

**MARION COMMUNITY SCHOOLS**

**STATEMENT OF BENEFITS  
AND COMPENSATION**

**FOR THE  
2017-2018  
SCHOOL YEAR**

**ADOPTED:**

**August 8, 2017**

## Table of Contents

Level A Benefit .....	4-7
Level B Benefits .....	8-11
Level C Benefits .....	12-15
Administrators .....	16-21
Clerical .....	22-24
District Supervisor/Coordinator .....	25-26
Educational Assistants .....	27
Food Service Employees .....	28
Library Coordinators.....	29
Maintenance Employees and Transportation Mechanics .....	30-31
Other Employees.....	32-33
Professional Staff .....	34-36
Service Employees.....	37-38
Social Service Specialists .....	39-40
Transportation Employees .....	41-44

The Marion Community Schools provides employment and educational opportunities without regard to sex, race, age, ethnicity, national origin, religion, handicapping condition or limited English Proficiency.

This agreement does not create a contract of employment between MCS and its employees. Although we hope that your employment relationship with MCS will be long-term, either you or MCS may terminate this relationship at any time, for any reason, with or without cause or notice. Your relationship remains at-will. No supervisor or other representative of MCS other than the Board itself has the authority to enter into any agreement with you regarding the terms of your employment that changes this at-will relationship or deviates from the provisions of this handbook.

Hourly and salary amounts for the following employee groups are starting salaries or hourly rates:

- Clerical
- District Supervisors
- Educational Assistants
- Food Service
- Library Coordinators
- Other
- Professional Staff
- Social Service Specialists
- Transportation

# LEVEL A BENEFITS

Educational Assistants and ; Food Service (Food Service as specified in Food Service Employee section later in this document, Employee Groups receive Level A Benefits.

## 2.000 INSURANCE

**2.050 Eligibility:** Employees enrolled in the health and dental insurance before December 31, 2008 will be allowed to continue coverage. All current Level A employees not enrolled in the health and dental plan by December 31, 2008 and future Level A employees will not be eligible for health or dental insurance. Employees enrolled in the life insurance before January 1, 2016 will be allowed to continue coverage.

**2.100 Medical Insurance:** Eligible employees may participate in the Corporation's group health insurance plan by selecting from options noted below. Basic plan benefits are described in the plan benefit summary provided by the vendor. Additional details are available on the vendor's website.

The total annual premium will be split between the Corporation and the employees, as noted below. The Corporation's contribution will be pro-rated on a monthly basis in the event of a partial year of participation.

The Corporation will contribute to the eligible employee's health savings account, per the schedule below. The stated amount will be contributed for the entire calendar year, regardless of the date when the employee becomes eligible for coverage. In order to receive the specified contribution, the employee's health savings account must be with the vendor specified by the Corporation.

Wellness Plan	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$4,871.00 – 2017	\$1,251.12 – 2017	\$1,519.28 - 2017
Family	14,556.00 -2017	\$2,502.24 - 2017	\$2,999.20 - 2017

Wellness Plan (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$4,871.00 – 2017	\$1,251.12 – 2017	\$609.28 - 2017
Family	14,556.00 -2017	\$2,502.24 - 2017	\$2,089.20 - 2017

Health Plan I	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,127.00 - 2017	\$1,001.52 – 2017	\$1,871.68 – 2017
Family	\$15,065.00 - 2017	\$2,003.04- 2017	\$4,037.72 -2017

Health Plan I (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,127.00 - 2017	\$1,001.52 – 2017	\$961.68 - 2017
Family	\$15,065.00 - 2017	\$2,003.04- 2017	\$3,127.72 2017

Health Plan II	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,433.88 - 2017	\$599.04 -2017	\$4,165.32 - 2017
Family	\$15,585.20 - 2017	\$1,198.08 – 2017	\$10,570.28 - 2017

Health Plan II (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5433.88 - 2017	\$599.04 -2017	\$3,255.32 – 2017
Family	\$15,585.20 - 2017	\$1,198.08 – 2017	\$9,660.28 - 2017

Health Plan – Traditional PPO	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$6,032.92 - 2017	\$0	\$9,695.52 - 2017
Family	\$16,783.28 - 2017	\$0	\$26,165.60 - 2017

Health Plan – Traditional PPO (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$6,032.92 - 2017	\$0	\$8,785.52 – 2017
Family	\$16,783.28 - 2017	\$0	\$25,255.60 - 2017

**2.150 Dental Insurance:** Eligible employees may participate in the Corporation’s group dental insurance plan by selecting from the options noted below. Basic plan benefits are described in the plan benefit summary provided by the vendor. The total annual premium will be split between the Corporation and the employees, as noted below. The Corporation’s contribution will be pro-rated on a monthly basis in the event of a partial year of participation.

Premium Information		
Dental Plan	Board Contribution Towards Premium	Employee Contribution
Employee Only	\$0	\$23.35 -2017
Employee Child(ren)	\$0	\$44.46 - 2017
Employee Spouse	\$0	\$48.79 - 2017
Family	\$0	\$80.08 - 2017

**2.200 Life Insurance:** Employees may participate in the prevailing life insurance program in an amount of \$10,000. The Board will pay the total premium except for \$0.96 per year for eligible employees who chose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor. An employee must be working on a full-time basis to be eligible for this insurance, for these purposes considered to be at least 6 hours per day. All transportation regular route drivers and aides are considered eligible.

**3.000 PAID BENEFIT DAYS**

**3.050 Eligibility:** To be eligible for these benefit days, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). Benefits will be prorated according to regular hours worked for employees working less than an 8-hour day. For new employees, benefit days will be prorated based on the number of working days left in the fiscal year (fiscal year begins July 1). Benefit hours must be used in no less than 15 minute increments for hourly employees and half-day increments for salaried employees.

**3.100 Illness Leave:** Eight (8) illness leave days will be granted per school year to be used for illness or to care for an ill family member defined as spouse, children, parents, parent of spouse, child of spouse, siblings, siblings of spouse or other relatives living in the same household. These days are allotted annually on July 1. Unused days at the end of the year may accumulate up to a maximum of 115 days. An employee's supervisor may require illness leave be substantiated by a doctor's statement.

**3.200 Personal Business Leave:** Two (2) days personal business leave may be allowed each year. These days are allotted annually on July 1. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated illness leave. Personal business leave should be requested through the employee's supervisor three days prior to the day of the leave requested.

**3.250 Holidays:** All employees assigned to work less than a 260-day, 12-month assignment will receive the following 6 paid holidays:

- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (Established by the Superintendent)
- New Year's Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e., illness), the day will be counted as a holiday.

**3.300 Vacations:** Members of this employee group are not eligible for paid vacation.

**3.350 Bereavement Leave:** Each employee shall be allowed up to five days with pay in each case of the death of the employee's father, mother, spouse, or child.

Each employee shall be allowed up to three days with pay in each case of the death of the employee's brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

One day may be granted for each "non-immediate" family bereavement.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

## **6.000 RETIREMENT/SEVERENCE BENEFITS**

### **6.050 Eligibility:**

Specific information for retirement benefits is included under each employee group's statement of benefits.

1. In order to receive any retirement and/or severance benefits, an employee must meet the following requirements:
  - a. Must have a minimum of ten years of continuous employment as a full time employee of MCS
  - b. Must be eligible for the Indiana Public Retirement System (INPRS), retire, and promptly file for retirement from INPRS.
2. Total severance package is not to exceed 50% of employee's current salary in year of retirement.
3. Years of Military Service will be credited as years of employment only if taken during years with the MCS.
4. Upon death of an employee who was eligible for retirement pay, said benefit will be paid directly in one lump sum to the employee's designated beneficiary. Unless other wise notified by the employee, the Corporation will use the designated beneficiaries listed on the employee's State Retirement Fund application. Employees are responsible for seeing that a designated beneficiary is current and on file with the Business Office.

**6.100 Unused Illness Leave Days:** MCS wishes to reward employees who have maintained a good attendance record with a retirement severance benefit. This payment will be equal to 30% of their accumulated unused illness leave, up to a maximum of 115 days. This payment will be a lump sum cash payment made at the time of retirement.

# LEVEL B BENEFITS

Clerical, **Library Coordinator**, Maintenance & Transportation Mechanic, Professional Staff, Service Employee, and Social Service Specialist Employee Groups receive Level B Benefits.

## 2.000 INSURANCE

**2.050 Eligibility:** To be eligible for these insurance programs, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). An employee must also be working on a full-time basis, for these purposes considered to be at least 6 hours per day. Enrollment in any insurance benefit must occur within the first 30 days of employment, during open enrollment, or at the time of a qualifying event.

**2.100 Medical Insurance:** Eligible employees may participate in the Corporation's group health insurance plan by selecting from options noted below. Basic plan benefits are described in the plan benefit summary provided by the vendor. Additional details are available on the vendor's website.

The total annual premium will be split between the Corporation and the employees, as noted below. The Corporation's contribution will be pro-rated on a monthly basis in the event of a partial year of participation.

The Corporation will contribute to the eligible employee's health savings account, per the schedule below. The stated amount will be contributed for the entire calendar year, regardless of the date when the employee becomes eligible for coverage. In order to receive the specified contribution, the employee's health savings account must be with the vendor specified by the Corporation.

Wellness Plan	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$4,871.00 – 2017	\$1,251.12 – 2017	\$1,519.28 - 2017
Family	14,556.00 -2017	\$2,502.24 - 2017	\$2,999.20 - 2017

Wellness Plan (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$4,871.00 – 2017	\$1,251.12 – 2017	\$609.28 - 2017
Family	14,556.00 -2017	\$2,502.24 - 2017	\$2,089.20 - 2017

Health Plan I	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,127.00 - 2017	\$1,001.52 – 2017	\$1,871.68 – 2017
Family	\$15,065.00 - 2017	\$2,003.04- 2017	\$4,037.72 -2017

Health Plan I (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,127.00 - 2017	\$1,001.52 – 2017	\$961.68 - 2017
Family	\$15,065.00 - 2017	\$2,003.04- 2017	\$3,127.72 2017

Health Plan II	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,433.88 - 2017	\$599.04 -2017	\$4,165.32 - 2017
Family	\$15,585.20 - 2017	\$1,198.08 – 2017	\$10,570.28 - 2017



Health Plan II (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5433.88 - 2017	\$599.04 -2017	\$3,255.32 – 2017
Family	\$15,585.20	\$1,198.08 – 2017	\$9,660.28

Health Plan – Traditional PPO	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$6,032.92 - 2017	\$0	\$9,695.52 - 2017
Family	\$16,783.28 - 2017	\$0	\$26,165.60 - 2017

Health Plan – Traditional PPO (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$6,032.92 - 2017	\$0	\$8,785.52 – 2017
Family	\$16,783.28 - 2017	\$0	\$25,255.60 - 2017

**2.150 Dental Insurance:** Eligible employees may participate in the Corporation’s group dental insurance plan by selecting from the options noted below. Basic plan benefits are described in the plan benefit summary provided by the vendor.

The total annual premium will be split between the Corporation and the employees, as noted below. The Corporation’s contribution will be pro-rated on a monthly basis in the event of a partial year of participation.

	Board Contribution Towards Premium	Employee Contribution
Employee Only	\$181.39 - 2016	\$14.01 - 2017
Employee Child(ren)	\$378.91 - 2016	\$26.68 - 2017
Employee Spouse	\$345.31 - 2016	\$29.27 - 2017
Family	\$621.98 - 2016	\$48.05 - 2017

**2.200 Life Insurance:** Employees may participate in the prevailing life insurance program in an amount of \$25,000. The Board will pay the total premium except for \$0.96 per year for eligible employees who chose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

**2.250 Long-Term Disability Insurance:** The Board of School Trustees will contribute fifty percent (50%) per year toward the total premium cost of a long-term disability insurance policy. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

**3.000 PAID BENEFIT DAYS**

**3.050 Eligibility:** To be eligible for these benefit days, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). Benefits will be prorated according to regular hours worked for employees working less than an 8-hour day. For new employees, benefit days will be prorated based on the number of working days left in the fiscal year (fiscal year begins July 1). Benefit hours must be used in no less than 15 minute increments for hourly employees and half-day increments for salaried employees.

**3.100 Illness Leave:** Ten (10) illness leave days will be granted per school year to be used for illness or to care for an ill family member defined as spouse, children, parents, parent of spouse, child of spouse, siblings, siblings of spouse or other relatives living in the same household. These days are allotted annually on July 1. Unused days at the end of the year may accumulate up to a maximum of 115 days. An employee’s supervisor may require illness leave be substantiated by a doctor’s statement.

**3.200 Personal Business Leave:** Three (3) days personal business leave may be allowed each year. These days are allotted annually on July 1. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated illness leave. Personal business leave should be requested through the employee's supervisor three days prior to the day of the leave requested.

**3.250 Holidays:** All employees assigned to work less than a 260-day, 12-month assignment will receive the following 6 paid holidays:

- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (Established by the Superintendent)
- New Year's Day

All employees assigned to work a 260-day, 12-month assignment will receive the following 12 paid holidays:

- Fourth of July
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (established by the Superintendent)
- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Friday of Spring Break
- Memorial Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e. illness), the day will be counted as a holiday.

**3.300 Vacations:** Only 260-day employees are eligible for vacation days as follows:

- A. Five (5) days vacation will be granted after reaching the first July 1.
- B. Ten (10) days vacation will be granted after reaching the third July 1.
- C. Fifteen (15) days vacation will be granted after reaching the sixth July 1.
- D. Twenty (20) days vacation will be granted after reaching the twelfth July 1.

Service in less than a twelve-month position will be pro-rated to equivalent service when transferring to a twelve-month position. The vacation period is the fiscal year, July 1 through June 30. Vacation days are non-accumulative. Vacation days may be carried over to the next fiscal year with a recommendation from the direct supervisor of an employee and final approval by the Superintendent.

The date for vacation entitlement is July 1 of each year. During the first year of employment, vacation days will be pro-rated based on the number of months of employment and the number of days granted in the first full year. Thereafter, the employee is given a new allotment of vacation days each July 1.

When an employee resigns or is discharged for any reason, that employee shall be paid for a pro-rated number of vacation days during their last year.

Vacations shall be scheduled by agreement with the employee's supervisor. It is expected that there will be at least three working days notice for all vacation requests.

**3.350 Bereavement Leave:** Each employee shall be allowed up to five days with pay in each case of the death of the employee's father, mother, spouse, or child.

Each employee shall be allowed up to three days with pay in each case of the death of the employee's brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

One day may be granted for each “non-immediate” family bereavement.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

## **6.000 RETIREMENT/SEVERENCE BENEFITS**

Specific information for retirement benefits is included under each employee group’s statement of benefits.

### **6.050 Eligibility:**

1. In order to receive any retirement and/or severance benefits, an employee must meet the following requirements:
  - a. Must have a minimum of ten years of continuous employment as a full time employee of MCS
  - b. Must be eligible for the Indiana Public Retirement System (INPRS), retire, and promptly file for retirement from INPRS.
2. Total severance package is not to exceed 50% of employee’s current salary in year of retirement.
3. Years of Military Service will be credited as years of employment only if taken during years with the MCS.
4. Upon death of an employee who was eligible for retirement pay, said benefit will be paid directly in one lump sum to the employee’s designated beneficiary. Unless other wise notified by the employee, the Corporation will use the designated beneficiaries listed on the employee’s State Retirement Fund application. Employees are responsible for seeing that a designated beneficiary is current and on file with the Business Office.

**6.100 Unused Illness Leave Days:** MCS wishes to reward employees who have maintained a good attendance record with a retirement severance benefit. This payment will be equal to 30% of their accumulated unused illness leave, up to a maximum of 115 days. This payment will be a lump sum cash payment made at the time of retirement.

**6.150 Retirement Based on Years of Service:** The Statement of Benefits for each employee group specifies any retirement/severance benefit based on years of service. This benefit will be made as a payment into a 403 (b) account at the time of retirement for eligible employees.

# LEVEL C BENEFITS

Administrative & District Supervisor/Managers Employee Groups receive Level C Benefits.

## 2.000 INSURANCE

**2.050 Eligibility:** To be eligible for these insurance programs, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). An employee must also be working on a full-time basis, for these purposes considered to be at least 6 hours per day. Enrollment in any insurance benefit must occur within the first 30 days of employment, during open enrollment, or at the time of a qualifying event.

**2.100 Medical Insurance:** Eligible employees may participate in the Corporation's group health insurance plan by selecting from options noted below. Basic plan benefits are described in the plan benefit summary provided by the vendor. Additional details are available on the vendor's website.

The total annual premium will be split between the Corporation and the employees, as noted below. The Corporation's contribution will be pro-rated on a monthly basis in the event of a partial year of participation.

The Corporation will contribute to the eligible employee's health savings account, per the schedule below. The stated amount will be contributed for the entire calendar year, regardless of the date when the employee becomes eligible for coverage. In order to receive the specified contribution, the employee's health savings account must be with the vendor specified by the Corporation.

Wellness Plan	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$4,871.00 – 2017	\$1,251.12 – 2017	\$1,519.28 - 2017
Family	14,556.00 -2017	\$2,502.24 - 2017	\$2,999.20 - 2017

Wellness Plan (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$4,871.00 – 2017	\$1,251.12 – 2017	\$609.28 - 2017
Family	14,556.00 -2017	\$2,502.24 - 2017	\$2,089.20 - 2017

Health Plan I	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,127.00 - 2017	\$1,001.52 – 2017	\$1,871.68 – 2017
Family	\$15,065.00 - 2017	\$2,003.04- 2017	\$4,037.72 -2017

Health Plan I (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,127.00 - 2017	\$1,001.52 – 2017	\$961.68 - 2017
Family	\$15,065.00 - 2017	\$2,003.04- 2017	\$3,127.72 2017

Health Plan II	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5,433.88 - 2017	\$599.04 -2017	\$4,165.32 - 2017
Family	\$15,585.20 - 2017	\$1,198.08 – 2017	\$10,570.28 - 2017

Health Plan II (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$5433.88 - 2017	\$599.04 -2017	\$3,255.32 – 2017
Family	\$15,585.20	\$1,198.08 – 2017	\$9,660.28

Health Plan – Traditional PPO	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$6,032.92 - 2017	\$0	\$9,695.52 - 2017
Family	\$16,783.28 - 2017	\$0	\$26,165.60 - 2017

Health Plan – Traditional PPO (with Non-Tobacco Use Incentive)	Board Contribution Towards Premium	Standard Plan Board Contribution Into a HSA	Employee Contribution
Employee Only	\$6,032.92 - 2017	\$0	\$8,785.52 – 2017
Family	\$16,783.28 - 2017	\$0	\$25,255.60 - 2017

**2.150 Dental Insurance:** Eligible employees may participate in the Corporation’s group dental insurance plan by selecting from the options noted below. Basic plan benefits are described in the plan benefit summary provided by the vendor.

The total annual premium will be split between the Corporation and the employees, as noted below. The Corporation’s contribution will be pro-rated on a monthly basis in the event of a partial year of participation.

	Board Contribution Towards Premium	Employee Contribution
Employee Only	\$317.44 - 2016	\$7.01 – 2017
Employee Child(ren)	\$663.10 -2016	\$13.34 - 2017
Employee Spouse	\$604.30 - 2016	\$14.64 - 2017
Family	\$1,088.47 - 2016	\$24.02 - 2017

**2.175 Vision Insurance:** Eligible employees may participate in the Corporation’s group vision insurance plan by selecting from the options noted below. Basic plan benefits are described in the plan benefit summary provided by the vendor.

The total annual premium will be split between the Corporation and the employees, as noted below. The Corporation’s contribution will be pro-rated on a monthly basis in the event of a partial year of participation.

	Board Contribution Towards Premium	Employee Contribution
Employee Only	\$75.55	\$.94 - 2017
Family	\$193.92	\$2.50 - 2017

**2.200 Life Insurance:** Employees may participate in the prevailing life insurance program in an amount of \$75,000. The Board will pay the total premium except for \$0.96 per year for eligible employees who chose to participate. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

**2.250 Long-Term Disability Insurance:** The Board of School Trustees will contribute all but \$1.00 per year toward the total premium cost of a long-term disability insurance policy. The specifics of this insurance plan are described in the benefit plan booklet provided by the vendor.

### **3.000 PAID BENEFIT DAYS**

- 3.050 Eligibility:** To be eligible for these benefit days, an employee must be in a permanent position (i.e., substitutes are excluded from these benefits). Benefits will be prorated according to regular hours worked for employees working less than an 8-hour day. For new employees, benefit days will be prorated based on the number of working days left in the fiscal year (fiscal year begins July 1).
- 3.100 Illness Leave:** Seventeen (17) illness leave days will be granted per school year to be used for illness or to care for an ill family member defined as spouse, children, parents, parent of spouse, child of spouse, siblings, siblings of spouse or other relatives living in the same household. These days are allotted annually on July 1. Unused days at the end of the year may accumulate up to a maximum of 115 days. An employee's supervisor may require illness leave be substantiated by a doctor's statement.
- 3.200 Personal Business Leave:** Three (3) days personal business leave may be allowed each year. These days are allotted annually on July 1. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated illness leave. Personal business leave should be requested through the employee's supervisor three days prior to the day of the leave requested.
- 3.250 Holidays:** All employees assigned to work less than a 260-day, 12-month assignment will receive the following 6 paid holidays:

- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (Established by the Superintendent)
- New Year's Day

All employees assigned to work a 260-day, 12-month assignment will receive the following 12 paid holidays:

- Fourth of July
- Labor Day
- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (established by the Superintendent)
- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Friday of Spring Break
- Memorial Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e. illness), the day will be counted as a holiday.

- 3.300 Vacations:** Only 260-day employees are eligible for vacation days. Employees covered under the Administrative Employee Group working 260 days per year shall be granted twenty (20) days vacation upon signing their first contract.

Service in less than a twelve-month position will be pro-rated to equivalent service when transferring to a twelve-month position. The vacation period is the fiscal year, July 1 through June 30. Vacation days are non-accumulative. Vacation days may be carried over to the next fiscal year with a recommendation from the direct supervisor of an employee and final approval by the Superintendent.

The date for vacation entitlement is July 1 of each year. During the first year of employment, vacation days will be pro-rated based on the number of months of employment and the number of days granted in the first full year. Thereafter, the employee is given a new allotment of vacation days each July 1.

When an employee resigns or is discharged for any reason, that employee shall be paid for a pro-rated number of vacation days during their last year.

Vacations shall be scheduled by agreement with the employee's supervisor. It is expected that there will be at least three working days notice for all vacation requests.

**3.350 Bereavement Leave:** Each employee shall be allowed up to five days with pay in each case of the death of the employee's father, mother, spouse, or child.

Each employee shall be allowed up to three days with pay in each case of the death of the employee's brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

One day may be granted for each "non-immediate" family bereavement.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

## **6.000 RETIREMENT/SEVERENCE BENEFITS**

Specific information for retirement benefits is included under each employee group's statement of benefits.

### **6.050 Eligibility:**

1. In order to receive any retirement and/or severance benefits, an employee must meet the following requirements:
  - a. Must have a minimum of ten years of continuous employment as a full time employee of MCS
  - b. Must be eligible for the Indiana Public Retirement System (INPRS), retire, and promptly file for retirement from INPRS.
2. Total severance package is not to exceed 50% of employee's current salary in year of retirement.
3. Years of Military Service will be credited as years of employment only if taken during years with the MCS.
4. Upon death of an employee who was eligible for retirement pay, said benefit will be paid directly in one lump sum to the employee's designated beneficiary. Unless other wise notified by the employee, the Corporation will use the designated beneficiaries listed on the employee's State Retirement Fund application. Employees are responsible for seeing that a designated beneficiary is current and on file with the Business Office.

**6.100 Unused Illness Leave Days:** MCS wishes to reward employees who have maintained a good attendance record with a retirement severance benefit. This payment will be equal to 30% of their accumulated unused illness leave, up to a maximum of 115 days. This payment will be a lump sum cash payment made at the time of retirement.

**6.150 Retirement Based on Years of Service:** The Statement of Benefits for each employee group specifies any retirement/severance benefit based on years of service. This benefit will be made as a payment into a 403 (b) account at the time of retirement for eligible employees.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
ADMINISTRATORS  
July 1, 2017 through June 30, 2018**

**2.000 INSURANCE**

Employees in this group receive Level C Insurance benefits as described in on pages 11-14.

**2.200 Hazardous Weather Days**

Administrators assigned 260 days will be expected to report to work when schools are closed for hazardous weather (by official notification. If it is not possible to report on a hazardous weather day, administrators must complete a certificate of absence form indicating the type of absence (personal business or vacation). For administrators assigned less than 260 days, the administrator's contract will be extended by the missed day, which must be approved by the administrator's immediate supervisor. (Protocol for Administrator's absences can be found in the Administrator's Handbook)

**3.000 PAID BENEFIT DAYS**

Employees in this group receive Level C Paid Benefits Days as described on pages 11-14.

**5.000 COMPENSATION**

**5.100 Salary/Wage Schedule**

	Step	Index	Salary	Daily Rate
<b>Group I</b>				
260 day contract	7	1.876	\$111,993	\$430.74
Asst. Supt./Chief Academic Officer	6	1.840	\$109,844	
Asst. Supt. of Business Affairs	5	1.804	\$107,695	
	4	1.768	\$105,546	
	3	1.732	\$103,397	
	2	1.696	\$101,248	
0.036	1	1.660	\$99,099	\$381.15
<b>Group II</b>				
260 day contract	7	1.808	\$107,934	\$415.13
High School Principal	6	1.765	\$105,367	
	5	1.722	\$102,800	
	4	1.679	\$100,233	
	3	1.636	\$97,666	
	2	1.593	\$95,099	
0.043	1	1.550	\$92,532	\$355.89



<b>Group III</b>						
260 day contract						
Director of Human Resources	7	1.746		\$104,233		\$400.90
Director of Special Education	6	1.695		\$101,188		
Director of Elementary Instruction	5	1.644		\$98,144		
Director of Exceptional Learners	4	1.593		\$95,099		
	3	1.542		\$92,054		
	2	1.491		\$89,010		
0.051	1	1.440		\$85,965		\$330.64
<b>Group IV</b>						
260 day contract						
Director of Operations	7			\$90,000		
Chief Technology Officer	6			\$87,500		
	5			\$85,000		
	4			\$82,500		
	3			\$80,000		
	2			\$77,500		
	1			\$75,000		
<b>Group V</b>						
260 Day Contract	7	1.398		\$83,458		\$320.99
MHS Director of Athletics	6	1.375		\$82,085		
	5	1.352		\$80,712		
	4	1.329		\$79,339		
	3	1.306		\$77,966		
	2	1.283		\$76,593		
0.023	1	1.260		\$75,219		\$289.31
<b>Group VI</b>						
220 Day Contract**	7	1.480		\$92,256		\$414.80
Jr. High Principal	6	1.455		\$89,716		
	5	1.430		\$88,174		
	4	1.405		\$86,632		
	3	1.380		\$85,090		
	2	1.355		\$83,549		
0.025	1	1.330		\$82,007		\$372.76

<b>Group VII</b>	7	1.480		\$88,353		\$414.80
213 Day Contract**	6	1.455		\$86,861		
Intermediate Principal	5	1.430		\$85,368		
Director of Marion Regional Career Center	4	1.405		\$83,876		
	3	1.380		\$82,383		
	2	1.355		\$80,891		
0.025	1	1.330		\$79,398		\$372.76

<b>Group VIII</b>						
213 day contract**	7	1.430		\$85,368		\$400.79
High School Associate Principal	6	1.414		\$84,413		
	5	1.398		\$83,458		
	4	1.382		\$82,503		
	3	1.366		\$81,547		
	2	1.350		\$80,592		
0.016	1	1.334		\$79,637		\$373.88

<b>Group IX</b>						
208 day contract**	7	1.396		\$83,338		\$400.67
Elementary Principal	6	1.380		\$82,383		
Head Start Coordinator	5	1.364		\$81,428		
	4	1.348		\$80,473		
	3	1.332		\$79,518		
	2	1.316		\$78,563		
0.016	1	1.300		\$77,607		\$373.11

<b>Group X</b>						
203 day contract**	7	1.316		\$78,563		\$387.01
High School Assistant Principal	6	1.300		\$77,607		
Dean/Basketball Coach	5	1.284		\$76,652		
	4	1.268		\$75,697		
	3	1.252		\$74,742		
	2	1.236		\$73,787		
0.016	1	1.220		\$72,832		\$358.78

<b>Group-XI</b>	7	1.296		\$77,369		\$381.13
203 day contract**	6	1.280		\$76,413		
Intermediate Assistant Principal	5	1.264		\$75,458		
Jr. High Assistant Principal	4	1.248		\$74,503		
	3	1.232		\$73,548		
	2	1.216		\$72,593		
0.016	1	1.200		\$71,638		\$352.89
<b>Group-XII</b>						
198 day contract**	7	1.096		\$65,429		\$330.45
Elementary Assistant Principal	6	1.080		\$64,474		
	5	1.064		\$63,519		
	4	1.048		\$62,564		
	3	1.032		\$61,608		
	2	1.016		\$60,653		
0.016	1	1.000		\$59,698		\$301.51
<b>Group XIII</b>						
198 day contract**	7	1.200		\$71,638		\$361.81
Dean/Football Coach	6	1.190		\$71,041		
	5	1.180		\$70,444		
	4	1.170		\$69,847		
	3	1.160		\$69,250		
	2	1.150		\$68,653		
0.10	1	1.140		\$68,056		\$343.72
<b>Group XIV</b>						
215 day contract**	7	1.090		\$65,071		\$302.66
Special Services Coordinator	6	1.080		\$64,474		
	5	1.070		\$63,877		
	4	1.060		\$63,280		
	3	1.050		\$62,683		
	2	1.040		\$62,086		
0.10	1	1.030		\$61,489		\$286.00

<b>Group XV</b>						
203 day contract**	7	1.248		\$74,503		\$367.01
Elementary Administrator/District PBIS/Testing	6	1.232		\$73,548		
	5	1.216		\$72,593		
	4	1.200		\$71,638		
	3	1.184		\$70,682		
	2	1.168		\$69,727		
0.016	1	1.152		\$68,772		\$338.78
*** # of days DOES NOT include 6 paid holiday						
**# of days Includes 6 paid holidays						

#### 5.250 Adjustments to Salary/Wages

- A. Placement on the Salary Schedule for Administrators is based upon evaluation and job performance as determined by the Superintendent of Schools, not seniority.
- B. Legal Counsel  
In connection with any suit against an administrator arising out of the performance of his/her duties for or employment with the Board, if the action of the administrator was taken in good faith and was not the result of malfeasance by the administrator in office of employment, the Board shall defend such suit and pay the legal fees and court costs in connection therewith.
- C. Personal Property Damage  
In case of damages to an administrator's clothing, glasses, contact lenses, or watch, resulting from (1) an accident suffered by an administrator while performing his/her duties or; (2) an assault and battery on an administrator while performing his/her duty, the Board, upon receiving evidence of such damages, agrees to compensate the administrator for damages to the enumerated property above provided the following conditions are met:
  1. At the time of the damage to the administrator's property listed above, the administrator was in the performance of his/her duties in a reasonable manner.
  2. Costs for these items are not recovered by other action at law by the administrator; in which case, no payment will be made by the Board.

#### 6.000 RETIREMENT

##### 6.100 Indiana State Teachers Retirement/Public Employees Retirement Fund

The Board of School Trustees will pay the mandatory individual contribution to the Indiana State Teachers Retirement Fund or Public Employees Retirement Fund for each administrator.

## 6.200 Severance Pay

### A. Eligibility

A minimum of ten (10) years of employment in the Marion Community Schools is required in order to qualify for severance pay. These are years of teaching experience as a regular teacher or administrator under a full-time contract. Substitute or part-time teaching does not apply.

To qualify for severance pay, all certified employees shall notify the Superintendent in writing of intent to retire by May 1 of the year preceding their last full school year of employment. Exceptions to this deadline shall be granted by the Superintendent in cases of unusual or unforeseen circumstances. No employee under fifty (50) years of age is eligible for this severance benefit and must be fifty (50) years of age by June 30 of the year of retirement. Years of military service will be credited as years of employment only if taken during years with the Marion Community Schools. In the event of the death of a qualifying administrator, the administrator's designated beneficiary will receive the severance benefit. An administrator must be fifty (50) years of age to qualify his/her beneficiary for this benefit.

### B. Benefits

The maximum severance benefit shall be two hundred dollars (\$200) per year of teaching and administrative experience in the Marion Community Schools. Additionally, administrators who qualify for severance pay shall be paid the sum of twenty-five dollars (\$25) per day of accumulated illness with a maximum limit of one hundred (100) days. The maximum severance pay shall in no case exceed one-half (1/2) of the last year's basic salary (exclusive of any premium pay) as per salary schedule for an administrator.

This benefit will be made as a single payment into a 401 (a) account immediately following retirement.

## 6.300 401 (a) Benefits

### A. Eligibility

All administrators are eligible for the benefits described in this section; however, those benefits will reduce by a corresponding amount the compensation described in Section 6.250 paragraphs B2 and B3.

### B. Benefits

The Board will fund a 401(a) benefit program effective January 1, 2001. The district will contribute 4% by January 1. Administrators will be vested at the end of the contract year in which they made their first contributions.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
CLERICAL STAFF  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

Employees in this group receive Level B benefits as described on pages 4-10.

**2.000 COMPENSATION**

**2.050 Hours, Work Day, Work Week and Overtime**

- A. The regular work day for school level clerical employees who work less than a 260-day assignment is a 7-hour day exclusive of a 1-hour lunch unless otherwise noted. Daily starting and ending times may vary according to assignment.
- B. The regular work day for all 260-day clerical employees is an eight-hour day exclusive of a one-hour lunch. Any exception to the above hours must be approved by the employee's immediate supervisor, the Human Resources Director and Superintendent. Daily starting and ending times may vary according to assignment.
- C. Day assignments in paragraph 2.100 below include paid holidays as defined in the Level B benefits contained in this document.

**2.100 Salary/Wage Schedule**

**Hourly Clerical**

<u>Days Worked</u>	<u>Position</u>	<u>Wage</u>
260	Accounts Payable Bookkeeper	\$15.86
211	CTE Bookkeeper/Receptionist	\$15.86
202	Elementary Secretary	\$15.86
202	Elementary Secretary (3.5 hours)	\$10.96
202	Head Start Secretary	\$15.86
202	High School Enrollment Secretary	\$10.96
260	High School Guidance Secretary	\$15.86
189	High School Support Secretary	\$10.96
260	High School Treasurer	\$15.86
215	Intermediate Data Coordinator	\$13.00
215	Intermediate Secretary/Bookkeeper	\$15.86
202	Junior High School Bookkeeper	\$13.00
215	Junior High School Principal's Secretary	\$15.86
202	Junior High School Secretary	\$10.96
260	Payroll Bookkeeper	\$15.86
202	Special Services Medicaid Trainer/Data/Receptionist-7 hours	\$13.00
260	Title 1 Resource Clerk / HR Receptionist	\$10.96
202	Transportation /Office Manager/Bookkeeper (8 hours)	\$15.86
202	Transportation Receptionist/Dispatcher (8 hours)	\$13.00

## Salaried

<u>Days Worked</u>	<u>Position</u>	<u>Salary</u>
260	Superintendent Executive Assistant	\$44,000.00
260	Business Office Specialist (3 positions)	\$38,762.85
260	High School Executive Assistant	\$38,762.85
260	Human Resources Executive Assistant	\$38,762.85
260	Special Services Executive Assistant	\$38,762.85
260	MRCC Executive Assistant	\$38,762.85
221	Food Service Administrative Assistant	\$32,948.43

### **2.250 Adjustments to Salary/Wages**

- A. The mandatory employee contribution to the Indiana Public Retirement System (INPRS) will be paid by Marion Community Schools for each member of INPRS.
- B. Positions in the Salaried category may be eligible for overtime when pre-approved by the supervisor.

### **2.350 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), employees assigned less than 260 days will not report for work and will not be paid for that day. When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day.
- B. When schools are delayed or closed for hazardous weather (by official notification), employees assigned 260 days will report for work at their regular time and will be paid at their regular rate for that day. If a 260-day employee is unable to report for work on a day school is canceled or delayed they may use vacation or personal business leave for the day.
- C. When schools experience early dismissals due to hazardous weather, employees will work unless dismissed by their Supervisor and will be paid for hours worked.
- D. When the opening of school is delayed due to hazardous weather, employees will not be required to report to work for the period of the delay. However, we encourage all employees to report to work if it is safe to travel. Due to the need of operating the schools during the delay, the Building Principal may require one employee to work during such delays, and the school corporation will pay the regular hourly rate for such required work during the period of the school delay. Employees will only be paid for the hours worked on days when school is delayed.
- E. Employees assigned less than 260 days may not use illness or personal business leave for days when school is canceled delayed.
- F. Non-teaching salaried staff should report to work at regular time on weather related delay days in order to be compensated. If a staff member chooses to wait until the delayed time to report to work, they will be docked for the time they were not at work.
- G. Cancellation days will result in a make-up school day, and therefore employees will not be expected to attend on the cancelled day. In the event a delayed day turns into a cancellation, staff will be compensated for any hours worked during the delay prior to the cancellation being called.

## **2.400 Retirement**

Employees who have at least ten (10) years of service with the corporation before July 1, 2011 will receive a retirement benefit at the time they retire, provided they are at least age fifty (50) at the time of their retirement. Said retirement benefit will be 17% of the salary schedule in effect on June 30, 2011, with an additional 1% for each year of service over ten (10).

The retirement benefit for qualifying employees will not increase for any years of service after June 30, 2011.

Any changes in the salary structure that take place following June 30, 2011 will not be used to calculate these retirement benefits.

Employees with less than ten (10) years of service to the corporation before July 1, 2011, and employees hired on, or after, April 13, 2011, will not be eligible for this benefit.



**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
DISTRICT SUPERVISOR/COORDINATOR  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

Employees in this group receive Level C benefits as described on pages 11-14.

**2.000 COMPENSATION**

**2.100 Salary/Wage Schedule**

Day assignments include paid holidays.

Corporation Treasurer (260-days)	\$52,000
Director of Communications (260 days)	\$50,000
Assistant Director of Operations(260 days)	\$50,000
Director of User Experience (260-days)	\$52,000
Food Service Coordinator (220-days)	\$45,000
Grant Manager (260 days)	\$52,000
Assistant HR Director/Safety Coordinator (260-days)	\$50,000
Systems and Network Administrator (260-days)	\$52,000
Transportation Shop Foreman (260-days)	\$54,000

**2.250 Adjustments to Salary/Wages**

The mandatory employee contribution to the Indiana Public Retirement System (INPRS) will be paid by Marion Community Schools for each member of INPRS.

**2.350 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), employees assigned less than 260 days will not report for work and will not be paid for that day (excluding the Transportation Coordinator). When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day.
- B. When schools are delayed or closed for hazardous weather (by official notification), employees assigned 260 days will report for work at their regular time and will be paid at their regular rate for that day. If a 260-day employee is unable to report for work on a day school is canceled they may use vacation or personal business leave for the day.
- C. When schools experience early dismissals due to hazardous weather, employees will work unless dismissed by their Supervisor and will be paid for hours worked.
- D. Employees assigned less than 260 days may not use illness or personal business leave for days when school is canceled or delayed.
- E. Non-teaching salaried staff should report to work at regular time on weather related delay days in order to be compensated. If a staff member chooses to wait until the delayed time to report to work, they will be docked for the time they were not at work.
- F. Cancellation days will result in a make-up school day, and therefore will not be expected to attend on the cancelled day. In the event a delayed day turns into a cancellation, staff will be compensated for any hours worked during the delay prior to the cancellation being called.

## **2.400 Retirement**

Employees who have at least ten (10) years of service with the corporation before July 1, 2011 will receive a retirement benefit at the time they retire, provided they are at least age fifty (50) at the time of their retirement. Said retirement benefit will be 17% of the salary schedule in effect on June 30, 2011, with an additional 1% for each year of service over ten (10).

The retirement benefit for qualifying employees will not increase for any years of service after June 30, 2011.

Any changes in the salary structure that take place following June 30, 2011 will not be used to calculate these retirement benefits.

Employees with less than ten (10) years of service to the corporation before July 1, 2011, and employees hired on, or after, April 13, 2011, will not be eligible for this benefit.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
EDUCATIONAL ASSISTANTS  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

Employees in this group receive Level A benefits as described on pages 3-6.

**2.000 COMPENSATION**

**2.100 Salary/Wage Schedule**

Positions include:

Playground/Supervision Monitor  
Instructional Assistant  
Non-Instructional Assistant  
Clinic Assistant

Clinic Assistant with CNA or Equivalent	\$11.23
Non-Instructional	\$8.75
Instructional - Highly Qualified	\$10.20
Instructional - Associates Degree	\$11.23
Instructional – Bachelor’s Degree or above	\$12.24

Educational Assistants are employed for the hours/days as determined by the applicable program administrator.

**2.2 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), employees will not report for work and will not be paid for that day. When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day.
- B. When schools experience early dismissals due to hazardous weather, employees will work unless dismissed by their Supervisor and will be paid for hours worked.
- C. When the opening of school is delayed due to hazardous weather, employees will not be required to report to work for the period of the delay. However, we encourage all employees to report to work if it is safe to travel. Due to the need of operating the schools during the delay, the Building Principal may require one employee to work during such delays, and the school corporation will pay the regular hourly rate for such required work during the period of the school delay. Employees will only be paid for the hours worked on days when school is delayed.
- D. Employees assigned less than 260 days may not use illness or personal business leave for days when school is canceled or delayed.

**2.250 Adjustments to Salary/Wages**

Individuals in the Educational Assistant Employee Group are eligible to enroll in the INPRS system. Enrollment is voluntary. The 3% contribution must be paid by the employee.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
FOOD SERVICE EMPLOYEES  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

**Food Service Substitutes are not eligible for any benefits. Employees serving as Supervisors in this employee group are eligible for Level B benefits as described on pages 4-10. All other Food Service employees in this group receive Level A benefits as described on pages 3-6.**

**2.000 COMPENSATION**

**2.100 Salary/Wage Schedule**

<b><u>Position</u></b>	<b><u>Wage</u></b>
Elementary Supervisor	\$12.88
Intermediate/Junior High School Supervisor	\$13.66
High School Supervisor	\$14.29
High School Assistant Supervisor	\$13.66
High School Department Head	\$10.81
Food Service Assistant	\$10.56
Summer Food Service Assistant	\$10.56
Temporary Food Service Assistant (Grant Funded)	\$10.56
Food Service Substitute	\$ 9.54

Food Service Employees are employed for the hours/days when students are present for breakfast and/or lunch or as determined by the Food Service Coordinator.

**2.250 Adjustment to Salary/Wages**

- A. Each employee will be paid at the regular hourly rate for each hour's attendance as determined and requested by the Director of Food Services at State-sponsored workshops and Marion Community School Food Service-sponsored workshops.
- B. Individuals in the Food Service Employee Group are eligible to enroll in the INPRS system. Enrollment is voluntary. The 3% contribution must be paid by the employee.
- C. Special Functions: When employees do not qualify for overtime, they will be paid the following rates for working banquets or other special functions before or after regular working hours:

Monday through Friday - \$1.80 per hour over employee's scheduled rate  
Holidays or Weekends - \$2.40 per hour over employee's scheduled rate

**2.350 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), employees will not report for work and will not be paid for that day. When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day.
- B. When schools experience early dismissals due to hazardous weather, employees will work unless dismissed by their Supervisor and will be paid for hours worked.
- C. When the opening of school is delayed due to hazardous weather, employees will not be required to report to work for the period of the delay. All employees will be directed by their supervisors as to the time they are to report to work on delayed days. Employees who are at work on a day when school is delayed and school is subsequently canceled are to clock out immediately. The school corporation will pay the regular hourly rate for hours worked on delay days.
- D. Employees assigned less than 260 days may not use illness or personal business leave for days when school is canceled or delayed.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
LIBRARY COORDINATORS  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

Employees in this group receive Level B benefits as described on pages 4-10.

**2.000 COMPENSATION**

**2.050 Hours, Work Day and Work Week**

- A. The regular work day is a 7-hour day not inclusive of lunch. Daily starting and ending times may vary according to building assignments. The individual work and lunch schedules shall be developed and approved by the Building Principal.
- B. Employees are paid for 183 working days plus 6 paid holidays as defined in the Level A Benefits contained in this document.

**2.100 Salary/Wage Schedule**

Highly Qualified	\$10.20
Associates Degree	\$11.23
Bachelors Degree or above	\$12.24

**2.250 Adjustments to Salary/Wages**

The mandatory employee contribution to Public Employees Retirement Fund (INPRS) will be paid by Marion Community Schools for each member of INPRS.

**2.350 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), employees will not report for work and will not be paid for that day. When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day.
- B. When schools experience early dismissals due to hazardous weather, employees will work until dismissed by their Supervisor and will be paid for hours worked.
- C. When the opening of school is delayed due to hazardous weather, employees will not be required to report to work for the period of the delay. However, we encourage all employees to report to work if it is safe to travel. Due to the need of operating the schools during the delay, the Building Principal may require one employee to work during such delays, and the school corporation will pay the regular hourly rate for such required work during the period of the school delay. Employees will only be paid for the hours worked on days when school is delayed.
- D. Employees assigned less than 260 days may not use illness or personal business leave for days when school is canceled or delayed.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
MAINTENANCE EMPLOYEES AND TRANSPORTATION MECHANICS  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

Employees in this group receive Level B benefits as described on pages 4-10.

**2.000 COMPENSATION**

**2.050 Hours, Work Day and Work Week**

- A. The normal work week shall be forty (40) hours per week.
- B. Each full-time employee shall work an eight (8) hour work day, not counting his/her lunch period. The lunch period will be a 30-minute period for maintenance employees and a 60-minute period for transportation mechanics except when an individual has obtained permission from his/her supervisor to take less than the prescribed lunch period.
- C. Each employee will have the privilege, subject to the approval of his/her supervisor, to leave his/her place of employment on his/her lunch period unless special circumstances require an order to the contrary.

**2.100 Salary/Wage Schedule**

**Maintenance Workers**

	<b>Utility</b>	<b>Electrician Prev. Maint.</b>	<b>Carpenter</b>	<b>Plumber</b>	<b>HVAC/Energy</b>
<b>Entry</b>	\$14.50	\$16.50	\$16.50	\$16.50	\$16.50

Staffing will focus on maintaining at least one maintenance worker with experience/certification in the areas of electrician, plumbing, HVAC, and carpentry.

The Administration may consider previous experience in determining starting salary of new employees.

**Transportation Mechanics**

Starting wage for mechanics without CDL = \$15.00

Starting wage for mechanics with CDL and "S" endorsement = \$16.75

**2.250 Adjustments to Salary/Wages**

- A. Each employee will have available a clean uniform each working day. The Board of School Trustees will pay the entire cost of such uniforms less \$1.00 provided the employee regularly turns in soiled uniforms for cleaning.
- B. Direct job-related training courses may be paid in full by the corporation provided the course(s) enhance the position of the employee and are beneficial to the corporation. The course must be pre-approved by administration.
- C. The corporation will reimburse annually up to \$80 per employee for protective footwear for those employees who wish to participate. The employee will bring in a receipt for reimbursement.
- D. The mandatory employee contribution to the Indiana Public Retirement System (INPRS) will be paid by Marion Community Schools for each member of the State INPRS.

E. Prescription eyeglasses worn by an employee that are damaged beyond use as determined by a qualified optometrist and without any safety violation on the part of the maintenance worker will be replaced at corporation expense at the discretion of the employee's supervisor in each individual case.

F. Call-In and Extra Work:

1. An employee who has finished his/her regular shift and is called to his/her job before his/her scheduled starting time shall receive "call-in" pay equal to two times his/her regular hourly rate. An employee who is notified of the need for his/her services after hours prior to quitting time shall not receive the "call-in" pay.
2. Based on after hours on call procedure established by the Director of Operations, a maintenance employee who is assigned to be on call will receive a minimum of 1.5 hours pay for each on call day that is not a scheduled work day. Any time the assigned person is called in; he/she will receive the emergency rate in paragraph three below.
3. Maintenance employees may be required to work extra hours during periods when emergency conditions exist. Such periods may include as way of example a plumbing, heating, air conditioning, or an electrical emergency which would hinder the resumption of school or which could cause significant damage to buildings or property if left unattended. Such emergency conditions shall be determined by the Director of Operations.

Employees who are asked to work extra hours during an emergency shall be compensated at a rate of one and one half (1 1/2) times the hourly rate for all hours worked.

The Director of Operations shall use the following method when an emergency condition exists requiring that certain workers must work extra hours. First, the Director of Operations shall contact or attempt to contact appropriate maintenance individuals and offer them a chance to work. If all appropriate individuals are contacted or are attempted to be contacted, and those individuals decline to work or are not able to be contacted, then some of those employees who were contacted and asked to work may be required to work.

### **2.350 Hazardous Weather Days**

Employees will be required to report to work or complete their shift when schools are closed for hazardous weather by official notification and will be paid for hours worked. Employees are expected to follow call-in procedures.

### **2.400 Retirement**

Employees who have at least ten (10) years of service with the corporation before July 1, 2011 will receive a retirement benefit at the time they retire, provided they are at least age fifty (50) at the time of their retirement. Said retirement benefit will be 17% of the salary schedule in effect on June 30, 2011, with an additional 1% for each year of service over ten (10).

The retirement benefit for qualifying employees will not increase for any years of service after June 30, 2011.

Any changes in the salary structure that take place following June 30, 2011 will not be used to calculate these retirement benefits.

Employees with less than ten (10) years of service to the corporation before July 1, 2011, and employees hired on, or after, April 13, 2011, will not be eligible for this benefit.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
OTHER EMPLOYEES  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

There are no benefits available for employees in this employee group.

**2.000 COMPENSATION**

**2.100 Salary/Wage Schedule**

**Class 1**

<u>Position</u>	<u>Rate</u>
Academic Coach requiring a Masters (Grant Funded – Non-Bargaining Unit)	\$35.00
Adult Education Instructor	\$35.18
Clinical Preceptor	\$27.36
Bus Driver Trainee	\$10.00
Substitute Bus Driver	\$13.41
Deaf Interpreter	\$15.39
Instructional Educational Assistant Substitute	\$9.05
Instructional Personnel requiring a Bachelor's Degree or Teaching License	\$25.19
Lifeguard	\$10.93
MHS Laundry Assistant (20 hrs/wk maximum)	\$7.41
Non-Certified Training Rate (Title I)	\$10.20
Non-Instructional Educational Assistant Substitute	\$7.78
Permanent Substitute	\$150.00 per day
Law Enforcement Security	\$17.00
School Crossing Guards	\$5.42/hr. / (half day)
School Printer	\$16.01
Student Workers	Established Minimum Wage
Elementary Academic Lab Specialist (5.5 hrs./day)	\$15.86
Elementary Academic Lab/Technology Specialist (5.5 hrs./day)	\$15.86
Intermediate Academic Lab/College & Careers Specialist (7 hrs./day)	\$15.86
Intermediate Academic Lab/Technology Specialist (7 hrs./day)	\$15.86
Student Support Specialist (Elementary Only)	\$15.86

All rates are per hour unless otherwise noted.

**Class 2**

<u>Position</u>	<u>Substitute Teachers</u>	<u>Rate</u>
Valid Substitute Certificate**		\$70.00/ day – minimum wage hourly rate
Valid Indiana State Teacher License (or a four-year baccalaureate degree)		\$80.00/day - \$10.00/hour

Marion Community Schools must have an official transcript on file verifying completion of a baccalaureate degree to be eligible to receive this higher rate of pay. Also on file must be a valid substitute teacher certificate or a valid Indiana state teaching license.

\*\*Each substitute teacher who works more than 60 full time days in a school year, for Marion Community Schools, shall be compensated an additional \$5.00 per day for each day worked.



**Class 3**

**Position**

**Rate**

Psychologist Intern (Grant Funded)

B-0 Daily Rate

**2.200 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), employees will not report for work and will not be paid for that day. When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day.
- B. When schools experience early dismissals due to hazardous weather, employees will work unless dismissed by their Supervisor and will be paid for hours worked.
- C. When the opening of school is delayed due to hazardous weather, employees will not be required to report to work for the period of the delay. However, we encourage all employees to report to work if it is safe to travel.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
PROFESSIONAL STAFF  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

Employees in this group receive Level B benefits as described on pages 4-10.

**2.000 COMPENSATION**

**2.50 Hours, Work Day and Work Week**

A. Daily starting and ending times may vary according to building assignments. The individual work and lunch schedules shall be developed and approved by the Director, Building Principal or Coordinator responsible for the position.

**2.100 Salary/Wage Schedule**

Day assignments include paid holidays.

Alternative Learning Specialist (183-day assignment, salary \$30,000)  
At-Risk Coordinator (200-day assignment, salary, \$47,000)  
Attendance Officer (198-day assignment, salary, \$35,000)  
Building Technology Specialist/Summer Computer Technician (260-day assignment, salary \$33,000)  
CTE Health Career Support/Athletic Trainer (220-day assignment, salary \$37,000)  
Director of Student Activities/Assistant Athletic Director (210-day assignment, salary \$33,932.15)  
MHS Graduation Coach (183-day assignment, salary, \$43,000)  
MHS Discipline Support Specialist – (203-day assignment, salary \$43,000)  
MHS Student Support Specialist – (203-day assignment, salary, \$34,000)  
Head School Nurse (189-day assignment, salary \$34,173.02)  
Head Start Education and Disabilities Coordinator (199-day assignment, salary \$35,466.96)  
Head Start Health Coordinator (189-day assignment, salary \$32,642.40)  
Head Start Mental Health Coordinator (189-day assignment, salary \$30,061.56)  
IDEA Behavior Support Specialist (203 -assignment, salary \$43,000)  
JROTC Army Instructor (260-day assignment, salary and benefits as determined by agreement with Cadet Command)  
JROTC Senior Army Instructor (260-day assignment, salary and benefits as determined by agreement with Cadet Command)  
MRCC Community Support Specialist (200-day assignment, salary \$48,000)  
School Nurse (189-day assignment, salary \$32,642.40)  
SIG Student Support Specialist (203-day assignment, salary \$43,000)  
SIG Behavior Specialist (187-day assignment, salary \$40,000)  
Speech/Language Assistant (183-day assignment, salary \$30,165.08, no paid Holidays)  
Title I Elementary Student Support Specialist (180-day assignment, salary \$24,120)  
Title I Extended Learning Specialist – (189-day assignment, salary, \$35,000)  
Title I Part A/D/ McKinney Vento Student Support Specialist (189-day assignment, salary \$43,000)  
Title I Secondary Student Support Specialist (203-day assignment, salary \$34,000)

## **2.250 Adjustments to Salary/Wages**

- A. The mandatory employee contribution to the Indiana Public Retirement System (INPRS) will be paid by Marion Community Schools for each member of INPRS.
- B. A reimbursement for lab coats, scrubs and shoes for school nurses per school year will be allowed with the proper documentation purchased at vendors designated by the Superintendent as follows:

1<sup>st</sup> School year of employment – \$150

2<sup>nd</sup> School year of employment and each school year of employment thereafter – \$75

Vendors will be approved by the Superintendent and communicated to nurses by the Director of Special Services.

## **2.300 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), employees assigned less than 260 days will not report for work and will not be paid for that day. When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day.
- B. When schools are delayed or closed for hazardous weather (by official notification), employees assigned 260 days will report for work at their regular time and will be paid at their regular rate for that day. If a 260-day employee is unable to report for work on a day school is canceled they may use vacation or personal business leave for the day.
- C. When schools experience early dismissals due to hazardous weather, employees will work unless dismissed by their Supervisor and will be paid for hours worked.
- D. When the opening of school is delayed due to hazardous weather, employees will not be required to report to work for the period of the delay. However, we encourage all employees to report to work if it is safe to travel. Due to the need of operating the schools during the delay, the Building Principal may require one employee to work during such delays, and the school corporation will pay the regular hourly rate for such required work during the period of the school delay. Employees will only be paid for the hours worked on days when school is delayed.
- E. Employees assigned less than 260 days may not use illness or personal business leave for days when school is canceled or delayed.
- F. Non-teaching salaried staff should report to work at regular time on weather related delay days in order to be compensated. If a staff member chooses to wait until the delayed time to report to work, they will be docked for the time they were not at work.
- G. Cancellation days will result in a make-up school day, and therefore will not be expected to attend on the cancelled day. In the event a delayed day turns into a cancellation, staff will be compensated for any hours worked during the delay prior to the cancellation being called.

#### **2.400 Retirement**

Employees who have at least ten (10) years of service with the corporation before July 1, 2011 will receive a retirement benefit at the time they retire, provided they are at least age fifty (50) at the time of their retirement. Said retirement benefit will be 17% of the salary schedule in effect on June 30, 2011, with an additional 1% for each year of service over ten (10).

The retirement benefit for qualifying employees will not increase for any years of service after June 30, 2011.

Any changes in the salary structure that take place following June 30, 2011 will not be used to calculate these retirement benefits.

Employees with less than ten (10) years of service to the corporation before July 1, 2011, and employees hired on, or after, April 13, 2011, will not be eligible for this benefit.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
SERVICE EMPLOYEES  
July 1, 2017 through June 30, 2018**

**2.100 BENEFITS**

Employees in this group receive Level B benefits as described on pages 4-10.

**2.000 COMPENSATION**

**2.50 Hours, Work Day and Work Week**

- A. The normal work week shall be forty (40) hours per week.
- B. Each full-time employee shall work an eight (8) hour work day, not counting his/her lunch period. The lunch period will be a 30 minute period except when an individual has obtained permission from the Building Principal and the Director of Operations Support Services to take less than the prescribed lunch period.

**2.100 Salary/Wage Schedule**

	ENTRY Up to 90 working days	<u>STEP 1</u> 3-12 months	<u>STEP 2</u> 12 – 23 months	<u>STEP 3</u> 24 or more months
Custodian	\$10.11	\$10.50	\$11.80	\$12.47
Lead Custodian			\$13.04	\$13.73
MHS Working Lead Custodian				\$14.33
MHS Working Custodial Supervisor	\$15.10	\$16.40	\$16.40	\$16.40
Mail Delivery Driver	\$10.11	\$10.11	\$10.11	\$10.11

A new employee shall be in an entry status following his/her hiring date for a period not to exceed 90 workdays. Thereafter, he/she shall acquire time/pay in accordance with the wage schedule above.

## **2.250 Adjustments to Salary/Wages**

### **2. INPRS:**

The mandatory employee contribution to the Indiana Public Retirement System (INPRS) will be paid by Marion Community Schools for each member of INPRS.

### **B. Call-In and Extra Work:**

When an employee has completed their normal scheduled workday and is requested to fill in for an absence, etc. and does not receive overtime, that employee will receive in addition to their normal pay, \$12.50 of incentive pay if working an extra 2 hours, \$25 of incentive pay if working an extra 4 hours, \$37.50 if working an extra 6 hours, and \$50 if working an extra 8 hours.

## **2.350 Hazardous Weather Days**

Employees will be required to report to work or complete their shift when schools are closed for hazardous weather by official notification. Employees are expected to follow call-in procedures.

## **2.400 Retirement**

Employees who have at least ten (10) years of service with the corporation before July 1, 2011 will receive a retirement benefit at the time they retire, provided they are at least age fifty (50) at the time of their retirement. Said retirement benefit will be 17% of the salary schedule in effect on June 30, 2011, with an additional 1% for each year of service over ten (10).

The retirement benefit for qualifying employees will not increase for any years of service after June 30, 2011.

Any changes in the salary structure that take place following June 30, 2011 will not be used to calculate these retirement benefits.

Employees with less than ten (10) years of service to the corporation before July 1, 2011, and employees hired on, or after, April 13, 2011, will not be eligible for this benefit.

**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
SOCIAL SERVICE SPECIALISTS  
July 1, 2017 through June 30, 2018**

**2.100 BENEFITS**

Employees in this group receive Level B benefits as described on pages 4-10.

**2.000 COMPENSATION**

**2.50 Hours, Work Day and Work Week**

A. The regular workday is a 7-hour day not inclusive of lunch. Daily starting and ending times may vary according to building assignments. The individual work and lunch schedules shall be developed and approved by the Director of Special Services and building principals.

B. Employees in this group are paid for 183 working days plus 6 paid holidays.

**2.100 Salary/Wage Schedule**

**Group A**

Social Service Specialist (189-day assignment)  
Head Start Family Engagement Coordinator (189-day assignment)  
Preschool Enrollment Coordinator (189-day assignment)  
Head Start Community Partnership Coordinator (189-day assignment)

Social Work Bachelor's Degree or above	\$30,061.56
Social Work/Homeless Bachelor's Degree or above	\$34,061.56

**Group B**

Head Start Family Partnership and ERSEA Coordinator (199-day assignment)	\$31,652.48
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**2.250 Adjustments to Salary/Wages**

The mandatory employee contribution to the State Public Employee's Retirement Fund (INPRS) will be paid by Marion Community Schools for each member of INPRS.

## 2.350 Hazardous Weather Days

- A. When schools are closed for hazardous weather (by official notification), employees assigned less than 260 days will not report for work and will not be paid for that day. When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day
- B. When schools experience early dismissals due to hazardous weather, employees will work until dismissed by their Supervisor and will be paid for hours worked.
- C. When the opening of school is delayed due to hazardous weather, employees will not be required to report to work for the period of the delay. However, we encourage all employees to report to work if it is safe to travel.
- D. Employees assigned less than 260 days may not use illness or personal business leave for days when school is canceled.
- E. Non-teaching salaried staff should report to work at regular time on weather related delay days in order to be compensated. If a staff member chooses to wait until the delayed time to report to work, they will be docked for the time they were not at work.
- F. Cancellation days will result in a make-up school day, and therefore will not be expected to attend on the cancelled day. In the event a delayed day turns into a cancellation, staff will be compensated for any hours worked during the delay prior to the cancellation being called.



**MARION COMMUNITY SCHOOLS  
STATEMENT OF BENEFITS AND COMPENSATION FOR  
TRANSPORTATION EMPLOYEES (DRIVERS AND AIDES)  
July 1, 2017 through June 30, 2018**

**1.000 BENEFITS**

**1.100 Holidays:** All employees assigned to work less than a 260-day, 12-month assignment will receive the following 6 paid holidays:

- Thanksgiving Day
- Day following Thanksgiving Day
- Christmas Day
- Two winter break days (Established by the Superintendent)
- New Year's Day

When a holiday falls on a day when an employee would otherwise be taking a leave day (i.e., illness), the day will be counted as a holiday.

**1.200 Illness Leave:** Eight (8) illness leave days will be granted per school year to be used for illness or to care for an ill family member defined as spouse, children, parents, parent of spouse, child of spouse, siblings, siblings of spouse or other relatives living in the same household. These days are allotted annually on July 1. Unused days at the end of the year may accumulate up to a maximum of 115 days. An employee's supervisor may require illness leave be substantiated by a doctor's statement.

**1.300 Personal Business Leave:** Two (2) days personal business leave may be allowed each year. These days are allotted annually on July 1. Unused days at the end of the year do not accumulate, but shall be credited to the accumulated illness leave. Personal business leave should be requested through the employee's supervisor three days prior to the day of the leave requested.

**1.400 Vacations:** Members of this employee group are not eligible for paid vacation.

**1.500 Bereavement Leave:** Each employee shall be allowed up to five days with pay in each case of the death of the employee's father, mother, spouse, or child.

Each employee shall be allowed up to three days with pay in each case of the death of the employee's brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, or grandchild.

One day may be granted for each "non-immediate" family bereavement.

Days must be taken consecutively. Bereavement leave shall not accumulate from year to year.

**2.000 INSURANCE**

**2.100 Eligibility:** Employees enrolled in the health and dental insurance before December 31, 2008 will be allowed to continue coverage. All current Level A employees not enrolled in the health and dental plan by December 31, 2008 and future Level A employees will not be eligible for health or dental insurance. Employees enrolled in the life insurance before January 1, 2016 will be allowed to continue coverage.

**2.200 Medical Insurance:** Transportation employees may participate in the Corporation's group health insurance plan. All costs of the plan must be paid by the employee.

**2.000 COMPENSATION**

**2.100 Salary/Wage Schedule**

A. Definitions

Available routes are defined as:

**1 Tier**

A single route, consisting of either an elementary (K-4) route or a secondary (5-12) route.

**2 Tier**

A double route, consisting of both an elementary (K-4) and a secondary (5-12) route.

**Special Needs**

All pick-ups and drop-offs for special needs to any location

B. Special Event & Overtime Pay Scale

POSITION	HOURLY RATE	HOURLY RATE	HOURLY RATE
	CHARTER	*NON-CHARTER	OTHER
CDL W/S Endorsement - driving	\$13.50	\$15.75	NA
CDL W/S Endorsement - as an aide	\$11.75	\$14.00	NA
Non-CDL working as an aide	\$10.00	\$11.50	NA
Driver in Training	NA	NA	\$10.00
Summer Work	NA	NA	\$10.20
<b>NOTES:</b>			
*1) Non-charter defined as a normal bus route at a different time (i.e. after school tutoring, summer school, etc.) 2) Extra/Required training & meetings will be paid at "Non-Charter" rates			

C. Hours and Runs

- a. Regular Runs – Driving Hours assigned to each type of route are:
- a. 1 Tier – 2.5 hours per day
  - b. 2 Tier – 3.5 hours per day
  - c. Special Needs – 5 hours per day

Route	Driver Pay	Aide Pay (w/CDL)	Aide Pay (no CDL)
<b>1 Tier</b>	<b>\$85</b>	<b>\$75</b>	<b>\$62</b>
<b>2 Tier</b>	<b>\$100</b>	<b>\$87</b>	<b>\$72</b>
<b>Special Needs</b>	<b>\$125</b>	<b>\$110</b>	<b>\$92</b>

- b. Previous successful experience as a school bus driver for other corporations may be considered by the Director of Operations when determining beginning salaries of new drivers. Starting salary may be set equal to current drivers with comparable experience.
- c. Anytime a driver covers a run for another driver, the minimum pay shall be thirty (30) minutes. If the run is in excess of thirty (30) minutes, the fill-in driver will be paid for one hour.
- d. All Asherwood trips are paid charter hours.
- e. Charter time shall commence from the driver's scheduled on time to the driver's return to the Transportation Department. However, if the charter ends and the driver is scheduled to go to his run, the charter time will end upon the return to the respective school. Drivers will be paid hourly rate on all charters (plus overtime, if applicable).
- f. A driver who arrives at a school at the assigned load time and then is not needed will be paid a two-hour minimum.
- g. Football shuttle: Driver shall be paid charter hours.

### **2.250 Adjustments to Salary/Wages**

- A. A driver shall be paid for the hours spent attending the required summer safety meeting that is held in Marion. Drivers and aides shall be paid for hours spent attending mandatory in-service meetings. Minimum pay is two (2) hours.
- B. Individuals in the Transportation Employees (Drivers and Aides) Group are eligible to enroll in the INPRS system. Enrollment is voluntary. The 3% contribution must be paid by the employee.
- C. In the following situations, employees will be paid the regular rate for the run being driven. In addition, employees will be paid a Special Events pay of \$28.00 for drivers and \$21.00 for aides:
  - 1. Call-in for a regular run
  - 2. Any charter that requires a pick-up time between the hours of 11:00 p.m. and 5:30 a.m.

### **2.350 Hazardous Weather Days**

- A. When schools are closed for hazardous weather (by official notification), aides and drivers will not report for work and will not be paid for that day. When the day is scheduled for make-up, aides and drivers will be paid for the make-up day as if that day was a regularly scheduled work day.
- B. When schools are closed for hazardous weather (by official notification), other transportation employees assigned less than 260 days will not have to report for work and will not be paid for that day. When the day is scheduled for make-up, employees will be paid for the make-up day as if that day was a regularly scheduled work day.
- C. When schools experience early dismissals due to hazardous weather, employees will work until dismissed by their Supervisor and will be paid for hours worked.
- D. When the opening of school is delayed due to hazardous weather, employees will not be required to report to work for the period of the delay. However, we encourage all employees to report to work if it is safe to travel. Employees will only be paid for the hours worked on days when school is delayed.
- E. Employees assigned less than 260 days may not use illness or personal business leave for days when school is canceled.

- F. Non-teaching salaried staff should report to work at regular time on weather related delay days in order to be compensated. If a staff member chooses to wait until the delayed time to report to work, they will be docked for the time they were not at work.
- G. Cancellation days will result in a make-up school day, and therefore staff members will not be expected to attend on the cancelled day. In the event a delayed day turns into a cancellation, staff will be compensated for any hours worked during the delay prior to the cancellation being called.