SUNMAN-DEARBORN COMMUNITY SCHOOL CORPORATION

2026-27

Non-Certified
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 elementary, all middle school and the High School Attendance and Student Services Administrative Assistants

Administrative Assistants Class IV
- High School Athletic Administrative Assistant
- High School Treasurer
- High School Executive

Administrative Assistants Class V
- Superintendent's Office Administrative Assistants

Administrative Assistants Class VI
- Corporation Assistant Treasurer

Athletic Workers and Mower Maintenance
Audio Visual
Bus Driver
Certified Occupational Therapy Assistant (COTA)
Custodian and Maintenance
Food and Nutrition Services Managers and Associates
Human Resource/Benefits Coordinator
Instructional Assistant (inc. ESL), Study Hall Monitor and Intensive Supervised Study
Library Supervisor and Library Assistant
Long Term Substitutes
Nurse
School Resource Officer
Speech Language Pathology Assistant (SLPA)
Speech Language Pathology Aide
Technical Support Specialist and Advanced Technical Support Specialist

All Support Staff - Expectations and Definitions	
Accumulated Sick Time	Unused sick and Personal 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	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. In special circumstances, the administrator may approve for certain classifications of employees to shorten their day by two (2) hours or less to make a medical appointment they could not make after hours. If this is approved by the administrator, the entire amount of hours the day was shortened by must be made up and it must be made up in the same work week. Employees cannot use PTO and make-up time for the same absence.
At Will Employment	Employment may be terminated without due process rights when services are no longer needed.
Bereavement Paid Time Off (PTO)	In the case of death in the immediate family five (5) days with pay shall be allowed. The five (5) days must be consecutive school days to be taken within seven (7) calendar days beyond the death. Immediate family is interpreted for this purpose as: Spouse, parent, sibling, child, grandchild, grandparent, grandparent-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, step-child, step-parent or a person whose permanent home is in the staff member's home. In the case of death of a nephew, niece, aunt or uncle, up to one (1) day with pay will be allowed for the funeral to be used within seven (7) calendar days of the death. The maximum hours paid per bereavement day will be equivalent to the employee's normal hours per day. Additional days without pay may be granted with approval of the Superintendent. In the case of extenuating circumstances, the Superintendent may adjust the seven (7) calendar days.

Dental Insurance	All full-time employees may enroll in dental insurance at their own expense.
Early Release Days	Staff members may stay on early release days to complete training(s) or other assignments provided by the principal. Staff members may use personal time or sick time (legitimate) for hours lost on an early release day and are required to enter the personal time into Willsub and choose “no sub”. The staff member cannot make-up lost time, but can choose to be unpaid.
Evaluation	The immediate supervisor will utilize an annual evaluation process. Copies of annual evaluations will be provided to the employee and placed in the employee's personnel file.
Family Medical Leave (FMLA)	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. An employee can choose to use their PTO in order to be paid while on leave. The FMLA policy is in Appendix A.
Full-time Staff	Support staff personnel whose normal work week is 30 hours per week are full-time employees and qualify for benefits.
HSA	All full-time employees enrolled in the medical insurance will receive a contribution into their HSA. If enrolled in a 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 by January 15, and the other one-half (50%) of the deposit will be made by August 15. The HSA contribution will be prorated for any employee enrolling after January 1, or August 1.
Inclement Weather Days	Refer to Appendix B regarding work expectations for your specific position. If you are scheduled for a PTO day on an inclement weather day, delay or early release, your PTO and pay will be adjusted to the actual time lost, and you will be given an opportunity to make-up the additional time by June 10th or use personal time.
Life Insurance	All full-time employees will be enrolled in Life Insurance. The cost is $1.00 per year. The coverage is $50,000/$50,000.
Lunch 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 will be paid for their lunch. 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 out and back in.

Medical Insurance	All full-time employees electing to participate in the group medical insurance may enroll in either Plan 1 or Plan 2 . The amount the corporation will contribute to either plan is $10,700.00.
Medical Leave	Medical leave needed beyond the 12-week FMLA may be granted for up to one (1) year with board approval. 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. Return to work documentation **must** be received prior to returning from any medical leave, regardless of length of leave.
Mileage	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 it to the Superintendent's Office for payment.
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.
Part-time Staff	Support staff personnel whose normal workweek is less than 30 hours are part-time employees and do not qualify for benefits. Although part-time staff do not get paid days off, they still have the same expectations for any days off as listed in the Personal PTO and Sick PTO section regarding breaks and being off more than two consecutive days.
Personal PTO	Personal PTO may be used at the employee's discretion. The hours must be requested a minimum of three (3) days in advance. Personal PTO hours are to be used to conduct personal business that cannot be conducted outside of the regular school day, and may not be used on an instructional day immediately before or after an extended break (Fall, Winter, Spring and Summer Break) The Superintendent may approve personal PTO on an instructional day immediately before or after an extended break in the event of extenuating circumstances. Personal PTO for the first year of employment is prorated if the employee does not begin on the first working day of the school year. Personal hours will be approved in WillSub Unused Personal PTO

	will roll into accumulated sick time.
Retirement	Full-time employees will be entitled to $7.50 per unused accumulated sick hour (maximum payment for 680 hours). Full-time employees paid by the day, will be entitled to $55.00 per unused accumulated sick day (max 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). Full-time employees 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.
Sick PTO	Sick PTO can be used for the employee's own personal illness/doctor's appointment or for the illness of the employee's immediate family. Immediate family is defined as spouse, son/daughter, a legal dependent for whom the staff member is custodial guardian, a parent or a relative whose permanent home is in the employee's home. Sick PTO is not to be used for personal business, travel, or vacation. Sick PTO for the first year of employment is prorated if the employee does not begin on the first working day of the school year. All sick PTO received for the current year must be exhausted prior to using accumulated sick time. A medical note is required to use accumulated time. A physician's note is required to use sick PTO for the following circumstances: 1. Using more than two (2) consecutive sick days. 2. A sick day immediately before or after an extended break (Fall Break, Winter Break, Spring and Summer Break). 3. A sick day immediately before or after a scheduled vacation day. 4. A sick day immediately before or after a personal day. If a note is not provided, the time will be unpaid/unexcused. Unused sick PTO will roll into accumulated sick time.

Time Clock	All employees are required to punch in/out on the time clock. Any errors or missed punches are to be reported to the building principal or your immediate supervisor. No employee shall ask another employee to clock them in. No employee shall clock in at another building unless prior approval from an administrator.
Unpaid Time off	Unpaid time off is not permitted and is considered unexcused. Employees who receive paid time off (PTO) may face disciplinary action for unexcused absences. When all of an employee's sick PTO is exhausted they must use personal or vacation time if available.
Vacation PTO	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. Vacation PTO must be approved by your direct supervisor prior to taking the time off. Custodial and maintenance staff may take a maximum of 80 hrs 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 five (5) student days. Vacation PTO will be prorated if hired after the first working day of the school year.
WillSub	All employees (except food service, bus drivers and bus assistants) must enter their absences into WillSub. If you are a Custodian, Nurse or Administrative Assistant you must contact your building principal if you put your absence in WillSub <u>after</u> 3:00 P.M. Monday - Friday on the day prior to your absence or on a Saturday or Sunday for Monday.
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 Dec. 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 is 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.

ADMINISTRATIVE ASSISTANT (Class III)

Hourly Rate: 0-4 years* - $21.88
5-9 years* - $22.33
10 years or more* - $22.73
Part-time, Training and Subs - $15.46

Hours: 8 hours per day
Year: See employment calendar

*As Administrative Assistant at Sunman-Dearborn or other relevant experience.

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

Personal PTO: 24 hours per year

Holidays: 11 paid holidays (12 month employees) (see employment calendar)
10 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 8)
8-19 years of service – 120 hours
20 years & up – 160 hours
Vacation is only applicable to 12 month employees.

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

ADMINISTRATIVE ASSISTANT (Class IV)

Hourly Rate: 0-4 years* - $22.83
5-9 years* - $23.28
10 years* - $23.74
Part-time, Training and Subs - $15.46

Hours: 8 hours per day
Year: See employment calendar

*As Administrative Assistant at Sunman-Dearborn or other relevant experience.

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

Personal PTO: 24 hours per year

Holidays: 11 paid holidays (12 month employees) (see employment calendar)
10 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 8)
8-19 years of service – 120 hours
20 years & up – 160 hours

Vacation is only applicable for 12 month employees.

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

ADMINISTRATIVE ASSISTANT (Class V)

Hourly Rate: 0-4 years* - $24.84
5-9 years* - $25.29
10 years or more* - $25.75
Part-time, Training and Subs - $15.46

Hours: 8 hours per day
Year: See employment calendar

*As Administrative Assistant at Sunman-Dearborn or other relevant experience.

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

Personal PTO: 24 hours per year

Holidays: 11 paid holidays (see employment calendar)

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

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

ADMINISTRATIVE ASSISTANT/CORPORATION ASST. TREASURER (Class VI)

Hourly Rate: 0-4 years* - $27.27
5-9 years* - $27.73
10 years* or more - $28.18
Part-time, Training and Subs - $15.46

Hours: 8 hours per day
Year: See employment calendar

*As Administrative Assistant at Sunman-Dearborn or other relevant experience.

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Holidays: 11 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 8.)
8-19 years of service – 120 hours
20 years & up – 160 hours

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

ATHLETIC WORKER/MOWER MAINTENANCE

Hourly Rate: 0-4 years* - $24.71
5-9 years* - $25.37
10 years* or more - $25.65
Sub Rate - $19.79

Hours: 8 hours per day
Year: Employment calendar

*As Athletic Worker/Mower Maintenance at Sunman-Dearborn or other relevant experience.

Holidays: 11 paid holidays (See employment calendar)

Sick PTO: 80 hours per year

Personal 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 8)
8-19 years of service – 120 hours
20 years & up – 160 hours

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

AUDIO VISUAL COORDINATOR

Hourly Rate: 0-4 years* - $30.44
5-9 years* - $31.57
10 years* or more - $32.69

Hours: 8 hours per day

Year: See employment calendar

*As Audio Visual Coordinator at Sunman-Dearborn or other relevant experience

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Holidays: 11 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 8)
8-19 years of service – 120 hours
20 years & up – 160 hours

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

FULL TIME BUS DRIVER

AM/PM/Mid-day Routes

Daily Rate: 0-4 years* - $126.55
5-9 years* -$128.63
10+ years* - $130.70
Sub rate - $126.55

Year: See employment calendar

*As a Bus Driver at Sunman-Dearborn or other relevant experience

Corporation Vocational Route:	$78.76 per day
Corporation Midday Preschool Route:	$74.47 per day
Corporation Private Transportation-White Bus (Non-CDL):	$88.40 per day
Corporation Private Transportation - White Bus (CDL):	$96.70 per day

Sick PTO: 8 days per year

Personal PTO: 3 days per year

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

BUS DRIVER OR BUS ASSISTANT and INSTRUCTIONAL ASSISTANT

Bus Driver Daily Rate: 0-4 years - $126.55
5-9 years - $128.63
10+ years - $130.70
Sub rate - $126.55

Year: See employment calendar

Corporation Private Transportation-White Bus (Non-CDL): $88.40 per day
Corporation Private Transportation - White Bus (CDL): $96.70 per day

Bus Assistant Rate: AM Route - $30.75
Midday Route - $39.02
PM Route - $30.75
Sub rate - $30.75 for AM or PM, $39.02 for Midday

Sick PTO: 8 days per year

Personal PTO: 3 days per year

Sick or Personal PTO for bus do not rollover to accumulated.

Instructional Assistant:

Hourly Rate: 0-4 years* - 17.92
5-9 years* - $18.37
10+ years* – $18.83**
Sub pay - $15.24

Hours: Varies per Building
Year: See employment calendar

*As Instructional Assistant at Sunman-Dearborn or other relevant experience.

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

Sick PTO: The calculation is the number of paid hours per day you are scheduled to work x 8.

Personal PTO: The calculation is the number of paid hours per day you are scheduled to work x 3.

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

BUS DRIVER (A.M. / P.M. routes only)

Daily Rate: 0-4 years* - $126.55
5-9 years* - $128.63
10+ years* - $130.70
Sub rate - $126.55

Year: See employment calendar

*As a Bus Driver at Sunman-Dearborn or other relevant experience

Corporation Private Transportation-White Bus (Non-CDL): $88.40 per day

Corporation Private Transportation - White Bus (CDL): $96.70 per day

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

Hourly Rate: Sub Rate - $19.80
0-4 years* - $32.31
5-9 years* - $33.28
10 years* or more - $34.25

Hours: 8 hours per day
Year: See employment calendar

*As a COTA at Sunman-Dearborn or other relevant experience

Sick PTO**:** 64 hours per year.

Personal PTO**:** 24 hours per year.

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

If a case conference is scheduled on an e-learning day you are required to attend.

CUSTODIAN

Hourly Rate: Sub Rate - $19.79
0-4 years* - $24.71
5-9 years* - $25.37
10 years* or more - $25.65

Hours: 8 hours per day
Year: See employment calendar

*As a Custodian at Sunman-Dearborn or other relevant experience

Head Custodian Hourly Rate: 0-4 years** - $27.20
5-9 years** - $28.04
10 years or more**- $28.90

**As a Head Custodian at Sunman-Dearborn or other relevant experience

Holidays: 11 paid holidays (See employment calendar)

Sick PTO: 80 hours per year

Personal 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 8)
8-19 years of service – 120 hours
20 years & up – 160 hours

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

FOOD AND NUTRITION SERVICE ASSOCIATES/MANAGERS

Food and Nutrition Associate:

Hours: Varies per Building
Year: See employment calendar

Hourly Rate: 0-4 years* - $17.26
5-9 years* - $17.83
10+ years* $18.39
Sub pay $13.99

*As a Food and Nutrition Associate at Sunman-Dearborn or other relevant experience

Food and Nutrition Associate Managers:

Hourly Rate:			
	Manager (ECHS)	0-4 years*	$24.75
		5-9 years*	$25.48
		10+ years*	$26.25
	Asst. Manager (ECHS)	0-4 years*	$21.81
		5-9 years*	$22.46
		10+ years*	$23.14
	Manager (ECMS)	0-4 years*	$22.86
		5-9 years*	$23.52
		10+ years*	$24.23
	Manager (Elem.)	0-4 years*	$21.81
		5-9 years*	$22.46
		10+ years*	$23.14

*As a Food and Nutrition Associate Manager at Sunman-Dearborn or other relevant experience

Sick PTO: Calculation is the number of hours per day you are scheduled to work x 8.

Personal PTO: Calculation is the number of hours per day you are scheduled to work x 3.

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

HUMAN RESOURCES/BENEFITS COORDINATOR

Hourly Rate: 0-4 years - $32.44
5-9 years - $33.11
10 years or more - $33.77

Hours: 8 hours per day
Year: See employment calendar

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Holidays: 11 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 8)
8-19 years of service – 120 hours
20 years & up – 160 hours

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

INSTRUCTIONAL ASSISTANT

Hourly Rate: 0-4 years** - $17.92
5-9 years** – $18.37
10 years** or more – $18.83*
Sub pay - $15.24

Hours: Varies by Building
Year: See employment calendar

*Beginning pay for employee with a BS degree in education or a valid Indiana teaching license.
**As an Instructional Assistant in Sunman-Dearborn or other relevant experience.

Sick PTO**:** Calculation is the number of hours per day you are scheduled to work x 8.

Personal PTO**:** Calculation is the number of hours per day you are scheduled to work x 3.

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

INSTRUCTIONAL ASSISTANT/ESL

Hourly Rate: 0-4 years - $28.73*
5-9 years - $29.60*
10 years or more - $30.49*

Hours: Varies
Year: Student days

*As Instructional Assistant/ESL at Sunman-Dearborn or other relevant experience.

Sick PTO**:** Calculation is the number of hours per day you are scheduled to work x 8.

Personal PTO**:** Calculation is the number of hours per day you are scheduled to work x 3.

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

INTENSIVE SUPERVISED STUDY/SLP AIDE

Hourly Rate: 0-4 years** - $19.04*
5-9 years** – $19.49*
10 years** or more – $19.96*
Sub pay - $15.24

Hours: 7 hours per day
Year: See employment calendar

*Employee with a BS degree will be paid an additional $2.50 per hour
**As an Intensive Supervised Study/SLP Aide at Sunman-Dearborn or other relevant experience

Sick PTO: 56 hours per year

Personal PTO: 21 hours per year

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

LIBRARY ASSISTANT

Hourly Rate: 0-4 years* - $19.08
5-9 years* - $19.41
10+ years*- $19.81
Sub and Training - $15.24

Hours: 8 hours per day
Year: See employment calendar

*As Library Assistant at Sunman-Dearborn or other relevant experience

Sick PTO: 64 hours per year

Personal PTO: 24 hours per year

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

LIBRARY SUPERVISOR

Hourly Rate: $21.88 (0-4 yrs.) *
$22.33 (5-9 yrs.) *
$22.73 (10+ yrs.)*
$15.24 (Sub and Training)

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

*As Library Supervisor at Sunman-Dearborn or other relevant experience

Sick PTO: 64 hours per year

Personal PTO: 24 hours per year

Paid holidays: 8 days per year (see employment calendar)

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

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 $102.00/day
2. Two (2) years of college with at least 60 college credit hours $107.00/day
3. Four (4) year college degree $112.00/day
4. Degree with valid Indiana teaching license $117.00/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 ($115.00). On the 16th day they will be paid a daily rate based on their years of experience and where they fall on teacher salary schedule. Long-term substitutes for the entire year will be paid a daily rate based on their years of experience and where they fall on teacher salary schedule starting on the 1st day. 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, and bereavement as full-time teachers are awarded in the master contract and the same health insurance benefits. Long-term subs are required to contribute to the Teacher Retirement Fund at their own expense 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* - $28.85 Hours: 8 hours per day
5-9 years* - $29.75 Year: See employment calendar
10+ years*- $30.67
*As Maintenance Employee at Sunman-Dearborn or other relevant experience

Head of Maintenance Hourly Rate: 0-4 years* - $33.83 Hours: 8 hours per day
5-9 years* - $34.85 Year: See employment calendar
10+ years*- $35.88
*As Head of Maintenance at Sunman-Dearborn or other relevant experience

HVAC Certified Additional $1,000 per year
Pool Certified Additional $500 per year
Plumbing Certified Additional $3,000 per year

Holidays:11 paid holidays (see employment calendar)

Sick PTO: 80 hours per year

Personal 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 8)
8-19 years of service – 120 hours
20 years & up – 160 hours

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

SCHOOL NURSE (RN)

Hourly Rate: 0-4 years - $30.77*
5-9 years - $31.65*
10+ years - $33.27 *
Sub Pay and Training - $30.77

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

* As School Nurse at Sunman-Dearborn or other relevant experience

Sick PTO: 64 hours per year

Personal PTO: 24 hours per year

Paid holidays: 8 days per year (see employment calendar)

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

SCHOOL RESOURCE OFFICER

Hourly Rate: 0-4 years - $39.13*
5-9 years - $40.31*
10+ years - $41.53*

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

*As SRO at Sunman-Dearborn or other relevant experience

Sick PTO: 64 hours per year

Personal PTO: 24 hours per year

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

SPEECH/LANGUAGE PATHOLOGIST ASSISTANT (SLPA)

Hourly Rate: Sub Rate - $19.80
0-4 years* - $32.31
5-9 years* - $33.28
10 years* or more - $34.25

Hours: 8 hours per day
Year: See employment calendar

*As a SLPA at Sunman-Dearborn or other relevant experience

Sick PTO**:** 64 hours per year

Personal PTO**:** 24 hours per year

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

If a case conference is scheduled on an e-learning day you are required to attend.

STUDY HALL MONITOR

Hourly Rate: 0-4 years - $15.24
5-9 years - $15.69
10+ years - $16.16

Work hours: 7 hours per day
Year: See employment calendar

Sub Rate: $15.24

Sick PTO: 56 hours per year

Personal PTO: 21 hours per year

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

Retirement: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

TECHNICAL SUPPORT SPECIALIST
(ADVANCED)

Hourly Rate: 0-4 years* - $27.33 Hours: 8 hours per day
5-9 years* - $28.47
10 years* or more - $29.63 Year: See employment calendar
*As Advanced Technical Support Specialist at Sunman-Dearborn or other relevant experience

TECHNICAL SUPPORT SPECIALIST

Hourly Rate: 0-4 years* - $25.07 Hours: 8 hours per day
5-9 years* - $26.21
10 years* or more - $27.38 Year: See employment calendar
*As Technical Support Specialist at Sunman-Dearborn or other relevant experience

Sick PTO: 80 hours per year

Personal PTO: 24 hours per year

Holidays: 11 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: Refer to page 7 under the Retirement section.
Life Insurance: Refer to page 6 under the Life Insurance section.
Medical Insurance: Refer to page 6 under the Medical Insurance section.
HSA Contribution: Refer to page 5 under the HSA section.
Dental Insurance: Refer to page 5 under the Dental Insurance section.

4430.01 - **FAMILY & MEDICAL LEAVES OF ABSENCE ("FMLA")**

In accordance with Federal law, the School Board shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible support staff members for the following reasons:

A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;

B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;

C-1. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or

D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position;

Employee Entitlement to Service Member FMLA

Leave Entitlement

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation(maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member’s parent who is incapable of self-care when the care is necessitated by the member’s covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers.

Duration of Service Member FMLA

A. When leave is due to a "qualifying exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.

B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service

member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a one time benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.

C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State, and local law.

General Provisions

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. Months and hours that reservists or National Guard members would have worked if they had not been called up for military service count towards the staff member's eligibility for FMLA leave/Service Member Family Leave. Employment service time may be aggregated when the break in employment service is less than seven (7) years, is for fulfillment of military obligations, or if the employee is subject to recall under a written agreement (NOTE: this includes a collective bargaining agreement). All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Twelve (12) month period is defined as a fixed twelve (12) month period (i.e. the "leave year" is identical for all staff members -- e.g., a fiscal year). Sunman-Dearborn's fixed twelve (12) month period is defined as fiscal year, July - June.

For Service Member Family Leave, the use of the twenty-six (26) weeks will be measured forward from the first date on which the employee takes leave.

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

A. inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or

B. continuing treatment by a healthcare provider, including:

    1. a period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves either in-person treatment two (2) or more times by a healthcare provider within thirty (30) days of the first date of incapacity, absent extenuating circumstances beyond the employee's control, or in-person treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider;

       The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.

    2. any incapacity due to pregnancy or for prenatal care;

    3. any period of incapacity or treatment for such incapacity due to a chronic serious health condition;

    4. a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;

    5. any period of absence to receive multiple treatments by a healthcare provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

C. conditions for which cosmetic treatment are administered are not "serious health conditions' ' unless

inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

Intermittent and Reduced Schedule Leave

The Superintendent may allow a staff member to take FMLA leave intermittently or on a reduced schedule for the birth, adoption, or foster care placement of a child (see A-1 or B-1 on page one). A staff member may take FMLA leave on an intermittent or reduced- leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parents, or dependent child with a serious health condition (see C-1 and D-1 on page one). Service Member Family Leave may also be taken on an intermittent or reduced-leave schedule when medically necessary.

The taking of such leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave actually taken.

If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment or the staff member is taking Service Member Family Leave, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties.

Staff Member Notice Requirement

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment or taking leave pursuant to Service Member Family Leave, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the Corporation, subject to the approval of the healthcare provider.

Substitution of Paid Leave

The staff member may request to substitute (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave, personal leave, vacation leave) (per the applicable collective bargaining agreement) for unpaid FMLA leave (see A-1, B-1, and A-2).

The staff member may request to substitute any of his/her earned or accrued paid vacation, personal leave or sick leave (per the applicable collective bargaining agreement) for unpaid FMLA leave provided for either reason (C-1) or (D-1) on page one and B-2 on page two.

The staff member may request to substitute any of his/her earned or accrued paid vacation, personal leave, family leave or sick leave (per the applicable collective bargaining agreement) for unpaid Service Member Family Leave.

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA leave or twenty-six (26) week period of Service Member Family Leave, the additional weeks of leave to obtain the twelve (12) weeks of FMLA leave or twenty-six (26) weeks of Service Member Family Leave, the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Service Member Family Leave, such leave counts toward the twelve (12) week/twenty-six (26) week maximum leave allowance provided by this policy.

Corporation Notice Requirement

The Superintendent will notify the staff member when the Corporation intends to designate leave as FMLA-qualifying. Such notice may be given orally or in writing and should be given within five (5) business

days of the request. When verbal notice is given, it will be followed by written notice within five (5) business days. In the case of intermittent or reduced schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have sufficient information about the reason for the staff member's use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA-qualifying. Once the Superintendent learns that a paid leave is for an FMLA leave-qualifying reason, the Superintendent will notify the staff member within five (5) business days that the paid leave will count toward the staff member's twelve (12) week FMLA- leave entitlement. The notification will indicate whether the employee is required to provide a fitness-for-duty certification to return to work.

Limits

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child. Additionally, the aggregate number of work weeks of leave to which both the husband and wife may be entitled pursuant to this policy is limited to twenty-six (26) work weeks during the single twelve (12) month period provided for in the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA leave and Service Member Family Leave.

Certification

When FMLA leave is taken for the staff member's own serious health condition or to care for a spouse, parents, or dependent child with a serious health condition (see C-1 and D-1 on page one), or Service Member Family Leave is taken, the staff member must provide medical certification from the healthcare provider of the eligible staff member, his/her immediate family member, or the next of kin of the individual. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed.

The staff member either:

A. submit the medical certification to the Superintendent; or

B. direct the healthcare provider to transfer the medical certification directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with an HIPAA-compliant authorization.

Staff members are not eligible for leave pursuant to this policy if they work elsewhere during leave pursuant to this policy.

In the event the staff member fails to provide medical certification, any leave taken by the employee is not FMLA leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days' notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA leave unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The Corporation shall be responsible for maintaining a record of those communications.

The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

A. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or

B. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider

with a HIPAA-compliant authorization.

In the event that the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the staff member is not FMLA leave.

A staff member who takes leave for reason (D-1) on page one, prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that s/he is able to resume work.

A staff member seeking to take leave pursuant to reason (A-2 or B-2) above must submit, in a timely manner to the Superintendent, an appropriate certification as described by Federal regulations.

Return from Leave

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members, and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA leave or the Corporation has sufficient information to believe that the employee may qualify for FMLA leave.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

Appendix B - Inclement Weather Reporting

	See below	Inclement Weather - School Closed		Inclement Weather - Delayed		Inclement Weather - Early Release		Prof Development - Early Release	
		Report to Work	Do not report to work	Report to work @ normal time	Report to work 2 hours late	Stay until normal time	Leave @ early release time	Stay until normal time	Optional (can stay or leave)
Administrative Assistant	*	X		X		X		X	
Human Resources/Benefits Coordinator	*	X		X		X		X	
Custodian	*	X		X		X		X	
Maintenance	*	X		X		X		X	
AV Coordinator	*	X		X		X		X	
Technical Support Specialist (Advanced)	*	X		X		X		X	
Technical Support Specialist	*	X		X		X		X	
Bus Driver/Bus Assistant	**		X		X		X		X
COTA/SLPA	**		X		X		X		X
Instructional Assistant	**		X		X		X		X
Instructional Assistant (ESL)	**		X		X		X		X
ISS	**		X		X		X		X
Library Assistant/Library Supervisor	**		X		X		X		X
Nurse	**		X		X		X		X
Study Hall Monitor	**		X		X		X		X
Food Service	**		X	Manager will contact w/start time		X		X	
School Resource Officer	**		X	X		X		X	

*In regard to inclement weather, if you choose to not report to work when school is closed or to not report at your normal time on a delayed start or to leave early on an early release (inclement weather) day you have the following options:

1. Use vacation or personal time
2. If no vacation/personal time is available the day/hours will be unpaid and absence will be unexcused.

**You will be given the following choices for lost time/hours due to inclement weather:

1. Use personal time. You must notify us if you want to use personal time prior to the last day of school and it will be paid on your last paycheck of the school year.
2. You will be given the opportunity to make up the lost time/hours between the last student day and June 10th.

Employee Signature/Acknowledgement Page

I _____ (employee name) acknowledge receipt of the 2026-27 Non-Certified Employee Handbook pages specific to my position. I understand that the entire Non-Certified Staff Employee Handbook can be found on the Sunman-Dearborn Community School Corporation webpage, under the Human Resource tab.

_____ _____

Employee Signature Date

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