

# 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: December 1, 2023

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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

	<b>All Support Staff</b>
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 sixty-two and a half (62.5) 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.

## 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) <b>calendar days</b> for father, mother, stepmother, stepfather, 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) <b>calendar days</b> for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3. Four (4) <b>calendar days</b> for aunt, uncle, niece, nephew or cousin.</li> </ol> <p>Bereavement Leave will begin immediately following a relatives death and cannot be used intermittently. Should the staff member not use all allotted days at the time of the bereavement, one (1) day of the remaining days shall be available during the same school year for the employee to use at his/her discretion.</p>
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	<p>The Board agrees to pay the following per month for the following plans:</p> <p>PPO \$1,500 / \$3,000, H.S.A. \$2,000 / \$4,000 &amp; H.S.A. \$3,000 / \$6,000            Single = Four hundred seventy-eight dollars (\$478.00)            EE + Spouse = Nine hundred sixty dollars (\$960.00)            EE + Child(ren) = Six hundred seventy dollars (\$670.00)            Family = One thousand three hundred five dollars (\$1,305.00)</p> <p>PPO \$5,000 / \$10,000            Single = Five hundred five dollars (\$505.00)            EE + Spouse = Nine hundred sixty dollars (\$960.00)            EE + Children = Six hundred seventy dollars (\$670.00)            Family = One thousand three hundred thirty dollars (\$1,330.00)</p> <p>Complete information regarding cost and coverages are referenced in the Plan Summary Document.</p>
Family and Medical Leave Act  <b>FMLA</b>	<p>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.</p>
Life Insurance	<p>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.</p>
INPRS (formerly known as PERF)	<p>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%.</p>

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) <b>calendar days</b> for father, mother, stepmother, stepfather, 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) <b>calendar days</b> for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3. Four (4) <b>calendar days</b> for aunt, uncle, niece, nephew or cousin.</li> </ol> <p>Bereavement Leave will begin immediately following a relatives death and cannot be used intermittently. Should the staff member not use all allotted days at the time of the bereavement, one (1) day of the remaining days shall be available during the same school year for the employee to use at his/her discretion.</p>
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> </ul>

	<ul style="list-style-type: none"><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> Retirement benefit to be paid as a lump sum at the time of retirement.
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<b>Category B – Non-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	<p>The Board agrees to pay the following per month for the following plans:</p> <p>PPO \$1,500 / \$3,000, H.S.A. \$2,000 / \$4,000 &amp; H.S.A. \$3,000 / \$6,000            Single = Four hundred seventy-eight dollars (\$478.00)            EE + Spouse = Nine hundred sixty dollars (\$960.00)            EE + Child(ren) = Six hundred seventy dollars (\$670.00)            Family = One thousand three hundred five dollars (\$1,305.00)</p> <p>PPO \$5,000 / \$10,000            Single = Five hundred five dollars (\$505.00)            EE + Spouse = Nine hundred sixty dollars (\$960.00)            EE + Children = Six hundred seventy dollars (\$670.00)            Family = One thousand three hundred thirty dollars (\$1,330.00)</p> <p>Complete information regarding cost and coverages are referenced in the Plan Summary Document.</p>
Family and Medical Leave Act  FMLA	<p>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.</p>
Life Insurance	<p>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.</p>
Long-Term Disability Insurance	<p>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.</p>
Workman’s Compensation	<p>Policy provides coverage in the event the employee is injured on the job. Employee must report all injuries</p>

	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) <b>calendar days</b> for father, mother, stepmother, stepfather, 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) <b>calendar days</b> for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3. Four (4) <b>calendar days</b> for aunt, uncle, niece, nephew or cousin.</li> </ol> <p>Bereavement Leave will begin immediately following a relatives death and cannot be used intermittently. Should the staff member not use all allotted days at the time of the bereavement, one (1) day of the remaining days shall be available during the same school year for the employee to use at his/her discretion.</p>
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><b>Category C – INPRS Employees</b> (Formerly known as <b>PERF</b>)</p>	<p><b>Full-time; Twelve months and greater or equal to thirty hours per week.</b></p>
<p>Medical Insurance</p>	<p>The Board agrees to pay the following per month for the following plans:</p> <p><b>PPO \$1,500 / \$3,000, H.S.A. \$2,000 / \$4,000 &amp; H.S.A. \$3,000 / \$6,000</b>  Single = Four hundred seventy-eight dollars (\$478.00)  EE + Spouse = Nine hundred sixty dollars (\$960.00)  EE + Child(ren) = Six hundred seventy dollars (\$670.00)  Family = One thousand three hundred five dollars (\$1,305.00)</p> <p><b>PPO \$5,000 / \$10,000</b>  Single = Five hundred five dollars (\$505.00)  EE + Spouse = Nine hundred sixty dollars (\$960.00)  EE + Children = Six hundred seventy dollars (\$670.00)  Family = One thousand three hundred thirty dollars (\$1,330.00)</p> <p>Complete information regarding cost and coverages are referenced in the <b>Plan Summary Document</b>.</p>
<p>Family and Medical Leave Act  FMLA</p>	<p>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.</p>
<p>Life Insurance</p>	<p>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.</p>
<p>INPRS (formally known as PERF)</p>	<p>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%.</p>

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) <b>calendar days</b> for father, mother, stepmother, stepfather, 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) <b>calendar days</b> for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3. Four (4) <b>calendar days</b> for aunt, uncle, niece, nephew or cousin.</li> </ol> <p>Bereavement Leave will begin immediately following a relatives death and cannot be used intermittently. Should the staff member not use all allotted days at the time of the bereavement, one (1) day of the remaining days shall be available during the same school year for the employee to use at his/her discretion.</p>
Paid Holidays	New Year's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's 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.

<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>
<p>Jury Duty</p>	<p>Staff members called for jury duty shall receive full compensation less any amount paid by the court for said duty.</p>

<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 one thousand (\$1,000.00) dollars per month for group family plan or four hundred dollars (\$400.00) 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.
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) <b>calendar days</b> for father, mother, stepmother, stepfather, 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) <b>calendar days</b> for brother, sister, grandparents, grandchild, or persons of similar relationship as established by marriage.</li> <li>3 Four (4) <b>calendar days</b> for aunt, uncle, niece, nephew or cousin.</li> </ol> <p>Bereavement Leave will begin immediately following a relatives death and cannot be used intermittently. Should the staff member not use all allotted days at the time of the bereavement, one (1) day of the remaining days shall be available during the same school year for the employee to use at his/her discretion.</p>
Paid Holidays	New Year's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's 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

2023-2024

## Administrative Assistants

0 years of experience	17.94
1-5 years of experience	18.67
6-10 years of experience	19.41
11-14 years of experience	20.24
15 + years of experience	24.50

## Instructional Assistants

	Non-Certified	Certified
0 years of experience	14.97	20.12
1-5 years of experience	15.55	20.69
6-10 years of experience	16.15	21.30
11-14 years of experience	16.81	21.69
15 + years of experience	17.50	22.66

## Skill Specialist

	Non-Certified	Certified
0 years of experience	24.89	29.87
1-5 years of experience	26.14	31.36
6-10 years of experience	27.44	32.93
11-14 years of experience	28.80	34.56
15 + years of experience	30.25	36.30

## Job Coach

0 years of experience	20.57
1-5 years of experience	21.09
6-10 years of experience	21.91
11-14 years of experience	22.55
15 + years of experience	23.23

### Alternative Ed Director

0 years of experience	29.87
1-5 years of experience	30.91
6-10 years of experience	31.99
11-14 years of experience	33.11
15 + years of experience	34.27

### Custodians

0 years of experience	13.98
1-5 years of experience	14.66
6-10 years of experience	15.36
11-14 years of experience	16.18
15 + years of experience	16.99

\*\*\*Head Custodians add \$5.00 per hour to years of service level.\*\*\*

### Specials Teachers

0 years of experience	17.09
1-5 years of experience	17.78
6-10 years of experience	18.48
11-14 years of experience	19.29
15 + years of experience	20.09

### Cafeteria Staff

		Head Cook	Kitchen Manager	Food Service Director
0 years of experience	13.52	14.52	15.52	19.55
1-5 years of experience	14.19	15.19	16.19	20.22
6-10 years of experience	14.85	15.85	16.85	20.88
11-14 years of experience	15.64	16.64	17.64	21.67
15 + years of experience	16.41	17.41	18.41	22.44

### School Nurse

	Head Nurse	RN	LPN
0 years of experience	35.59	27.79	21.61
1-5 years of experience	37.02	28.90	22.32
6-10 years of experience	38.52	29.99	23.03
11-14 years of experience	40.05	31.08	23.74
15 + years of experience	41.67	32.19	24.47

### District Librarian

0 years of experience	21.25
1-5 years of experience	21.99
6-10 years of experience	22.74
11-14 years of experience	23.57
15 + years of experience	27.83

### Network Systems Technician

		SIS Manager
0 years of experience	21.25	27.18
1-5 years of experience	21.99	27.92
6-10 years of experience	22.74	28.67
11-14 years of experience	23.57	29.50
15 + years of experience	27.83	33.75

### Bus Driver

	Daily less than 2.5 hrs.	Daily 2.5 hrs. or more
0 years of experience	86.42	105.72
1-5 years of experience	87.22	106.73
6-10 years of experience	88.02	108.54
11-14 years of experience	88.74	109.55
15 + years of experience	89.64	110.55

### \* Perfect Attendance Stipend Bus Drivers \*

Each bus driver that has perfect attendance (0 days missed) during any of our four 9-week grading periods will receive a one-time stipend of \$150.

To be eligible for the perfect attendance stipend drivers must have no missed days. Any missed day (including eligible paid leave) will disqualify the driver for that 9-week period.

### AB Bus Drivers

0 years of experience	80.44
1-5 years of experience	81.24
6-10 years of experience	82.03
11-14 years of experience	82.86
15 + years of experience	83.65

### **Bus & Maintenance Technician**

0 years of experience	25.65
1-5 years of experience	27.21
6-10 years of experience	28.77
11-14 years of experience	30.33
15 + years of experience	31.89

### **Grounds Crew**

0 years of experience	19.99
1-5 years of experience	21.19
6-10 years of experience	22.46
11-14 years of experience	23.80
15 + years of experience	25.23

### **Daycare Staff**

	Assistant	Director
0 years of experience	14.97	20.12
1-5 years of experience	15.55	20.69
6-10 years of experience	16.15	21.30
11-14 years of experience	16.81	21.96
15 + years of experience	17.50	22.66

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