

# TELL CITY-TROY TOWNSHIP SCHOOL CORPORATION

## SUPPORT STAFF HANDBOOK

ADOPTED BY THE BOARD OF SCHOOL TRUSTEES

ADOPTED DECEMBER 10, 2019

Policy Effective Date: January 1, 2020

## FORWARD

The Tell City-Troy Township School Corporation Board of School Trustees, in official session on December 12, 2017, updated policies that govern support staff personnel. The policies outline fringe benefit opportunities, salaries, and establish applicable personnel rules and regulations. The value of our support staff can never be underestimated. Their contribution to our school corporation is an absolute necessity.

The purpose of this booklet is to place personnel policy in the hands of those who administer it and those who are affected by it. It is hoped that misunderstandings can be avoided and consistent practices can be attained. This handbook will need to be continually revised and kept current in order to maintain consistent practices throughout our school system.

## POLICIES GOVERNING SUPPORT STAFF PERSONNEL

The Superintendent of Schools shall make the final recommendation to the Board of employees for support staff positions solely in the interest of providing the best possible service. The immediate supervisor, prior to making a recommendation to the Superintendent, shall review applications. Consideration will be given to the training, experience, and ability of the applicant.

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. See Board Policy 4122.

The immediate supervisor in regard to the duties and the responsibilities of the position shall inform successful applicants. Job descriptions, work schedules, pay rates and schedules, along with requested policies will be made available.

Because there are varying needs as to the type of service, the following annual work schedule shall be considered normal:

School Year and Extended School year Employees:  
(Not to exceed unless approved by the Superintendent)

181 Days	School Bus Driver
181 Days	DayCare Manager – 7 hours per day
182 Days	Cafeteria Employees -hours and days as determined by the Superintendent
181 Days	Instructional Assistants – hours and days to be determined by the Superintendent
202 Days	Athletic Secretary – 4 hours per day
260 Days	Custodian- 8 hours per day. Schedule to be determined by building principal and subject to change

Cafeteria managers shall work all days their cafeteria is open plus yearly opening and closing days.

Part time custodian hours and days will be determined by the Superintendent.

Paydays for support staff employees will be established each year prior to July 1. Such pay-period calendars shall be made available at that time. All non-salary support staff shall keep accurate records of their time worked using the K-Time scanning system. Corporation and ECA drivers shall maintain a paper timecard for all hours worked. All hourly employees must approve their K-time or submit timecards on time, and employees will be paid according to said records.

## **Holidays, Vacation, and Leave Time**

### **Sick and Personal Leave: Nine Month Employees**

Each support staff employee that works at least 5.5 hours per workday is entitled to be absent from work because of illness one day per month of employment each school year.

Nine (9) month employees are entitled to nine (9) days. Each nine (9) month support staff employee working at least 5.5 hours per school day shall be entitled to use five (5) of the nine (9) sick days for personal business that cannot be handled outside of the regular workday.

### **Sick and Personal Leave: Twelve Month Employees**

Each support staff employee that works twelve (12) month employees are entitled to twelve (12) days to be taken between July 1 and June 30.

Twelve (12) month support staff employee shall be entitled to use six (6) of the twelve (12) sick days for personal business that cannot be handled outside of the regular workday.

Sick days and personal days may be taken in ½ day increments.

All personal business day requests must be approved two days in advance by the building principal and properly noted on the leave report.

Sick leave must be recorded in advance (appointments) or on the day the employee returns to work from an unplanned illness.

The maximum number of sick days that any support staff employee can carry forward to the next school year is seventy-six (76) for nine month employees and eighty (80) for twelve month employees.

### **Vacation Days**

All full time employees working on a twelve-month basis (at least 240 days) shall be entitled to paid vacation as indicated below. Vacation days will be scheduled and approved by the Superintendent or Building Principal by January 31st and taken during the twelve-month period immediately following the year said vacation days are earned. Five days may be left "floating" but must be requested and approved by the Superintendent or Building Principal two (2) day in advance of the requested leave.

After 1 year: 5 Days  
After 2 years: 10 Days  
After 10 years: 15 Days

Vacation days cannot be carried over from one year to the next.  
Staff members are encouraged to schedule vacation days on “non-student” days.

Newly hired staff members eligible for vacation days will earn five days on the one year anniversary of the employee's start date. These days are to be taken by December 31 of the current year. Subsequent vacation days will be applied January 1 each succeeding year.

**Holidays**

The following full day paid holidays shall be available to hourly and salaried support staff employees working 240 days or more per year: New Year’s Eve, New Year’s Day, Memorial Day, July 4, Labor Day, Thanksgiving Day, the Day After Thanksgiving, Christmas Eve, Christmas Day. If a holiday falls on a non-work Saturday, the eligible employees shall have Friday off. If a holiday falls on a Sunday, the eligible employees shall have Monday off. Employees are discouraged from taking off the day before and/or the day after a paid holiday

**Bereavement**

Support staff personnel working at least 5.5 hours per school day may be absent from work with pay not to exceed five (5) working days beyond the date of a death in the immediate family, without loss of compensation for each occurrence. Immediate family is herein defined to mean father or mother, brother or sister, husband or wife, son or daughter, father-in-law or mother-in-law, grandparent or grandchild, stepchildren, or stepparents, son-in-law or daughter-in-law, relatives living in the employee’s home at the time of death, and relatives over whom employee has the power of attorney and/or guardianship. If there is a death of any aunt, uncle, niece, nephew, brother-in-law, or sister-in-law not living in the employee’s home at the time of death, the employee shall be granted one (1) school day leave of absence without loss of compensation for each occurrence.

**Court Mandated Leave**

If called for court or jury duty, for which he/she cannot be excused, a support staff employee shall receive pay at the regular rate for the day or time missed. In order to avoid duplication of payment the employee shall remit to the School Corporation Treasurer any monies (except travel pay) received from the court.

**Family and Medical Leaves of Absence (“FMLA”)**

Consistent with School Board policy 4430.01, eligible support staff employees may receive up to twelve (12) weeks of unpaid leave during a twelve-month period for any of the situations listed below. The twelve-month period runs consists of the fiscal year, July 1 to June 30.

- The birth of a child or to care for a newborn child within one (1) year of the child's birth;
- The placement of a child by way of adoption or foster care to care for the child within one (1) year of the child's placement;
- To care for a spouse, son, daughter, or parent if such person as a serious health condition; or
- The support staff employee's own serious health condition.

Among other eligibility requirements, a support staff employee must have been employed at least twelve months and worked at least 1,250 hours during the twelve months prior to the leave request. A support staff employee eligible for FMLA leave must exhaust all accumulated personal, sick, and vacation leave concurrently with unpaid FMLA leave.

In addition, eligible support staff employees are entitled twenty-six (26) weeks of leave during a single twelve-month period to care for a covered service member with a serious injury or illness who is the spouse, child, parent, or next of kin of the employee. This twelve-month period is measured forward from the date the support staff employee first begins such leave.

Support staff employees are encouraged to consult School Board policy 4430.01, which contains additional terms and conditions that may affect a support staff employee's eligibility and FMLA rights. The policy is available online at <https://www.tellcity.k12.in.us/Content2/258> under the "Policies" link.

In the event of a conflict between the foregoing explanation of FMLA benefits and School Board policy 4430.01, the latter shall control.

### **Attendance**

Sick days, personal days, and vacation days may not be taken prior to earning those days. Support staff are not allowed to take "Unpaid" personal days. If a staff member is ill and has not accrued a sick day, unpaid sick leave may be granted at the discretion of the principal. Unpaid sick leave will require a note from a medical institution upon the employee's return to work.

Support staff employees who, for any cause are unable to report to work at the regular time, shall notify their immediate supervisor or building principal as soon as possible. Should such employee fail to give such notice then he/she may automatically lose his/her right to continued employment.

All cafeteria employees will be paid only for the days that the cafeteria is in operation, except for those days at the beginning and end of the school year designated to open or to close operations. Non-paid days are days when the cafeteria is unable to operate because of inclement weather or mechanical breakdown.

When school is closed due to inclement weather or emergency conditions all full year employees are to report to work as if school were in session, unless notified by the building principal. If weather conditions are extreme and it is impossible to report, the employee should notify their supervisor or building principal to determine if make-up time is necessary. On these non-student days, all custodians, including second shift personnel, shall report on day shift times unless approved/changed by school administration.

## **Benefits**

The corporation employees in the following categories will receive the same health, dental, vision, and life insurance benefit/premiums as certified employees: Corporation Treasurer, Corporation Maintenance Supervisor, Corporation Computer Technician and Assistant Technician, Head Corporation Nurse, Corporation Superintendent's Receptionist/Office Assistant, Corporation Payroll/Accounts Payable, Extra-Curricular Accounts Manager, and Transportation Director.

Staff members that serve in multiple positions are considered full time if the weekly total of hours worked is 30 or greater. A staff member is considered part time if the total hours worked for the corporation is less than 30.

## **Insurance**

The School Corporation will pay the amount negotiated in the certified contract per month for health insurance plans for non-certified employees working 30 or more hours per week during the school year. A non-certified employee electing to take health insurance is eligible for coverage on the first day of the month following the first day of employment. Employees on the corporation health plan are eligible for the HSA contribution negotiated with the certified staff.

Beginning in January 2014, non-certified employees eligible for health insurance may participate in the dental and vision plans offered by the school corporation. Employees shall be provided dental plans at no expense to the employee. Vision plans can be provided with the employer paying 70% of the premium and the employee paying 30% of the premium.

Corporation bus drivers are not eligible for health insurance.

## **PERF**

School employees in PERF-covered positions normally requiring work of more than 600 hours and less than 1000 hours may choose to become a member of PERF. If the employee elects not to become a member upon date of hire, he/she may choose to become a member at a later date. The employee will not be eligible to receive service credit for any time period they elected to not become a member and no employee and employer contributions were reported to PERF. Support staff personnel working 30 hours or more may participate in the School Corporation's group health insurance program if they so choose. The amount the corporation contributes to

the insurance plan for each employee will be made a part of the compensation plan. In such cases where more than one family member is employed, the above contribution may be changed if the corporation can realize a savings. If because of illness or other disability a support staff employee is forced to cease work beyond the accumulated leave available, the School Corporation will continue its share of the health insurance contributions for four (4) months for twelve (12) month employees and for three (3) months for nine (9) month employees.

### **Severance Pay**

Support Staff eligible for PERF benefits who have been employed with the Tell City-Troy Township School Corporation for the last five (5) years of service are eligible for Severance pay. The school corporation will pay \$15.00 for each accumulated sick day up to the maximum allowed. Staff members who resign or are terminated are not eligible for the severance bonus. Staff members who have accumulated vacation days will be allowed to use the accumulated vacation days, or will be compensated for unused vacation days at the established daily rate.

For any non-certified employee who retires from the school corporation and is participating in the group health and life insurance plans at the time of retirement, the retiree may continue on those plans at his/her total expense. The health insurance can be maintained under the school corporation's group plan until Medicare eligible, while the life insurance plan can be maintained until age 75. Any non-certified employee who leaves or resigns from the corporation for any reason other than retirement may not continue on either plan unless they elect to go on COBRA.

All full-time non-certified employees working a minimum of 30 hours per week are eligible for life insurance coverage. The premium is fully paid by the corporation.

### **Miscellaneous Provisions**

#### **Evaluation**

Employees receiving a Highly Effective or Effective on their most current evaluation will be eligible for compensation increases when offered by the corporation. Employees receiving evaluations of Needs Improvement or Ineffective will not be eligible for wage increases. Evaluations are to be completed annually by the administrator of the building to which the employee is assigned.

Bus Driver contracts are issued on a school year basis and will be reviewed accordingly.

#### **Hours**

Employees will be scheduled by the Supervisor. It is the responsibility of the employee to maintain accurate records of their time worked. Deviation from the set schedule is only permissible with the approval of the Supervisor.

Employees may “Flex” time within the seven day work week with the permission of the Supervisor. Flex time must be pre-approved two days in advance if requested by the employee. Supervisors will endeavor to provide advance notice to employees if a change in work schedule is needed.

Overtime is considered to be all hours over 40 hours in any workweek for non-salaried employees. No overtime is allowed unless pre-authorized by the Superintendent. Working overtime without prior approval is subject to disciplinary action up to and including termination. “Comp Time” is not permitted by Tell City-Troy Township School Corporation.

### **Ancillary Pay**

ECA Bus Driving Rate is \$12.00 per hour.

All Substitutes (Custodians, Cooks, Secretaries, and Instructional Assistants) will be paid \$10.00 per hour.

Substitute for certified personnel is \$60.00 without regular Indiana teaching license per day and with a regular Indiana teaching license, \$75.00 per day.

Summer help will be paid minimum wage plus \$.25.

Custodial Staff are encouraged to obtain and maintain a valid CDL driver’s license issued by the Indiana Bureau of Motor Vehicles, which qualifies the license holder to transport students. A custodian who obtains and maintains such a valid CDL shall be entitled to an additional \$0.25 per hour so long as the CDL is valid, current, and the custodian agrees to transport students. A custodian transporting students for the corporation will receive a payment of \$10.00 for each day spent transporting students.



## SUPPORT STAFF COMPENSATION

When new personnel are hired into a position, possible changes can/will be made in the salary, hours, and days worked for that position.

Hourly Employees:			
Position	Contracted Days	Hours per day	Hourly Rate
Cook	Varies	4	\$11.54
WTE Assistant Secretary	195	8	\$11.61
JSHS Assistant Secretary	195	8	\$11.61
Head Cook	Varies	8	\$11.64
Bus Monitor	180	3	\$12.09
Instructional Assistant- Group 2	180	8	\$12.09
Instructional Assistant- Group 1	180	5.5	\$12.59
Athletic Secretary	202	4	\$12.67
WTE Secretary/ Clerk	212	8	\$12.87
JSHS Secretary/ Clerk	212	8	\$12.87
Custodian- Day Shift	260	8	\$13.37
WTE Secretary/ Treasurer	242	8	\$13.38
Custodian- Night Shift	260	8	\$13.60
JSHS Secretary/ Treasurer	242	8	\$14.07
Cafeteria Manager	varies	8	\$14.20
Corporation Receptionist/Office Assistant	250	8	\$14.20
Day Care Manager	181	7	\$14.29
Corporation Transportation Supervisor	260	8	\$14.42
JSHS Maintenance Supervisor	260	8	\$15.00
WTE Maintenance Supervisor	260	8	\$15.29
Family Outreach Coordinator*	183	8	\$18.08
School Nurse	183	8	\$18.50
Corporation Driver	181	3	\$21.20

Salary Employees:			
Position	Contracted Days	Hours per day	Proposed Salary
Corporation Accounts Payable/ Payroll Specialist	250	8	\$35,600.00
Extra-Curricular Accounts Manager	250	8	\$35,600.00
Behavioral Specialist*	183	8	\$38,500.00
School Social Worker	185	8	\$40,000.00
Supervisor of School Health Services (Corp. Head Nurse)	183	8	\$42,866.00
Corporation Computer Technician	260	8	\$47,674.00
Corporation Treasurer	250	8	\$51,700.00
Corporation Athletic Director	220	8	\$55,000.00

**\*Grant Funded Position**

Employees receiving a Highly Effective or Effective on their most current evaluation will be eligible for compensation increases when offered by the corporation. Employees receiving evaluations of Needs Improvement or Ineffective will not be eligible for wage increases. Evaluations are to be completed annually by the administrator of the building to which the employee is assigned.

# EVALUATION REPORT

Name:		Date:	
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Position:		School/Bldg:	
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**(E)** Excellent **(S)** Satisfactory **(N/ I)** Needs Improvement **(U)** Unsatisfactory

QUALITY OF WORK--(Accuracy, neatness, completeness and thoroughness)	
QUANTITY OF WORK --( <i>per job description and goals</i> )	
INTEREST- ( <i>Adaptability, attitude and willingness</i> )	
ATTENDANCE AND PUNCTUALITY	
RESPONSIBILITY AND DEPENDABILITY	
ABILITY TO WORK WITH OTHERS--( <i>positive attitude with other staff</i> )	
INITIATIVE- ( <i>Amount of guidance required</i> )	
PERSONAL RELATIONSHIP- ( <i>Tact, courtesy, self control and patience</i> )	
GENERAL APPEARANCE- ( <i>Cleanliness, dress, personal hygiene</i> )	

REMARKS/RECOMMENDATION:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

EMPLOYEE INFORMATION AND SIGN-OFF SHEET

EMPLOYEE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

HOURS PER DAY: \_\_\_\_\_

HOURS PER WEEK: \_\_\_\_\_

DAYS PER YEAR: \_\_\_\_\_

I understand the Tell City-Troy Township School Corporation School Board of Trustees has hired me to fulfill the duties and obligations for the above the position. Any hours of work beyond the approved work hours are not permitted unless approved by a supervisor or the superintendent in the event of an emergency or on a temporary basis.

Banking of work hours is not permitted.

Use of flex time is acceptable if approved by the immediate supervisor and must be taken within the work week established by the supervisor.

I have read the Support Staff Handbook, and understand it can be accessed anytime at:

<http://www.tellcity.k12.in.us/>

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

\_\_\_\_\_  
Date

*Please return this form to your building principal.*