



**2025-2026 SCHOOL YEAR
SUPPORT STAFF BENEFIT STATEMENT | BELOW 20 HOURS**

All belong, learn, and grow: When you decide to be 'ALL IN' at Avon Schools, you're joining a team that is committed to helping all 11,000 students belong, learn, and grow.

Pay Schedule:

Employees are paid biweekly, **every two weeks**, on Fridays.

Voluntary Insurance Options:

This position is not eligible.

Retirement Benefits:

If your position is scheduled 17.5 – 19.75 hours/week, enrollment is optional. Positions working below 17.5 hours/week are not eligible.

PERF: Public Employee Retirement Fund is for all school employees working above 17 hours/week. Contributions are made into the retirement account by both the school corporation and the employee.

- Employees must contribute at least 3% of gross wages into this account.
- The school also contributes a percentage of gross wages into this account. Employees are 100% vested in the school contributions after 5 years.

Employee Assistant Program (EAP):

ACSC provides at no cost to all employees an employee assistance program. This is a free resource which provides confidential solutions to life's challenges.

Workers' Compensation:

ACSC employees are covered by Indiana Workers' Compensation Insurance. ACSC requires that employees report any workplace injury, no matter how small, to their supervisor **immediately** and complete an Accident Report. If medical attention is needed, employees are required to be seen at a Hendricks Occupational Health Services location. Contact HR-Benefits for more information.

Paid Time Off Benefits:

Employees must be employed in a permanent position for **over 60 days** to be eligible.

Refer to Support Staff Handbook for specific details:

- **Sick Days:** Each support staff employee will receive five (5) days each year. Sick days are prorated the first year of employment.
- **Personal Days** – Each support staff employee will receive three (3) days for personal leave each year. Personal days are prorated the first year of employment.
- **Bereavement Leave:** Employees shall be entitled to be absent on account of death of a relative for 2-5 days depending on the relationship to the employee.