AVON COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFIT STATEMENT | 20 – 29 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.

Avon is pleased to offer an array of benefits to support you and your family. Please see the following details.

Benefit Eligibility Date:

Eligible the first full month after hire. For example: if you are hired on 7/30, your coverage begins 8/1. *Please check with your AF representative for when AFA coverage begins.*

Benefit Enrollment:

It is mandatory you complete the benefit enrollment process within thirty (30) days of your hire date to waive or enroll in coverage**.** *NOTE: If enrollment is not completed during the 30 day window, your benefits will be waived and your next chance for enrollment will in the fall for benefit year 2027, unless you experience a qualifying life event before then.* ***There are no exceptions to this rule, so please do not delay.***

Supplemental Insurance Options: (*100% employee paid premiums through payroll deductions)*

- Vision – VSP
- American Fidelity Products:
  - Accident Insurance
  - Cancer Insurance
  - Critical Illness Insurance
  - Disability Income Insurance
  - Hospital Indemnity Insurance
  - Life Insurance
  - Flexible Spending Accounts and Dependent Care Account

Pay Schedule + Benefit Premium Deduction Schedule:

A pay schedule for each support staff position is approved by the Board of School Trustees. Employees are paid biweekly, **every two weeks**, on Fridays. Benefit premiums are not deducted from every paycheck.

- Please refer to the premium deduction schedule provided in your benefit orientation folder.

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.

Retirement Benefits:

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

  - Employees working 28 hours or more per week are required to participate.
  - Enrollment is **optional** for employees working between 17.5 - 27.75 hours per week.

- 403(b) Retirement Plan: All employees are eligible to participate in a tax-deductible and tax-free 403(b)-retirement plan through the convenience of payroll deductions. Employees may contribute a set deduction up to the IRS limitation each year.

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 **school year** employee will receive six (6) days each year; each **year-round** employee will receive nine (9) days each year. Sick days are prorated for the first year.
- **Personal Days:** Each school year employee will receive three (3) personal days each year. Each year-round employee will receive four (4) personal days each year. Personal days are prorated for the first year of employment.
- **Vacation:** Only available to employees required to work 12 months of the year. Any **salaried paid, year-round** employee will receive fifteen (15) vacation days. Any **hourly paid, year-round** employee will receive ten (10) vacation days each year. After the first year one additional day for each year worked to a maximum of twenty (20) if certain attendance standards are achieved. Vacation days are prorated for the first year of employment.
- **Holidays:** Only positions working 206 days, or more, are eligible for some paid Holidays. See handbook for specifics.
- **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.

Workers' Compensation:
ACSC employees are covered by Indiana Workers' Compensation Insurance. Worker's 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.