runs-attendant's hourly rate

Extended Route time in excess of 4.5 hrs./day or 22.5 hrs/week-attendant's hourly rate (may include some short Special Needs trips)

Field Trips:

Field trips during or after the school day are paid at a rate of \$7.25 per hour. The pay for Saturday, Sunday and holidays, or regularly scheduled vacation days will be \$9.00 per hour. Attendant's log actual time on trip pay sheet; transportation office makes any necessary adjustments.

Cancelled or Shortened Trips - If the attendant has been notified beforehand of a trip cancellation, the trip is not counted. Should the driver and attendant be notified of the cancellation after arriving at the pick-up location or after starting the trip, the attendant will receive 1 hour of pay at their hourly rate.

Summer School

Summer school attendants will be paid at a rate of \$35.00 per day for single runs. \$56 per day for double runs.

A 5.0% employer match to a 403(b) based on gross wages.

Miscellaneous

1. A bus attendant who misses one or more of their daily routes will not be paid for those hours unless using an absence day. Absence days must be taken in 1/2 day increments.
2. Leave benefits, such as sick and personal, are available upon hire date for employees working at least 4.5 hours per day or 22.5 hours per week. Two days of sick leave per year will be provided for absences due to personal or an immediate family illness or medical appointments which cannot be scheduled outside the regular work day. "Immediate family" shall include spouse, children, parents, mother-in-

law, father-in-law, stepparent, stepchildren, or adoptive children in the household. For persons hired "mid-year," leave allocations will be prorated based on the portion of the year employed.

When an employee's accumulated sick leave exceeds two-thirds of the maximum of 20 days at the end of any school year, the employee may elect to receive payment for up to 9 unused sick leave and/or personal leave days over 13 at the rate of \$25.00 per day.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

3. Personal Day - One day per year may be requested for use as a personal business day by support staff, provided:
 - a. The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
 - b. If not used, this day will accumulate as sick leave for the following year.

In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.

4. Midday Route/Short Run Pay - Attendants will log and be paid for actual time worked.
5. Jury Duty - Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employee's to keep.
6. Insurance - The corporation will contribute half of the amount it contributes for a contracted transportation employee. Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month's premium and receipt of the required enrollment forms. Employees must work at least 4.5 hours per day or 22.5 hours per week to be eligible. The district currently offers two (2) types of high deductible plans. Staff members that opt to participate in these plans must open a health savings account (H.S.A.) with the district authorized provider. Each calendar year for those staff members who have selected the single coverage high deductible plan, the district will deposit two hundred and fifty dollars (\$250) into the staff member's H.S.A. account. Each calendar year for those employees who have selected the employee plus child(ren); employee plus spouse, or family cover high deductible plan, the district will deposit five hundred dollars (\$500) into the staff member's H.S.A. account. The annual contribution will be made by the end of the first quarter each calendar year.

Term Life Insurance - The face value of the life insurance policy is up to \$7,500 provided to employees working one semester or more. The cost is 25¢ per year.

Short Term Disability - is available upon hire (employee paying full cost) date but enrollment must take place within 30 days or wait until open enrollment.

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Food Service Project Catering Coordinator

\$50,284.99

The work year is 260 days.

A 5.0% employer match to a 403(b) based on gross wages.

260-Day Benefits

*Position paid for from the Food Service Fund

2023-2024 Cafeteria Employees Schedule

Step 1	\$15.05
Step 2	\$15.32
Step 3	\$15.61
Step 4	\$15.88
Step 5	\$16.17
Step 6	\$16.47
Step 7	\$16.78

Part Time (less than 6 hrs per day or 30 hours per week) qualify for advancement/increases in the same manner as other staff in this category.

Cafeteria Manager - Elementary

Step 1	\$18.75
Step 2	\$19.08
Step 3	\$19.41
Step 4	\$19.77
Step 5	\$20.11
Step 6	\$20.48

Cafeteria Manager/Floating Manager - Intermediate/Junior High

Step 1	\$19.96
Step 2	\$20.32
Step 3	\$20.69
Step 4	\$21.06
Step 5	\$21.44
Step 6	\$21.84

Cafeteria Manager - High School/Riverside Campus

Step 1	\$22.92
Step 2	\$23.31
Step 3	\$23.70
Step 4	\$24.09
Step 5	\$24.52
Step 6	\$24.93

Cafeteria Asst. Manager

Step 1	\$19.40
Step 2	\$19.73
Step 3	\$20.06
Step 4	\$20.42
Step 5	\$20.76
Step 6	\$21.13

All employees new to the position will be hired at Step 1

Full time bus driver/cafeeteria position-8 hrs. per day-administrative assistant health insurance premiums

Full time cafeteria positions-administrative assistant health insurance premiums

The work year is typically 180 days, but may vary.

Adjustment for ASFSA Certification	\$0.10
Substitute rate	\$10.50

All employees new to the position will be hired at Step 1

All employees hired with direct experience in school food service will receive credit at a rate of one year of experience in school food service equal to one step in placement on HSE food service scale.

All employees hired with food service experience in another setting will receive credit for every two years of outside food service experience equal to one step in placement credit on the HSE food service scale.

Food Service Cooks are full-time positions paid at the general employee scale.

Cooks with ServSafe certification - additional \$0.75 per hour

HIJH Manager - additional \$0.75 per hour

Full time bus driver/cafeteria position-8 hrs. per day-administrative assistant health insurance premiums

Full time cafeteria positions-administrative assistant health insurance premiums

The work year is typically 180 days, but may vary.

Substitute rate

Step 1 of General Staff Scale

Wage related benefits-Cafeteria Employees

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January following one full year (at least 2/3 of total work days in a school year) of employment, and each year thereafter until the maximum salary is reached, excluding 2021.

Certification by the American School Food Service Association (ASFSA) will qualify employees for an additional 10¢ per hour.

A 5.0% employer match to a 403(b) based on gross wages.

1. Work hours and schedules will be set by the director of food service and the building cafeteria manager.
2. Leave benefits such as sick, personal and bereavement, are available upon hire date for employees working at least 4.5 hours per day or 22.5 hours per week. For persons hired "mid-year," leave allocations will be pro-rated based on the portion of the year employed. Days will also be pro-rated for employees working less than 6 hours per day or 30 hours per week.

Sick Leave - Four days of sick leave per year will be provided for absences due to personal illness or medical appointments which cannot be scheduled outside the regular work day. Unused sick leave may accumulate to a maximum of 35 days. A maximum of six sick leave days may be used each year for illness of an immediate family member. When an employee's accumulated sick leave exceeds two-thirds of the maximum at the end of any school year, the employee may elect to receive payment for up to 8 part unused sick leave and/or personal leave days over 23 at the rate of \$25 per day. One day of sick leave may be used for a required court appearance.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

Personal Day - One day per year may be requested for use as a personal business day by support staff, provided:

- a. The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
- b. If not used, this day will accumulate as sick leave for the following year.

In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.

Bereavement Leave (For full time employees) - In the event of death within the employee's immediate family, that employee may be absent up to five working days without loss of pay. These days may be taken up to one month following date of death. "Immediate family" shall include spouse, children, parents, mother-in-law, father-in-law, stepparent, stepchildren, or adoptive children in the household. Three days shall be allowed for grandchildren, grandparents, brothers, brother-in-laws, sisters, sister-in-laws, or a blood relative residing in the same household. One day of sick leave may be used to attend the funeral of an aunt, uncle, niece, or nephew and persons similarly related by marriage. One day of sick leave may be used to perform an active role in a funeral service (e.g. pallbearer, organist, singer, eulogist etc.)

3. Jury Duty - Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employee's to keep.
4. Insurance - Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month's premium and receipt of the required enrollment forms. Employees must work at least 4 .5 hours per day or 22.5 hours per week to be eligible. The district currently offers two (2) types of high deductible plans. Staff members that opt to participate in these plans must open a health savings account (H.S.A.) with the district authorized provider. Each calendar year for those staff members who have selected the single coverage high deductible plan, the district will deposit two hundred and fifty dollars (\$250) into the staff member's H.S.A. account. Each calendar year for those employees who have selected the employee plus child(ren); employee plus spouse, or family cover high deductible plan, the district will deposit five hundred dollars (\$500) into the staff member's H.S.A. account. The annual contribution will be made by the end of the first quarter each calendar year.

Dental * -For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (more than halftime) the school corporation will contribute half as much as for full-time employees.

Term Life Insurance - The face value of the life insurance policy is up to \$15,000 for full-time employees. Employees who are less than full-time, but who work at least 4 ½ hours will receive insurance up to the amount of \$7,500. The premium of the term life insurance will be paid by the corporation with a 25¢ cost per year to the employee.

Health Insurance * - The school corporation will contribute toward the premium. If both employee and spouse are full-time employees of the district, the district's contribution will be equal to the sum of two single plans. Health insurance is available to more than halftime employees at half of the corporation share.

Vision Insurance - For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Long-Term Disability - For full-time employees, the school corporation will make a long-term disability plan available with a 60 percent long term disability benefit. Premium is 25¢ per year.

Short Term Disability is available upon hire (employee paying full cost), but enrollment must take place within 30 days or wait until open enrollment.

5. Public Employee's Retirement Fund (PERF) - The school district shall make the employer's contribution for employee's participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.
6. Mileage - Upon Board approval of the properly filed mileage claim form, individuals will be reimbursed at the rate approved by Board Policy D11.02 when asked to use their own vehicles for approved school business.
7. Upon retirement employees will receive a stipend equal to \$32.50 times the number of unused sick leave and personal leave days plus \$32.50 times the number of years employed in Hamilton SE Schools. To qualify a person must actually retire and make application for PERF benefits and be at least 62 years of age or have 20 years of service with the corporation. This is not meant to be a "severance" benefit. Proof of retirement (receiving PERF payments) will be required. Personnel who do not qualify for retirement are not eligible for reimbursement for unused sick or personal days. Personnel may only retire from HSE once to receive reimbursement for unused sick or personal days and years of service.
8. Employees who leave employment with HSE for any reason and receive a stipend for unused sick and personal leave days and are rehired during the same school year will not receive additional leave days until the following school year.

Employees who leave employment with HSE for any reason and did not receive a stipend for unused sick and personal leave days and are rehired during the same school year will receive pro-rated leave days based on the portion of the year employed.

*The salary and fringe benefit provisions are generally set for the school year. However, the corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1).

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Substitute Teachers Schedule

\$95 per day
Regular Substitute Teacher

A 5.0% employer match to a 403(b) based on gross wages.

\$80 per day
Regular Substitute for Instructional Assistant

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Permanent Substitute Teachers Schedule

\$105 per day

Work year equals 180 days.

A 5.0% employer match to a 403(b) based on gross wages.

Effective 1/31/2024

Hamilton SE Schools
13485 Cumberland Road
Fishers, IN 46038

2023-2024 Retired/Former Teacher Substitute Teacher Schedule*

\$115 per day

Retired/Former Teacher - Regular Substitute Teacher

A 5.0% employer match to a 403(b) based on gross wages.

*10 years of creditable service and vested with TRET

2023-2024 Educational Interpreters Schedule

Without Bachelor's Degree

Step 1	\$30.37
Step 2	\$30.95
Step 3	\$31.58
Step 4	\$32.20
Step 5	\$32.85
Step 6	\$33.50
Career Step (15 years or more)	\$34.25

With Bachelor's Degree or Higher

Step 1	\$31.37
Step 2	\$31.99
Step 3	\$32.63
Step 4	\$33.28
Step 5	\$33.94
Step 6	\$34.63
Career Step (15 years or more)	\$35.37

All employees new to the position will be hired at Step 1 unless otherwise determined by Administration

Wage Related Benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment, and each year thereafter until the maximum salary is reached, excluding 2021 (because there is no increment for 2021).

A 5.0% employer match to a 403(b) based on gross wages.

The work year is 182 days.

2023-2024 Instructional Assistants (IA) Schedule

Library, Office, and Teacher-Aides without Bachelor’s Degree

Step 1	\$16.15
Step 2	\$16.46
Step 3	\$16.78
Step 4	\$17.10
Step 5	\$17.44

Library, Office, and Teacher-Aides with Bachelor’s Degree or Higher

Step 1	\$18.23
Step 2	\$18.58
Step 3	\$18.94
Step 4	\$19.30
Step 5	\$19.68

All employees new to the position will be hired at Step 1, unless previously employed by HSE and returning to the same job category. Placement consideration will be made to those who have similar experience in the same job category or certified teaching experience following the guidelines listed in the Professional Agreement.

Deaf Interpretation

\$30 per hour

A temporary IA filling in for another IA for 15 consecutive days or more will be paid on step 1 of the IA schedule from the first day of the assignment.

Additional \$2.00 per hour for self-contained, program class instructional assistants. This includes but is not limited to: Communications & Foundations for Learning, Life Skills, Focus Day School, and 1:1 assignments to students with an IEP. This does not include General Education and Resource instructional assistants.

Wage Related Benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment, and each year thereafter until the maximum salary is reached, excluding 2021.

A 5.0% employer match to a 403(b) based on gross wages.

The work year is typically 181 days, but may vary, for all Instructional Assistants, including Special Education.

Benefits Attachment Sheet

Instructional Assistants

ISR Administrative Assistants, Permanent Substitute Teachers, Permanent Substitute Nurses

1. Work hours shall normally consist of seven or eight hour work days and thirty-five or forty-hour work weeks. Principal, Director of Special Education/ Assistant Director of Special Education, will establish assignments, duties, and beginning and ending hours for their personnel according to the needs of the building to which the employee is assigned. Work days in excess of those regularly assigned shall be approved by the principal, Director of Special Education/ Assistant Director of Special Education, and superintendent or his/her designee. No overtime or compensatory time will be allowed without the approval of the building principal, or Director of Special Education/ Assistant Director of Special Education.
2. Leave benefits such as sick, personal and bereavement, are available upon hire date. Persons working at least 6 hours per day are eligible for sick and personal days. For persons hired "mid-year," leave allocations will be prorated based on the portion of the year employed. Leave allocations will also be pro-rated for persons working less than eight hours per day.

Sick Leave - Five days of sick leave per year will be provided for absences due to personal illness or medical appointments which cannot be scheduled outside the regular work day. Unused sick leave may accumulate to a maximum of 20 days. A maximum of six sick leave days may be used each year for illness of an immediate family member. When an employee's accumulated sick leave exceeds two-thirds of the maximum at the end of any school year, the employee may elect to receive payment for up to 9 unused sick leave and/or personal days over 13 leave at the rate of \$25 per day. One day of sick leave may be used for a required court appearance.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

Personal Day - One day per year may be requested for use as a personal business day by support staff, provided:

- a. The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
- b. If not used, this day will accumulate as sick leave for the following year.

In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.

Bereavement Leave (For full time employees) - In the event of death within the employee's immediate family, that employee may be absent up to five working days without loss of pay. These days may be taken up to one month following date of death. "Immediate family" shall include spouse, children, parents, mother-in-law, father-in-law, stepparent, stepchildren, or adoptive children in the household. Three days shall be allowed for grandchildren, grandparents, brothers, brother-in-laws, sisters, sister-in-laws, or a blood relative residing in the same household. One day of sick leave may be used to

attend the funeral of an aunt, uncle, niece, or nephew and persons similarly related by marriage. One day of sick leave may be used to perform an active role in a funeral service (e.g. pallbearer, organist, singer, eulogist etc.)

3. Jury Duty - Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employee's to keep.

Insurance - Enrollment must take place within 31 days of hire date. Coverage begins on the first day of the month following the deduction of one month's premium and receipt of the required enrollment forms. Employees must work at least 4 .5 hours per day or 22.5 hours per week to be eligible.

Dental * - For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours per day) the school corporation will contribute half as much as for full-time employees.

Term Life Insurance - The face value of the life insurance policy is up to \$15,000 for full-time employees. Employees who are less than full-time, but who work at least 4 ½ hours per day will receive insurance up to the amount of \$7,500. The premium of the term life insurance will be paid by the corporation with a 25¢ cost per year to the employee.

4. Health Insurance * - The school corporation will contribute toward the premium. If both employee and spouse are full-time employees of the district, the district's contribution will be equal to the sum of two single plans. Health insurance is available to persons working at least 4 ½ hours per day at half of the corporation share. The district currently offers two (2) types of high deductible plans. Staff members that opt to participate in these plans must open a health savings account (H.S.A.) with the district authorized provider. Each calendar year for those staff members who have selected the single coverage high deductible plan, the district will deposit two hundred and fifty dollars (\$250) into the staff member's H.S.A. account. Each calendar year for those employees who have selected the employee plus child(ren); employee plus spouse, or family cover high deductible plan, the district will deposit five hundred dollars (\$500) into the staff member's H.S.A. account. The annual contribution will be made by the end of the first quarter each calendar year.

Vision Insurance -For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours per day) the school corporation will contribute half as much as for full-time employees.

Long-Term Disability - For full-time employees, the school corporation will make a long-term disability plan available with a 60 percent long term disability benefit. Premium is 25¢ per year.

Short Term Disability is available upon hire date (employee paying full cost), but enrollment must take place within 30 days or wait until open enrollment.

5. Public Employee's Retirement Fund (PERF) - The school district shall make the employer's contribution for employee's participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.

6. Permanent Substitute Teachers are eligible for Indiana State Teacher's Retirement Fund if they have obtained at least an Associate's degree and work 120 days in one school year or 60 days in each of two consecutive school years.
7. Mileage - Upon Board approval of the properly filed mileage claim form, individuals will be reimbursed at the rate approved by Board Policy D11.02 when asked to use their own vehicles for approved school business.
8. Upon retirement employees will receive a stipend equal to \$32.50 times the number of unused sick leave and personal leave days plus \$32.50 times the number of years employed in Hamilton SE Schools. To qualify a person must actually retire and make application for PERF benefits and be at least 62 years of age or have 20 years of service with the corporation. This is not meant to be a "severance" benefit. Proof of retirement (receiving PERF payments) will be required. Personnel who do not qualify for retirement are not eligible for reimbursement for unused sick or personal days. Personnel may only retire from HSE once to receive reimbursement for unused sick or personal days and years of service.
9. Employees who leave employment with HSE for any reason and receive a stipend for unused sick and personal leave days and are rehired during the same school year will not receive additional leave days until the following school year.

Employees who leave employment with HSE for any reason and did not receive a stipend for unused sick and personal leave days and are rehired during the same school year will receive pro-rated leave days based on the portion of the year employed.

*The salary and fringe benefit provisions are generally set for the school year. However, the corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1).

2023-2024 ISR Administrative Assistant Schedule

Without Bachelor's Degree

Step 1	\$19.25
Step 2	\$19.64
Step 3	\$20.04
Step 4	\$20.43
Step 5	\$20.85
Step 6	\$21.27
Career Step (10 years or more)	\$21.68
15 Years	\$22.76

With Bachelor's Degree or Higher or 15 years HSE Secretarial experience

Step 1	\$19.98
Step 2	\$20.39
Step 3	\$20.80
Step 4	\$21.20
Step 5	\$21.63
Step 6	\$22.08
Career Step (10 years or more)	\$22.76

All employees new to the position will be hired at Step 1

Substitutes will be paid at the first step for instructional assistants

Work year is typically 185 days, but may vary.

Wage related benefits

Beginning January 2018, subject to annual review by the Superintendent/Board, increments (yearly steps), on the salary schedule are effective January 1 following one full year (at least 2/3 of total work days in a school year) of employment and each year thereafter until maximum salary is reached, excluding 2021.

A 5.0% employer match to a 403(b) based on gross wages.

2023-2024 Traffic/Security Officers

Traffic before or after school - \$27.05 per detail

Traffic at the locations below will be paid at \$54.11 per morning detail due to extremely heavy traffic

1. FHS - 131st and Promise Road
2. FHS - Promise Road and Tiger Drive
3. HSE HS - Olio Rd and the HSE HS main entrance

Traffic (2 hour min. for callouts) - \$37.87 per hour paid in 15 minute increments over 3 hours

Security - \$57.34 per hour