

# Non-Certified Staff Employee Manual

## Fringe Benefits & Conditions of Employment

\*\*\* As adopted by the Board of School Trustees on July 5<sup>th</sup>, 2000

Updated: July 5, 2000  
Updated: October 7, 2003  
Updated: January 18, 2011  
Updated: January 7, 2014  
Updated: February 15, 2015  
Updated: Dec. 15, 2015  
Updated: June 21, 2016  
Updated: October 18, 2016  
Updated: Dec. 6, 2016  
Updated: June 20, 2017  
Updated: July 31, 2018

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## Support Staff: Fringe Benefits and Condition of Employment

The following conditions are applicable to support staff employees of the Flat Rock-Hawcreek School Corporation. Support staff personnel include the following classes of employees – maintenance personnel, custodians, food service personnel, school nurse, office personnel, corporation bus drivers, and instructional assistants. Support staff personnel are also classified by hours worked weekly and length of annual employment. Support staff are assigned to three categories – (a) part time – working less than 12 months, less than 30 hours per week; (b) full time/school year– working less than 12 months and 30 or more hours per week; (c) full time/calendar year – working 12 months, 30 hours or more per week. Retirement benefits through Indiana Public Retirement System is provided for specific employee positions in Categories B and C as identified. **Conditions of Employment**

	All Support Staff
Attendance / Absences	Employee is expected to report on time. In event of an absence, the employee notifies as far in advance as possible his/her immediate supervisor. The employee is to give the supervisor the reason for the absence.
Emergency School Closings	All twelve month employees are expected to report to work when the weather conditions no longer pose a threat to the employee's safety.
Workday	The length of the workday will vary according to the assignment and terms of employment. Each employee shall have a non-paid lunch break of thirty (30) minutes.
Overtime	Overtime must be approved in advance by the Office of the Superintendent. Custodial and maintenance personnel shall be expected to meet emergencies as the need may demand.
Time Card	Employee maintains an accurate time card and submits time card to the immediate supervisor.
Evaluation	The immediate supervisor may utilize an annual evaluation process to improve work progress performance. Copies of annual evaluations will be provided to the employee and placed in employees personnel file.
At Will Employment	Employment may be terminated without due process rights when services are no longer needed.
Mileage	Mileage at the rate of forty (40) cents per mile shall be paid to staff members who travel for professional development or pre-approved district business. It is the responsibility of the employee to itemize mileage on a

	travel reimbursement form and present to the Superintendent's Office for payment.
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## Fringe Benefits Summary

Category A	Part-time; Less than twelve months and less than thirty hours per week.
Workman's Compensation	Policy provides coverage in the event the employee is injured on the job. Employee must report all injuries suffered on the job to the immediate supervisor as soon as possible.
Family and Medical Leave Act FMLA	When a staff member suffers from a serious health condition that makes the staff member unable to perform the functions of the staff member's job, the staff member may have leave rights under the Family and Medical Leave Act (FMLA). Information on the FMLA may be obtained from the school's policy manual or from the superintendent. An "eligible" employee is an employee who has been employed by the employer for at least 12 months and worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.
Sick Leave	Seven (7) days/year
Accumulated Sick Leave	Maximum of sixty (60) days.
Bereavement Leave	<ol style="list-style-type: none"> <li>1. Seven (7) calendar days for father, mother, step mother, step father, mother-in-law, father-in-law, husband, wife, child, step child or person domiciled in the home of the employee.</li> <li>2. Five (5) calendar days for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3. Four (4) calendar days for aunt, uncle, niece, nephew or cousin.</li> </ol>
Tax Sheltered Annuities/ 403(b)	Employee may participate in an approved plan.
Jury Duty	Staff members called for jury duty shall receive full compensation less any amount paid by the court for said duty.

<b>Category B – INPRS Employees (Formerly known as PERF)</b>	<b>Full-time; Less than twelve months and greater or equal to thirty hours per week.</b>
Medical Insurance	The Board agrees to provide a total of eight hundred forty three (\$843.00) dollars per month for group family plan or three hundred ninety six dollars (\$396.00) per month for a single plan. Complete information regarding cost and coverages are referenced in the Plan Summary Document.
Family and Medical Leave Act  <b>FMLA</b>	When a staff member suffers from a serious health condition that makes it impossible to perform the required job functions, the staff member may have leave rights under the Family and Medical Leave Act (FMLA). Information on the FMLA may be obtained from the school’s policy manual or from the superintendent. An “eligible” employee is an employee who has been employed by the employer for at least 12 months and worked at least 1,250 hours, during the 12 months prior to the start of the FMLA leave.
Life Insurance	The School Board agrees to pay all but one (\$1.00) dollar of the premium cost of a \$50,000.00 term life insurance policy with double indemnity for each category B employee upon the employee’s application and authorization of a \$1.00 deduction from wages. Each employee shall have the right to purchase additional amounts of life insurance at his/her own expense from approved carriers.
INPRS (formerly known as PERF)	FRHC contributes a percent of the employee’s salary that is determined annually by the INPRS Board. Employees contribute a mandatory 3% of salary, and may voluntarily contribute up to an additional 10%.
Long -Term Disability Insurance	The School Board agrees to pay all but \$1.00 of the premium of a Long Term Disability Plan for each Category B Support Staff Employee upon the employee’s application and authorization of a \$1.00 deduction from wages.
Workman’s Compensation	Policy provides coverage in the event the employee is injured on the job. Employee must report all injuries suffered on the job to his/her immediate supervisor as soon as possible.
Sick Leave	Seven (7) days/year
Personal Days	Two (2) days per year. Any unused personal leave days shall be accumulated as personal leave days at the end of the school year to a maximum of three (3). Any personal days above three (3) shall accumulate as sick leave days at the end of the school year.
Accumulated Sick Leave	Maximum of one hundred-twenty (120) days.

Bereavement Leave	<ol style="list-style-type: none"> <li>1. Seven (7) calendar days for father, mother, step mother, step father, mother-in-law, father-in-law, husband, wife, child, step child or person domiciled in the home of the employee.</li> <li>2. Five (5) calendar days for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3. Four (4) calendar days for aunt, uncle, niece, nephew or cousin.</li> </ol>
Tax Sheltered Annuities / 403 (b)	Employee may participate in an approved plan
Section 125 Flexible Benefit Plan	A flexible benefits plan from a company under the provisions of Section 125 is available for each employee through salary reduction agreements.
Jury Duty	Staff members called for jury duty shall receive full compensation less any amount paid by the court for said duty.
<ul style="list-style-type: none"> <li>• Retirement</li> <li>• Contingent upon reaching age 55, twenty years of service in the FRHC system, and a member of INPRS.</li> </ul>	<ul style="list-style-type: none"> <li>• Continuation of medical insurance is subject to the carrier's eligibility requirements.</li> <li>• Employee may continue term life insurance. Employee pays full premium.</li> <li>• Employee will receive a one-time amount of \$100.00 for each year of employment in the FRHC system.</li> <li>• Employee will receive a one-time amount of ½ of their daily rate for each unused sick day not to exceed 120 days.</li> </ul> <p>Retirement benefit to be paid as a lump sum at the time of retirement.</p>

<b>Category B – Non-INPRS Employees</b> (Formerly known as PERF)	<b>Full-time; Less than twelve months and greater or equal to thirty hours per week.</b>
Medical Insurance	The Board agrees to provide a total of eight hundred forty three (\$843.00) dollars per month for group family plan or three hundred ninety six dollars (\$396.00) per month for a single plan. Complete information regarding cost and coverages are referenced in the Plan Summary Document.
Family and Medical Leave Act  FMLA	When a staff member suffers from a serious health condition that makes it impossible to perform the required job functions, the staff member may have leave rights under the Family and Medical Leave Act (FMLA). Information on the FMLA may be obtained from the school’s policy manual or from the superintendent. An “eligible” employee is an employee who has been employed by the employer for at least 12 months and worked at least 1,250 hours, during the 12 months prior to the start of the FMLA leave.
Life Insurance	The School Board agrees to pay all but one (\$1.00) dollar of the premium cost of a \$50,000.00 term life insurance policy with double indemnity for each category B employee upon employee’s application and authorization of a \$1.00 deduction from wages. Each employee shall have the right to purchase additional amounts of life insurance at his/her own expense from approved carriers.
Long-Term Disability Insurance	The School Board agrees to pay all but \$1.00 of the premium of a Long Term Disability Plan for each Category B Support Staff Employee upon the employee’s application and authorization of a \$1.00 deduction from wages.
Workman’s Compensation	Policy provides coverage in the event the employee is injured on the job. Employee must report all injuries suffered on the job to his/her immediate supervisor as soon as possible.
Sick Leave	Seven (7) days/year
Personal Days	Two (2) days per year. Any unused personal leave days shall be accumulated as personal leave days at the end of the school year to a maximum of three (3). Any personal days above three (3) shall accumulate as sick leave days at the end of the school year.
Accumulated Sick Leave	Maximum of one hundred-twenty (120) days.

Bereavement Leave	<ol style="list-style-type: none"> <li>1. Seven (7) calendar days for father, mother, step mother, step father, mother-in-law, father-in-law, husband, wife, child, step child or person domiciled in the home of the employee.</li> <li>2. Five (5) calendar days for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3. Four (4) calendar days for aunt, uncle, niece, nephew or cousin.</li> </ol>
Tax Sheltered Annuities / 403 (b)	Employee may participate in an approved plan
Section 125 Flexible Benefit Plan	A flexible benefits plan from a company under the provisions of Section 125 is available for each employee through salary reduction agreements.
Jury Duty	Staff members called for jury duty shall receive full compensation less any amount paid by the court for said duty.



<b>Category C – INPRS Employees (Formerly known as PERF)</b>	<b>Full-time; Twelve months and greater or equal to thirty hours per week.</b>
Medical Insurance	The Board agrees to provide a total of eight hundred forty three (\$843.00) dollars per month for group family plan or three hundred ninety six dollars (\$396.00) per month for a single plan. Complete information regarding cost and coverages are referenced in the Plan Summary Document.
Family and Medical Leave Act FMLA	When a staff member suffers from a serious health condition that makes it impossible to perform the required job functions, the staff member may have leave rights under the Family and Medical Leave Act (FMLA). Information on the FMLA may be obtained from the school’s policy manual or from the superintendent. An “eligible” employee is an employee who has been employed by the employer for at least 12 months and worked at least 1,250 hours, during the 12 months prior to the start of the FMLA leave.
Life Insurance	The School Board agrees to pay all but one (\$1.00) dollar of the premium cost of a \$50,000.00 term life insurance policy with double indemnity for each category C employee upon employee’s application and authorization of a \$1.00 deduction from wages. Each employee shall have the right to purchase additional amounts of life insurance at his/her own expense from approved carriers.
INPRS (formally known as PERF)	FRHC contributes a percent of the employee’s salary that is determined annually by the INPRS Board. Employees contribute a mandatory 3% of salary, and may voluntarily contribute up to an additional 10%.
Long-Term Disability Insurance	The School Board agrees to pay all but \$1.00 of the premium of a Long Term Disability Plan for each Category C Support Staff Employee upon the employee’s application and authorization of a \$1.00 deduction from wages.
Workman’s Compensation	Policy provides coverage in the event the employee is injured on the job. Employee must report all injuries suffered on the job to his/her immediate supervisor as soon as possible.
Sick Leave	Nine (9) days/year

Personal Days	Three (3) days per year. Any unused personal leave days shall be accumulated as personal leave days at the end of the school year to a maximum of five (5). Any personal days above five (5) shall accumulate as sick leave days at the end of the school year.
Accumulated Sick Leave	Maximum of one hundred-twenty (120) days.
Bereavement Leave	<ol style="list-style-type: none"> <li>1. Seven (7) calendar days for father, mother, step mother, step father, mother-in-law, father-in-law, husband, wife, child, step child or person domiciled in the home of the employee.</li> <li>2. Five (5) calendar days for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3. Four (4) calendar days for aunt, uncle, niece, nephew or cousin.</li> </ol>
Paid Holidays	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve.
Vacation Days	Five (5) paid days a year after completing 12 months of employment. Ten (10) paid days a year after completing 2 years of employment. Fifteen (15) paid days a year after completing 7 years of employment. *** Administration must approve the scheduling of vacation days. ***
Tax Sheltered Annuities / 403 (b)	Employee may participate in an approved plan
Section 125 Flexible Benefit Plan	A flexible benefits plan from a company under the provisions of Section 125 is available for each employee through salary reduction agreements.
Jury Duty	Staff members called for jury duty shall receive full compensation less any amount paid by the court for said duty.

<p>Retirement</p> <ul style="list-style-type: none"> <li>Contingent upon reaching age 55, twenty years of service in the FRHC system, and a member of INPRS.</li> </ul>	<ul style="list-style-type: none"> <li>Continuation of medical insurance is subject to the carrier's eligibility requirements.</li> <li>Employee may continue term life insurance. Employee pays full premium.</li> <li>Employee will receive a one-time amount of \$100.00 for each year of employment in the FRHC system.</li> <li>Employee will receive a one-time amount of ½ of their daily rate for each unused sick day not to exceed 120 days.</li> </ul> <p>Retirement benefit to be paid as a lump sum at the time of retirement.</p>
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<b>Category C – Non-INPRS Employees</b> (Formerly known as <b>PERF</b> )	<b>Full-time; Twelve months and greater or equal to thirty hours per week.</b>
Medical Insurance	The Board agrees to provide a total of eight hundred forty three (\$843.00) dollars per month for group family plan or three hundred ninety six dollars (\$396.00) per month for a single plan. Complete information regarding cost and coverages are referenced in the Plan Summary Document.
Family and Medical Leave Act FMLA	When a staff member suffers from a serious health condition that makes it impossible to perform the required job functions, the staff member may have leave rights under the Family and Medical Leave Act (FMLA). Information on the FMLA may be obtained from the school’s policy manual or from the superintendent. An “eligible” employee is an employee who has been employed by the employer for at least 12 months and worked at least 1,250 hours, during the 12 months prior to the start of the FMLA leave.
Life Insurance	The School Board agrees to pay all but one (\$1.00) dollar of the premium cost of a \$50,000.00 term life insurance policy with double indemnity for each category C employee upon employee’s application and authorization of a \$1.00 deduction from wages. Each employee shall have the right to purchase additional amounts of life insurance at his/her own expense from approved carriers.
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Workman’s Compensation	Policy provides coverage in the event the employee is injured on the job. Employee must report all injuries suffered on the job to his/her immediate supervisor as soon as possible.
Sick Leave	Nine (9) days/year
Personal Days	Three (3) days per year. Any unused personal leave days shall be accumulated as personal leave days at the end of the school year to a maximum of five (5). Any personal days above five (5) shall accumulate as sick leave days at the end of the school year.
Accumulated Sick Leave	Maximum of one hundred-twenty (120) days.

Bereavement Leave	<ol style="list-style-type: none"> <li>1 Seven (7) calendar days for father, mother, step mother, step father, mother-in-law, father-in-law, husband, wife, child, step child or person domiciled in the home of the employee.</li> <li>2 Five (5) calendar days for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3 Four (4) calendar days for aunt, uncle, niece, nephew or cousin.</li> </ol>
Paid Holidays	New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve.
Vacation Days	Five (5) paid days a year after completing 12 months of employment. Ten (10) paid days a year after completing 2 years of employment. Fifteen (15) paid days a year after completing 7 years of employment. *** Administration must approve the scheduling of vacation days. ***
Tax Sheltered Annuities / 403 (b)	Employee may participate in an approved plan
Section 125 Flexible Benefit Plan	A flexible benefits plan from a company under the provisions of Section 125 is available for each employee through salary reduction agreements.
Jury Duty	Staff members called for jury duty shall receive full compensation less any amount paid by the court for said duty.

# Non-Certified Pay Scale

2018-2019

## Secretaries

0 years of experience	\$11.51
1-5 years of experience	12.08
6-10 years of experience	12.66
11-14 years of experience	13.31
15 + years of experience	16.61

## Instructional Assistants

0 years of experience	9.21
1-5 years of experience	9.66
6-10 years of experience	10.13
11-14 years of experience	10.64
15 + years of experience	11.17

## I.T. Assistants, Custodians & Specials Teachers

0 years of experience	10.86
1-5 years of experience	11.40
6-10 years of experience	11.94
11-14 years of experience	12.57
15 + years of experience	13.19

## School Nurse

	RN	LPN
0 years of experience	21.59	16.79
1-5 years of experience	22.44	17.34
6-10 years of experience	23.29	17.89
11-14 years of experience	24.14	18.44
15 + years of experience	25.00	19.00

### Bus Drivers

	Daily Less Than 2.5 hr.	Daily 2.5 hr. or More
0 years of experience	67.20	83.33
1-5 years of experience	67.87	84.17
6-10 years of experience	68.54	85.68
11-14 years of experience	69.22	86.53
15 + years of experience	69.89	87.36

Years of experience is based off of experience at Flat Rock-Hawcreek School Corporation.