New Support Staff Orientation

June 2026

BROWNSBURG
COMMUNITY SCHOOL CORPORATION

Our Vision

Higher Achievement – Together.

Our Mission

BCSC will provide, within a secure environment, an engaging, relevant educational program with academic opportunities for all students to pursue their maximum intellectual potential. Social and physical opportunities will also be provided to students to encourage them to become well-rounded individuals. Reaching maximum achievement will prepare students to live productively and responsibly in a technical, global society.

About BCSC

Over 10,500 students PK-12 in multiple buildings

- Elementary (K-5)
- Middle School (6-8)
- High School (9-12)
- Early Childhood Center
- Harris Academy & Area 31 (select programs)
- Alternative Learning Program at Harris Academy (ALPHA)

(NOTE: If you are employed with BCSC, your child(ren) can attend BCSC schools even if you do not live within the district.)

Approximately 1,300 employees

- Certified / teaching staff
- Support staff
- Administrators

Proud to be a Bulldog!

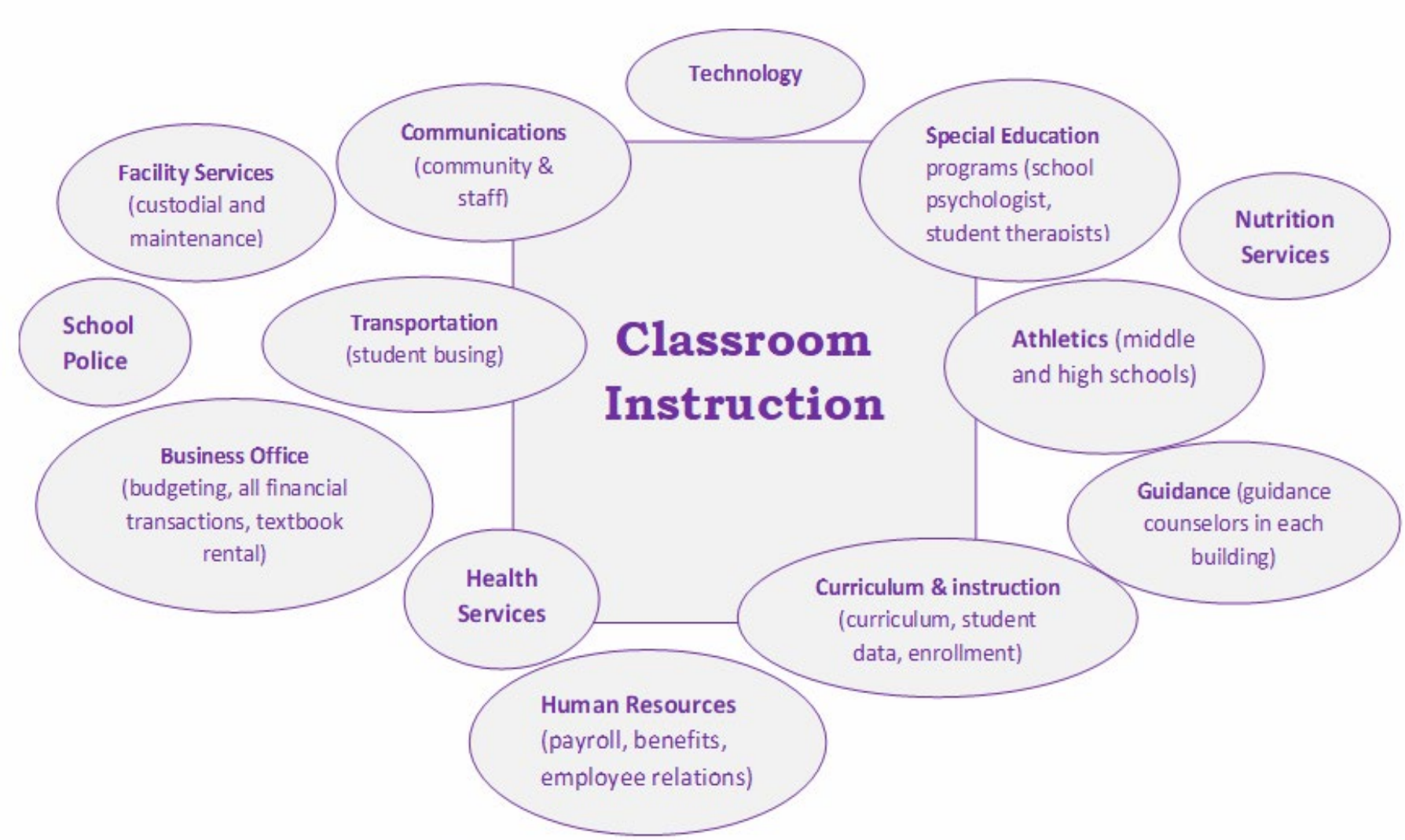
Our schools perform at high levels

- Standardized testing results
- Graduation rate

Our schools and staff receive numerous awards each year

- “A” rated schools – ALL SCHOOLS!!
- Four Star Schools – ALL SCHOOLS!!
- Indiana’s Teacher of the Year
- Woodrow Wilson Scholars
- Golden Apple Award Winners
- National Star Award Winners

BCSC Support Functions



Support Staff Handbook

- Employees are provided a Support Staff Handbook
- The handbook is not a contract of employment rather guidelines for operating policies and procedures
- It is the employee's responsibility to familiarize themselves with the policies and procedures of BCSC
- The acknowledgement of receipt and understanding of the handbook will be collected
- The most up-to-date copy of the handbook may be found on the corporation's website on the Staff Resource page

Payroll

Salary and Pay Schedule

- Payroll is processed bi-weekly, deposited on Fridays, includes the previous 2 weeks' business
- Individual deposit information may be accessed online; paper copies of deposit information are NOT printed each pay day
- Contact payroll IMMEDIATELY with direct deposit account changes
- A $5 Fee will be assessed to the employee in the event payroll funds are returned to BCSC

Salary and Pay Schedule

For less than 12-month positions, you may opt to:

1.) have pay separated evenly over 26 pays even though you do not work that entire time, OR

2.) be "paid as worked"; paychecks are received only during times worked; the employee is responsible for submitting timely payment for benefit contributions during times when a paycheck is not received

(This election can be changed 1 time per year; before the start of your work calendar for the school year)

Time Off

PTO (Paid Time Off)

- New employees working 25 hours or more will be eligible for PTO days after their 60-day introductory period
- Days may be used for personal illness, injury, family illness, or conducting personal business and/or civic affairs
- Support staff may not use more than 3 consecutive PTO days without prior approval or without providing documentation to their principal and/or HR as to the reason for the absence
- If a less than 12-month support staff member uses PTO on the day(s) immediately before or after any school-scheduled break (including 3-day weekends), the employee will be charged 2 PTO days for each consecutive day used before or after the break
- Days may be used in whole or half day increments
- Unused PTO days may be accumulated each year up to 185 days; these days may only be used for personal illness or injury

Time Off

PTO (continued)

PTO Days are allocated as such:

- 9-month employees (181.5 – 194 workdays) are eligible for 7.5 days per school year
- 11-month employees (199 – 212 workdays) are eligible for 8.5 days per school year
- 12-month employees (260 workdays) are eligible for 10 days per year (July 1 – June 30)

Time Off

Catastrophic Illness and Injury Bank (CIIB)

- Staff may contribute 1 or more sick days to the CIIB
- Contributions to CIIB have to be made within the first 30 days of school year or of employment, start date or ratification of the contract
- The CIIB is administered by the Superintendent and committee.
- CIIB allows for participating staff to receive additional paid time off for qualified illness or injury that exceeds 40 consecutive, unpaid days off
- Formal application has to be made for CIIB; this is not automatic for participants

Time Off

Bereavement Leave

- Up to 5 business days may be used for the death of an immediate family member
  - Immediate family = spouse, child, step-child, legal guardian, parent, parent-in-law, brother, sister, grandchild, son-in-law or daughter–in-law

- Up to 2 days are granted for the death of other family members
  - Grandparent, aunt, uncle, niece, nephew, brother-in-law, sister-in-law (of the staff member or their spouse)

Vacation

- 12-month employees may earn vacation based on years of service and accumulation of sick leave
- After the first 6 months, employees are eligible for 5 days of paid vacation
- Additional vacation time is granted based on years of service and accumulated sick time
- Vacation time begins July 1 of each year and must be earned prior to taking
- Vacation time must be taken in half or whole day increments
- Vacation time may not be accumulated from one year to another. Any unused vacation time will be converted to employee's accumulated sick leave.

(please reference the vacation schedule included in the Support Staff Handbook)

Holidays – 12-month Employees

- 12-month employees are eligible for 12 paid holidays per year; those days are typically:

  Memorial Day, July 4th, Labor Day, The Day Before and Day of Thanksgiving, the Friday after Thanksgiving, Christmas Day, a day before or after Christmas, New Year's Day, a day before or after New Year's Day, Martin Luther King Jr. Day and President's Day
- Employees must be paid the equivalent of their regular schedule the day before and after the holiday in order to receive holiday pay
- Martin Luther King Jr. Day and President's Day may be used as snow make-up days if needed. In the event this happens, floating holidays are available to eligible employees

Reporting an Absence

- If an employee is going to be tardy or unable to report to work, a call must be made to the supervisor as far in advance as possible
- If a call is not received, the absence is considered unexcused
- A Time Off Request Form MUST be completed for all absences using the electronic system
  The leave form is found online

Attendance

- Once an employee incurs 2 separate lost time incidents in a year (school year for less than 12-month employees) or 3 unexcused absences in a 20-day workday period the employee may receive disciplinary action
- Lost time incidents are defined as unpaid time off
- If an employee misses 5 consecutive workdays without notification it is considered a voluntary resignation

Hours of Work and Work Week

- Standard work hours have been established for each position
- BCSC has a defined 7-day work week beginning on each Saturday at 12 a.m. and ending on each Friday at 11:59 p.m.
- Non-exempt employees are paid time and one half for hours worked over 40 in the 7-day work week

Flex Time

- With approval or at the request of the supervisor employees may flex their time in order to stay within 40 hours per work week
- Time may be flexed only within the same 7-day work week

Break and Lunch Periods

- Breaks and lunch periods have been established for each position; your supervisor will provide the details for your position
- If employees choose to smoke on a break or lunch period, employees must be out of the sight of a school building

Time Records

- Employees are responsible for clocking in and out as required using the electronic time keeping system (K-Time)
- Any work performed outside of the regular schedule must be approved by the supervisor
- Electronic approval of time records must be completed at the end of every work week

Identification Badges

- ID badges are issued to each staff member
- ID badges are to be worn visibly at all times
- ID badges are also used as “access” cards for entering your building
- If you see someone in your building without a badge, we ask your cooperation in asking if he/she needs assistance to assure he/she is an approved visitor
- There is a $5.00 fee to replace lost badges

Automated Group Messaging Communication System

- BCSC uses an automated telephone communication system used within the corporation and the building to communicate with staff and parents
- It is important for Human Resources to have current contact information in order for staff to receive important communication using this system

Technology

- Every employee of the corporation is assigned an e-mail account upon hire.
- New staff members will receive communication via the personal email address provided on the employment application with specific information
- Other software may also be used depending on your position.

BCSC Staff Resource Page

The Staff Resource Page can be found on our corporation website and includes information such as:

- Staff Directory
- Central Office Directory
- Master Contract for Teachers
- Certified Attendance Reporting
- Evaluation Tools
- Employee Discounts
- WMS Cardio/Fitness center access
- Benefits Information
- Teacher & Support Staff Handbook
- Various Links to Other Sites

Benefits

Benefits Overview

- Medical
- Dental
- Vision
- Life
- Long Term Disability
- Voluntary Retirement Savings Plan
- Supplemental Plans through American Fidelity
- Flexible Spending Accounts through American Fidelity

Detailed plan information can be found on the corporation website under “Staff / HR / Employee Onboarding”

Health Plans

3 plan options – all offered thru Anthem

- 1 Traditional PPO / Tiered plan
- 2 PPO High-Deductible Health Plans (HDHP) that can be combined with a Health Savings Account (HSA)

Traditional Tiered PPO Plan

- Tier 1 benefit – provider must be a Hendricks Regional Health (HRH) Provider within the Anthem Blue Access PPO Network
  Tier 1 $1,000 single / $2,500 family deductible level
- Tier 2 benefit – provider must be in the Anthem Network
  Tier 2 $1,500 single / $3,000 family deductible level
- After deductible is met, the plan pays 90/10 or 80/20
- Prescription drug co-pays: $10 generic, $25 preferred brand, $40 non-preferred
- Specialty medications are on a discount program
- All prescription drug costs accumulate towards an annual out-of-pocket maximum of $3,100 for single coverage or $6,200 for family coverage

High-Deductible Health Plans

<u>Anthem HDHP4</u>
- Single deductible $3,500
- Family deductible $7,000

<u>Anthem HDHP5</u>
- Single deductible $6,000
- Family deductible $12,000

Both Plans
- Once the deductible is met, the plan pays 100% of all approved claims
- Prescription costs are applied to the plan deductible
- Embedded deductible: No one person on a family plan will exceed the single plan deductible amount
- Employee may choose to open their own Health Savings account (HSA)

Benefits Included in all Medical Plans

Wellness Centers

- Members covered on any of the Anthem plans have access to a FREE medical clinic with locations in Brownsburg, Avon, Danville, Plainfield & Indianapolis
- Provides family practitioner services
- Some medications can be dispensed at the clinic at no charge
- Lab work may also be done at the clinic at no charge
- The clinic is open set hours during the week as indicated

First Stop Health

- Members covered on any of the Anthem plans have access to FREE telemedicine and virtual counseling services 24/7

Benefits Included in all Medical Plans

Mail Order Prescription Plan Available thru Optum Rx

- Members can experience a substantial savings on medication by using the mail-order program for medications taken on a routine basis

Walrus Prescription Support Program

- Walrus is a program designed to provide medication support through your very own personal pharmacist
- Lower cost options, side effect management, medication interactions and they can work directly with your healthcare providers when necessary

Orthopedic Center of Excellence offered thru Hendricks Regional Health

- Members have access to a special orthopedic benefit that provides orthopedic surgical procedures at no cost to the employee
- If employees utilize the Center of Excellence for services, an incentive may be paid to the employee depending on the procedure

Benefits Included in all Medical Plans

Cardiovascular Care Center of Excellence offered thru Ascension St. Vincent

- Members have access to a special cardiac benefit that provides certain heart procedures and surgical events, at no cost to the employee
- If employees utilize the Cardiovascular Care Center of Excellence for services, an incentive may be paid to the employee depending on the procedure/surgical event

Group Lifestyle Approach to Diabetes – GLAD Program

- Program is for members who are type I or type II diabetic
- Support by developing lifelong habits to help manage the condition
- Members must meet with a Wellness Center provider to enroll in this program and agree to check-in once every three months for A1C labs
- Members will have zero out-of-pocket cost for some diabetic medication and supplies

Central Indiana School Employees' Insurance Trust
Comparison of Benefits
January 1, 2027 through December 31, 2027

	PPO 3* - 3 Tier HRH			PPO 4* (HSA)		PPO 5* (HSA)	
	Tier 1 HRH	Tier 2 Network	Tier 3 Non-Network	Network	Non-Network	Network	Non-Network
Deductible (Single/Family)	$1,000/$2,500	$1,500/$3,000	$4,500/$9,000	$3,500/$7,000**	$7,000/$14,000**	$6,000/$12,000	$12,000/$24,000
Coinsurance	90%	80%	60%	100%	70%	100%	70%
Out-of-Pocket Limit (Single/Family)	$3,000/$6,000	$3,500/$7,000	$10,500/$21,000	$3,500/$7,000	$14,000/$28,000	$6,000/$12,000	$24,000/$48,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Physician Office Visits (PCP/SCP)	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins
Preventive Care	No Copay/Coins	No Copay/Coins	Ded/Coins	No Copay/Coins	Ded/Coins	No Copay/Coins	Ded/Coins
Emergency Room	Ded/Coins			Ded/Coins		Ded/Coins	
Urgent Care	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins
Behavioral Health (MH SUD)	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins
Prescription Drugs - Pharmacy							
Generic	$10	$10	$10	Ded/Coins	Ded/Coins	Ded/Coins	Ded/Coins
Brand	$25	$25	$25				
Non-formulary	$40	$40	$40				
Mail Order							
Generic	$20	$20	Not Covered	Ded/Coins	Not Covered	Ded/Coins	Not Covered
Brand	$50	$50					
Non-formulary	$80	$80					
Separate OOP Rx from Medical OOP***	$3,100/$6,200	$3,100/$6,200	$3,100/$6,200	Combined with Medical	Combined with Medical	Combined with Medical	Combined with Medical

* *The deductible applies to all services except where noted; i.e., routine physicals & pharmacy; OTCs with or without prescription are **excluded** from all options*

** *Includes an "embedded" deductible feature; if enrolled for family coverage, no one family member will need to meet more than the individual deductible/OOP maximum*

*** *PPO 3 include a prescription drug annual out-of-pocket maximum; both retail and mail order flat dollar copays will accumulate to the maximum; the medical and prescription drug maximums are separate and do not co-mingle. The prescription drug out-of-pocket maximum applies to in-network pharmacy benefits only*

Your coverage is issued by a multiple employer welfare arrangement and may not be subject to all of the insurance laws and regulations of Indiana; State guaranty funds are not available for this arrangement.

Dental Plan through Delta Dental

- Provider must be in the Preferred PPO network to receive maximum benefits
- Members may go to out of network providers and receive the same level of benefits; however, members must pay the bill and request reimbursement from Delta for out of network providers
- Class I benefits are paid at 100% with no deductible; includes cleaning, x-rays, checkup twice per year
- Class II, III, IV benefits has a $50 per person deductible then plan pays 80/20, 50/50 and so forth

Vision Plan through VSP
(Vision Services Plan)

- Provider must be in VSP network
- One free exam per year per covered individual
- Frames covered every 2 years
- Lenses covered annually
- Contact lense allowance in lieu of frames and lenses

CERTIFIED and SUPPORT STAFF

Medical, Dental, Vision Premiums for Plan Year 2027

Anthem Medical Plans	2027 Total monthly premium	2027 Monthly Board contribution	202 EMPLOYEE Portion monthly premium	202 EMPLOYEE Portion per pay premium
PPO3 - 3 Tier HRH				
Single (*deduc - $1,000/$1,500)	$ 1,067.00	$ 740.00	$ 327.00	$ 163.50
Family (*deduc - $2,500/$3,000)	$ 2,617.00	$ 1,790.00	$ 827.00	$ 413.50
HDHP / PPO4				
Single (*deduc - $3,500)	$ 952.00	$ 740.00	$ 212.00	$ 106.00
Family (*deduc - $7,000)	$ 2,325.00	$ 1,790.00	$ 535.00	$ 267.50
HDHP / PPO5				
Single (*deduc - $6,000)	$ 873.00	$ 740.00	$ 133.00	$ 66.50
Family (*deduc - $12,000)	$ 2,136.00	$ 1,790.00	$ 346.00	$ 173.00

A two-employee family will receive an additional $10.00 / month in Board contribution which reduces the employee premium.

*Deductible amounts listed are Network deductibles; reference the summary plan for Non-Network deductibles.

Delta Dental	2027 Total monthly premium	2027 Monthly Board contribution	2027 EMPLOYEE Portion monthly premium	2027 EMPLOYEE Portion per pay premium
Single	$ 38.32	$ 17.70	$ 20.62	$ 10.31
Family	$ 117.34	$ 22.72	$ 94.62	$ 47.31

Vision Services Plan	2027 Total monthly premium	2027 Monthly Board contribution	2027 EMPLOYEE Portion monthly premium	2027 EMPLOYEE Portion per pay premium
Single	$ 13.18	$ 13.10	$ 0.08	$ 0.04
Family	$ 28.36	$ 15.50	$ 12.86	$ 6.43

NOTES:

1.) New coverage is effective 1-1-27 with payroll deductions beginning December 2026

2.) Premiums are deducted from payroll two(2) pays per month

4.) Part time employees receive a pro-rated amount of the Board contribution toward insurance.

10/1/2026

Enrollment, Deductions and Effective Dates

- New employees have 30-days from their start date to enroll
- New employees who miss their 30-day enrollment period are not eligible to enroll until open enrollment which is typically the first two weeks of November every year, for deductions to start in December and coverages to be effective on January 1st
- HIPAA Qualifying Life Event (marriage, divorce, birth of child) provides a 30-day window to add or drop coverage. Supporting documents are required for these events
- BCSC deducts premiums one month prior to the coverage effective date and coverages are effective on the first day of the month following 60 days of continuous employment
- Deductions are made from two equal pays per month
- Two months per year have three pays – No deductions on third pay

How to Enroll

All eligible employees will receive an email from me that includes the link to enroll, as well as a list of dependent verification documents that must be provided if enrolling a spouse and/or dependents

Term Life Insurance

Provided through Madison National Insurance Company

- Cost to employee is $0.04 per pay
  $50,000 coverage – 12-month employee/8 hours per day
  $40,000 coverage – Less than 12-month / 8 hours per day
  $30,000 coverage – Less than 12-month / Less than 8 hours per day
  (Spouse/Dependent coverage is the same for all plans)
  $5,000 benefit for spouse
  $3,000 for each eligible dependent (6 months to age 19)
  $1,500 for each eligible dependent (14 days to 6 months)
- Policy is effective the first day of the month following 60 days of employment

Long Term Disability

Provided through Madison National

- Cost to employee is $0.04 per pay
- Employee must be disabled by doctor's order for 90 days before plan pays
- Benefit is approximately 2/3 of gross salary
- Policy is effective the first day of the month following 60 days of employment

Health Savings Account (HSA)

(Enrollment in a High-Deductible Health Plan required)

2027 yearly maximum contributions

- Single coverage $4,500
- Family coverage $9,000

- Fully Funded by the employee to a financial institution of choice
- Payroll deductions are made on a pre-tax basis
- No “use it or lose it” rule applies
- Account does not require yearly enrollment
- Per IRS guidelines, individuals who have active HAS accounts are not eligible to also participate in a medical FSA, however, they may participate in a limited purpose FSA

Flexible Spending Account

Health Care Accounts

- Up to $3,400 for unreimbursed medical expenses

Dependent Care Accounts

- Up to $7,500 for dependent care expenses

Guidelines for both types of FSA Accounts

- Fully funded by the employee
- Payroll deductions are made on a pre-tax basis
- “Use it or Lose it” rule applies
- Yearly Enrollment is required

Section 125

- Section 125 is the opportunity to have benefit premiums deducted on a pre-tax basis
- Provides a tax savings for the year
- All new staff are required to sign a Section 125 document - a representative will reach out to your BCSC email to sign virtually

American Fidelity Supplemental Plans

Additional and optional insurance plans are available to employees working 17.5 hours or more on a weekly basis

- The total cost for each plan is paid by the employee
- Enrollment, deductions and effective dates align with new employee timelines or with open enrollment timelines

Plan options include:

- Additional Life Insurance
- Cancer Insurance
- Short-Term Disability
- Accident Insurance
- Hospitalization Insurance

Employee Assistance Program (EAP)

BCSC offers an Employee Assistance Program (EAP) to all employees and anyone living in their home

- Enrollment in a medical plan is not required
- The EAP is available thru an outside provider and is available 24 hours/day, 7 days/week
- The EAP offers counseling services for a variety of needs such as depression, grief, marriage counseling, substance abuse and many others
- Strictly confidential

403(b) Retirement Savings

- Plan is administered by Corebridge Financial (formerly AIG/Valic)
- Payroll deductions are made on a pre-tax basis
- Employees must contribute 3% of their bi-weekly gross wages to receive the 3% corporation match
- Employee may contribute to any approved vendor
- BCSC matched 3% will only be deposited to a Corebridge Financial account
- There is a 5-year vesting period from the date of employment
- Employee must meet with a Corebridge Financial representative to enroll
- Changes to your 403(b) contributions can be made at any time

Worker's Compensation

- All injuries that occur during your scheduled shift, while performing your expected job duties, that can worsen overnight must be reported to your supervisor and your building nurse immediately
- The building nurse will complete an injury report based on the assessment of the employee and their injury
- If the nurse determines that further evaluation is needed, the employee will be sent, along with an authorization form, to Occupational Health at the HRH Medical Building in Plainfield.
- If the above steps are not completed as soon as possible after the injury occurs, further evaluation at Occupational Health could be delayed

Education Foundation

Brownsburg Education Foundation (BEF)

- Supports student and staff funding for a variety of activities and programs including teacher grants and student scholarships

- Staff members may elect to make a voluntary payroll deduction to the BEF on a yearly basis

Fall = Designer Purse Bingo
Spring = Gala (themed gathering with silent auctions, prizes & donation opportunities)

Thank you for attending today!

We look forward to a positive and rewarding working relationship with you!