

Southeast Dubois County School Corporation

Nine Month Employees Benefit Package

- Employees working at least six (6) hours per day are permitted to use all leave days in increments of one-third, one-half, and full day.
 - For example, if employee works:

	One-Third	One-Half	Full Day
▪ Six (6) hours per day	2 hours	3 hours	6 hours
▪ Six and half (6.5) hours per day	2hr. 10 min.	3 hr. 15 min.	6.5 hours
▪ Seven (7) hours per day	2hr. 20 min.	3 hr. 30 min.	7 hours
▪ Seven and half (7.5) per day	2 hr. 30 min.	3 hr. 45 min.	7.5 hours
▪ Eight (8) hours per day	2 hr. 40 min.	4 hours	8 hours
- Employees working less than six (6) hours per a day are permitted to use all leave days in increments of one-half and full day.
 - For example, if employee works:

	One-Half	Full Day
▪ 5.75 hours per day	2 hrs. 53 mins.	5 hrs. 45 mins.
- A non-certified leave of absence form must be completed for any type of leave you are requesting (regardless of increment). The form (signed by the employee) needs to be turned into your building principal before taking off. In some cases (i.e. sick leave), complete the form your first day back after being off.
- Leave Balances are located on your electronic deposit advice
- Sick and Personal Leave Days:
 - Leave period is July 1 to June 30.
 - New employees leave days are prorated based on hire date.
 - Three (3) Personal Days (unused personal days at the end of the school year move to sick days)
 - Three (3) Sick Days – accumulate up to 18 sick days. The corporation will pay \$40.00 for any unused sick days above the maximum amount the employee can carry on the last check of the school year.
 - If an employee who has completed at least ten (10) years of service with the School Corporation and attained at least age fifty (50) retires or otherwise terminates employment, the School Corporation will pay \$40 for any accumulated sick/personal days.
- Bereavement Days:
 - For the purpose of bereavement leave, an “employee” shall be defined as being a person employed by the School Corporation for a minimum of twenty-five (25) hours per week for not less than nine (9) months per calendar year. Said employee must, during said absence, attend the burial rites of the stated family member; said burial rites must occur while said employee is performing duties as assigned by the School Corporation; and said burial rites shall not occur during the time when said employee is absent from assigned duties due to vacation, Holiday, or leaves of absences, or sick leave, which may have been previously granted or approved by the School Corporation. (Adopted by School Board 12/17/96)
 - In the case of the death of the following, the employee is entitled to be absent without loss of compensation:
 - Employee’s Spouse – Six (6) consecutive day period beginning, at the option of the employee, on the date of death or on the day following date of death.
 - Child, Step-Child, Mother, Father, Step-Mother, Step-Father, or any relative who at the time of death was living as a member of the employee’s household – Three (3) consecutive calendar

period beginning, at the option of the employee, on the date of death or on the day following date of death.

- Grandparent, Grandchild, Brother, Sister, Mother-in-Law, Father-in-Law, Brother-in-Law, or Sister-in-Law of the employee or employee's spouse, not living in the household – Two (2) consecutive calendar days, one such being the date of burial rites.
- Uncle or Aunt of the employee or employee's spouse – One (1) day
- \$15,000 Term Life Insurance policy (must work 25 hours per week). Employee pays \$1 per year.
- Dependent Life Insurance available for spouse and children. Employees pays 100% of the cost (must work 25 hours per week)
- Payroll deduction available for annuities (403(b)) contributions for all employees from the following vendors: Lincoln National Life, American Fidelity Assurance, Security Benefit, and VALIC . American Funds and Pacific Life participants contributions are grandfathered as April 2013.
- Section 125 benefits available through American Fidelity– cancer insurance, accident insurance
- Other Payroll Deductions Available: American Fidelity Assurance Life Insurance, American Fidelity Assurance Disability Insurance, Dubois-Pike Federal Credit Union
- 403(b) Employer match: Following one year of employment and working 600 or more hours annually, the School Corporation will match up to 3% of the employee's 6% contribution into a VALIC 403(b) (Adopted by the School Board on 8/4/98). Employee Contributions will be 100% vested immediately. Vesting for the Employer Matching contribution will be a 3-year graded schedule per year of service: Year 1: 33%; Year 2: 67%; and Year 3: 100%.
- All employees are paid by direct deposit.
- All newly hired employees must have an Expanded Criminal History prior to employment.
- All newly hired employees are E-verified.
- Determining number of hours is the responsibility of the Superintendent and School Board
- Reporting times and other working conditions shall be the responsibility of the Principal.