

NORTH ADAMS COMMUNITY SCHOOLS
Classified Employee Handbook

Approved June 2019

Table of Contents

Employment Procedures	3
Employee Retirement Benefits	3
Retirement	3
Leaves for Personnel	6
Vacation Days and Paid Holidays	8
Sick Leave Bank	8
Pay Days	10
Work Schedule	10
Transfers	10
Termination of Service	10
Term Life Insurance Policy	11
Group Health Insurance	11
Section 125	11
Long Term Disability	11
Procedures	12
Appendix A	13
Appendix B	14
Appendix C	16
Appendix D	17
Appendix E	18
Appendix F	19

All classified employees are at-will employees. The employer or the employee can terminate with or without cause employment at any time. This Employee Handbook is not a contract. It is a listing of working conditions and procedures adopted by the North Adams Board of School Trustees. This Handbook is subject to change by action of the Board of School Trustees with or without notice.

I. Employment Procedures

- A. Applications for employment within North Adams Community Schools shall be made to the Superintendent of Schools or designee. Applicants will be expected to have sufficient skills to meet the needs of the position.
- B. Upon selection for a position, the employee will schedule an appointment with the Administrative Assistant for Human Resources.
- C. Prior to employment, the employee will have to complete an expanded criminal history check and an expanded child protection index check. These will be paid for by the employee. The expanded criminal history check must be renewed every five years. North Adams renews everyone in the same year. All employees were completed in February 2018. Everyone will be renewed again in February 2023. The renewals will be paid for by the School District. The child protection index is not required to be renewed.
- D. Substitute employees will be compensated at the established rate.
- E. Individuals are employed upon the recommendation of the Superintendent, confirmed by the Board of School Trustees, and assigned to the various schools and buildings.
- F. Employees shall assume and complete the responsibility assigned to them and will be assigned a direct supervisor.

II. Employee Retirement Benefits

A. Eligible Employees

- 1. Any person who becomes an employee in a position working 600-1000 hours per year has an option to join the Public Employees' Retirement Fund (PERF). If the position requires working more than 1000 hours per year, the employee must become a member of the Fund.

B. Contributions

- 1. All employees in positions covered by the PERF shall have their compensation to the Fund paid for by the Board of School Trustees.

C. Retirement Eligibility: PERF

- 1. An employee will become eligible for normal retirement with a full pension if they are in one of the following three categories.
 - a) Category 1 - If you are age 65, and have 10 or more years of creditable service under PERF.
 - b) Category 2 - If you are age 60, and have 15 or more years of creditable service under PERF.
 - c) Category 3 - If you are age 55, and your age at retirement plus your total years of creditable service under PERF equals 85 or more.

- D. Ineligible Employees - Temporary employees, substitutes and employees who are hired for part-time work normally requiring less than 600 hours per year are ineligible to participate.

III. Retirement Annuities

A. Retirement Benefit: 403(b)

- 1. An individual, who is employed by North Adams Community Schools at the time of

separation from employment, will be eligible for the following benefit provided the employee has otherwise satisfied the requirements and conditions described below.

B. 403(b) Annuity Plan

1. Each employee, including temporary employees, substitutes and employees who are hired for part-time work normally requiring less than 600 hours per year, may elect to make a salary reduction election and make tax deferred contributions, to a plan described in section 403(b) of the Internal Revenue Code (the "Code") to the maximum limits allowed by the Code. The Board shall forward salary reduction money to the appropriate vendor each month.

2. The school corporation shall maintain a list of approved investment vendor/s for the salary reduction contributions made to 403(b) Plan.

C. Buy Out of Retirement Benefits for non-food service employees hired on or before November 2005

1. Elimination of Prior Policy's Retirement Bridge Benefit

a) The Board specifically reserved the authority to revise or terminate the retirement benefits contained in earlier policies. Exercising this authority, the Board now confirm that the retirement benefits contained in the policy immediately before this Handbook's effective date are terminated. Said benefit shall not apply to any employee retiring from the school corporation on or after this amendment's effective date. Those employees who retired before the effective date shall only be entitled to the retirement benefits contained in the prior policy as of the time of his or her retirement, but as may be otherwise revised in the future.

2. Retirement Benefits and Vesting Eligibility Requirements for PERF

a) Upon retirement from the Corporation, an employee shall be fully vested in the retirement benefits described in this policy if the retiring employee has satisfied the following requirements:

- (1) The retiring employee meets the PERF eligibility for full retirement; and
- (2) Has at least fifteen (15) years of service as recognized by PERF; and
- (3) Has accumulated a minimum of ten (10) years of service at North Adams Community Schools.

D. Actuarial Determination of Value of the Current Retirement Benefit

1. In order to buy out the early retirement benefit the present value of this benefit has been determined. In making this present value determination, the following assumptions have been made:

- a) The assumed interest rate for determining the present value is six percent (6%).
- b) It is assumed that an employee will not retire until he/she has reached full retirement eligibility as defined by PERF.
- c) The anticipated amount of the retirement bridge shall be determined using the amount of annual benefit described in the prior retirement policy. However, it is assumed that individuals do not retire until satisfaction of the eligibility requirements as defined by PERF.
- d) Using the method of calculation described in the prior retirement policy, the retirement benefit for each employee will be determined, subject to the following adjustments:

- (1) The employee's base daily rate will be increased by assumed years of

service.

- e) Amounts forfeited upon termination of employment because of the failure to meet the applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently rehired or re-employed by the school corporation. However, if the Board approves a leave of absence for an employee, such period of leave shall not result in forfeiture, provided the employee shall promptly return to employment following the expiration of the period of leave.
- f) The present value of the retirement benefit under the prior policy shall be calculated effective as of June 30, 2004.
- g) There shall be consideration given in the present value calculation for a one percent (1%) of base salary ongoing employer contribution.
- h) To confirm the accuracy of the underlying information to be used in the present value calculations, each employee shall be provided with his or her basic data that will be used in the calculations, including, but not limited to, the following information as of June 30, 2004: base wage, age, years of service, total years of experience. The Board will have the responsibility to forward the verification sheets to the respective employee. Any corrections must be returned to the Board within ten (10) days of receipt of the verification sheets.
- i) Using the above assumptions and the other assumptions contained on the buyout spreadsheet, the present value calculations for each employee and the contributions described hereinafter will be made.

E. Buy Out Contributions

1. 401(a) Plan. The school corporation shall establish a qualified retirement plan as described in section 401(a) of the Code. The total sum of the amount calculated by Hilliard Lyons as the present value for the retirement pay benefit shall be contributed by the school corporation to the 401(a) plan by December 31, 2004. The single investment vendor for the 401(a) plan shall be the MetLife. The 401(a) plan's terms and conditions for the administration of the 401(a) plan shall be as follows:

- a) The amount calculated for each employee will be invested in a separate account. There will be no commingling of accounts and each employee may determine how his or her account shall be invested among the investment options made available by the investment vendor for the 401(a) Plan.
- b) Until such time that an employee has retired and satisfied the eligibility requirements set forth in this policy, the employee shall have no access to the assets held in his or her separate 401(a) plan account.
- c) Following retirement and the satisfaction of the requirements set forth in this policy, a retired employee may elect to commence distributions from his 401(a) plan account. If an employee dies after having satisfied the requirements of this policy, the deceased employee's 401(a) plan account shall be distributable to the decedent's designated beneficiary or to his/her estate if no beneficiary designation has been made. At no time may a participant borrow from his 401(a) plan account. If an employee retires or otherwise terminates employment before satisfaction of the requirements set forth in this policy, the terminated employee's 401(a) plan account shall be forfeited. The forfeited amounts shall be deposited in the employer's forfeiture account to be used to offset future contributions.

F. Future Adjustments

1. Any provision of this policy does not constitute an expectation of receiving the enumerated retirement benefits by any current employee, future employee, prospective employee

or applicant beyond the expiration of this policy. Therefore, except as otherwise limited by applicable law, it is understood that the Board may in the future make modifications of any kind to this provision, provided; however, that the future revision of this policy shall not affect the retirement benefits of employees already receiving benefits pursuant to this policy.

G. Retirement Savings 401(a) Annuity Plan

1. The school corporation shall establish a qualified retirement plan as described in section 401(a) of the Code. Any employee contributing to his/her 403(b) account will have an equal amount, up to 1% of their base contract or at-will agreement amount, matched by the Board. This match will be contributed into individual separate 401(a) accounts. Temporary employees, substitutes and employees who are hired for part-time work normally requiring less than 600 hours per year are ineligible to participate in the 401(a) match. Employees excluded from this benefit include Adams-Wells staff hired prior to June 30, 2012 who chose to stay on the Adams-Wells severance package, employees hired via a Memorandum of Understanding, and food service employees receiving the 2006-2007 severance buyout,

2. There will be no commingling of accounts and each employee may determine how his/her account shall be invested among the investment options made available by the investment vendor for the 401(a) Plan. The single investment vendor for the 401(a) plan shall be the MetLife.

3. Each employee shall be twenty percent (20%) vested in these individual 401(a) accounts per year to one hundred percent (100%) upon the completion of his/her fifth year of continuous employment with the Corporation.

H. Reasons that result in the loss of Retirement Eligibility

1. An employee will be ineligible for retirement benefits if he/she:

a) Is discharged.

b) Fails to return to work on schedule following a leave of absence except for cases of serious illness as verified by a medical doctor.

IV. Leaves for Personnel

A. Sick leave

1. A classified employee will be entitled to seven (7) paid days each school year to be used for illness, accident and/or quarantine.

2. If in any one (1) school year an employee is absent less than seven (7) days for illness, accident, and/or quarantine, the unused sick days will accumulate to a total of ninety (90) days.

B. Bereavement Leave

1. Up to six (6) consecutive weekdays per death shall be granted to an employee for death in the immediate family without loss of compensation. The day of the funeral must fall within the six (6) consecutive leave days and it will count as one of the 6 consecutive leave days unless the funeral falls on a weekend or holiday. If not used at the time of the funeral, one (1) day will be granted for business associated with the death of the family member. The immediate family is defined as spouse, parents, child, brother, sister, stepbrother, stepsister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchild, or other persons living in the immediate household.

2. The day of the funeral may be granted for death of an uncle, aunt, niece, nephew, and first cousin.

3. The day of the funeral may be granted to an employee serving as a pallbearer or in

another official capacity when B(1) or B(2) do not apply.

4. Employees wishing to attend funerals for another family member or a friend not specifically listed above will be required to use a vacation day or personal day.

C. Severe illness or accident in same household

1. A classified employee may use accumulated sick leave for severe illness or accident in the same household to the extent of five (5) days in any one (1) school year. With the approval of the Superintendent such leave may be extended to include immediate family as defined in Section IV, B, 1.

D. Personal Leave

1. A classified employee may be granted three (3) days with pay, each school year, for the transaction of personal business and/or the conducting of personal affairs that cannot be handled outside of his/her assigned working schedule and/or hours.

2. If personal leave days are not used, two shall accumulate as personal leave days for the next year. The number of accumulated personal days cannot exceed two (2) days. No more than five (5) personal days may be used in one employment agreement year. The remaining unused leave days will be added to the sick leave days up to 90 sick leave days inclusive as stated in Section IV, A, 2 above. Accumulated personal days will not be paid upon any termination from employment.

3. Personal leave as specified in the above paragraph will not be allowed on the following dates:

a) 260 day employees – Any day immediately before or after a vacation day; July 2 and 5, 2019; August 7 – 9, 2019; August 12, 2019; August 30, 2019; September 3, 2019; November 27, 2019; December 2, 2019; December 23 and 26, 2019; December 30, 2019; January 2, 2020; April 9 and 13, 2020; May 22 and 26, 2020.

b) Less than 260 day employees - August 7 – 9, 2019; August 12, 2019; August 30, 2019; September 3, 2019; October 18 and 28, 2019; November 27, 2019; December 2, 2019; December 20, 2019; January 2, 2020; January 17 and 21, 2020; February 14 and 18, 2020; March 20 and 30, 2020; April 9 and 13, 2020; May 22 and 26, 2020.

E. Unpaid leave

1. Employees may not request leave days from any category after days in that category have been exhausted. Taking a day without available leave will result in consequences including possible termination. The Superintendent may consider emergencies and grant nonpaid leave. This does not preclude a staff member using nonpaid days when the district calls an eLearning day.

F. Pregnancy Leave

1. A staff member will be granted a leave where a staff member is unable to work because of an anticipated temporary disability--pregnancy.

2. The staff member will give notice, orally or written, to the Office of the Superintendent of the intention to take a leave. The request will indicate date desired leave is to start and possible time of resuming duties. Where the staff member's condition raises any serious problem to their health in the period prior to the beginning of the leave, the Office of the Superintendent may request a statement by the staff member's physician as to their ability to continue working. Sick bank days may not be requested for a pregnancy leave.

3. A staff member taking leave under this section may use accumulated sick leave days, personal days and vacation days if applicable as provided in section A-1 upon presentation of a

physician's statement attesting to disability because of pregnancy. Said leave will be without jeopardy to retirement, tenure, and salary benefits.

4. Leave shall be granted, if requested, to a staff member when a child is born, without loss of compensation, for three (3) days. Further leave shall be granted, if requested, without pay, for a period of up to one year. Such leave shall commence within six weeks after the birth of the child. If the birth was by cesarean section, such leave shall commence within 8 weeks after the birth of the child.

5. Sick bank days may not be requested for a pregnancy leave.

V. Vacation Days and Paid Holidays

A. Only 12-month employees are granted vacation days and paid holidays.

B. The calculation of vacation time is based on the total years of service as a full time employee as of July 1 in each calendar year.

C. Vacation time earned will be based on full years of service in positions that include vacation days. If a person works in a position that does not include vacation credit and then moves to a position that does include vacation, only those full years worked in a position that includes vacation time will be used to calculate vacation time. (Example – If a person worked 6 years as a 183-day food service employee and then 3 years as a building level custodian, the vacation time for this person would be based on 3 years.)

D. For the purpose of calculating vacation days, a person hired at the July, August, or September school board meeting will be considered as having served for a full year on the following July 1st.

E. A person hired for a 12-month position at any board meeting from October to June will be granted a prorated number of vacation days on the first July 1 after the initial hire. This calculation will be based on working days from date of hire until June 30th. This calculation will be divided by 260 and rounded to the nearest half day.

F. The amount of vacation earned is based on full years of continuous service on July 1st

G. Accumulated vacation days will not be paid upon any termination from employment

H. See Appendices B and C.

VI. Sick Leave Bank

A. Purpose

1. The purpose of the Sick Leave Bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to the employee's illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable. A request form must be submitted to the sick bank committee for consideration. Approval is not guaranteed.

B. Administration

1. The Sick Leave Bank shall be administered by a Committee of five (5) members of the bank. The superintendent shall appoint two members who serve in supervisory roles and the

2. Each Committee member shall be appointed for a two (2) year period and may be re-appointed to succeed him/herself.

3. Vacancies on the Committee shall be filled before the next meeting by the appropriate appointing procedure in V, B, 1.

4. The entire membership of the Committee shall select one of their members to act as

chairperson for the duration of the year.

5. The Committee shall meet during the school year as needed. Special meetings may be called by the chairperson or at the request of the committee members. Any official action of the Committee shall require a majority approval of the Committee. A quorum of the Committee is three (3) members present.

6. The Committee shall prepare an annual report in conjunction with the district's payroll clerk of days contributed by each member, days used, and days accumulated in the Bank, and distribute the report to the members and the Superintendent.

7. Requests for use of the Bank and requests to donate days shall be made on official forms developed by the members of the Committee.

C. Criteria for Use of the Bank

1. All current and previously accumulated paid leave/vacation days must be exhausted by the individual.

2. The applicant must be a current participant in the Bank.

3. The maximum number of days that may be granted is forty-five (45) and must be used before the last scheduled workday in the current year.

4. Upon request, the applicant shall submit the North Adams medical release form. If the attending physician does not furnish the necessary form, the member shall not be eligible for Sick Leave Bank days.

5. The illness or accident must be of a serious or incapacitating nature; seriousness will be determined by the Committee with the recommendation of the attending physician.

6. Members on leave shall not be considered eligible to receive Bank days.

D. Eligibility for Use of the Bank

1. Any classified employee is eligible to participate in the Bank.

2. Any member who is receiving any public funds or benefits for the illness or disability causing the absence shall not be eligible for Sick Leave Bank credit.

E. Composition of the Bank

1. The number of days contributed will continue to accumulate until a total of at least one thousand (1,000) days are credited to the Sick Leave Bank.

2. To participate in the bank, one (1) day contributed per year is required until the one thousand (1,000) day maximum is reached. After the one thousand (1,000) days have been donated, the Sick Leave Bank Committee will decide if and when additional days need to be donated by the current members.

3. Employees new to the system may enroll within ten (10) days after the first day of active employment and upon receipt of a properly completed and signed sick leave bank donor authorization form.

4. After initial enrollment, with the exception of new employees, those wishing to enroll must wait until the program is re-opened by the Committee, and then must donate the number of days equal to the days donated by charter members of the program or back to the year of their initial employment.

5. If the total number of days falls below 1000 days, the Board shall contribute two (2) days

for each member-contributed day.

6. If appeal of any committee decision becomes necessary, the appeal will be to the School Board.

7. Application for sick leave bank days may be made by the personal representative in cases where the employee is unable to do so.

VII. Pay Days

A. All employees will be paid every 2 weeks during their assigned work schedule. At any time, payroll deduction schedules may be changed.

B. Employees whose positions are based on student days will not be compensated during the summer months, unless additional hours are assigned by the administration or their supervisor.

C. A supervisor may adjust hours as needed on a given day. The employee could be sent home early or assigned additional hours.

D. All employees will complete weekly time sheets which reflect actual hours worked and submit them to their supervisor on or before the published due date.

E. Failure to submit a time sheet by the submittal date will result in pay being delayed until the following pay period.

VIII. Work Schedule

A. The regular work week for staff shall be according to job descriptions.

B. Hours may vary based on the assigned responsibility. Mealtime is not included in work hours and will be set at a minimum of 30 minutes. Adjustments to starting time and ending time may be determined by the Supervisor.

C. A normal workweek begins at 12:00 a.m. Sunday and ends at 11:59 p.m. the following Saturday.

D. Staff members may not work beyond their regular daily hour assignment without permission from their immediate supervisor.

E. School Delays and Cancellations – see Appendix D

IX. Transfers/Change in position

A. Employees may be reassigned as needed by their supervisor.

B. Consideration will be given to all transfer requests submitted to the supervisor.

C. Employees who change positions during the employment agreement year will have all applicable leave days blended for both the previous position and new position for the current school year.

X. Termination of Service

A. An employee's service and pay will terminate:

1. On the date specified in a letter of resignation.

2. On the last day of work prior to retirement.

3. On the date specified by the Superintendent or his designee when discharged.

4. On the date the employee fails to report for scheduled work if he/she does not inform the supervisor of an illness, injury or emergency. (Failure to so report will be considered voluntary resignation as of that date.)

5. Prior to or on the last day of work the employee shall meet with the Administrative

Assistant for Human Resources to complete all exit paperwork

6. The final paycheck will be distributed on the next pay date, but only if all keys, access tags and North Adams property has been returned. If items are not returned, the costs will be deducted from the final paycheck.

XI. Term Life Insurance Policy – Effective January 1, 2009

- A. \$15,000 basic policy – North Adams Community Schools pay 99% of the premium for eligible employees. Supplemental and dependent insurance may be purchase by the employee.
- B. The cost to the employee will be the annual 1% of the basic plan regardless of when they are hired during the plan year.
- C. Additional life insurance may be purchase by the employee at their own cost.
- D. To be eligible for any life insurance benefit, an employee must work a minimum of 10 hours/week. Transportation personnel must work a minimum of 5 hours/week.

XII. Group Insurance

- A. Only employees working an average of 30 or more hours per week will be eligible to participate in the SEBT Health Insurance Plan. This average is calculated in accordance with the Affordable Care Act regulations over a period of 12 months.
- B. Bus drivers may participate in the SEBT health Insurance Plan.
- C. Employees may enroll in insurance options at the time of hire, during open enrollment, or during a qualifying event. The benefit will begin on the 1st of the month following a thirty (30) day waiting period.
- D. Single - The employee will pay according to the current SEBT Health Insurance Plan schedule.
- E. Family Membership - The employee will pay according to the current SEBT Health Insurance Plan schedule.
- F. Employees are offered dental and vision insurance and are responsible for paying the full premiums if plans are selected.
- G. Insurance premiums are deducted the month prior to the coverage.
- H. After the employee's final day of work, their insurance plans will terminate when the employee's paid portion of the premium is exhausted.
- I. An employee who experiences an extended illness must apply and be approved for FMLA if they are to remain eligible for health insurance and any other insurance packages in which they are enrolled. While on leave, the employee is still responsible for their share of the monthly premium.

XIII. Section 125

- A. Every employee must participate or waiver the option to participate in Section 125 of the Revenue Act of 1978. Employees are eligible to determine an amount of their wage to set aside for health insurance premium, non-reimbursement medical and dependent care. The amount may not exceed the annual IRS maximum or 100% of their wage. Individual administrative fees shall be paid by the employee.

XIV. Long Term Disability

- A. Each regular employee working over 600 hours per school year shall be covered by a long-term disability insurance program paid for by the Board of School Trustees.

XV. XV. Longevity Pay

- A. Employees will receive longevity pay for continuous years of service as a classified employee of North Adams.
- B. The years of service used in the calculation of longevity is the number of full years of service as

of July 1.

C. An employee who is hired at the July, August or September school board meeting for a position that includes longevity compensation will be granted a full year of service on the following July 1st.

D. If overtime hours are worked, the time and a half rate does not include the longevity pay.

E. There are examples in Appendix B.

XVI. Procedures - A complete list of district policies can be located on our website under school board.

A. If you have questions contact the follow central office staff

1. Lyndsy Hildebrandt – benefits, address/name changes, retirement, resignation
2. Jolene Wynn – payroll, licensure
3. Natosha Reed – purchasing
4. Cindy Garner – FMLA, anytime you are not sure who to speak with

B. Operational Forms

1. Leave Days

- a) Speak with your supervisor about missing a day.
- b) Complete the appropriate leave form available on the network.
- c) Submit the leave form to your supervisor.
- d) The supervisor will submit the leave form to central office.

2. Requisitions

- a) Speak with your supervisor about needed supplies and/or equipment.
- b) If approval is granted, complete the approved requisition form. Include all information including, vendor, quantity, and cost.
- c) Submit the requisition to you supervisor.
- d) The supervisor will submit the requisition to central office for consideration.

3. Time Cards

- a) Weekly complete the approved time card.
- b) Enter working hours to the nearest 15 minutes.
- c) Total the hours worked each day and the hours worked for the week.
- d) If a leave day is used, note the reason on the time card when entering hours.
- e) The supervisor must approve hours worked beyond the at-will agreement.

Appendix A

Severance Pay for food service employees hired before the 2006-2007 school year

Food service employees, who have acquired fifteen (15) or more years of experience, are recognized by the Public Employees Retirement Fund at the time of their retirement and have had at least ten (10) years' experience in the North Adams Community Schools will receive additional compensation according to the following schedule when retiring from the North Adams Community Schools:

1. 14% with 15 years of experience
2. 1% added for each additional year of experience beyond the 15th year

The amount of additional compensation will be based on the retiring staff member's last base annual salary, including the 3% contribution made to the Public Employees Retirement Fund.

The additional compensation will be made within the quarter and/or before the end of the calendar year in which the employee retires.

Food Service employees hired after the 2006-2007 school year will not be offered the severance pay.

Appendix B

Vacation days for 12-month employees

1. Vacation days are based on the fiscal year July 1 to June 30, the same as salary schedules. Vacations shall not be accumulated from one anniversary year to the next.
2. Employees working less than a forty (40) hour week will be entitled to vacation time accumulation in proportion to full time employment.
3. Vacation scheduling will be the responsibility of the supervisor and the building principal. As far as possible, vacations will be granted at the time most desired by employees; however, preferred time for use of these days is when the seasonal workload is less demanding as determined by the supervisor. Because of the volume of summer seasonal work required, custodian and maintenance employees will be limited to using one half of their vacation during June, July and August. In addition, no more than two members of the custodial group and one member of the maintenance group may be on vacation at the same time. The final date(s) of the vacation will rest exclusively on the employer's authority for orderly operation of the school program.
4. The number of vacation days received is based on position as listed below. The years of service are the number of full years of employment as of July 1.
5. Examples for vacation and longevity calculations for new employees as of July 2016:

A person is hired at the July, August, or September school board meeting:

The following July 1st, they will receive longevity credit for one (1) full year of service. This will be paid during the upcoming school year. On July 1st, they will be awarded five (5) vacation days to be used during the upcoming school year.

A person is hired at the January school board meeting:

The following July 1st, they will not receive longevity for the upcoming school year because they have not completed any full years of service. They will receive 2.5 days ($120/260=.46$, $.46*5=2.3$) of vacation to be used in the upcoming school year. The next time we pass July 1st they will now have at least one full year of service. They will be given 1 year of longevity and five (5) vacation days to be used in the upcoming school year.

A person is hired at the April board meeting:

The following July 1st, they will not receive longevity for the upcoming school year because they have not completed a full year of service. They will receive one day ($55/260=.21$, $.21*5=1.05$) of vacation to be used in the upcoming school year. The next July 1st, they will now have one full year of service. They will be given 1 year of longevity and five (5) vacation days to be used in the upcoming school year.

6. Corporation Level Office Employees (based on full years of continuous service as of July 1st):

1 year of service	1 week
2 years of service	2 weeks
10 years of service	3 weeks
15 years of service	4 weeks

Custodial and Maintenance (based on full years of continuous service as of July 1st):

1 year of service	1 week
2 years of service	2 weeks
11 years of service	2 weeks and 1 day
12 years of service	2 weeks and 2 days
13 years of service	2 weeks and 3 days
14 years of service	2 weeks and 4 days
15 years of service	3 weeks

Appendix C

Paid holidays for 12 month employees

New Year's Day
Memorial Day
July 4th
Labor Day
Good Friday (work AM only)
Thanksgiving Day
Friday following Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Holidays that fall on Saturday will be observed on the previous Friday. Holidays that fall on Sunday will be observed on the following Monday.

Appendix D

Work procedures for school delays and cancellations

INSTRUCTIONAL ASSISTANTS (ALL LEVELS)

- When the school day is delayed 2 hours, instructional assistants will report to work 2 hours later than normal at their designated building.
- On a 2-hour delay, instructional assistants will end their workday at the regular time. If that time is prior to the end of the school day, the principal may give permission for the employee to stay until school dismisses.
- When a school day is canceled, no instructional assistants are to report to work. There will be no hours reported for that day on the time sheet.

MIDDLE & HIGH SCHOOL SECRETARIES/NURSES

- When the school day is delayed 2 hours, only one (1) designated secretary or nurse will report to work. This designated secretary or nurse will work their regularly scheduled work hours for that day.
- The remaining non-designated secretaries and nurses will report to work 2 hours after assigned time. Ex: normal day report to work @ 7:30 am – on a delayed day report to work @9:30 a.m.
- Actual hours worked will be recorded on the time sheet.
- When the school day is delayed 2 hours and then turns into a cancellation day, the designated secretary will continue to either work or be sent home @ the discretion of the highest-ranking administrator in the building. Actual hours worked will be recorded on the time sheet.
 - Hours worked are compensated hours; therefore, they need to be reported to payroll with approval by building principal.
- When a school day is canceled (w/ no prior delay), no secretaries or nurses are to report to work. Each cancelation day is made up; therefore, no change in compensation is needed. There will be no hours reported for that day on the time sheet.

ELEMENTARY SCHOOL SECRETARIES

- When the school day is delayed 2 hours, the elementary secretary will report to work. They will work their regularly scheduled work hours for that day.
- Actual hours worked will be recorded on the time sheet.
- When the school day is delayed 2 hours and then turns into a cancellation day, the secretary will continue to either work or be sent home @ the discretion of the elementary principal. Actual hours worked will be recorded on the time sheet.
- When a school day is canceled (w/ no prior delay), no secretaries or nurses are to report to work. Each cancelation day is made up; therefore, no change in compensation is needed. There will be no hours reported for that day on the time sheet.

CUSTODIANS

- When the school day is delayed 2 hours, the custodians will report to work at regular time. They will work their regularly scheduled work hours for that day.
- When school is canceled, no custodians will report to work unless prior plans for project completion have been made with the building principal. Actual hours worked will be recorded on the time sheet

Appendix E

Employee Pay on Student Waiver Days and eLearning days

Group 1

Teachers (this would include administrators since by state definition they are teachers)

They will be paid regular wages as per Indiana code 20-28-9-15

Group 2

12-month employees – (ex – custodian)

If they worked, they will submit hours worked. If they did not work, they will need to take vacation, personal, or non-paid days

Group 3

Employees who work less than 12 months but more than 184 days (ex – building secretary)

These employees are scheduled to work a certain number of days. For example, this would pertain to someone who is hired to work for 200 days. Additional days could be worked in the summer. If the employee chooses, they could use personal days and/or non-paid days for the student waiver days.

Group 4

Employees who work 184 days or less (ex – teaching assistant, bus drivers)

They will need to take personal days in order to be paid. They may also take them as non-paid days.

Appendix F

Definitions

Employee Groups

Less than 12-Month Employee Groups

Building Clerical Staff, Building Computer Technicians, Building Level Treasurer, Bus Drivers, Cafeteria Supervisor, Corporation Computer Technician, Food Service Employees, Health Service Employees, In-School Suspension Instructor, Interpreters, Nurse, Paraprofessionals, Physical Therapist, Occupational Therapist

12 Month Employee Groups

Bus Mechanic, Corporation Level Office Employees, Corporation Treasurer, Custodians, Director of Food Service, Maintenance