

# Southeast Dubois County School Corporation

## Twelve Month Employees Benefit Package

- A work year for twelve (12) month non-certified employees shall be defined as the period from January 1 through December 31.
  - The contract is considered for renewal from July 1 through June 30.
  - Leave period is July 1 to June 30.
  - New employees leave days are prorated based on hire date.
- 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
- 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:
  - Three (3) Personal Days (unused personal days at the end of the school year move to sick days)
  - Five (5) Sick Days – accumulate up to 20 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.
- Vacation Days:
  - Full-time non-certified employees, who are employed 12 months per year, shall be eligible for vacation days.
  - Employees are eligible for one week (5 days) vacation after 6 months of employment
  - Additional vacation with pay shall be given from July 1 to be used by June 30 of the following year:

▪ Years 2 through 3	5 days of vacation with pay
▪ Years 4 through 10	10 days of vacation with pay
▪ Years 11 through 20	15 days of vacation with pay
▪ Years 21 or more	20 days of vacation with pay
- Holidays:
  - If any Holiday should occur on a Saturday or Sunday, said Holiday may, at the discretion of the Superintendent, be observed on the Friday immediately before or on the Monday immediately following the Holiday, or may be paid with no loss of workday
  - In order to qualify for Holiday pay, the employee must be on the job both the regular workday before and the day after the Holiday.

- Holiday hours shall be computed based upon the average number of hours per day normally assigned to that employee, but in no event more than eight (8) hours.
- Holiday hours will not be included in computing overtime hours during the week in which said Holiday occurs. (see Board policy #4434 for more detail)
- Full-time non-certified employees shall be paid for the following Holidays:
  - Labor Day
  - Thanksgiving Day
  - Friday following Thanksgiving Day
  - Christmas Eve
  - Christmas Day
  - New Year's Eve
  - New Year's Day
  - Memorial Day
  - 4<sup>th</sup> of July
- 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
- \$35,000 Term Life Insurance policy (must work twenty-five (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 30 hours per week)
- Health Insurance benefits (same as certified staff) – must work thirty(30) hours per week
- Vision, Dental, and Disability Insurance benefits (same as certified staff) – must work thirty (30) hours per week. Employee pays \$1 per year.
- Section 125 benefits available through American Fidelity– cancer insurance, accident insurance
- Other Section 125 benefits available – Health Savings Reimbursement and Dependent Care Reimbursement
- Other Payroll Deductions Available: American Fidelity Assurance Life Insurance, American Fidelity Assurance Disability Insurance, Dubois-Pike Federal Credit Union

- Payroll deductions 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.
- 403(b) Employer match: Following one year of employment and working six hundred (600) or more hours annually, the School Corporation will match up to three percent (3%) of the employee's six percent (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.