

**SUPPORT STAFF  
FRINGE BENEFITS HANDBOOK**

**2016 - 2017**

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This booklet is not to be construed as a contract of employment.

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## **SALARIES**

The Board of Education adopts salary schedules each year effective the beginning of the first full payroll period after July 1.

A year of service is considered as 120 working days during the school year.

Effective 2012-13 school year, support staff that works less than 260 will no longer have the option for 26 pays.

## **SUPPORT COMPENSATION MODEL**

As of the 2013-2014 school year, 85 % of the employee's raise will be determined by the annual evaluation. 15 % of the employee's raise will be determined by student achievement. Employees who work only in one building will base their student achievement percentage on the schools' goals. Employees who work in multiple buildings or employees who do not work in a school will base their student achievement on the district's goals. The employee must receive an overall rating of effective or highly effective to qualify.

The amount of the raise will be determined by budget availability.

## **SUPPORT EXPERIENCE AND SENIORITY/NEW HIRES:**

For the purpose of salary schedule placement, all twelve (12) month full time employees may qualify for advance placement on the adopted salary schedules. The following conditions will govern these placements:

### **A. Hiring Salary:**

The starting salary for an employee is based on similar work experience and internal rates for comparable positions within the organization. A newly hired individual with adequate experience will normally have a starting salary in the lower quarter of the range. An employee with several years of similar work experience would usually start around the midpoint. A starting salary in the upper quarter is for expansive depth of experience and should be approved by the Human Resources Director and the CFO.

The following are guidelines for new hires:

|  |        |
|--|--------|
| 3-5 years over the minimum qualifications- | 10-15% |
| 5-7 years over the minimum qualifications- | 15-20% |
| 7+ years over the minimum qualifications-  | 20-25% |

Employees with at least an effective rating for the prior year, will receive an increase added to their base effective July 1<sup>st</sup>. New hires for the school year will not receive this increase. The hires from the prior school year will not be eligible for an increase until they have received an evaluation.

An employee can be evaluated after having been employed for ninety (90) days.

- B. Seniority (length of service in continuous regular employment) shall date from the first day of continuous employment with Perry Township Schools. Seniority time is used in determining vacation time allowed.
- C. All previous employment in Perry Township Schools will count toward experience. If an employee is promoted within their same position grade, the employee will be paid at a minimum their current hourly rate of pay.  
**Bus Drivers see Appendix E for experience and credit. Nurses see Appendix D for experience and credit. Clinic Assistants and Security Officers see Appendix A for experience and credit.**

## **TIME RECORDS**

An employee's time record is Perry Township School's record of time an employee works in a two-week period. We are required by law to keep accurate records on each employee's time worked. An employee's pay will be determined by analysis of the time record. Verification for holidays, sick, leave, vacations and overtime hours must be clearly indicated on the time record and attendance records by the employee's principal/supervisor.

The following procedures must be followed by non-exempt employees:

1. The employee must clock in or report in no sooner than seven (7) minutes before the beginning of the employee's shift.
2. The employee must clock out or report out no later than seven (7) minutes after the employee's shift has ended.
3. The supervisor must certify the accuracy of the entries on the time record. Any corrections or changes on an employee's time record must be approved by the employee's supervisor.

Any employee is subject to dismissal for falsification or manipulation of his own or any other time record. Late arrival or early departure is cause for deduction from pay and disciplinary action for non-exempt employees. Continued failure to properly record time will result in progressive discipline, up to and including termination of employment. Any employee who fails to clock in or clock out must notify their department management. The correct recording in and out each day is the employee's responsibility and totaling of hours worked is checked and approved by the employee's supervisor.

## **OVERTIME PAY:**

Overtime pay will be calculated with the number of hours worked each week. (ie, vacation days, sick days, holidays, and personal days will not count toward overtime pay).

## **LEAP YEAR PAY:**

All 260 salary agreement support staff will receive additional five days of pay during each leap year. This is a result of there being a three week pay period due to an additional week having accumulated over the prior 5-6 years.

## REASSIGNMENT TO A DIFFERENT POSITION

Persons reassigned from a position in one basic schedule to a position in a different basic schedule will have their seniority transferred to the new position. **Bus Drivers see Appendix E for Reassignment to a Different Position.**

When a position becomes available within your own department, Supervisors may be able to transfer a qualified candidate from within that department without posting the position. However, if a candidate cannot be transferred to the open position within that department, the position will be posted for five (5) consecutive days. Positions may be posted internally and /or externally as deemed appropriate.

## WORKER'S COMPENSATION

The laws that apply to this benefit make it possible to receive compensation for personal injury by accident arising out of and in the course of employment. Prompt reporting to the employee's supervisor is required for eligibility. The supervisor must complete, sign and file a specific report at the time of injury, or the employee is not eligible for compensation. All claims must be reported through the school district business office. The first five (5) days of any claim will be charged to the employee's accumulated sick leave. If an employee does not have any accumulated sick leave, the first five (5) days will be unpaid. Starting with the 6<sup>th</sup> day the employee is off due to a claim, the only compensation the employee will receive is the amount due from the worker's compensation coverage – **the school district shall make no payments until the employee returns to work.**

As of October 15, 2003, the method for calculating work comp payments shall be changed to the following: Employees may use sick, personal business, or vacation days for the first five days off due to an injury on the job. Vacation days or personal business days will not be used unless instructed by the employee. If the employee does not have adequate days to cover the five days, the employee will be docked pay.

If the employee is off more than fifteen working days and the insurance company goes back and compensates for the first five days, the check will be released to the employee. This has the impact of making up for the 33 1/3% that the employee loses during days 6 through 15.

Employees who incur an injury at work must report to the prescribed provider for care and diagnosis of the injury. Failure to do so will cause the claim to be unpaid.

The following are the two locations that must be used (no personal physicians allowed under Workers' Compensation):

### **Greenwood Care Center**

1001 N. Madison Ave.

Greenwood, IN 46142

Phone: 888-3508

If injury happens 7:00 p.m. – 11:00 p.m.

### **Franciscan Working Well**

747 E. County Line Road

Greenwood, IN

Phone: 783-8009

If injury happens 7:00 a.m. – 7:00 p.m.

## **RETURN TO WORK PROGRAM:**

This program was adopted by our School Board to cover any support staff employee who is unable to perform his or her normal work duties due to an injury incurred on the job. The important concepts of this program are outlined below:

It is the goal of our school corporation to provide meaningful work activity for support staff employees who temporarily become unable to perform all, or portions, of their regular work assignments due to work-related injury or illness. By providing temporary alternate duty or modified duty work activity, injured employees remain an active and vital part of the school corporation. Return to Work duties may be in the form of either changed duties within the scope of an employee's current position, or other available alternate duties for which they may be qualified, or through a reduced work-hours schedule.

If work is available which meets the limitations/restrictions set forth by the attending physician, the employee may be assigned transitional or modified duty work for a period of time, not to exceed 180 days. Alternate and/or Modified work or light duty is a temporary program and an employee's eligibility in a temporary assignment will be based on medical documentation and continued recovery.

### **Employee Procedures:**

11.1. All work-related injuries should always be reported immediately to your Supervisor, no later than the end of the shift on which the injury occurs.

11.2. An Indiana Worker's Compensation First Report of Employee Injury/Illness form must be completed and signed by you. You can obtain a copy of the First Report of Employee Injury/Illness from either your supervisor or the School's main office.

11.3. When medical treatment is sought, you must advise your supervisor that you are seeking such treatment. Your supervisor will provide you the locations of our approved medical providers for you to choose from. The attending physician will complete a Return to Work Evaluation form, which you must return to your supervisor. This remains true even if/after you have been referred to a specialist or to your own physician.

11.4. Under this program, temporary modified duty work may be available for up to 180 days (with a frequent review) while you are temporarily unable to work in your regular job capacity.

11.5. If you are unable to return to your regular job, but are capable of performing alternate duty work, you will be requested to return to transitional duty. Failure to do so might result in you not being eligible for full benefits under the Worker's Compensation Program and may result in disqualification for certain employee benefits.

Additional information may be obtained by contacting Ken George, Employee Safety Manager or Cindy King, Business Office Specialist.

## **SHOE REQUIREMENT**

In past years, food service workers, mechanics, maintenance workers, and grounds employees have been required to wear protective shoes as part of their daily dress while on the job. As of September 1, 2011, all custodians including substitutes will be required to purchase and wear non-slip shoes as part of their approved work uniform. The custodial supervisor will determine whether the shoes meet the standards of non-slip shoe protection. Once the shoes have worn out and no longer provide adequate slip protection, the shoes must be replaced with shoes that do offer this protection. As a general rule, tennis shoes do not meet the standards of non-slip shoes and may not be worn on the job unless they are designed with a non-slip sole. Non-slip shoes are available at many retailers including Red Wing, Wal Mart, Payless, or K-Mart. Online non-slip shoes are available at [www.shoesforcrews.com](http://www.shoesforcrews.com) at a very reasonable price and offer superb protection.

## **PAYROLL DEDUCTIONS**

Payroll deductions will be withheld for Federal Withholding Tax, State Adjusted Gross Income Tax, Social Security and Medicare, County Option Tax according to law, and PERF.

The following will be withheld if a staff member chooses to participate in any of these programs.

1. Health Insurance
2. Dental Insurance
3. Vision Insurance
4. Long Term Disability Insurance
5. Long Term Health Care
6. Term Life Insurance and Supplemental Life Insurance
7. Generation I Flexible Benefit Program
8. Generation II Flexible Benefit Program
9. Income Protection Insurance
10. Tax-Deferred Annuity Program
11. Cancer/Intensive Care Insurance
12. Perry Township Education Foundation
13. United Way Contributions



## **ELIGIBILITY AND EFFECTIVE DATES**

**An employee in a benefit eligible position must work a minimum of twenty hours per week to receive benefits.**

All new employees who are employed in a non-substitute position shall be eligible for insurance benefits on the first of the month following 30 days of employment. These same rules shall apply to employees who become eligible for benefits as a result of a change in employment status. Enrollment must be completed by the employee through the online enrollment portal within 31 days of the eligibility date. If the request for coverage is made after the eligibility date, benefits will become effective on the first of the following month.

**See Appendix for Health and Dental Insurance information.**

## **EMPLOYER PROVIDED BENEFITS**

### **TERM LIFE INSURANCE**

The Board of Education will pay the entire yearly premium less one dollar (\$1.00) which the employee is required to pay. The term life insurance coverage is \$50,000 with Accidental Death and Dismemberment.

### **LONG TERM DISABILITY**

The Board of Education will pay the cost of Long Term Disability insurance. The employee will in all cases be required to pay a minimum of one dollar (\$1.00) per year.

### **DIRECT DEPOSIT**

All employees shall participate in the Direct Deposit Program. The Board shall direct all net wages to the account(s) of any employee to any qualified financial institution recognized for direct deposit by the corporation's originating bank. The employee must submit a written request acceptable to the payroll office to participate in this service and, once requested, the service shall remain in effect on a continuing basis unless changed in writing by the employee.

## **MANDATORY PAYROLL FORMS**

In order for an employee to receive pay, he/she must complete a W-4 form for both federal and state income taxes. These forms must be submitted on the first day of employment.

### **PERF**

Employees who are scheduled to work 600 or more hours per year (3.5 hours per day) are required to join the Public Employees' Retirement Fund. The employee is required to contribute 3% of his or her gross earnings to this program and the Board of Education contributes an amount based upon total cost experience. Visit the PERF website at [www.inprs.in.gov](http://www.inprs.in.gov) for details.

## **VOLUNTARY BENEFIT PROGRAMS**

### **FLEXIBLE BENEFIT PROGRAM (Generation I and II)**

The Board established a Generation I Flexible Benefit Program during the 1992-93 school year. This program is intended to qualify as a "Cafeteria Plan" within the meaning of Section 125 of the Internal Revenue Code and any other applicable provision of law. Generation II of this program was established effective October 1, 1994.

### **VOLUNTARY LIFE INSURANCE**

An employee shall have the right to purchase an amount of supplemental term-life insurance at his/her own expense. The minimum coverage amount is \$10,000 with additional increments of \$10,000 not to exceed the lesser of five times annual salary or \$500,000. Supplemental coverage in excess of \$200,000.00 is subject to evidence of insurability, as approved by the carrier.

For those employees retiring after June 1, 1998, the supplemental life insurance may continue at the employee's expense until the employee's 70<sup>th</sup> birthday.

### **CANCER/INTENSIVE CARE AND OTHER SUPPLEMENTAL INSURANCE POLICIES**

Various supplemental insurance policies are available to employees and their families. The employee pays the entire premium. Employees may enroll during the annual open enrollment period by meeting with an agent from the in-force carrier. Contact the Perry Township Schools Benefits Manager located in the central office for details. .

### **SHORT TERM DISABILITY**

The Board of Education provides payroll deductions for a program of income protection insurance. Participation in this program is an individual decision and a financial responsibility of the employee. Short term disability may continue in accordance with the terms of the policy of the in-force insurance center.

### **VISION INSURANCE**

Vision insurance is available to employees and their eligible dependents. The employee pays the entire premium.

### **LONG TERM HEALTH CARE**

The Board of Education provides payroll deductions for a program of Long Term Health Care. The program, at the individual's own cost, is available for employees and their families.

## **TAX DEFERRED ANNUITIES**

As employees of Perry Township Schools, you may participate in the township 403b offerings. You may elect to enroll in a 403b plan or change 403b vendors semiannually, January 1<sup>st</sup>, and July 1<sup>st</sup>. You may also adjust your 403b elections quarterly; January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>.

## **UNITED WAY**

Payroll deduction will be available.

## **PERRY TOWNSHIP EDUCATION FOUNDATION**

Payroll deduction will be available.

## **PERSONAL BUSINESS**

Full time employees are entitled to three (3) personal business days per school year. Personal business will be used to conduct business that cannot be taken care of except during the workday. Unused days will be transferred to accumulated sick leave at the start of the first pay period of each school year. The supervisor is not required to grant any personal leave request if the request conflicts with business needs. **Food Service see Appendix B.**

## **FAMILY ILLNESS**

Full time employees are eligible for family illness days. These days will be subtracted from the employee's accumulated sick leave. Employees may take up to ten (10) family illness days per school year (if available in sick day balance) for an illness of an immediate family member. Immediate family in this section includes any relative or dependent living within the household of the employee. Also included are husband, wife, domestic partner, child, father, mother, daughter-in-law, son-in-law, father-in-law, mother-in-law, brother, sister, brother-in-law\*, sister-in-law\*, grandparents, grandchild living within or outside the household of the employee. These days may be granted as unpaid if the employee has no accumulated sick leave days.

\*To mean your spouse's sibling or your sibling's spouse only.

An employee may, if needed, make a request to the superintendent for additional family illness leave days, which shall, if granted, also be deducted from the employee's available accumulated sick leave days.

## SICK LEAVE

Full time employees are entitled to sick leave based on their terms or months of employment as follows:

| Term of Employment       | Sick Days |
|--------------------------|-----------|
| Under 10 months          | 7         |
| Between 10 and 11 months | 8         |
| Between 11 and 12 months | 9         |
| Twelve (12) months       | 10        |

The transfer of sick days for 260 day classified staff will be honored if the following criteria are met.

- Position must be a manager/supervisory capacity and exempt.
- The candidate must come from an Indiana school corporation.
- Up to fifty (50) sick days will be transferred the first year, and five (5) days/year thereafter.

The following are a list of eligible positions:

- Assistant Director of Facilities – Custodial
- Assistant Director of Facilities – Maintenance
- Chief of Police
- Data System Team Leader
- Fleet Supervisor
- Nurse Supervisor
- Payroll Supervisor
- Technology Team Leader
- Transportation Coordinator
- Technology Support Specialist (TSS) Team Leader

Sick leave shall be granted each year at the start of the first pay period of each school year. Sick leave may accumulate to an unlimited maximum. Sick leave is granted on a prorated basis for employees who begin work after the start of their work year. **Food Service see Appendix B. Bus Drivers see Appendix E.**

## COURT DUTY

Full time employees will receive the difference between their daily salary and witness or jury pay when they are subpoenaed as a witness in court or to serve as a juror. It is the employee's responsibility to secure from the court, and provide to their immediate supervisor verification of the court duty and the amount of payment for such duty or a waiver.

## **NEW HIRE EVALUATION PERIOD**

All support staff employees will serve a three (3) month new hire evaluation period that may be extended to complete performance standards as defined by administration. Perry Township retains the right to terminate employees during the initial or extended new hire evaluation period who do not meet prescribed standards. Employees serving the initial or extended new hire evaluation period will be subject to the personnel policies and all other Perry Township Schools policies.

## **RESIGNATION/TERMINATION**

Employees may terminate employment by giving at least a fourteen (14) day notice (vacation personal, and sick days will not be part of the notification). Perry Township Schools reserves the right to terminate employment immediately. Support staff employees are "At-Will" employees.

Recommendation for dismissal may be made by the building principal and/or appropriate administrator to the Director of Human Resources.

The notification of dismissal will be made to the Board of Education by the Superintendent and/or the Director of Human Resources.

It is general practice that employees that are dismissed for just cause will not be rehired.

Employees will not be paid for sick or personal days. Unused balance of sick days will be reinstated for employees that are rehired.

## **EMPLOYEE REFERENCE POLICY**

For current employees, all requests for an employment reference must be directed to the Director of Human Resources. Administrator and other supervisor are permitted to provide a reference for current or former employees with prior authorization from the Director of Human Resources. In the event an employee has separated from employment and the School receives a request for information from a prospective future employer, the Director of Human Resources will provide the employee's start and end dates, ending title and ending salary. If the former employee submits a signed release statement or initiates a request through the Central Indiana AppliTrack Consortium service, additional information may be provided as deemed appropriate by the Director of Human Resources.

## **UNEMPLOYMENT COMPENSATION**

Employees are eligible for benefits from this program, but only within specific restrictions. An employee is not eligible for such benefits during any period of time which has been specified as an unpaid non-work day, as a condition of employment. Student holidays would therefore not qualify an employee for unemployment compensation. Examples would include any break specified in the school calendar, such as a summer vacation, winter break,

spring break, and other short breaks. Also snow days would not qualify for unemployment compensation. Any approved leave would not qualify for unemployment compensation.

## **REPORTING OF ABSENCE**

Employees covered in this handbook are required to report absences to their immediate supervisor by 6:30 a.m. on the morning of the absence or two (2) hours before the beginning time of the evening and night shifts respectively. There is no provision for absence other than those outlined in this handbook. **Failure to report absences, and absences taken beyond those outlined in this handbook could ultimately result in dismissal.**

### **CLOCK-IN, CLOCK-OUT ON HALF Day Leave**

An employee shall work half the number of hours during their given assignment in conjunction with pre-approved half day leave.

For example: An eight (8) hour employee using a half leave in the afternoon would work four (4) hours before clocking-out. If clock-in time is 7:45 a.m., the clock-out time would be 11:45 a.m. If using leave time in the morning, the eight (8) hour employee would clock-in at 12:30 p.m. and clock-out at 4:30 p.m.

## **ATTENDANCE/TARDINESS POLICY:**

### **1. DEFINITIONS:**

**Absence:** When an employee is not at work for a regularly scheduled shift/workday.

**Excused Absence:** An absence that has approval from the supervisor.

The following are also excused absences: **funeral leave, court duty, declared weather emergencies and other declared closings, military leave, approved personal leave, and leave covered under Worker's Compensation and/or FMLA.**

**Unexcused Absence:** An absence that is not approved by the supervisor or may include absences that exceed their allotted sick leave days for that year.

**Tardiness:** Failure on the part of the employee to report to work at their scheduled time.

**Voluntary resignation:** When an employee fails to notify their supervisor or designee for three (3) **consecutive** scheduled workdays, this absence is considered a no call/no show.

## 2. NOTIFICATION GUIDELINES:

### **Vacations:**

In order for the absence to be considered excused, an employee must request leave in advance from the supervisor or the designated alternate(s). **Employees are encouraged to request vacation leave of more than one day in length at least seven calendar days in advance in order to permit scheduling coverage.** The supervisor is not required to grant any vacation leave request if the vacation request conflicts with business needs.

### **Absences:**

Employees taking an absence must attempt to notify the direct supervisor or designated alternate **no less than 2 hours in advance of the shift/workday.** Employee's failure to contact direct supervisor or designee within the required time frames will result in the absence being classified as a no show or no call.

**Excessive Absenteeism.** Employees are subject to progressive discipline for excessive absenteeism. Factors to be considered by management in determining if an employee's absences are excessive include but are not limited to the following: **the number of days absent, the pattern or frequency of absences, and the reasons for the absences. Steps for progressive discipline may be waived for severe infractions.** The schedule below is for a 12 month period.

### **Unexcused Absences**

- 2 absences/tardy = Verbal Reprimand
- 3 absences/tardy= Written Reprimand
- 4 absences/tardy = Termination

## **RULES OF CONDUCT**

It is the mutual advantage of both Perry Township Schools (PT) and its employees that the rules concerning conduct are understood and adhered to in order to create a positive work environment. Employees who violate these rules and regulations are not performing in the best interest of Perry Township Schools and their co-workers. By way of example, rather than limitation, the following conduct is considered sufficient cause for disciplinary action up to and including discharge.

- A. Abusive or inconsiderate treatment of fellow employees, students, visitors and the public
- B. Insubordination or neglect of duty.
- C. Deliberately giving false information on employment application, time records or other records or altering, removing or destroying records, reports, or documents without authorization.
- D. Any unauthorized removal of property from Perry Township Schools, ie. theft.

- E. Being under the influence of or in possession of alcohol, illegal drugs or controlled substances not properly prescribed for the employee by a physician.
- F. Fighting or inappropriate conduct on Perry Township School's property, including the use of profanity, verbal abuse, or violent acts or threats.
- G. Sleeping during working hours.
- H. Illegal gambling on property or while on duty.
- I. Failure to self- report his/her arrest or the filing of criminal charges against the employee, and conviction of criminal charges to his/her supervisor or the Superintendent within two (2) business days of the occurrence.
- J. Failure to respect confidentiality of information and records.
- K. Deliberate careless handling of materials resulting in damage to Perry Township's property.
  - 1) Possession of any weapons or explosives while on duty or on Perry Township Schools property is forbidden except for the following exceptions  
Firearms of any type – per statute not in plain view
    - a. Locked in the trunk of the person's motor vehicle
    - b. Kept in the glove compartment of the person's locked motor vehicle
    - c. Stored out of plain sight in the person's locked motor vehicle.
  - 2) Knives or similar items used as work-related sharp instruments.
- L. Acts of sexual harassment, and other acts of harassment or intimidation toward an employee.
- M. Excessive absenteeism or tardiness, or unauthorized departure from work.
- N. Serious misconduct or criticism of authority, i.e., misconduct of a nature that would bring discredit and/or harm upon Perry Township Schools.
- O. Failure to meet and maintain established standards of performance as provided in job descriptions and performance appraisal criteria.
- P. Smoking on property.
- Q. Failure to report accidents, damaged equipment or other hazardous conditions.
- R. Absence from assigned duty station without permission of the employee's supervisor.
- S. Violation of fire or safety regulations.
- T. Violations of rules or regulations published by any of the divisions, departments, or offices of Perry Township Schools or any resolutions, policies, rules or regulations adopted by the Board.

Steps of progressive discipline procedures may be waived for severe infractions.

## **DRUG FREE WORKPLACE**

The School board believes that quality education is not possible in an environment affected by drugs. It will seek therefore to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.



The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any other drug paraphernalia, by any member of the Corporation's professional staff at any time while on Corporation property or while involved in any Corporation-related activity or event.

Further, any staff member found in possession of, use, distribution/distributing of any illegal substance at any time will be subject to disciplinary action which may lead to termination.

The Superintendent shall establish guidelines that ensure compliance with this policy and each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions.

### **REASONABLE SUSPICION TESTING**

Employees are subject to testing based upon (but not limited to) observations by at least two supervisors or managers of apparent workplace use, possession, or impairment. If two (2) supervisors are not reasonably available without undue delay, then one supervisor may make the decision to test. The supervisor and/ or manager shall document the basis for the reasonable suspicion of workplace use, possession, or impairment. The actions or observations must occur while the employee is on-duty or just preceding the work period. Observations that may justify testing for impairment include, but are not limited to:

- Physical signs of drug or alcohol use or impairment;
- Inappropriate physical appearance;
- Altered or slurred speech;
- Uneven or unsteady gait or movements;
- Dilated or constricted pupils, or bloodshot eyes;
- Smell of alcoholic beverages or residual odor peculiar to some chemical or controlled substance.

Behavioral signs of drug or alcohol use or impairment:

- Excessive or inappropriate sleepiness
- Excessive restlessness, pacing, etc.
- Aggressive behavior such as hitting, spitting, or intimidation, with or without physical contact.
- Inappropriate or aggressive speech such as cursing, shouting, singing, etc.
- Inappropriate "friendly" behavior such as hugging, kissing, patting, etc.
- Paranoid behavior or excessive fearfulness
- Unusual behavior ( or change from usual behavior)
- Poor judgment or repeated failure to follow instructions or procedures
- Decreased performance or sudden change in performance
- Arrest or conviction for violation of a criminal drug statute.
- Admission of prohibited conduct.

Reasonable suspicion may be based on information received from reliable and credible sources, or information which is independently corroborated. However, reasonable suspicion may not be based on anonymous allegations.

In case of suspected drug use, the employee must be taken immediately by Perry Township School's supervisor to a collection site and a urine sample must be obtained. The employee's action that causes the supervisor to require the test must be documented and signed by the witness within 24 hours after the behavior is noticed.

Employees who refuse to cooperate in the required test will be considered in violation of this policy and will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including termination.

Information and records relating to positive test results, drug and alcohol shall be kept confidential and maintained in secure files separate from the normal personnel files.

**Costs of Testing:**

The actual cost for drug and alcohol impairment testing required by Perry Township Schools of its employees will be paid by the district. Perry will provide or will pay reasonable transportation costs to its employees for travel to and from the testing facility.

### **Staff Dress and Grooming**

The School Board delegates to the Superintendent the function of designing and implementing administrative guidelines that are consistent with the policies adopted by the Board. Staff dress and grooming is a direct reflection on the professional standards that are established in Perry Township Schools. As the people in the education profession, the commitment to excellence should be reflective in our appearance. The visibility of our staff to students, other staff members and the public emphasizes the expectation to be well dressed and well groomed.

**Staff members assigned to Corporation duty are expected to:**

- A. Be physically clean, neat, and well groomed;
- B. Dress in a manner that reflects their position and setting in the district. For example, the dress of a fourth grade teacher may be different than a physical education instructor. The dress of an instructional assistant may be different than maintenance personnel.
- C. Cover tattoos that are offensive, large, or excessive in number.
- D. Not wear any visible body piercings with the exception of pierced ears. Clear or flesh spacers are allowed to fill piercings.
- E. Be groomed in such a way that their dress or hair does not disrupt the educational process or cause a health safety hazard;
- F. Wear the prescribed uniform if provided by the Corporation.

## **BEREAVEMENT LEAVE**

Bereavement Leave is available only within the ten (10) calendar days following the date of death. Bereavement leave will be granted without loss of compensation and will not be charged against sick leave. These days do not accumulate from year to year.

When there is a death in the immediate family, up to five (5) days of bereavement leave may be granted. Immediate family in this section is interpreted to mean spouse, domestic partner, child, grandchild, parent, grandparent, sibling, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and a relative or legal dependent living with the employee.

Bereavement leave for the death of a relative by marriage beyond those listed above including your children's grandparents, shall be granted not to exceed two (2) days. Bereavement leave for death of an aunt, uncle, niece, nephew, or cousin related either within the family or by marriage shall be granted for one (1) day.

It is understood that in the event of a death during any vacation or holiday break employees will be given days from the day of the death not days when school is back in session.

Under extenuating circumstances, arrangements for additional bereavement leave days, especially in cases in which extensive travel is required, may be approved upon written request to the principal and the Superintendent or his/her designee. The employee should make the request for any additional bereavement leave days before the actual leave days are taken. Those additional days may be charged against the employee's available sick leave days. A reasonable request that involves out-of-state travel would likely be granted without charging days against the employee's available sick leave days.

## **PREGNANCY LEAVE**

The School Corporation will grant leave to a pregnant employee as outlined in this section.

1. An employee who is pregnant may continue in active employment as late into the pregnancy as she desires, if she is able to fulfill the requirements of her position.
2. An employee who is pregnant may use available sick leave days for any medically-related absences during the pregnancy.
3. An employee who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy and the birth of the child. Such leave, except in the case of medical necessity, will be unpaid leave. Such request should be made at least thirty (30) days before the date on which she desires to start her leave and should include the length of the leave. In case of a medical emergency caused by the pregnancy, the employee shall be granted a leave, immediately upon her request and certification of the emergency from an attending physician.
4. An employee granted such a leave will be returned to the same assignment or one which is comparable and equal in pay and benefits as determined by the administration.
5. An employee on pregnancy leave, upon the birth of the child, is entitled to maternity leave and maternity benefits as outlined in the Maternity Leave section.

6. The leave will be consistent with the language contained in the Family Medical Leave Act (FMLA).

## **MATERNITY LEAVE AND MATERNITY BENEFIT:**

Maternity leave and **maternity benefits** will be defined as follows:

### **PAID MATERNITY LEAVE:**

- A. Upon the birth of a child, the mother who is an employee shall be granted ten (10) consecutive contractually paid days of **maternity benefit**. These days will not be charged against the employee's available sick leave and shall commence on the first work day following the birth of the child.
- B. **Maternity leave** utilizes the employee's available sick leave days. **Maternity leave** will not extend beyond eight (8) consecutive weeks following the day after the birth of the child. During maternity leave, you must use paid time before going into an unpaid leave time.
- C. If the employee is medically disabled, as verified by a physician's statement, beyond the provisions cited in this Agreement, the employee may use more of her available sick leave days to cover the time period of the disability.
- D. Uncompensated leave may continue for up to one (1) year following the birth of the child. The employee granted such a leave shall have the right to maintain, at her sole expense (paying the full premium), all insurance benefits in which she was enrolled at the time of the request.\* An employee on uncompensated leave is required to return within one (1) year following the birth of the child. The return date may be adjusted beyond the child's first birthday to the first day of the next grading period.

This leave will be consistent with the language contained in FMLA.

## **PATERNITY BENEFIT AND PATERNITY LEAVE**

This leave will be consistent with the language contained in the Family Medical Leave Act (FMLA).

1. Upon the birth of a child, the father who is an employee shall be granted ten (10) consecutive contractually paid days of **paternity benefit**. These days will not be charged against the employee's available sick leave and shall commence on the first work day following the birth of the child.
2. B. Uncompensated leave may continue for up to one (1) year following the birth of the child. The employee granted such a leave shall have the right to maintain, at his sole expense (paying the full premium), all insurance benefits in which he was enrolled at the

time of the request.\* An employee on uncompensated leave is required to return within one (1) year following the birth of the child. The return date may be adjusted beyond the child's first birthday to the first day of the next grading period.

## **ADOPTION LEAVE AND ADOPTION BENEFIT**

1. The Board shall grant a leave of absence for adoption, including both paid and unpaid leave. This leave may be taken without jeopardy to reemployment, retirement and salary benefits.
2. Adoption leave and adoption benefit will be defined as follows:

### **PAID ADOPTION LEAVE:**

This leave shall be consistent with the language contained in FMLA.

- A. Upon the placement of a child, the parent(s) who is an employee shall be granted ten (10) consecutive contractually paid days of **adoption benefit**. These days will not be charged against the employee's available sick leave and shall commence on the first work day following the placement of the child.
- B. **Adoption leave** utilizes the employee's available sick leave days. **Adoption leave** may not extend beyond eight (8) weeks following the placement of the child. During adoption leave, an employee may use up to six (6) weeks of available sick leave days in addition to the adoption benefit. If the employee has fewer than thirty (30) available sick leave days, the employee may choose to take the remainder of the 8-week period as an unpaid leave.  
  
If both parents of the adopted child are employees of Perry Township, both parents shall use the adoption benefit. However, only one parent may use the adoption leave.
- C. Uncompensated leave may continue for up to one (1) year following the placement of the child. The employee granted such a leave shall have the right to maintain, at his/her sole expense (paying the full premium), all insurance benefits in which he/she was enrolled at the time of the request.\* An employee on uncompensated leave is required to return within one (1) year following the placement of the child. The return date may be adjusted beyond one (1) year to the first day of the next grading period.

## **DISABILITY LEAVE**

An employee who has a temporary disability may request a leave of absence to commence upon the depletion of all accumulated paid leave days and workmen's compensation payments. Such a leave shall be for a period of up to six (6) calendar months. The Superintendent may require the employee to be examined by a physician selected by the

administration. In such case, the cost of such examination will be borne by the Perry Township Schools.

The disability leave shall be without pay. Health and Life Insurance benefits which an individual is currently enrolled will be paid by the employee and Perry Township Schools during the first twelve (12) weeks of leave provided it qualifies under the Family Medical Leave Act. The number of paid leave days used immediately prior to the beginning of unpaid leave will be counted as all or part of the first twelve (12) weeks of absence.

Before the employee will be allowed to return to active service from the leave, he/she must provide written certification from the physician that the employee has recovered fully from the temporary disability and is able to return to work and to fulfill all of the duties of the position.

The employee will be placed at the same level on the salary schedule as when the leave was granted. Experience credit will not be earned for the period of the leave. If the employee wishes to continue the insurance plan(s) in which he/she is currently enrolled during any portion of the unpaid leave, after the first 12 weeks, it shall be the responsibility of the employee to make arrangements in advance with the Human Resource office to continue such insurance at the individual's expense. Failure to make advance arrangements will result in the individual being dropped from the group insurance programs(s).

The payroll department must be notified as to the beginning and ending dates of the leave.

**The first twelve (12) weeks of any leave outlined in this booklet, provided it qualifies under the Family Medical Leave Act, shall be taken as FMLA leave.**

## **EDUCATIONAL LEAVE**

An unpaid leave of absence of up to six months in a calendar year may be granted at the discretion of the Superintendent (or his designee) for the purpose of educational improvement. Employees requesting such a leave must meet the following to be considered for approval:

1. The employee must be employed with Perry Township Schools for the year immediately prior to the beginning of such leave.
2. The educational improvement must lead to a degree or fulfillment of the requirements to be certified in a particular area.
3. An employee must make application to the Superintendent of Schools (or his designee) at least sixty (60) days prior to the beginning of the leave.

An employee granted such a leave will have the right to maintain during the leave, at 100% of expense, all insurance benefit(s) for which they are enrolled at the time of the request for the leave. Experience credit will not be given during the time an employee is on leave. The employee granted such a leave will be returned to the same assignment or one which is comparable and equal in benefit as determined by the administration.

## VACATIONS

Each full time twelve (12) month employee, following the first full year of employment is entitled to vacation time based on terms or years of employment as follows:

After the 1<sup>st</sup> year of employment and each new year, vacation days are prorated if the employee does not complete the entire school year.

After 1 full year -10 days

After 2 full years- 12 days

After 3 – 10 full years an additional day will be added up to maximum of 20 days

If you have any questions please contact the payroll department.

### A. Vacation for employees with less than one (1) year of service:

1. A full 12 month employee is entitled to use their number of vacations days.  
However, if the employee leaves employment before the end of the school year, their days will have to be repaid on the pro-rata basis.
2. Any full-time 12 month employee who is employed as a regular employee will be entitled to two (2) weeks of vacation with pay during the ensuing work year.

### B. Vacation Time Determination

1. Full-time 12 month employees will receive their vacation entitlement at the start of the first pay period of new school year. **However, if the employee retires or resigns employment before the year is completed, he/she will be expected to pay back on a pro-rata basis the days of vacation represented by that portion of the year not worked.**
2. The time that the above mentioned vacation will be taken is subject to the approval of the administrator to whom the individual is directly responsible.
3. Employees may transfer unused vacation days up to a maximum balance of forty (40) days per year. Any days above forty (40) will be transferred into the sick leave balance.

**Food Service, Bus Monitors, Support Staff (Instructional) and Study Hall Supervisor, Nurses, Bus Drivers, Aides, Clinical Assistants, Early Childhood Instructors, ISTEP Remediators, and EL Facilitators, and Home School Advisors do not receive vacation as they are scheduled to work 180 days.**

## **SCHEDULED HOLIDAYS**

The following are paid holidays for 12 month employees only in:

### **2016 – 2017**

July 4

Labor Day- September 5

Friday of Fall Break - October 21

Thanksgiving Day – November 24

Friday after Thanksgiving Day - November 25

Winter Break -December - 23-26

Winter Break - December – 29-30,

Martin Luther King Day – January 16(unless snow make-up day)

Presidents Day – February 20 (unless snow make-up day)

Spring Break – March 27 - 31 (5 days)

Memorial Day – May 29

Clerical staff employed less than 12 months are paid only for Labor Day and the last Friday of Fall Break. All other less than 12 month employees are not paid for any holidays.

If a holiday falls on a Saturday, then the employee would be off on the Friday before and if a holiday falls on a Sunday then the employee would be off the Monday after.

### **Holiday Pay**

All employees, except those classified as exempt from overtime, shall be paid at a rate of two (2) times their regular rate for hours worked on holidays.

Note: Holidays are subject to change in the adopted calendar.

## **SNOW DAYS**

“Snow Days” are defined as any day that a school in the system has been declared closed by the Superintendent of Schools.

### **A. Twelve Month Employees**

1. All twelve month support staff personnel should make a conscientious effort to report for duty on a “Snow Day.” Administrators, maintenance and custodian supervisors, head custodians and the transportation supervisor will be on duty and will direct the work of the support staff personnel under their supervision.



Perry Township Schools essential personnel (see list below) work during emergency weather conditions.

- 2 All twelve month hourly employees required to work on paid holidays will receive a vacation day. If one paid holiday is worked they will receive July 5, 2017. If two paid holidays are worked they will receive July 5 and 6, 2017.
- 3 Any twelve month exempt employee who worked on a paid holiday will receive an additional vacation day for each holiday worked.

## **WEATHER EMERGENCY**

A list of essential personnel in case of closing:

Superintendent

Associate Superintendent

Chief Technology Officer

### **Transportation**

Director of Transportation

Transportation Coordinator

Special Services Coordinator

Fleet Supervisor

Fleet Assistant Supervisor

Mechanics

### **Facilities and Maintenance**

Head Custodians

Head and Assistant Groundsman

Groundsman at SMS/PMMS, SHS/PMHS

Mechanical Systems Service at SHS/PMHS

Maintenance Personnel

Director of Facilities

Supervisor of Mechanical Systems

Supervisor of Custodial Services

If an essential exempt employee reports to work, they would receive a vacation day.

Essential hourly employees who report to work with their supervisor's approval will be paid time and a half for any hours worked as long as they have worked more than 40 hours for the week.

Non-essential employees would be paid one and a half hours times their regular hourly rate per supervisor's approval above the 40 hour work week. (ex. Payroll staff)

All 260 day employees will be paid for the day in case of a weather emergency closing. In case of a two hour delay everyone will be paid their daily rate.

All 260 employees must report to work at their scheduled time when there is a two hour delay.

2. Because weather and road conditions vary from locality to locality, in the final analysis it is each individual who must decide whether conditions make it possible for him/her to report for duty. Employees are not asked to do the impossible nor to take risks unnecessarily. The decision whether or not to report for work is a decision each individual must make. It should be understood that an individual will be paid only for the time he/she is present. In cases where employees cannot report in person, at least a telephone call (giving the reason for not reporting) should be made to the appropriate supervisor.

3. All staff will be paid their regular pay for any waived days.

B. Less than 12 Month Support Staff Employees

1. Unless otherwise directed by their supervisor, support staff employees who work less than twelve months will not report to work and will not be paid on the days schools are closed. They will work and be paid for rescheduled days(s).

# FAMILY AND MEDICAL LEAVE ACT OF 1993

## FMLA Summary

U. S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division  
February 1993

The Family and Medical Leave Act of 1993 (FMLA) becomes effective on August 5, 1993, though special rules apply where a collective bargaining agreement is in effect. The Secretary of Labor must prescribe regulations implementing the Act in early June.

The FMLA requires private sector employers of 50 or more employees, and public agencies to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are "eligible" if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. Similar provisions also apply to federal and congressional employees.

### REASONS FOR TAKING LEAVE. . .

An employer must grant unpaid leave to an eligible employee for one or more of the following reasons:

- for the care of the employee's child (birth, or placement for adoption or foster care);
- for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition; or,
- for a serious health condition that makes the employee unable to perform their job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

### ADVANCE NOTICE AND MEDICAL CERTIFICATION. . .

The employee may be required to provide advance leave notice and medical certification.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
- An employer may require medical certification to support a request for leave because of a serious health condition.
- An employer may also require medical certification if the employee is unable to return from leave because of a serious health condition.

### MEDICAL INSURANCE COVERAGE. . .

- For the duration of FMLA leave, the employer must maintain the employee's medical insurance coverage under any "group health plan," under the conditions coverage would have been provided if the employee had continued working.

- In some cases, the employer may recover premiums paid for maintaining an

### INTERMITTENT OR REDUCED LEAVE. . .

- An employee may take intermittent leave or may work a reduced leave schedule to reduce the usual number of hours per day or work week.
- Intermittent or reduced leave schedules are subject to employer approval unless medically necessary.

### JOB AND BENEFITS PROTECTION. . .

- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Employers may deny restoration to certain highly compensated employees, but only if necessary to avoid substantial and grievous economic injury to the employer's operation.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.
- The use of unpaid FMLA leave cannot affect the exempt status of bona fide executive, administrative and professional employees under the Fair Labor Standards Act.

### FMLA DOES NOT . . .

- affect any federal or state law prohibiting discrimination;
- supersede any state or local law which provides greater family or medical leave rights;
- diminish an employer's obligation to provide greater leave rights under a collective

more.....  
bargaining agreement or employment benefit plan, nor may the rights provided under

employee's health coverage if the employee fails to return to work from FMLA leave.

#### UNLAWFUL ACTS BY EMPLOYERS. . .

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA; and,
- discharge or discriminate against any person because of involvement in any proceeding under or related to FMLA.

#### MISCELLANEOUS PROVISIONS. . .

- Special rules apply to employees of local education agencies.
- Employers must post a notice approved by the Secretary of Labor explaining rights and responsibilities under FMLA. Any employer who willfully violates this requirement may be subject to a fine of up to \$100 for each separate offense.
- A "Commission on Leave: will conduct a comprehensive study of existing and proposed policies relating to leave, and submit a report to Congress within two years.

FMLA be diminished by such agreement or plan; nor,

- discourage employers from adopting policies more generous than required by FMLA.

#### ENFORCEMENT. . .

- The Secretary of Labor is authorized to investigate and attempt to resolve complaints of violations, and may bring an action against an employer in any federal or state court of law.
- FMLA's enforcement procedures parallel those of the federal Fair Labor Standards Act. The FMLA will be enforced by the department's Wage and Hour Division.
- An eligible employee may bring a civil action against an employer for violations.
- Employers who act in good faith and have reasonable grounds to believe their actions did not violate FMLA may have any damages reduced to actual damages at the discretion of a judge.

For more information, please contact the nearest office of the Wage and Hour Division, listed in most telephone directories under U. S. Government, Department of Labor, Employment Standards Administration.

###

Revised 2012

## PERRY TOWNSHIP SCHOOLS

6548 Orinoco Avenue  
Indianapolis, IN 46227

### SUPPORT STAFF PERFORMANCE RATING REPORT

Employee \_\_\_\_\_

Location \_\_\_\_\_

Assignment \_\_\_\_\_

Date of Rating \_\_\_\_\_

Review Period \_\_\_\_\_

HE = Highly Effective

E = Effective

NI = Needs Improvement

I = Ineffective

NO = Not Observed

|  | HE                       | E                        | NI                       | I                        | NO                       |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>I. Job Performance</b>                    |                          |                          |                          |                          |                          |
| A. Quality/Quantity of Work                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Job Knowledge/Skills                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Work Habits                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Adaptability/Flexibility                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Supervision/Management (Supervisors only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|                                     |                          |                          |                          |                          |                          |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>II. Personal Characteristics</b> |                          |                          |                          |                          |                          |
| A. Interpersonal Relations          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Dependability                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Initiative/Problem Solving       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### III. Overall Rating

A. Highly Effective ☐ B. Effective ☐ C. Needs Improvement ☐ D. Ineffective ☐

List comments to include exemplary traits. \_\_\_\_\_

List improvements needed. \_\_\_\_\_

List what must be done to continue employment. \_\_\_\_\_

**IV. Employee's Comments**

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**Employee's Signature** \_\_\_\_\_

**Evaluator's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# **APPENDIX**

## **A**

**CLERKS, TREASURERS, SECRETARIES, SUPERVISOR OF  
NURSES, INFORMATION SYSTEMS, BUILDING TECHS,  
PLATO LAB SUPERVISOR, HOUSEKEEPERS, CUSTODIANS,  
MAINTENANCE, SECURITY, AND RELATED POSITIONS**

## HEALTH AND DENTAL INSURANCE

Employees may participate in health insurance and dental insurance programs offered by the Board of Education to support staff employees. The Board of Education will pay the following for health insurance:

**260 Day Custodians, Supervisors, 201 days or more Clerical, Maintenance and Security**

\$436 monthly toward a single health insurance plan

\$912 monthly toward an employee/spouse insurance plan

\$862 monthly toward an employee + children plan

\$1,073 monthly toward a family insurance plan

**190 Day Custodians, Clerical – 200 days or less, Building Technicians**

\$306.24 monthly toward a single health insurance plan

\$639.16 monthly toward an employee/spouse insurance plan

\$604.36 monthly toward an employee + children plan

\$752.26 monthly toward a family insurance plan

The board will pay \$24.00 monthly toward a dental premium.

The above contributions are on a calendar year basis and are subject to change effective January 1<sup>st</sup>. Changes in payroll deductions as a result of contribution changes by the Board of Education will occur with the first pay in December.

Please see the Support Staff Fringe Benefits handbook for eligibility and enrollment details.

Spousal carve out provisions will be in accordance with Hoosier School Benefit Trust guidelines:

“If an employee’s spouse is eligible for health insurance at his/her place of employment, the spouse will be expected to enroll in his/her employer’s health insurance plan if the employer pays at least sixty percent (60%) of the single premium. The spouse’s plan will then become primary of all of his/her health insurance claims. If the employee’s spouse is also named on the PT PPO health insurance plan, it is understood that the PT PPO will be secondary for payment of claims. If the employee chooses secondary coverage for his/her spouse, the employee is responsible for paying the difference in premium. If the employee elects Employee & Spouse coverage, the Board of Education will contribute the same amount as a Single plan. If the employee elects Family coverage, the Board of Education will contribute the same amount as an Employee & Children plan.”

Every October, eligible employees will be offered an open enrollment opportunity. During the annual open enrollment period, employees may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1<sup>st</sup>. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.



A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the employee, loss of coverage or a change in family size. Employees shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools' plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

## **EARLY RETIREMENT**

- A. Any full time employee who has completed ten (10) or more years of service to Perry Township Schools may retire at or after age fifty-five (55) and remain on the health, dental, vision and basic term life insurance programs. The Board of Education will contribute \$1,000 annually to a health plan and contribute 85% toward the yearly life insurance premium, with the retiree contributing one half of the balance by January 1, and the remaining balances due and owing by July 1. The retiree is responsible for 100% of the premium cost for the dental and vision insurance. This benefit ceases when the retiree becomes 65 or eligible for Medicare.
- B. For a support staff employee to qualify for this benefit, the employee must be age fifty-five (55) by December 31 of his/her last full school year and must notify the human resources department in writing of his/her intent to exercise this benefit by July 1 of the year preceding the early retirement. If the employee fails to make this notification, then he/she will forfeit the opportunity for this benefit that particular year.
  - 1. The employee will be eligible the following year provided he/she completes another year of service and a written request for the benefit is made to the personnel department by July 1 of the year preceding the early retirement.

## **SEVERANCE REMUNERATION**

Full time twelve month support staff employees who have completed ten (10) or more years of service to Perry Township Schools upon reaching the age of fifty-five (55), and who are still active employees in Perry Township Schools, shall upon retirement from the school district receive the following severance benefits:

- 1. One hundred dollars (\$100) for each year of service in Perry Township Schools.
- 2. Twenty-five dollars (\$25) for each unused accumulated sick leave day. In case of a retirement caused by personal disability, illness or accident, the Board of Education will waive the age of fifty-five (55) requirement upon request from the retiring employee and certification of the disability from an attending physician.

3. Payment for this benefit will be made only if the employee is living at the time of retirement.
4. This benefit can be used only one time by an individual.

Full time employees who work the school year but less than twelve months but more than nine months and who have completed ten (10) or more years of service in Perry Township Schools, upon reaching the age of fifty-five (55) and who are still active employees in Perry Township Schools, shall upon retirement from the School District of Perry Township, receive the following severance benefits:

1. Seventy-five dollars (\$75) for each year of service in Perry Township Schools.
2. Twenty-five dollars (\$25) for each unused accumulated sick leave day. In case of a retirement caused by personal disability, - illness or accident, the Board of Education will waive the age of fifty-five (55) requirement upon request from the retiring employee and certification of the disability from an attending physician.
3. Payment for this benefit will be made only if the employee is living at the time of retirement.
4. This benefit can be used only one time by an individual.

## EXPERIENCE

Effective July 1, 2011 the following will be the salary guidelines followed for full and part-time security officers.

1. New officers coming in will be granted credit for half of their years of outside experience up to a maximum of five years. For example: An officer with ten plus years of experience will only be brought in at five (5) years of experience on the salary scale. An officer with four (4) years of outside experience will be brought in at two (2) years of experience.
2. Security officers will be paid a flat rate for events:
  - a. Ballgames -\$60.00 (\$20.00/hr.)
  - b. Graduations - \$140.00 (\$20.00/hr. for 4-6 hr. event)
  - c. Traffic light - \$25.00/hr. (2 hrs. mornings/evenings)

Part-time Security and Subs will be utilized for evenings, weekends, and holidays. Usually 2<sup>nd</sup> and 3<sup>rd</sup> shift.

# **APPENDIX**

# **B**

## **Food Service**

## **APPENDIX B – FOOD SERVICE**

### **SALARIES**

Food Service employees work 180 days during the school year. The Superintendent or designee must approve additional days of work.

Effective 2012-13 school year, support staff that work less than 260 days will no longer have the option for 26 pays.

### **SUBSTITUTES / SUBTRAINEES**

Substitute / subtrainee employees will receive an hourly rate equal to 0 years experience at position grade one, regardless of experience. Substitutes who change from substitute status to regular employment shall begin at the rate designated for the position and years of experience.

### **EXPERIENCE CREDIT**

Prior experience as an employee in Perry Township Schools will be counted in computing pay. Experience accumulated within the school district will be transferred from one school to another. Completion of 120 working days in the school district during any one school year entitles a food service employee to one (1) year of experience the following school year.

NOTE: The Board of Education has the right to waive the experience credit whenever they so desire.

### **HEALTH AND DENTAL INSURANCE**

Employees may participate in health insurance and dental insurance offered by the Board of Education to support staff employees. The Board will pay the following for health insurance:

#### **Food Service Personnel**

- \$306.24 monthly toward a single health insurance plan
- \$639.16 monthly toward an employee/spouse insurance plan
- \$604.36 monthly toward an employee + children insurance plan
- \$752.26 monthly toward a family insurance plan

The Board will pay \$19.00 toward the monthly dental insurance premium.

The above contributions are on a calendar year basis and are subject to change effective January 1<sup>st</sup>. Changes in payroll deductions as a result of contribution changes by the Board of Education will occur with the first pay in December.

Please see the Support Staff Fringe Benefits handbook for eligibility and enrollment details.

Spousal carve out provisions will be in accordance with Hoosier School Benefit Trust guidelines:

"If an employee's spouse is eligible for health insurance at his/her place of employment, the spouse will be expected to enroll in his/her employer's health insurance plan if the employer pays at least sixty percent (60%) of the single premium. The spouse's plan will then become primary of all of his/her health insurance claims. If the employee's spouse is also named on the PT PPO health insurance plan, it is understood that the PT PPO will be secondary for payment of claims. If the employee chooses secondary coverage for his/her spouse, the employee is responsible for paying the difference in premium. If the employee elects Employee & Spouse coverage, the Board of Education will contribute the same amount as a Single plan. If the employee elects Family coverage, the Board of Education will contribute the same amount as an Employee & Children plan."

Every October, eligible employees will be offered an open enrollment opportunity. During the annual open enrollment period, employees may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1<sup>st</sup>. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.

A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the employee, loss of coverage or a change in family size. Employees shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools' plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

## **PERSONAL BUSINESS**

Employees are entitled to one personal business day per year. Personal business will be used to conduct business that cannot be taken care of except during working hours. If this day is not used, it will be transferred to accumulated sick leave on July 1 of each year.

## **SICK LEAVE**

Food service personnel are granted five (5) days sick leave per year. New employees' sick leave will be pro-rated based upon the number of days remaining in the school year at the time of their employment. Sick leave applies to the day's absence, without regard to the number of hours regularly worked. Sick leave may accumulate to an unlimited maximum. Accumulated sick leave days will transfer between schools in Perry Township Schools, when an employee transfers from one school to another.

There is no provision for food service employees to be absent except for those listed in this handbook. These requests must be submitted to the food service director prior to the unpaid absence. Such absences are included in the many factors evaluated annually. **Repeated absences could ultimately result in a change in position level or dismissal.**

## **REPORTING OF ABSENCE**

Food service staff is to report to their respective schools, appropriately dressed and prepared to work at their assigned time. Absences must be reported to the central kitchen serving your school no later than 7:00 a.m.

## **FOOD SERVICE EMPLOYEE MEETINGS**

All food service employees will be paid wages for four (4) hours for their attendance at the annual meeting when scheduled. If employees are requested to return to their respective buildings and work, they are to be paid for that time also. The latter is optional and should be determined by the needs of each school's cafeteria, and approved by the principal and/or food service director.

Food service employees shall attend in-service training as scheduled by the food service director. Food service employees will be paid for time at the meetings they are scheduled to attend outside of their regular work hours.

Food service employees are encouraged to attend single unit workshops, conferences, Ball State and Purdue workshops and other food service meetings as means of obtaining certification credits. These workshops are not considered in-service training.

All managers/lead cooks shall attend managers' meetings scheduled throughout the school year by the food service director and shall be paid for the time they are in attendance at such workshops.

## **EARLY RETIREMENT**

- A. Any full time employee who has completed ten (10) or more years of service to Perry Township Schools may retire at or after age fifty-five (55) and remain on the health, dental, vision and basic term life insurance programs. The Board of Education will contribute \$1,000 annually to a health plan and contribute 85% toward the yearly life insurance premium, with the retiree contributing one half of the balance by January 1, and the remaining balances due and owing by July 1. The retiree is responsible for 100% of the premium cost for the dental and vision insurance. This benefit ceases when the retiree becomes 65 or eligible for Medicare.
- B. For a support staff employee to qualify for this benefit, the employee must be age fifty-five (55) by December 31 of his/her last full school year and must notify the human resources department in writing of his/her intent to exercise this benefit by July 1 of the year preceding the early retirement. If the employee fails to make this notification, then he/she will forfeit the opportunity for this benefit that particular year.

1. The employee will be eligible the following year provided he/she completes another year of service and a written request for the benefit is made to the personnel department by July 1 of the year preceding the early retirement.

## **SEVERANCE REMUNERATION**

Full time employees who work the school year but less than twelve months but more than nine months and who have completed ten (10) or more years of service in Perry Township Schools, upon reaching the age of fifty-five (55) and who are still active employees in Perry Township Schools, shall upon retirement from the School District of Perry Township, receive the following severance benefits:

1. Seventy-five dollars (\$75) for each year of service in Perry Township Schools.
2. \$25.00 for each unused accumulated sick leave day. In case of a retirement caused by personal disability, illness or accident, the Board of Education will waive the age of fifty-five (55) requirement upon request from the retiring employee and certification of the disability from an attending physician.
3. Payment for this benefit will be made only if the employee is living at the time of retirement.
4. This benefit can be used only one time by an individual.

# **APPENDIX**

## **C**

**Bus Monitor Aides, Support Staff (Instructional) and  
Study Hall Monitors and EL Tutor/Translators**



## **APPENDIX C – BUS MONITOR AIDES, SUPPORT STAFF (INSTRUCTIONAL), STUDY HALL SUPERVISORS AND EL TUTOR/TRANSLATORS**

### **SALARIES**

Prior experience as an employee in the Perry Township Schools will be counted in computing pay. Completion of 120 working days in the school district during any one school year entitles an employee to one (1) year of experience the following school year.

A half-year of service is considered as 60 working days within a school year, and for purposes of moving ahead on the salary schedule, two half-years can be counted as one year of experience.

### **HEALTH AND DENTAL INSURANCE**

Employees may participate in the health and dental insurance offered by the Board of Education to support staff employees. The Board will pay the following for health insurance:

Bus Monitor Aides, Teacher Aides, Special Education Aides, ESL Aides, Study Hall Supervisors

\$306.24 monthly toward single health insurance plan

\$639.16 monthly toward an employee/spouse insurance plan

\$604.36 monthly toward an employee + children plan

\$752.26 monthly toward a family insurance plan

The Board will pay \$24.00 monthly toward a dental premium.

The above contributions are on a calendar year basis and are subject to change effective January 1<sup>st</sup>. Changes in payroll deductions as a result of contribution changes by the Board of Education will occur with the first pay in December.

Please see the Support Staff Fringe Benefits handbook for eligibility and enrollment details.

Spousal carve out provisions will be in accordance with Hoosier School Benefit Trust guidelines:

“If an employee’s spouse is eligible for health insurance at his/her place of employment, the spouse will be expected to enroll in his/her employer’s health insurance plan if the employer pays at least sixty percent (60%) of the single premium. The spouse’s plan will then become primary of all of his/her health insurance claims. If the employee’s spouse is also named on the PT PPO health insurance plan, it is understood that the PT PPO will be secondary for payment of claims. If the employee chooses secondary coverage for his/her spouse, the employee is responsible for paying the difference in premium. If the employee elects Employee & Spouse coverage, the Board of Education will contribute the same amount as a Single plan. If the employee elects Family coverage, the Board of Education will contribute the same amount as an Employee & Children plan.”

Every October, eligible employees will be offered an open enrollment opportunity, the annual open enrollment period, employees may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1<sup>st</sup>. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.

A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the employee, loss of coverage or a change in family size.. Employees shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools' plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

## **EARLY RETIREMENT**

- A. Any full time employee who has completed ten (10) or more years of service to Perry Township Schools may retire at or after age fifty-five (55) and remain on the health, dental, vision and basic term life insurance programs. The Board of Education will contribute \$1,000 annually to a health plan and contribute 85% toward the yearly life insurance premium, with the retiree contributing one half of the balance by January 1, and the remaining balances due and owing by July 1. The retiree is responsible for 100% of the premium cost for the dental and vision insurance. This benefit ceases when the retiree becomes 65 or eligible for Medicare.
- B. For a support staff employee to qualify for this benefit, the employee must be age fifty-five (55) by December 31 of his/her last full school year and must notify the personnel department in writing of his/her intent to exercise this benefit by July 1 of the year preceding the early retirement. If the employee fails to make this notification, then he/she will forfeit the opportunity for this benefit that particular year.
  - 1. The employee will be eligible the following year provided he/she completes another year of service and a written request for the benefit is made to the personnel department by July 1 of the year preceding the early retirement.

## **SEVERANCE REMUNERATION**

Full time employees who work the school year but less than twelve months but more than nine months and who have completed ten (10) or more years of service to Perry Township Schools, upon reaching the age of fifty-five (55) and who are still active employees in the

Perry Township Schools, shall upon retirement from the School District of Perry Township, receive the following severance benefits:

1. Seventy-five dollars (\$75) for each year of service in Perry Township
2. Twenty-five dollars (\$25) for each unused accumulated sick leave day. In case of a retirement caused by personal disability, - illness or accident, the Board of Education will waive the age of fifty-five (55) requirement upon request from the retiring employee and certification of the disability from an attending physician.
3. Payment for this benefit will be made only if the employee is living at the time of retirement.
4. This benefit can be used only one time by an individual.

# **APPENDIX**

## **D**

### **Nurses**

**EFFECTIVE UNTIL DECEMBER 31, 2016**

## **APPENDIX D - NURSES**

### **HEALTH AND DENTAL INSURANCE**

Employees may participate in the health and dental insurance programs offered by the Board of Education to support staff employees.

#### **Nurses**

\$436.00 monthly toward a single health insurance plan  
\$912.00 monthly toward an employee/spouse insurance plan  
\$862.00 monthly toward an employee + children plan  
\$1,073.00 monthly toward a family insurance plan

The board will pay \$24.00 monthly toward a dental premium.

The above contributions are on a calendar year basis and are subject to change effective January 1<sup>st</sup>. Changes in payroll deductions as a result of contribution changes by the Board of Education will occur with the first pay in December.

Please see the Support Staff Fringe Benefits handbook for eligibility and enrollment details.

Spousal carve out provisions will be in accordance with Hoosier School Benefit Trust guidelines:

"If an employee's spouse is eligible for health insurance at his/her place of employment, the spouse will be expected to enroll in his/her employer's health insurance plan if the employer pays at least sixty percent (60%) of the single premium. The spouse's plan will then become primary of all of his/her health insurance claims. If the employee's spouse is also named on the PT PPO health insurance plan, it is understood that the PT PPO will be secondary for payment of claims. If the employee chooses secondary coverage for his/her spouse, the employee is responsible for paying the difference in premium. If the employee elects Employee & Spouse coverage, the Board of Education will contribute the same amount as a Single plan. If the employee elects Family coverage, the Board of Education will contribute the same amount as an Employee & Children plan."

Every October, eligible employees will be offered an open enrollment opportunity. The annual open enrollment period, employees may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1<sup>st</sup>. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.

A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the

employee, loss of coverage or a change in family size. Employees shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools' plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

## **EXPERIENCE**

Effective July 1, 2013 the following will be the salary guideline for the nursing staff positions:

- Due to the specialized training required for the nursing staff and the clinical nursing assistant, credit for their years of outside experience may be given up to a maximum of five (5) years.

## **EARLY RETIREMENT**

- A. Any full-time employee who has completed ten (10) or more years of service to Perry Township Schools may retire at age fifty-five (55) and remain on the health, dental, vision, and basic term life insurance programs. The Board of Education will contribute \$1,000 annually to a health plan and contribute 85% toward the yearly life insurance premium, with the retiree contributing one half of the balance by January 1, and the remaining balances due and owing by July 1. The retiree is responsible for 100% of the premium cost for the dental and vision insurance. This benefit ceases when the retiree becomes 65 or eligible for Medicare.
- B. For a support staff employee to qualify for this benefit, the employee must be age fifty-five (55) by December 31 of his/her last full school year and must notify the Human Resources Department in writing of his/her intent to exercise this benefit by July 1 of the year preceding the early retirement. If the employee fails to make this notification, then he/she will forfeit the opportunity for this benefit that particular year.
  1. The employee will be eligible the following year provided he/she completes another year of service and a written request for the benefit is made to the Superintendent of Schools by July 1 of the year proceeding the early retirement.

## **SEVERANCE REMUNERATION**

Full-time twelve month employees who have completed ten (10) or more years of service to Perry Township Schools, upon reaching the age of fifty-five (55), and who are still actively employed in Perry Township Schools, shall upon retirement from the School District of Perry Township, receive the following severance benefits:

1. One hundred dollars (\$100) for each year of service in Perry Township Schools.

2. Twenty-five (\$25) for each unused accumulated sick leave day. In case of a retirement caused by personal disability, illness, or accident, the Board of Education will waive the age of fifty-five (55) requirement upon request from the retiring employee and certification of the disability from an attending physician.

#### **SEVERANCE REMUNERATION**

Full-time employees who work the school year but less than twelve months but more than nine months and who have completed ten (10) or more years of service to Perry Township Schools, upon reaching the age of fifty-five (55), and who are still actively employed in Perry Township Schools, shall upon retirement from the School District of Perry Township, receive the following severance benefits:

1. Seventy-five dollars (\$75) for each year of service in Perry Township Schools.
2. Twenty-five (\$25) for each unused accumulated sick leave day. In case of a retirement caused by personal disability, illness, or accident, the Board of Education will waive the age of fifty-five (55) requirement upon request from the retiring employee and certification of the disability from an attending physician.
3. Payment for this benefit will be made only if the employee is living at the time of retirement.
4. This benefit can be used only one time by an individual.

# **APPENDIX**

## **E**

### **Bus Drivers**



## **APPENDIX E**

### **EXPERIENCE CREDIT**

Drivers under contract with this school corporation are given full experience credit up to maximum of nine (9) years. Drivers with two (2) or more years of school bus driving experience in other districts will be given experience up to a maximum of two (2) years on our schedule. Drivers returning to drive for this corporation who have previous credit will be given that credit on the schedule.

Regular and drivers without routes will be given experience up to a maximum of two (2) years when moved to a contract position.

### **REASSIGNMENT TO A DIFFERENT POSTION**

Persons reassigned from a position in one basic schedule to a position in a different basic schedule will have their seniority transferred to the new position. Bus Driver's seniority is not transferred to the new position.

### **HEALTH AND DENTAL INSURANCE**

Employees may participate in health insurance and dental insurance offered by the Board of Education to support staff employees. The Board will pay the following for health insurance:

#### **School Bus Drivers**

\$436 toward a single health insurance plan  
\$912 toward an employee/spouse insurance plan  
\$862 toward an employee + children plan  
\$1,073 toward a family insurance plan

The Board will pay \$24.00 per month toward a dental premium.

The above contributions are on a calendar year basis and are subject to change effective January 1<sup>st</sup>. Changes in payroll deductions as a result of contribution changes by the Board of Education will occur with the first pay in December.

Please see the Support Staff Fringe Benefits handbook for eligibility and enrollment details.

Spousal carve out provisions will be in accordance with Hoosier School Benefit Trust guidelines:

"If an employee's spouse is eligible for health insurance at his/her place of employment, the spouse will be expected to enroll in his/her employer's health insurance plan if the employer pays at least sixty percent (60%) of the single premium. The spouse's plan will then become primary of all of his/her health insurance claims. If the employee's spouse is also named on the PT PPO health insurance plan, it is understood that the PT PPO will be secondary for payment of claims. If the employee chooses secondary coverage for his/her spouse, the employee is responsible for paying the difference in premium. If the employee elects Employee & Spouse coverage, the Board of Education will contribute the same amount as a Single plan. If the employee elects Family coverage, the Board of Education will contribute the same amount as an Employee & Children plan.

Every October, eligible employees will be offered an open enrollment opportunity. During the annual open enrollment period, employees may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1<sup>st</sup>. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.

A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the employee, loss of coverage or a change in family size. Employees shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools' plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

## **SICK LEAVE**

Beginning July 1, 2002 a maximum of five (5) days sick leave per year is available to drivers with an unlimited accumulation. Drivers who had previously accumulated sixty sick days as well as bus driver's hospital sick leave days will now have access to all of those days. Drivers now have the combined total of their sick days and hospital sick leave days in unlimited accumulation. For those drivers hired after the start of the school year, their initial sick leave will be pro-rated based on the number of days remaining in the school year.

## **REPORTING OF ABSENCE**

Attendance on the job is essential for all bus drivers. When absent the following procedures should be followed. As soon as possible report your intentions to the

Director of Transportation. If you are reporting your absenteeism on that date, you must call between 5:30 a.m. and 6:00 a.m. We ask that you make every possible attempt to provide advanced notification when you are planning to be absent from work. All necessary information needed for a substitute should be left at the end of each workday, such as seating charts, route schedule, etc. Failure to report absences, and absences taken beyond those outlined in the handbook, could ultimately result in dismissal.

## **CONTRACT LENGTH**

Drivers are contracted up to 180 days. Additionally, drivers are paid for attending a one-day state safety meeting (4 hours) and they attend a 4 hour orientation meeting, two half-day staff development meetings a year that are two hours each, and one half-day dry run. An employee must be employed 20 hours or more per week to qualify for benefits.

## **SUBSTITUTES**

Substitute drivers will be paid at the rate of \$16.96 per hour. Payment for substitutes will be made on the basis of properly submitted payroll claim forms. Such claim forms must be signed by the driver and approved by the director.

## **UNPAID LEAVE**

There is no provision for drivers to be absent except for those leave items stated in this booklet. Only an extreme emergency should result in a driver requesting to be absent otherwise. Requests are especially difficult to approve during the first weeks of a school year or for any day immediately before or after a vacation period or break in the school calendar.

Such absence reflects negatively upon a driver's commitment and is contrary to a contracted responsibility. Such absence is included in the many factors evaluated annually. Repeated absences could ultimately result in dismissal.

## **SPECIAL TRIPS**

Special trips are defined as those taken by athletic teams, clubs, classes and music groups. These trips are often referred to as field trips or extra-curricular trips. Drivers of said trips

will be reimbursed at \$12.00 per hour, with a two (2) hour minimum for weekdays. Weekend and holiday trips will be paid at a rate of \$15.00 per hour, with a two (2) hour minimum. Signed claim forms must be submitted to the payroll department for such trips.

### **DRIVER TRAINERS**

Effective January 1, 2004, driver trainers will be compensated at the first year driver rate.

### **WASHING BUSES:**

BUS WASHING ATTENDANTS:

Bus washing attendants will be compensated at the custodial first year rate.

### **CAMERA INSTALLATION AND REMOVAL TECHNICIAN:**

Bus drivers used as camera installation and removal technicians will be compensated at the custodial first year rate.

### **EARLY RETIREMENT**

- A. Any full time employee who has completed ten (10) or more years of service to Perry Township Schools may retire at or after age fifty-five (55) and remain on the health, dental, vision and basic term life insurance programs. The Board of Education will contribute \$1,000 annually to a health plan and contribute 85% toward the yearly life insurance premium, with the retiree contributing one half of the balance by January 1 and the remaining balances due and owing by July 1. The retiree is responsible for 100% of the premium cost for the dental and vision insurance. This benefit ceases when the retiree becomes 65 or eligible for Medicare.
- B. For a support staff employee to qualify for this benefit, the employee must be age fifty-five (55) by December 31 of his/her last full school year and must notify the human resources department in writing of his/her intent to exercise this benefit by July 1 of the year preceding the early retirement. If the employee fails to make this notification, then he/she will forfeit the opportunity for this benefit that particular year.
  - 1. The employee will be eligible the following year provided he/she completes another year of service and a written request for the benefit is made to the personnel department by July 1 of the year preceding the early retirement.

## **SEVERANCE REMUNERATION**

Full time employees who work the school year but less than twelve months but more than nine months and who have completed ten (10) or more years of service in Perry Township Schools, upon reaching the age of fifty-five (55) and who are still active employees in Perry Township Schools, shall upon retirement from the School District of Perry Township, receive the following severance benefits:

1. Seventy-five dollars (\$75) for each year of service in Perry Township Schools.
2. Twenty-five dollars (\$25.00) for each unused accumulated sick leave or hospital sick leave day. In case of a retirement caused by personal disability, - illness or accident, the Board of Education will waive the age of fifty-five (55) requirement upon request from the retiring employee and certification of the disability from an attending physician.
3. Payment for this benefit will be made only if the employee is living at the time of the final contract period.
4. This benefit can be used only one time by a given individual.

# **APPENDIX**

## **F**

**Kindergarten Aides, Clinical Assistants, Early Childhood  
Instructors and Aides, ISTEP Remediators, EL  
Facilitators, and Interventionist**

## **APPENDIX F – KINDERGARTEN AIDES, CLINICAL ASSISTANTS, EARLY CHILDHOOD INSTRUCTORS AND AIDES, ISTEP REMEDIATORS, EL FACILITATORS, AND INTERVENTIONIST**

### **VOLUNTARY INSURANCE PROGRAMS**

Kindergarten Aides, Clinical Assistants, Early Childhood Instructors, Aides, ISTEP Remediators, EL Facilitators, and Interventionists scheduled to work four or more hours per day are eligible to participate in the group vision, long term health care, short-term disability, Voluntary Life and cancer insurance programs. The employee pays the entire premium.

### **HEALTH AND DENTAL INSURANCE (Effective January 1, 2016)**

Employees may participate in the health and dental insurance offered by the Board of Education to support staff employees. The Board will pay the following for health insurance:

\$306.24 monthly toward single health insurance plan

\$639.16 monthly toward an employee/spouse insurance plan

\$604.36 monthly toward an employee + children plan

\$752.26 monthly toward a family insurance plan

The Board will pay \$24.00 monthly toward a dental premium.

The above contributions are on a calendar year basis and are subject to change effective January 1<sup>st</sup>. Changes in payroll deductions as a result of contribution changes by the Board of Education will occur with the first pay in December.

Please see the Support Staff Fringe Benefits handbook for eligibility and enrollment details.

Spousal carve out provisions will be in accordance with Hoosier School Benefit Trust guidelines:

“If an employee’s spouse is eligible for health insurance at his/her place of employment, the spouse will be expected to enroll in his/her employer’s health insurance plan if the employer pays at least sixty percent (60%) of the single premium. The spouse’s plan will then become primary of all of his/her health insurance claims. If the employee’s spouse is also named on the PT PPO health insurance plan, it is understood that the PT PPO will be secondary for payment of claims. If the employee chooses secondary coverage for his/her spouse, the employee is responsible for paying the difference in premium. If the employee elects

Employee & Spouse coverage, the Board of Education will contribute the same amount as a Single plan. If the employee elects Family coverage, the Board of Education will contribute the same amount as an Employee & Children plan.”

Every October, eligible employees will be offered an open enrollment opportunity, the annual open enrollment period, employees may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1<sup>st</sup>. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.

A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the employee, loss of coverage or a change in family size. Employees shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools’ plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

## **EARLY RETIREMENT**

- A. Any full time employee who has completed ten (10) or more years of service to Perry Township Schools may retire at or after age fifty-five (55) and remain on the health, dental, vision and basic term life insurance programs. The Board of Education will contribute \$1,000 annually to a health plan and contribute 85% toward the yearly life insurance premium, with the retiree contributing one half of the balance by January 1 and the remaining balances due and owing by July 1. The retiree is responsible for 100% of the premium cost for the dental and vision insurance. This benefit ceases when the retiree becomes 65 or eligible for Medicare.
- B. For a support staff employee to qualify for this benefit, the employee must be age fifty-five (55) by December 31 of his/her last full school year and must notify the human resources department in writing of his/her intent to exercise this benefit by July 1 of the year preceding the early retirement. If the employee fails to make this notification, then he/she will forfeit the opportunity for this benefit that particular year.
  - 1. The employee will be eligible the following year provided he/she completes another year of service and a written request for the benefit is made to the personnel department by July 1 of the year preceding the early retirement.



## **SEVERANCE REMUNERATION**

Full time employees who work the school year but less than twelve months but more than nine months and who have completed ten (10) or more years of service in Perry Township Schools, upon reaching the age of fifty-five (55) and who are still active employees in Perry Township Schools, shall upon retirement from the School District of Perry Township, receive the following severance benefits:

1. Seventy-five dollars (\$75) for each year of service in Perry Township Schools.
2. Twenty-five dollars (\$25) for each unused accumulated sick leave day. In case of a retirement caused by personal disability, - illness or accident, the Board of Education will waive the age of fifty-five (55) requirement upon request from the retiring employee and certification of the disability from an attending physician.
3. Payment for this benefit will be made only if the employee is living at the time of retirement.
4. This benefit can be used only one time by an individual.

# **APPENDIX**

# **G**

## **Student Support Managers**

## **APPENDIX G –STUDENT SUPPORT MANAGERS**

### **SALARIES**

A salary schedule is adopted annually prior to the start of each school year and is effective for that school year. Steps on the salary schedule are based upon yearly increments and degree. A year's experience must be completed before it can be counted. Student Support Managers who accept less than a full time position will receive pro-rata salary.

Completion of 120 working days in the school district during any one school year entitles a Student Support Managers to one (1) year of experience the following school year. A half-year of service is considered as 60 working days within a school year, and for purposes of moving ahead on the salary schedule, two half-years can be counted as a year of experience.

New Student Support Mangers hired for the 2014-2015 school year will be required to have a degree and their salary will be based on the teacher's salary schedule.

### **EVALUATIONS:**

Evaluations for both the 2013-2014 and 2014-2015 school years with an effective/highly effective rating will receive an increase which will be aligned with the teacher's compensation model. The exception will be that the lump sum will not be added to the base if their salary is more than a teacher with the same experience.

### **POLITICAL CANDIDATE LEAVE:**

A Student Support Mangers who is a political candidate seeking public office shall be granted one (1) day of leave without loss of compensation for both the day of the primary and the day of the general election.

### **HEALTH INSURANCE**

A. Following the plans as outlined below, the Board will pay a yearly premium of health and hospitalization insurance for Student Support Mangers. This insurance will consist of the programs and rates offered by the Hoosier School Benefit Trust (HSBT). This insurance will be offered in accordance with the guidelines established by the HSBT. Student Support Mangers who accept less than a full-time position and new hires who are less than full-time Home School Advisors will receive pro-rata benefits.

1. A Student Support Mangers may choose employee, family, employee-spouse, or employee-child(ren) coverage under any of the four HSBT Plans.
2. Effective December 1, 2013 the will Student Support Mangers pay \$1.00 plus any premium amount over the amounts below for Plans 1, 2, 3, and 4:  
Annual Contribution Amounts

Family: \$16,560  
Spouse: \$14,088  
Child: \$13,344  
Single: \$6,720

A Student Support Mangers that elects Plan 4 (high deductible health plan with a health savings account) will have the difference between the District contribution and the premium amount deposited into a health savings account.

3. Spousal carve-out provisions will be in accordance with the HSBT guidelines:  
"If an employee's spouse is eligible for health insurance at his/her place of employment, the spouse will be expected to enroll in his/her employer's health insurance plan if the employer pays at least sixty percent (60%) of a single premium. The spouse's plan will then become primary of all of his/her health insurance claims. If the employee's spouse is also named on the PT PPO health insurance plan, it is understood that the PT PPO will be secondary for payment of claims. If the employee chooses secondary coverage for his/her spouse, the employee is responsible for paying the difference in premium. If the employee elects Employee & Spouse coverage, the Board of Education will contribute the same amount as a Single plan. If the employee elects Family coverage, the Board of Education will contribute the same amount as an Employee & Children plan."
4. Every October, eligible employees will be offered an open enrollment opportunity. During the annual open enrollment period, employees may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1<sup>st</sup>. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.

A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the employee, loss of coverage or a change in family size. Employees shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools' plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

## **DENTAL INSURANCE**

- A. Following the plan as outlined in the two (2) points below, the Board will pay a yearly premium of dental coverage for Student Support Mangers. Student Support Mangers who accept less than a full-time position and new hires who are less than full-time instructional Student Support Mangers will receive pro-rata benefits.
  1. For a Student Support Mangers with a single membership, the Board will contribute an amount equal to the cost of the premium except for one dollar (\$1.00) to be paid annually by the Student Support Mangers.

2. For a Student Support Mangers with a Student Support Manger/spouse Student Support Mangers, Home School Advisor/child(ren) or family membership, the Board will contribute an amount equal to eighty-five percent (85%) of the premium and the Student Support Mangers hall contribute an amount equal to fifteen percent (15%) of the premium.

## **VISION INSURANCE**

The Board will pay all but \$1.00 of the cost of single coverage for Student Support Mangers. The employee may enroll any eligible dependents and is responsible for paying the difference in premium.

Please see the Support Staff Fringe Benefits handbook for eligibility and enrollment details.

Every October, eligible employees will be offered an open enrollment opportunity. During the annual open enrollment period, employees may elect to drop coverage, add or delete dependents or change the current health or dental plan option. Any changes made during this open enrollment period will be effective on the next January 1<sup>st</sup>. Changes outside of the open enrollment period are prohibited unless a Qualifying Event (Change in Family Status) occurs.

A Qualifying Event or Change in Family or Personal Status shall be defined as a change in marital status, a change in employment status of either the employee or the spouse of the employee, loss of coverage or a change in family size. Employees shall have 31 days from the date of the Qualifying Event to request coverage under the Perry Township Schools' plan. If coverage is not requested during this 31 day period, the employee must wait until the next annual open enrollment period of the next Qualifying Event, whichever occurs first.

## **TERM LIFE INSURANCE**

The Board will pay the entire yearly premium, less one dollar (\$1.00), which the Student Support Mangers is required to pay, for the term life insurance program. The Student Support Mangers may choose either fifty thousand dollars (\$50,000) or one hundred thousand dollars (\$100,000) coverage (double for accidental death). The Student Support Mangers shall have the right to purchase an amount of supplemental term life insurance at his/her own expense, minimum coverage of ten thousand (\$10,000) with additional increments of ten thousand dollars (\$10,000) not to exceed the lesser of five (5) times annual salary or five hundred thousand dollars (\$500,000). Supplemental coverage in excess of one hundred thousand dollars (\$100,000) is subject to evidence of insurability, as approved by the carrier.

Any new Student Support Mangers will have the period from the beginning of school until September 30 to enroll in the program. Any new Student Support Mangers who joins the staff

after the beginning of the school year must apply for the program within thirty (30) days following his/her first day of contracted employment.

## **PUBLIC EMPLOYEE RETIREMENT FUND AND TEACHERS' RETIREMENT FUND**

Full-time Student Support Mangers who work more than 600 hours during the year are included under provisions governing Public Student Support Manger's Retirement Fund. The Student Support Mangers contributes 3% of his/her gross earnings (deducted) and the employer contributes an

amount based upon total cost experience. Further details are outlined in the PERF Home School Advisor Handbook.

Those certified Student Support Mangers who were hired under the provisions of the Indiana Teachers' Retirement Fund will contribute 3% of their gross earnings (deducted) to the fund.

## **GENERAL RETIREMENT GUIDELINES**

- A. In order to be eligible for retirement, the Student Support Mangers must be under contract or on an approved leave with the Perry Township Schools at the time of retirement.
- B. Retirement may begin either at the beginning of a school year or at the beginning of the second semester. The Board may waive this stipulation. In the year of retirement, the Student Support Mangers must be at least fifty-five (55) years of age before the beginning of the next school year. A Student Support Mangers who desires to retire at the end of the first semester must be at least fifty-five (55) year of age before the date of the beginning of the second semester.
- C. In order to be eligible for retirement, a Student Support Mangers must be at least fifty-five (55) years of age and have fifteen (15) years of experience, with ten (10) years in the Perry Township Schools (55/15/10).
- D. In the case of disability retirement approved by the ISTRF, the Board may waive the age fifty-five (55) requirement.
- E. A Student Support Mangers applying for retirement must notify the Superintendent in writing of his/her intention to retire by July 1 of the school year preceding retirement and submit his/her letter of retirement by March 1 of the year of retirement. The Board may waive this stipulation for reasons of health or other emergencies.

## **RETIREMENT BENEFITS**

Student Support Mangers who qualify for full retirement benefits according to Indiana State Law

before the beginning of the 2004-2005 school year, but who did not retire prior to the beginning of the 2004-2005 school year, qualify for the benefits outlined below. Retirees meeting the aforementioned criterion will:

1. Have their severance benefits deposited into a 401(a) account, for accumulated sick days down to 60 and for years of experience.
2. Have the health insurance benefits outlined in this item available for a maximum of seven (7) concurrent years for the retiree and spouse, if insured. The retiree carries into retirement the same health insurance plan he/she was on at the time of retirement, i.e. single, Student Support Mangers /spouse, Student Support Mangers /child(ren), or family, as well as Plan 1 or Plan 2, as may be applicable. The Board will establish a fund to pay for the health insurance benefits for retirees in this category. The Board will not provide VEBA accounts for retirees in this category.
  - a. A Student Support Mangers retiring under this provision may remain on the health insurance and term life insurance programs of the Perry Township Schools.

The Board will contribute eighty-five percent (85%) of the annual life insurance premium, and the Student Support Mangers will contribute the remaining fifteen percent (15%) of the premium.

The Board will contribute, for a maximum of seven (7) years, eighty-five percent (85%) of the annual health insurance premium of the plan the Student Support Mangers was on at the time of retirement, and the Home School Advisor will contribute the remaining fifteen percent (15%) of the premium.

The retiree will contribute one-half (1/2) of the balances due by January 1 each year and the remaining one-half (1/2) of the balances by July 1.

On the last day of the month prior to the retiree's eligibility for Medicare or on the date of the retiree's death, or on the last day of the month prior to the retiree's spouse's eligibility for Medicare, the health benefit will cease for that particular person, but will remain in effect for the other party until the last day of the month prior to that particular person's eligibility for Medicare. This provision is subject to the seven (7) year maximum benefit.

- b. The term life insurance benefit will remain in effect to the end of the month of the retiree's sixty-fifth (65<sup>th</sup>) birthday. The accidental death and dismemberment

benefit of the term life insurance policy does not continue with retirement. The supplemental term life insurance may continue at the retiree's expense until his/her seventieth (70<sup>th</sup>) birthday.

- c. Retirees may remain on the same dental and vision programs they were on at the time of retirement, until the age of Medicare eligibility. Retirees will pay the total premium for these programs.

### **SEVERANCE REMUNERATION – FOR STUDENT SUPPORT MANAGERS ELIGIBLE FOR RETIREMENT (55/15/10)**

1. Student Support Managers who qualify for full retirement benefits before the beginning of the 2004-2005 school year, but who did not retire qualify for the benefits outlined below:
  - a. the 401(a) Buy-out Program account for accumulated sick days down to 60 and for years of experience.
  - b. \$2000 lump sum severance benefit for ISTRF/PERF calculations at retirement if they have at least sixty (60) accumulated sick leave days at the time of retirement.
  - c. Student Support Managers remain on the same dental, vision, and long term health care program they were on at the time of retirement. Retirees will pay the total premium of this program.
  - d. The term life insurance benefit will remain in effect to the end of the month of the 65<sup>th</sup> birthday. The accidental death and dismemberment benefit does not continue with retirement.
2. Student Support Managers who have sixteen (16) or more years of experience before the beginning of the 2004-2005 school year, but do not qualify for full retirement benefits according to ISTRF/PERF, qualify for the benefits outlined below:
  - a. the 401(a) Buy-out Program account for accumulated sick days down to 60 and for years of experience. This account is fully vested at retirement.
  - b. \$2000 lump sum severance benefit for ISTRF/PERF calculations at retirement if they have at least sixty (60) accumulated sick leave days.
3. Student Support Managers who have fewer than sixteen (16) years of experience before the beginning of the 2004-2005 school year:



- a. qualify for the 401(a) Buy-out Program account for accumulated sick days down to 60 and for years of experience. This account is fully vested at retirement.
  - b. do not receive any severance benefit at retirement.
4. Student Support Mangers who begin their service with the Perry Township Schools during the 2004-2005 school year and beyond do not receive any insurance benefit at retirement.

## **DEATH BENEFIT**

- A. If a Student Support Mangers dies while contracted for services in the Perry Township Schools, the school corporation will pay the beneficiary who has been designated by the Student Support Mangers and confirmed to the Indiana State Teachers' Retirement Fund (ISTRF/PERF) an amount equal to the number of accumulated sick leave days not to exceed a total of one hundred twenty-three (123) days and one hundred dollars (\$100.00) per year of service in the Perry Township Schools. If a Student Support Mangers dies after the completion of a school year and prior to the beginning of a new school year, the death benefits shall be determined by using the new contract salary. The amount to be paid will be determined by multiplying the number of accumulated sick leave days by the daily rate of the contract without any overages or extended contracts included. Only those days accumulated while working in the Perry Township Schools and those days transferred as allowed by law shall be used to determine the amount the beneficiary will be paid.
- B. Once a Student Support Mangers qualifies for unreduced retirement from ISTRF/PERF, if he/she dies, his/her spouse may continue the health insurance benefit.

## **VOLUNTARY STUDENT SUPPORT MANGERS BENEFITS ASSOCIATION (VEBA)**

- A. Establishment and Maintenance of VEBA Account

Effective with the starting date of the 2004-2005 school year, the Board will establish a VEBA (Voluntary Student Support Mangers Benefits Association) account for each Student Support Mangers who did not qualify for unreduced ISTRF/PERF retirement benefits prior to the start of the 2004-2005 school year.

- B. VEBA Account Funding Guidelines

The Board will fund the Home School Advisor's VEBA account according to the following guidelines:

1. Per the Educational Services software program presentation assumptions made between the Board and the Association in negotiating the 2003-2005 Agreement, the Board will fund with a lump sum the VEBA account of any Student Support Mangers with sixteen (16) or more years of experience prior to the start of the 2004-2005 school year.
2. The Board will contribute annually to the Student Support Mangers VEBA account an amount equivalent to one percent (1%) of the base salary for any Home School Advisor with fewer than sixteen (16) years of experience prior to the start of the 2004-2005 school year.

**C. VEBA Account Access**

1. The Student Support Mangers will have access to the assets of his/her account upon retirement from the Perry Township Schools provided that said Student Support Mangers has reached the age of fifty-five (55) years and has completed a minimum of fifteen (15) years of service, at least ten (10) years of which must have been completed in Perry Township schools (55/15/10), or the Student Support Mangers has qualified for unreduced Teacher Retirement Fund benefits or Public Student Support Mangers Retirement Fund.
2. In accordance with Internal Revenue Code 501(c)9 and any other applicable federal and state laws, the retired may use Student Support Mangers the VEBA account to purchase health insurance, health services, health products, and/or any other legally allowed items and services.
3. The retired Student Support Mangers may use his/her VEBA account to purchase insurance through the school corporation's plan provider(s) at the then current group plan rate(s), provided the retired Student Support Mangers pays one hundred percent (100%) of the premium for each plan chosen.
4. Upon death of the retired, Student Support Mangers, any assets remaining in the VEBA account shall be distributed according to the PT Plan Document.

**401(a) ANNUITY PLAN**

For the 2006-2007 school year, the Board will establish and fund a qualified 401(a) annuity plan (hereafter referred to as the "401(a) Deferred Compensation Plan" for any Student Support Mangers.

Beginning with the 2007-2008 school year, the Board will fund a total of one and seventy-five hundredth percent (1.75%) of the base salary.

The vesting schedule for the contributions by the Board to the 401(a) Deferred Compensation Plan shall be as follows:

After Total Years of Contracted Service in the Perry Township Schools

|          |      |
|----------|------|
| 5 Years  | 50%  |
| 10 Years | 100% |

All contributions to the 401(a) Deferred Compensation Plan will be fully vested when the Student Support Mangers qualifies for retirement according to the general retirement guidelines stated earlier in this handbook.

The Board will select the 401(a) vendor.

## **USE OF PERSONAL AUTOMOBILE**

Liability Insurance: The Board will purchase insurance for the protection of a Student Support Mangers who, upon the authorization of the building principal or his designee, uses his personal automobile to drive students to or from school or a school sponsored activity.

The insurance will be provided as follows: A Student Support Mangers operating his or her vehicle on behalf of the Perry Township Schools with authorization granted by the building principal or his designee will have excess two hundred fifty thousand dollars (\$250,000.00) property damage, bodily injury liability insurance protection provided by the insurance carrier of the school corporation.

- B. Reimbursement: A Student Support Mangers who is reimbursed for use of his or her personal automobile for approved ravel will be reimbursed at a rate equal to the amount established by the Internal Revenue Service.