AVON COMMUNITY SCHOOL CORPORATION

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 10,800 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 the supervisor immediately and complete an Accident Report. Workers' Compensation may provide you with medical, rehabilitation, and income benefits if you are injured on the job. These benefits are provided to help you return to work.

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 six (6) 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.

Revised 4.11.2026