

# **SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION**

2018-19

## **Non-Certified Staff Employee Handbook**

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## Conditions of Employment

The following conditions are applicable to support non-certified employees of the Sunman-Dearborn Community School Corporation.

Non-certified staff include the following:

Administrative Assistants Class III

All School Administrative Assistants

Administrative Assistants Class IV

High School Athletic Administrative Assistant

High School Treasurer

Administrative Assistants Class V

Superintendent's Office Administrative Assistants

Administrative Assistants Class VI

Corporation Assistant Treasurer

Athletic Workers and Mower Maintenance

Bus Driver

Custodian and Maintenance

Director of Food and Nutrition Services

Food and Nutrition Services Managers and Associates

Human Resource/Benefits Coordinator

Instructional Assistant, Study Hall Monitor and Intensive Supervised Study

Interpreter

Library Supervisor and Library Assistant

Long Term Substitutes

Nurse

Resource Officer

Technology Department

Transportation Supervisor

## All Support Staff - Expectations and Definitions

Accumulated Sick Time	Unused sick and Discretionary PTO will accumulate to a maximum of 680 hours. All sick PTO (Paid Time Off) must be exhausted prior to using accumulated sick time. A medical note is required for the employee/child/family member who the employee holds sole responsibility for to be permitted to use accumulated sick time.
Attendance / Absences	<p>Employees are expected to report to work regularly and on time. If the employee is unable to report to work on time for any reason, he/she should notify their supervisor or designee as far in advance as possible. If notification is not received, the absence will be considered unexcused. The employee is to give the supervisor the reason for the absence.</p> <p>In special circumstances, the administrator may approve for certain classifications of employees to shorten their day by two (2) hours or less to make an appointment they could not make after hours. If this is approved by the administrator the amount of hours the day was shortened by <b>must</b> be made up in the same work week.</p>
At Will Employment	Employment may be terminated without due process rights when services are no longer needed.
Bereavement Paid Time Off (PTO)	<p>In the case of death in the immediate family five (5) days with pay shall be allowed. The five (5) days must be consecutive schools days to be taken within seven (7) calendar days beyond the death. Immediate family is interpreted for this purpose as: Spouse, parent, siblings, child, grandchild, mother-in-law, father-in-law, step-child, step-parent or a person whose permanent home is in the staff member's home.</p> <p>In the case of death of a grandparent, grandparent-in-law, sister-in-law, brother-in-law, nephew, niece, aunt or uncle up to one (1) day with pay will be allowed for the funeral.</p> <p>The maximum hours paid per bereavement day will be equivalent to the employee's normal hours per day.</p> <p>Additional days without pay may be granted with approval of the Superintendent.</p>
Breaks	All employees working 6 ½ hours or more are entitled to a 30 minute unpaid lunch. The time will be deducted automatically. Employees required to work through their lunch by administration

	<p>will be paid for their lunch.</p> <p>Due to Food Service schedules, they are not required to take a 30 minute unpaid lunch, however, if they choose to they are to clock in and out for their lunch.</p>
Discretionary PTO	<p>Discretionary PTO may be used at the employee's discretion. The days must be requested a minimum of three (3) days in advance.</p> <p>Unused discretionary PTO will roll into accumulated sick time.</p> <p>Discretionary PTO must be exhausted before using accumulated Sick PTO. (This statement pertains <u>ONLY</u> to Director of Food and Nutrition Services and the Transportation Supervisor)</p>
Emergency School Closings	<p>All twelve month employees are expected to report to work when the weather conditions no longer pose a threat to the employee's safety.</p>
Full-time Staff	<p>Support staff personnel whose normal work week is 30 hours per week are full-time employees and qualify for benefits.</p>
Evaluation	<p>The immediate supervisor will utilize an annual evaluation process. Copies of annual evaluations will be provided to the employee and placed in employee's personnel file.</p>
Family Medical Leave (FMLA)	<p>In accordance with federal law S-DCSC shall provide up to twelve (12) weeks of unpaid, job protected FMLA during a 12 month period (July-June) to eligible staff members.</p>
Medical Leave	<p>Medical leave needed beyond the 12-week FMLA may be granted for up to one (1) year with board approval.</p> <p>All medical leaves over three (3) weeks, must be approved by the board. Any medical leave less than three (3) weeks does not require board approval, however administration must be notified.</p> <p>Return to work documentation <b>must</b> be received prior to returning from any medical leave, regardless of length of leave.</p>
Mileage	<p>Mileage at the IRS mileage rate 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 mileage claim form and present to the Superintendent's Office for payment.</p>
Overtime	<p>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.</p>

Part-time Staff	Support staff personnel whose normal workweek is less than 30 hours are part-time employees and do not qualify for benefits.
Sick PTO	<p>Sick PTO can only be used for the employee's own personal illness/doctor's appointment or for an immediate family member who the employee holds sole responsibility. Sick PTO is not to be used for personal business, travel, or vacation.</p> <p>Sick PTO for the first year of employment is prorated if employee does not begin on the first working day of the school year.</p> <p>All sick PTO received for the current year must be exhausted prior to using accumulated sick time.</p> <p>A medical note is required to use accumulated time.</p> <p>Unused sick PTO may accumulate to a maximum of 680 hours.</p>
Time Clock	<p>All employees are required to punch in/out on time clock. Any errors or missed punches are to be reported to the building principal or your immediate supervisor.</p> <p>No employee shall ask another employee to clock them in.</p>
Vacation PTO	<p>All 12 month employees receive vacation based on years of service. Employees may not accumulate vacation PTO. If it is not used by June 30th, it is forfeited.</p> <p>Custodial and maintenance staff may take a maximum of 80 hours of vacation during summer break. No vacation may be taken from one week prior to the first teacher day through the first five (5) student days. In addition, no vacation may be taken the last (5) students days.</p> <p>Vacation PTO will be prorated if hired after the first working day of the school year.</p>
Workday	The length of the workday will vary according to the assignment and terms of employment. Each employee working over 6 1/2 hours or more shall have a non-paid lunch break of thirty (30) minutes.
Years of Service	Years of service are counted on school years (July 1 - June 30). If hired between July 1 and December 31 the employee receives one-year credit towards pay for their first year of employment. If hired between January 1 and June 30 the employee will not receive a one-year credit towards pay for their first year of employment.

## General Conduct Guidelines

1. All employees are expected to conduct themselves in a manner that is an example for the students both morally and professionally. Employees should be courteous and friendly to students, parents, and other staff while performing their duties as a S-DCSC employee.
2. All employees are expected to perform their work and conduct themselves ethically at all times and follow all S-DCSC policies, procedures, and operating guidelines for their respective department.
3. All employees are expected to fulfill all job responsibilities as outlined in the job description. Failure to fulfill all job responsibilities satisfactorily will result in disciplinary action.
4. Employees are not permitted to participate in student activities that are not required as part of their job that may cause injury unless the employee completes a liability release form and approved by the principal.
5. All employees are expected to follow all safety and security guidelines at all times and to exercise due care to protect the mental and physical safety of students and other staff members.
6. All employees are expected to contribute to a positive work environment.
7. All employees are expected to refrain from threatening or intimidating behavior toward students, parents, and other staff members. Threatening behavior includes but is not limited to abusive and/or obscene language, gestures and actions that intimidate or cause anxiety concerning his/her physical well-being.
8. All employees are expected to represent their qualifications accurately and to apply the knowledge and skills appropriate to their assigned responsibilities.
9. All employees are expected to keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the Superintendent of Schools, or is necessary to protect the health and welfare of students, staff or others.
10. All employees are expected to represent S-DCSC in a positive manner as it relates to professional appearance and dress. Proper attire for positions may be designated and enforced within various departments as appropriate, including a required uniform for custodial/maintenance staff and required shirts for the food service department.
11. Employees will be assigned a job description upon employment. However, employees may be directed to follow duties as outlined in other job descriptions or at alternative locations when staffing shortages or other circumstances require such action, as required by an administrator.
12. Some departments may have an additional handbook specific to their department.
13. All employees are to remain alcohol and drug free.





HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up, unless you are a 12 month employee.

## **ADMINISTRATIVE ASSISTANT (Class IV)**

Hourly Rate: 0-4 years\* - \$16.91

5-9 years\* - \$17.24

10 years\* - \$17.58

Part-time, Training and Subs - \$11.45

\*As Administrative Assistant at Sunman-Dearborn

Hours: 8 hours per day

Year: See employment calendar

Sick PTO: 80 hours per year (12 month employees)

64 hours per year (Less than 12 month employees)

Discretionary PTO: 24 hours per year

Holidays: 9 paid holidays (12 month employees) (see employment calendar)

8 paid holidays (Less than 12 month employees) (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate-see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Vacation is only for applicable for 12 month employees.

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after

January 1, or August 1.

Dental Insurance: Dental insurance is available, but there is no employer contribution.

Inclement Weather: If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up (unless you are a 12-month employee).



Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up (unless you are a 12-month employee). If you are a 12 month employee and school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## ADMINISTRATIVE ASSISTANT (Class VI)

Hourly Rate: 0-4 years\* - \$20.19  
5-9 years\* - \$20.53  
10 years\* or more - \$20.87  
Part-time, Training and Subs - \$11.45

Hours: 8 hours per day  
Year: See employment calendar

\*As Administrative Assistant at Sunman-Dearborn

Sick PTO: 80 hours per year

Discretionary PTO: 24 hours per year

Holidays: 9 paid holidays (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30  
First Year – No vacation  
1-7 years of service – 80 hours (Prorate - see vacation on page 7.)  
8-19 years of service – 120 hours  
20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

Medical Insurance:  
All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

HSA Contribution:  
All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance: Dental insurance is available, but there is no employer contribution.

Inclement Weather: If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## **ATHLETIC WORKER/MOWER MAINTENANCE**

Hourly Rate: \$14.66

Hours: 8 hours per day

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,040.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## FULL TIME BUS DRIVER

### AM/PM/Mid-day Routes

Daily Rate: 0-19 years\* - \$71.96                      Year: Student days + Safety Meeting  
                  20+ years\* - \$74.72

\*As a Bus Driver at Sunman-Dearborn

Corporation Vocational Route:                      \$58.32 per day  
Corporation Midday Preschool Route:                      \$55.14 per day  
Corporation Private Transportation-White Bus (Non-CDL): \$65.45 per day  
Corporation Private Transportation - White Bus (CDL):     \$71.96 per day

Sick PTO: 8 days per year

Discretionary PTO: 3 days per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

#### Retirement:

Employee will be entitled to \$47.50 per unused accumulated sick day (maximum payment of 85 days). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:                      \$1.00 per year                      \$50,000/\$50,000 coverage

#### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,040.00.

\*For those enrolled prior to 1/1/2013 the employer contribution is \$7,046.00.

#### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance: Dental insurance is available, but there is no employer contribution.

Inclement Weather: If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.



## BUS DRIVER OR BUS ASSISTANT and INSTRUCTIONAL ASSISTANT

Bus Driver Daily Rate: 0-9 years\* - \$71.60      Year: Student days + Safety Meeting  
10-19 years\* - \$71.96  
20+ years\* - \$73.89  
30+ years\* - \$74.72

\*As a Bus Driver at Sunman-Dearborn

Corporation Private Transportation-White Bus (Non-CDL): \$65.45 per day+  
Corporation Private Transportation - White Bus (CDL): \$71.60 per day+

Bus Assistant Daily Rate: \$45.55

Sick PTO: 8 days per year

+Private Transportation Drivers do not receive Sick PTO for transportation position.

Discretionary PTO: 3 days per year

+Private Transportation drivers do not receive personal days for transportation position.

**Sick or Discretionary PTO for bus do not rollover to accumulated.**

Bereavement PTO: As needed

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### Instructional Assistant:

Hourly Rate: 0-4 years\* - 13.27      Hours: Varies per Building  
5-9 years\* - \$13.60      Year: Student days  
10+ years\* - \$13.94+  
Sub pay - \$11.28

\*Years as Instructional Assistant in Sunman-Dearborn.

+If BS degree in education new teacher assistants start at this level.

Sick PTO: 52 hours to 64 hours per year. Calculation is the number of hours per day you are scheduled to work x 8. Example: 7 hr employee x 8 = 56 hours per year.

Discretionary PTO: 19.5 hours to 24 hours per year. Calculation is the number of hours per day you are scheduled to work x 8. Example: 7 hr employee x 8 = 24 hours per year.

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:           \$1.00 per year           \$50,000/\$50,000 coverage

Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,040.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.



## CUSTODIAN

Hourly Rate:            Sub Rate - \$14.66                            Hours: 8 hours per day  
                                 0-4 years\* - \$18.30                            Year: Employment calendar  
                                 5-9 years\* - \$18.78  
                                 10 years\* or more - \$18.99

\*As a Custodian at Sunman-Dearborn

Head Custodian Hourly Rate: \$20.14

Holidays: 9 paid holidays (See employment calendar)

Sick PTO: 80 hours per year

Discretionary PTO: 24 hours per year

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate- see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:            \$1.00 per year            \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## Director of Food and Nutrition Services

Salary: \$49,628

Year: 220 Days

Discretionary PTO: 112 hours per year (can accumulate to 720 hours). Unused discretionary PTO will roll over to accumulated sick PTO.

Bereavement PTO: Refer to page 4 under under the Bereavement section.

### Retirement:

The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employer will pay the employees contribution of 3%.

Employee will have \$1,500 per year (January) deposited into a 401A annuity. Immediate vesting.

Employee will have 2.5% of their salary deposited into a 401A annuity monthly. Five (5) year vesting.

<u>Life Insurance:</u>	\$1.00 per year	\$100,000/\$100,000 coverage
<u>LTD Insurance:</u>	\$1.00 per year	90 day elimination period/66 2/3%

### Medical Insurance

100% of medical insurance will be paid by the employer, less \$1,500.

### HSA Contribution

\$3,000 will be deposited into an HSA if enrolled in a S-D individual medical plan or \$6,000 will be deposited if enrolled in any S-D family medical plan. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance

100% of dental insurance will be paid by the employer, less \$1.00

### Inclement Weather:

If school is closed due to inclement weather you are expected to report to work.

## Food and Nutrition Service Associates/Managers

### **Food and Nutrition Associate:**

Hourly Rate: Beginning - \$11.68  
1-4 years\* - \$12.78  
5 or more years\* \$13.20  
Sub pay \$10.36

Hours: Varies per Building

Year: Student days

\*As a Food and Nutrition Associate at Sunman-Dearborn

### **Food and Nutrition Associate Managers:**

<u>Hourly Rate:</u> Manager (HS)	0-4 years	\$18.32
	5-9 years	\$18.87
	10+ years	\$19.44
Asst. Manager (HS)	0-4 years	\$16.15
	5-9 years	\$16.63
	10+ years	\$17.13
Manager (MS)	0-4 years	\$16.92
	5-9 years	\$17.42
	10+ years	\$17.94
Manager (Elem.)	0-4 years	\$16.15
	5-9 years	\$16.63
	10+ years	\$17.13

Sick PTO: 52 hours to 64 hours per year. Calculation is the number of hours per day you are scheduled to work x 8. Example: 7 hr employee x 8 = 56 hours per year.

Discretionary PTO: 19.5 hours to 24 hours per year. Calculation is the number of hours per day your are scheduled to work x 8. Example: 7 hr employee x 8 = 24 hours per year.

Bereavement PTO: Refer to page 4 under the Bereavement section.

### **Retirement:**

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,040.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.



## HUMAN RESOURCES/BENEFITS COORDINATOR

Hourly Rate: 0-4 years\* - \$24.02  
5-9 years\* - \$24.51  
10 years\* or more - \$25.01

Hours: 8 hours per day  
Year: See employment calendar

\*As an Administrative Assistant at Sunman-Dearborn

Sick PTO: 80 hours per year

Discretionary PTO: 24 hours per year

Holidays: 9 paid holidays (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30  
First Year – No vacation  
1-7 years of service – 80 hours (Prorate - see vacation on page 7)  
8-19 years of service – 120 hours  
20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

HSA Contribution: All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather: If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## INSTRUCTIONAL ASSISTANT

Hourly Rate: 0-4 years\*\* - \$13.27  
5-9 years\*\* – \$13.60  
10 years\*\* or more – \$13.94\*  
Sub pay - \$11.28

Hours: Varies by Building  
Year: Student days

\*Beginning pay for employee with BS degree in education or a valid Indiana teaching license.

\*\*As an Instructional Assistant in Sunman-Dearborn

Sick PTO: 52 hours to 64 hours per year. Calculation is the number of hours per day you are scheduled to work x 8. Example: 7 hr employee x 8 = 56 hours per year.

Discretionary PTO: 19.5 hours to 24 hours per year. Calculation is the number of hours per day your are scheduled to work x 3. Example: 7 hr employee x 3 = 21 hours per year.

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,040.00.

HSA Contribution: All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

## INTENSIVE SUPERVISED STUDY

Hourly Rate: BS Degree - \$15.64  
All others - \$13.27  
Sub and Training - \$11.28

Hours: 7 hours per day  
Year: Student days

Sick PTO: 56 hours per year

Discretionary PTO: 21 hours per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,040.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

## INTERPRETER

Hourly Rate: \$21.27

Hours: 5 ½ per day

Year: Student days

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

## LIBRARY ASSISTANT

Hourly Rate: 0-4 years\* - \$14.13

5-9 years\* - \$14.37

10+ years\*- \$14.67

Sub and Training - \$11.28

\*As Library Assistant at Sunman-Dearborn

Hours: 8 hours per day

Year: Teacher days

Sick PTO: 64 hours per year

Discretionary PTO: 24 hours per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

### Life Insurance:

\$1.00 per year

\$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,040.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

## LIBRARY SUPERVISOR

Hourly Rate: \$16.20 (0-4 yrs.) \*  
\$16.53 (5-9 yrs.) \*  
\$16.83 (10+ yrs.)\*  
\$11.28 (Sub and Training)

Work Hours: 8 hours per day  
Year: See employment calendar

\*As Library Supervisor at Sunman-Dearborn

Sick PTO: 64 hours per year

Discretionary PTO: 24 hours per year

Paid holidays: 6 days per year (see employment calendar)

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance            \$1.00 per year            \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

## LONG-TERM TEACHER SUBSTITUTE

All long-term substitutes will be paid off of the substitute salary schedule which is as follows:

- |   |             |
|---|-------------|
| 1. High School Diploma  | \$67.28/day |
| 2. Two (2) years of college with at least 60 college credit hours | \$71.68/day |
| 3. Four (4) year college degree                                   | \$77.75/day |
| 4. Degree with valid Indiana teaching license                     | \$85.19/day |

All long term substitutes MUST have a minimum of a valid Indiana Substitute Teaching License.

**IF** a long-term substitute teacher has a **valid Indiana Teaching License** the pay is as follows:

**The first 15 consecutive days they are paid at Level 4 above (\$85.19). On the 16<sup>th</sup> day they will be paid a daily rate based on their years of experience and where they fall on teacher salary schedule. The long-term substitute has to provide the central office staff with documentation supporting their years of experience and degree level.**

Long-term substitutes receive no benefits unless the leave is for an entire year then they will receive the same number of sick/personal as full-time teachers are awarded in the master contract. Long-term subs are eligible to contribute to the Teacher Retirement Fund if they have met the qualifications to enroll or have already been enrolled prior.

## LONG-TERM NON-CERTIFIED SUBSTITUTE

The first 15 consecutive days the pay is substitute pay for the position. If the position's first year rate is higher than the substitute pay for the position, the substitute will receive the first year rate on the 16th day.

Any current employee who chooses to apply for a long-term substitute position (certified or non-certified) will be required to resign from their current position if they are offered and accept the position. The job they resign from will not be held for them. If after the long-term substitute position has exhausted, there is an opening, they may apply and interview for the position. However, you are not guaranteed a position after you resign. When you resign from your position you lose your benefits, including paid time off days.

## MAINTENANCE

Maintenance Hourly Rate: 0-4 years\* - \$21.36                      Hours: 8 hours per day  
5-9 years\* - \$22.02    Year: See employment calendar  
10+ years\*- \$22.71

\*As Maintenance Employee at Sunman-Dearborn

Head of Maintenance Hourly Rate: 0-4 years\* - \$25.05                      Hours: 8 hours per day  
5-9 years\* - \$25.80    Year: See employment calendar  
10+ years\*- \$26.57

\*As Head of Maintenance at Sunman-Dearborn

HVAC Certified Additional \$1,000 per year

Pool Certified Additional \$500 per year

Holidays: 9 paid holidays (see employment calendar)

Sick PTO: 80 hours per year

Discretionary PTO: 24 hours per year

Vacation PTO: Year defined as July 1 to June 30  
First Year – No vacation  
1-7 years of service – 80 hours (Prorate - see vacation on page 7)  
8-19 years of service – 120 hours  
20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:                      \$1.00 per year                      \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.



HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## SCHOOL NURSE (RN)

Hourly Rate: \$22.78 (0-4 yrs.)\*  
\$23.44 (5-9 yrs.)\*  
\$24.64 (10+ yrs.)\*  
\$15.99 (Sub Pay and Training)

Work Hours: 8 hours per day  
Year: See employment calendar

\* As School Nurse at Sunman-Dearborn

Sick PTO: 64 hours per year

Discretionary PTO: 24 hours per year

Paid holidays: 6 days per year (see employment calendar)

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

**PAC TECHNICIAN**

Hourly Rate: 0-4 years\* - \$14.34  
5-9 years\* - \$15.44  
10+ years\*- \$16.54

Hours: As needed

## SCHOOL RESOURCE OFFICER

Hourly Rate: \$28.98

Work Hours: 8 hours per day

Year: See employment calendar

Sick PTO: 64 hours per year

Discretionary days: 24 hours per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

## STUDY HALL MONITOR

Hourly Rate: \$11.28

Work hours: 7 hours per day

Year: Student days

Sick PTO: 56 hours per year

Discretionary PTO: 21 hours per year

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$5,040.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you do not report to work. You will work these days when they are scheduled to be made up.

## TECHNICAL SUPPORT SPECIALIST

Hourly Rate: 0-4 years\* - 18.56  
5-9 years\* - \$19.41  
10 years\* or more - \$20.27

Hours: 8 hours per day

Year: See employment calendar

\*As Technical Support Specialist at Sunman-Dearborn

Sick PTO: 80 hours per year

Discretionary PTO: 24 hours per year

Holidays: 9 paid holidays per year (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate - see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.

## TECHNOLOGY COORDINATOR

Hourly Rate: 0-4 years\* - \$22.06

5-9 years\* - \$23.16

10 years\* or more - \$24.26

Hours: 8 hours per day

Year: See employment calendar

\*As Technology Coordinator at Sunman-Dearborn

Sick PTO: 80 hours per year

Discretionary PTO: 24 hours per year

Holidays: 9 paid holidays per year (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate - see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

Retirement: Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance: \$1.00 per year \$50,000/\$50,000 coverage

Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. One-half (50%) of the deposit will be made on or around January 1, and the other one-half (50%) of the deposit will be made on or around August 1. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.

Dental Insurance:

Dental insurance is available, but there is no employer contribution.

Inclement Weather:

If school is closed due to inclement weather you are expected to report to work, unless the county has called a Level 3 snow emergency.



## TRANSPORTATION SUPERVISOR

Salary: \$58,478

Year: 260 Days

Discretionary PTO: 120 hours per year (can accumulate up to 680 hours)

Holidays: 10 paid holidays (see employment calendar)

Vacation PTO: Year defined as July 1 to June 30

First Year – No vacation

1-7 years of service – 80 hours (Prorate - see vacation on page 7)

8-19 years of service – 120 hours

20 years & up – 160 hours

Bereavement PTO: Refer to page 4 under the Bereavement section.

### Retirement:

Employee will be entitled to \$6.50 per unused accumulated sick hour (maximum payment for 680 hours). The minimum length of time to be eligible will be ten (10) years of service in the corporation. The minimum age to qualify will be fifty-five (55).

Employee will be enrolled in P.E.R.F. (Public Employees Retirement Fund). Employee contribution is 3% and employer contribution is set yearly by the state.

Life Insurance:           \$1.00 per year           \$50,000/\$50,000 coverage

### Medical Insurance:

All S-D employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 (HDHP). The amount the corporation will contribute to either plan is \$7,046.00.

### HSA Contribution:

All employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in single plan the corporation will deposit \$1,500 into their HSA, if enrolled in any family plan the corporation will deposit \$3,000 into their HSA. The HSA contribution will be prorated for any employee enrolling after January 1.

### Dental Insurance:

Dental insurance is available, but there is no employer contribution.

### Inclement Weather:

If school is closed due to inclement weather you are expected to report to work.

Appendix B  
REQUEST FOR DISCRETIONARY DAY  
(For use by non-certified personnel only)

The Sunman-Dearborn Board of School Trustees grants yearly three days to each non-certified employee to be used at their discretion. Days must be approved by your direct supervisor or principal at least three (3) days in advance.

\*\*\*\*\*

Name \_\_\_\_\_ Position \_\_\_\_\_

School \_\_\_\_\_

I hereby request approval of my application for discretionary leave for the following date

\_\_\_\_\_ Requesting # of hours: \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Date of Request

Approved    Disapproved    \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Supervisor

Revised 5/17/2018

**Employee Signature/Acknowledgement Page**

I \_\_\_\_\_ (employee name) acknowledge receipt of  
the 2018-19 Non-Certified Staff Employee Handbook.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Return signed Employee Signature/Acknowledgement page to the Superintendent's office.