MISSISSINEWA COMMUNITY SCHOOLS
CLASSIFIED EMPLOYEES FRINGE BENEFIT SCHEDULE
2025-2026 (Board approved April 21, 2025)

EMPLOYEE CLASSIFICATIONS

1. Full time – Twelve-month employees
   Full-time twelve-month employees are those that work the entire calendar year and at least thirty (30) hours per regular workweek.

2. Full-time School year employees (including Special Ed aides hired before 1/1/2010)
   School year employees are those that work 10- or 11-months per year, at least 25 hours per week, (Full Time school lunch employees are those that work the entire school year or longer and at least twenty-five (25) hours per regular workweek.) Bus Aides will follow the Bus Driver Payment Policy.

3. Part-Time – Twelve-month employees
   Part-time employees are those that regularly work less than 25 hours but work twelve months per year. Those employees who work less than twenty-five (25) hours in a regular workweek are not eligible for the following benefit programs.

4. Part-time – School year employees
   Part-time school year employees work less than full-time hours as indicated in #2 above and work 10- or 11- months per year.

5. Federally Funded Employees *(includes Title I and Special Ed Aides hired after 1/1/2010)*
   Federally funded employees are those whose positions are funded primarily by federal sources. These employees are not eligible for the following benefits unless special exceptions are made by the Superintendent.

6. Those employed through the Ole Miss Preschool program are excluded from this benefits schedule and will receive salary & benefits according to contract.

7. Bus Drivers should see the Bus Driver Payment and Benefit Schedule. Bus drivers are excluded from benefits in this schedule unless specifically stated otherwise.

Exclusion

The classified fringe benefit schedule is the policy of the Board of School Trustees and not a part of any negotiated agreement.

BONUS PAY (doesn't apply to Title I Aides nor Bus Drivers)

Bonus Pay will be offered to less than 12-month employees hired before school year 2013-2014, including special education aides hired before July 1, 2013. Bonus pay applies to hourly employees only or those specified by contract. The bonus pay will be based on the employee's individual daily rate for 12 days. Half of the bonus pay will be paid the payday before Thanksgiving and the other half the last pay day of the school year. Bonus pay will not be offered to Title I Aides nor Bus Drivers/Bus Driver Aides.

SICK LEAVE and PERSONAL LEAVE DAYS

Sick leave days for personal illness or family illness and Personal Leave days for personal reasons without loss of compensation shall be credited to the employees each July 1, and they are for the period July 1 to June 30. Sick and Personal Leave days are credited to the employee immediately upon employment on a pro-rated basis, depending upon the date of employment. The employees are paid for their Sick and Personal days in the same number of hours that they regularly work per day. Sick and Personal days must be used prior to any unpaid time off. Unused Sick and Personal Leave days will not be paid after retirement or after termination of employment. More than three consecutive leave days (sick or personal or combination of) will require medical documentation. Sick and Personal leave days may not be used to extend vacations or holidays unless there is a written doctor's excuse.

Paid sick and personal leave days are credited as follows:

1. Full-Time, Twelve-Month Corporation Employees
   - A. Employees in this classification receive eleven (11) sick and three (3) personal leave days annually. Unused sick leave may accumulate to a total of ninety (90) days. Unused personal days will revert to accumulated sick leave days.

2. Full-time School Year Employees
   - A. School Year Employees (unless specified below) will receive ten (10) paid sick and two (2) paid personal leave days annually. Unused sick leave may accumulate to a total of ninety (90) days. Unused personal days will revert to accumulated sick leave days. Bus Aides will follow the Bus Driver Payment Policy.
   - B. Classified librarians will receive ten (10) paid sick and two (2) paid personal leave days annually. Unused days will not accumulate.
   - C. Special education aides hired before 1/1/2010 receive four (4) paid sick and two (2) paid personal leave days annually. Unused sick leave may accumulate to a total of ninety (90) days. Unused personal days will revert to accumulated sick leave days.
     Special education aides hired after 1-1-2010 are not offered sick nor personal leave days.
   - D. Those employees specified by contract are not eligible for sick or personal leave days.

3. Part-Time Twelve-month Employees
   - A. Employees in this classification receive two (2) sick and two (2) personal leave days annually. Unused sick leave may accumulate to a total of seventy-two (72) days. Unused personal days will revert to accumulated sick leave days.

4. Part-time School year Employees (does not include drivers) working less than 25/hours week.
   - A. Part-time school year employees receive two (2) paid sick and two (2) paid personal leave days annually. Unused sick leave days may accumulate to a total of fourteen (14) days. Unused personal days will revert to accumulated sick leave days.

5. Federal Funded employees
   - A. Title I Aides are not eligible for sick nor personal leave days. Special Ed Aides hired after 1/1/2010 are not eligible for sick nor personal leave days.

VACATION LEAVE

Paid vacation leave is credited to those employees that regularly work five (5) days per week and twelve (12) months per year as follows:

Beginning of employment through June 30 -	% of 5 days	(% of 1 week)
1st year through 2nd year -	5 days	(1 week)
3rd through 10th years -	10 days	(2 weeks)
11th through 19th years -	15 days	(3 weeks)
20th year and longer -	20 days	(4 weeks)

Such employees are paid for their vacation days in the same number of hours that they regularly work per day.

Part-time, twelve-month employees that complete their normal workweek in less than five working days will be paid the appropriate number of hours they normally work within the number of weeks specified in the above schedule.

For employees beginning a year of employment for which the number of vacation days changes, vacation leave for the increase in paid days is credited to the employee on his/her hire date on a pro-rated basis, depending upon the date of employment, through June 30. On July 1 these employees are credited with a full year benefit for the period July 1 through June 30. For all other employees, vacation days are credited each July 1, and they are for the period July 1 through June 30. An employee is credited with vacation leave on a pro-rated basis for the year which he/she retires or during which his/her employment is terminated. Unused vacation leave is not accumulative. Unused vacation leave will not be paid after retirement date or after termination of employment. All vacations will be scheduled and approved by the superintendent.

Note: Employees may not use accrued vacation days until they have worked for the Corporation for a period of six months.

Stipend Availability for all classified staff:

Perfect Attendance: $1,000 July 1 – June 30 (contracted dates) paid after June 30 Must be employed on first day of school through last day of school

Perfect attendance means no days off/no leaving early work but for:

1) Earned vacation days
2) Personal days granted in handbook
3) Bereavement days granted in handbook
4) 1/2 day for physicals/wellness exams per live-at-home family member (documentation required)

Good Attendance: $250 – July 1 – June 30 paid after June 30
.5-3 days missed Must be employed on first day of school through last day of school

Same exclusions apply as Perfect Attendance

Associate degree: $500/ year

Bachelor's degree: $1,000 / year

Certificates & Awards: $250 - $500 per certificate and/or award

Any employee wishing to take a course, exam or study in order to earn a certificate and award must get pre-approval by your principal or Director, and the Director of Business. All courses, exams or studies must be job-related.

Other stipends as approved by the Superintendent: up to $100

EVALUATIONS

Classified personnel will be evaluated and rated annually before the last day of school. A classified employee rated ineffective is not eligible for a salary increase.

BEREAVEMENT LEAVE

All employees (bus drivers see the Bus Driver Salary and Benefit Schedule) are entitled to five (5) days of bereavement leave for each death in the employee's immediate family. The employee will be paid for any hours that the employee would regularly work on those five days. Three (3) of the five (5) days may be reserved for later use to settle estate concerns. Immediate family is defined to include spouse, parent, child, stepparent, stepchild, brother, sister, grandparent, grandchild, parent-in-law, sibling-in-law, or any other person who is residing with and is financially dependent on the employee and/or spouse.

All employees are entitled to one (1) day of bereavement leave for the death of any other relative of the employee. The employee will be paid for any hours that the employee would regularly work. Other relative is defined to include those not defined as immediate family.

All employees are entitled to one (1) day of bereavement per year for the death of a close friend. The employee will be paid for any hours that the employee would regularly work.

This leave is not accumulative from one instance to another.

LEAVE OF ABSENCE

The Board of School Trustees may grant classified employees, including bus drivers, up to one year leave of absence. Each request will be considered individually by the superintendent and the Board. To request such a leave the employee should submit a request in writing to the superintendent stating the time requested, the need for the leave, and the reason that it must be taken during regularly scheduled working days. Said request should be submitted at least one (1) month prior to the beginning of the leave if possible. Employees on leave of absence will not receive paid holidays.

PAID HOLIDAYS

Only Full-Time 12-month employees are given paid holidays.
The following holidays are scheduled for the 2025-2026 school year: July 2nd, July 3rd, July 4th, Labor Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving Day, December 24th, December 25th, December 26th, December 31st, January 1st, and Memorial Day

Building secretaries working 210 days or more, and not already receiving the bonus holiday pay, will be paid for Memorial Day, Independence Day and Labor Day, provided they are regularly scheduled to work the workday before and the workday after the holiday.

In the event school is in session during one or more of the above holidays, classified employees will be granted a compensatory day(s) off without loss of pay in lieu of the lost holiday(s).

Note: In the event an emergency requires a custodian to be present to check the building or heating plant during a holiday, the attending custodian will be granted a compensatory day off without loss of pay.

SCHOOL CANCELLATIONS and E-LEARNING

Classified personnel that are employed in less than twelve-month positions, including bus drivers, who are scheduled to work on a day(s) school is cancelled will be compensated when the employee works the make-up day(s) as per the revised school calendar; as an option due to the addition of e-learning days and/or emergency days declared by the Indiana Department of Education, classified personnel working less than twelve-months ~~(excluding food service staff)~~ may watch a designated video on the e-learning day with electronic sign-off option or read written documents prepared by the building principal or direct supervisor. Electronic sign-off must be submitted in order for staff member to be compensated for the day. ~~School food service staff will not be paid during an e-learning day unless they choose to report to work for duties assigned by the Child Nutrition Director.~~

Classified personnel that are employed in twelve-month positions shall report to work as usual, unless otherwise stated by the Superintendent. If the twelve-month employee is unable to report to work, a personal leave day or vacation day will be used. If permitted by the Superintendent, the employee may watch a designated video with electronic sign-off option or read written documents prepared by the direct supervisor. Electronic-sign off must be submitted in order to be compensated for the day.

SCHOOL DELAYS

If classified personnel that are employed in less than twelve-month positions are directed by their principal or director to report to work on the delayed schedule, the employee will be paid for a full scheduled day.

Twelve-month employees shall report to work as scheduled.

SEVERANCE

Full-time corporation employees who have been employed for twenty (20) or more years in the Mississinewa Community School Corporation, including bus drivers, will upon severing employment, be eligible for additional compensation as shown in the following table:

Years Worked	Compensation
20	$ 1,000.00
21	$ 1,400.00
22	$ 1,800.00
23	$ 2,200.00
24	$ 2,600.00
25	$ 3,000.00
26	$ 3,400.00
27	$ 3,800.00
28	$ 4,200.00
29	$ 4,600.00
30 or more	$ 5,000.00

The number of years of service will be determined by using the actual date of hire and the actual date of severance.

Employees should indicate their intention to sever employment to the Board in writing by July 1 of the year prior to their departure. If it is impossible for the employee to notify the Board by the aforesaid date due to unforeseen circumstances, the employee shall be given every consideration by the Board for severance benefits per the above additional compensation schedule.

Part-time corporation employees shall be entitled to one-half the benefits scheduled above. Employees that have been employed in both full-time and part-time positions will receive benefits on a pro-rated basis.

In the case of a qualifying employee dying, payment of any earned additional compensation will be made to a specified beneficiary. If there is no specified beneficiary, the compensation will be paid first, to the surviving spouse, or second, to the employee's estate.

SEVERANCE INCENTIVE

Full-time corporation employees severing employment at the age of fifty-five (55) through sixty-two (62) will receive an incentive benefit equal to one-third of the severance benefit for which they qualify. Additionally, these individuals will be permitted, at their own expense, to participate in the employees' group health, life, and dependent life insurances until they reach the age of Medicare eligibility. The age used to determine eligibility for this benefit is the age of the employee on July 1 of the school year during which the employee severs employment. (The school year is considered to begin on July 1.) The individuals shall be paid the amount due in one (1) lump sum by December 31 of the calendar year following departure. Employees desiring to receive the benefits of this plan shall notify the superintendent in writing by January 1 of the calendar year of severance of employment.

Part-time employees are not eligible for this benefit.

INSURANCE

Classified employees who were hired prior to July 1, 2013, and who continue to work 25 hours weekly will continue to have access to their current (on 6/30/2016) health care plan. (Part-time employees, Title I Aides, Special ed Aides hired after 1/1/2010 and cafeteria employees working 6.75 hours/day or less are excluded from insurance benefits). Classified employees (except those previously excluded) hired after 7/1/13, working less than 12 months a year and a minimum of 25 hours a week will be eligible for only a single health plan Board contribution (as determined by the teachers' bargaining agreement) for health care. Bus drivers must work 30 hours or more per week to be eligible. If the qualifying classified employee waives health insurance, the employee may purchase life, dental, and/or LTD at half the cost. The corporation will supplement the other half of these insurance costs. Vision insurance will remain available at full cost to the eligible employee.

PUBLIC EMPLOYEES' RETIREMENT FUND

Classified employees (except paraprofessionals hired after 1/1/10; bus drivers working 5 hours or less; and cafeteria employees working 5 hours or less) in positions covered by the agreement between the Corporation and the Public Employees' Retirement Fund (PERF) will be members of that fund. The Corporation will pay the required employee and employer contributions directly to PERF. Ole Miss Preschool Teachers, working 5 hours or more per day, are eligible for PERF.

TAX SHELTERED ANNUITIES

The Board shall provide each employee who works an average of 15 hours or more per week the opportunity to participate in a voluntary tax-sheltered 403(b) program consistent with the 403(b)-plan adopted by the Board and agreed upon by the Mississinewa Teachers Association. Basic terms of the plan shall be reflected in Appendix B of the Master Teachers contract.

JURY DUTY

The Corporation acknowledges the civic responsibility of serving on a jury in the event of being called to do so. In that regard, the Corporation will pay the employee the full amount of his regular salary or wages for the time served. The employee must remit to the Corporation the payment he receives from the court for serving, or appearing to serve, on the jury. Any reimbursement for mileage and/or meals paid by the court is to be retained by the employee.

TEMPORARY TRANSFERS

A classified employee that is transferred into another position on a temporary basis, for instance to substitute for another employee on sick leave, will be remunerated at an hourly rate that compensates at least 50% of the difference between the hourly rate the employee receives for his normal duties and the hourly rate he would receive if he was the permanent employee for the position into which he has been temporarily transferred. The new rate becomes effective upon the sixteenth day the employee serves in the temporary position and remains in effect until the permanent employee returns to active status.

The superintendent will consider pertinent factors in determining the exact hourly rate that will be paid. Examples of factors to be considered include: 1) responsibility level of the position, 2) the employee's experience in the temporary position, and 3) assistance received by the substituting employee.

AUTHORIZATION AND HOURS

All regular hours, number of days worked per year, and rate of pay must be authorized by the Board of School Trustees. This authorization must be recorded in the minutes of a board meeting. Approval of this compensation packet by the Board of School Trustees constitutes that authorization has been given along with individual contracts for bus drivers as required by law. Board authorized staff and pay scales are considered as maximums. Custodians work time consists of 8 hours per day, 40 hours per week. Any variance must be approved by the building principal in advance.

Lunch is <u>not</u> part of a workday.

PAYROLL

The payroll of all support staff, except bus drivers and those on contract, will be determined by the employee’s completed time and reported on the Frontline software program. All time must be reported by Friday at 4:30 each week. Bus drivers will be paid according to their contract.

OVERTIME

Overtime pay for support employees is calculated at one-and one-half times the employee's regular hourly rate. A work week is defined as a fixed and regularly recurring period of 40 hours with seven consecutive 24-hour periods. The building principal or administrator must approve all overtime hours.

Under the federal Fair Labor Standards Act (FLSA), only hours an employee actually works will count toward the 40-hour workweek for overtime. Sick and Personal leave days, vacation, jury duty, professional days or any other time not worked will not count towards overtime hours.

TIMEKEEPING

All information regarding Frontline software will be provided by the central administration business office. All employees must be able to sign into the software. It is the employee's responsibility to be able to sign in and report their time worked.

EXPENSE REIMBURSEMENT

All expenses incurred by individuals that expect reimbursement by the School Corporation must have prior approval from their principal. Itemized receipts and odometer readings for travel must be furnished prior to payment and may not be submitted for reimbursement until after the conference or the event has ended. Proof of attendance is required. Reimbursement expenses include registration, necessary meals, lodging and travel. If a personal vehicle is used for school business, employees must keep a record on a regular mileage form and file said form with the corporation Business Office for payment at the rate set by the Board of School Trustees.

Falsification of records may lead to dismissal.

FAMILY MEDICAL LEAVE

In accordance with Federal Law, the Board of School Trustees shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible classified staff members in accordance with Board policy. All terms and conditions of FMLA may be found in section 4430.01 of the Bylaws and Policies of the School Board.

CRIMINAL HISTORY CHECKS

Mississinewa Community Schools reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee.

Mississinewa Community Schools is required by MCSC policy 4121 - Personal Background Checks, References and Mandatory Reporting for non-certified staff to complete an expanded criminal history check and expanded child protection index check for new employees. The initial cost of the criminal history check is the responsibility of the employee. The corporation will pay the cost of the criminal background check for each employee every **five years** of employment. Mississinewa Community Schools reserves the right to obtain criminal record information and/or an expanded child protection index check on any employee at any time.

DISCLAIMERS

This handbook does not create an employment contract.
The relationship is and remains at-will, subject to termination by the employer or employee at any time and for any reason notwithstanding any contrary provision in the handbook.
The employer has the right to modify or deviate from the handbook at any time and in its sole discretion; and
The employee does not in any way rely upon the provisions of the handbook in accepting or continuing employment.

BYLAWS AND POLICIES OF MISSISSINEWA COMMUNITY SCHOOLS

The Board of School Trustees has established and will act upon the bylaws and policies set for the Mississinewa Community Schools. Support staff should reference section 4000 for bylaws and policies pertaining to support staff employment.

Board Approved _____April 21, 2025_____

Employee's signature below indicates the employee has received a copy of the Mississinewa Community School Corporation's 2025-2026 Classified Employees Fringe Benefit Schedule.

Employee Signature

Date

Employee Name (Please Print)