

NORTH CENTRAL PARKE COMMUNITY  
SCHOOL CORPORATION

2023-2024 HANDBOOK  
FOR  
NON-TEACHING PERSONNEL  
Effective July 1, 2023  
(Approved July 19, 2023)

All agreements, past practices, board actions, and administrative approvals made prior to July 19, 2023 will be null and void as of July 19, 2023. This handbook should not be construed as a contract between the employee and the North Central Parke Community School Corporation. It is for informational purposes only to help the employee better understand his/her responsibilities and benefits with the corporation.

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## **PREFACE**

The North Central Parke Community School Corporation will employ non-teaching personnel to provide health, secretarial, fiscal management, maintenance, teaching assistance, technology assistance, bus transportation, facilities and grounds maintenance, custodial services and cafeteria services to support and enhance the educational program.

It is the policy of the North Central Parke Community School Corporation to select for employment the best qualified person for each position. Employment will be without regard to race, color, sex, handicap conditions, or national origin, including limited English proficiency.

## **EMPLOYMENT PROCEDURES**

The employment of an applicant for any position with the North Central Parke Community School Corporation shall be made solely in the interest of providing the best available services to the corporation. Full consideration shall be given to the job training, successful experience, and general ability and attitude of the applicant. Persons desiring to be considered for employment by the North Central Parke Community Schools in a non-teaching capacity shall file an application on the appropriate form.

## **SELECTION OF NON-TEACHING PERSONNEL**

The Superintendent of Schools shall recommend employment of non-teaching personnel to the Board of School Trustees.

The building principals and/or supervisors shall screen candidates having filed applications for non-teaching vacancies and make recommendations for employment to the superintendent.

Screening of prospective employees may include oral and written inquiries, recommendations from past employers, criminal history background checks, and a careful analysis of qualifications required for the work to be performed.

## **EMPLOYMENT QUALIFICATIONS OF NON-TEACHING PERSONNEL**

Each employee must be trustworthy, of good character, capable of performing the assigned duties, and henceforth hold at least a high school diploma or the equivalent and/or have had a successful employment experience that indicates competency in the position qualifications.

Non-teaching employees working with both the instructional staff and administrative staff must be familiar with the educational program and their responsibility to the students. Office personnel who are employed as treasurers must be bonded in an amount to be determined and paid for annually by the Board of School Trustees.

## **ASSIGNMENT OF NON-TEACHING PERSONNEL**

Non-teaching personnel shall be assigned to a position by the superintendent often after consulting with the building principal and/or immediate supervisor.

## **CLASSIFICATION OF NON-TEACHING PERSONNEL**

The superintendent shall determine the job classification of all non-teaching personnel. In determining the classifications, the superintendent shall take into consideration established policy, years of successful experience, principal's and/or supervisor's recommendations, job responsibilities, and the potential of the prospective employee to perform quality work.

## **TRANSFER OF NON-TEACHING PERSONNEL**

Transfers may be made at the request of the employee or upon initiation by the superintendent or other supervisory personnel for reasons which, in the judgment of the Superintendent, shall serve the best interest of the employee and/or the school corporation.

The superintendent's decision shall be final in a transfer situation.

## **CRIMINAL HISTORY INFORMATION**

The Board of School Trustees shall require expanded criminal history information as prescribed by North Central Parke Community School Corporation Board Policy and Indiana statute. The candidate will be required to pay the fee for the extended criminal history check.

## **SUPERVISION OF NON-TEACHING PERSONNEL**

Non-teaching personnel shall be provided supervision to insure effective job performance and improvement. When necessary, in-service training shall be conducted to improve on the job safety, job effectiveness, skills, public relations skills, and other skills necessary for each employee to represent the North Central Parke Community School Corporation to the best of his/her ability. As applicable, employees will receive training in the handling of asbestos, material data safety sheets, OSHA and IOSHA regulations, universal precautions, and custodial procedures.

Employees are to follow the chain-of-command in dealing with any concerns. Problems or concerns should be brought to immediate supervisors followed by each level of administrative supervision.

## **TERMINATION**

Non-teaching personnel will be employed by the North Central Parke Community School Corporation on an "at will" basis, and may be terminated at any time. The employer will observe a minimal "due process" procedure to ensure fairness.

The Superintendent may choose to give the employee up to ten (10) working days notice of termination. However, if in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the School Corporation, employment may be terminated immediately upon notice.

## **RESIGNATIONS**

A written letter of resignation shall be submitted to the superintendent or to the employee's immediate supervisor at least ten (10) working days prior to the termination of employment. The Superintendent may waive the required ten (10) day notice if deemed to be in the best interest of the corporation and/or employee.

## **RESPONSIBILITIES AND DUTIES OF NON-TEACHING PERSONNEL**

Non-teaching personnel, as a vital factor in accomplishing the mission of the North Central Parke Community School Corporation, must represent themselves, the schools, and the community with dignity and honor and perform all tasks to the best of their ability.

To provide structure and guidance for employees, job descriptions defining responsibilities and duties, approved by the Board of School Trustees, will be provided. Individuals who hold these positions should expect to have other duties as assigned by their supervisor.

### **A. Director of Maintenance (Salaried Supervisory Position)**

The Director of Maintenance, in consultation with the superintendent, shall be responsible for coordinating the maintenance work during the school year and in the summer and when principals are not on duty. The Director will work in cooperation with the Building Principals and the Superintendent to provide direction to the custodial staff and will also help custodial staff as needed. The Director is expected to be capable of and to physically resolve maintenance problems.

### **Maintenance Assistant Director and Maintenance Assistant**

Maintenance personnel shall be responsible for maintenance of buildings, grounds, equipment, and vehicles of North Central Parke Community School Corporation. Maintenance personnel will provide custodial services as needed. Maintenance Personnel (CDL license preferred) may also assume responsibility for buses as follows: Maintain corporation buses, including, but not limited, maintaining fuel levels, checking oil, fluids, lights, etc. cleaning buses as needed, spot inspections for any problems, transporting to repair shop as needed, and on occasion substitute bus driving.

### **Custodial Personnel**

It is the responsibility of each custodian to perform the duties assigned to him/her in such a manner that the buildings, grounds, and equipment are clean, well maintained, and in good working condition. Custodians are under the direct supervision of building principals and the Director of Maintenance/Transportation.

### **B. Office Personnel**

The Board will hire office personnel to facilitate the business and education programs of the corporation and/or individual buildings.

### **Business Manager and School Corporation Treasurer**

The Board of School Trustees shall appoint a treasurer of the governing body and of the corporation who is a person other than the superintendent and not a member of the governing body. The treasurer will be employed to facilitate the business functions of the school corporation.

The Treasurer's term of appointment shall be for one (1) year beginning July 1 and ending June 30. Sufficient bonds shall be purchased and filed by the corporation.

### **Human Resources and Deputy Treasurer**

The Human Resource/Deputy Treasurer will be employed to facilitate the operation of the Central Administrative Office. Primary Human Resources job responsibilities shall

include all payroll functions, personnel records, and employment protocols. Deputy Treasurer responsibilities will be those duties which assist the School Corporation Treasurer in facilitating all business functions of the corporation.

The Deputy Treasurer's term of appointment shall be for one (1) year beginning July 1 and ending June 30. Sufficient bonds shall be purchased and filed by the corporation.

**Claims Clerk/Secretary**

The Claims Clerk/Secretary, under the direction of the Corporation Treasurer and the Superintendent, shall be responsible for completing purchase orders, claims documentation, help with HR/payroll as needed, and any other duties assigned by the Superintendent.

**Building Secretaries**

Building secretaries will be employed to support and facilitate the educational program in each building. Responsibilities and duties shall be defined by the building principal in cooperation with the superintendent.

**ECA Treasurer**

The ECA Treasurer will be responsible for the ECA Accounting for all schools in the district. This position will be responsible for mail runs between the post office, and the school campuses. The treasurer of the extra-curricular accounts shall be appointed by the Board of School Trustees upon recommendation by the superintendent. Bonds shall be purchased by the corporation.

**C. Technology Personnel**

The technology personnel, under the direction of the Director of Technology, shall be responsible for the hardware and software installation, maintenance, and operation of all technology related systems in the buildings.

**D. Health Service Personnel**

The Nurse(s) shall serve schools in the North Central Parke Community School Corporation and perform health services in accordance with school policy and the laws of the State of Indiana. The nurse(s) shall also conduct training programs for all staff to provide information about blood-borne pathogens, universal precautions, hepatitis B, COVID-19, and other topics as needed or required by the State of Indiana.

The Nurse(s) shall report to the Building Principals and the Superintendent.

**E. Instructional Assistants**

The primary role of Instructional Assistants is to work with students. These assistants may be employed to assist certified personnel in meeting the needs of students. Responsibilities and duties shall be defined by the building principals.

**F. Bus Drivers/Bus Aides**

Bus Drivers will be employed by the North Central Parke Community School Corporation to drive corporation-owned buses that run regular bus routes transporting

students to and from school, shuttle runs, vocational routes, or to drive special needs student routes. Responsibilities and duties shall be defined by the superintendent.

**ECA Drivers**

Yellow card carrying drivers who have been approved by the corporation with all appropriate licensing credentials will be employed as needed to drive students for extra-curricular activities such as, but not limited to, field trips and athletic contests. ECA Driver's will receive a minimum of \$40 for the first 2 hours. Additional hours will be paid at \$20 per hour.

**G. Cafeteria Personnel**

**Director of Food Services**

The Director of Food Services shall be responsible for directing all functions, finances, and personnel in the food service department of the corporation. The Director of Food Services will work in cooperation with the building principals and the superintendent.

**Cafeteria Site Manager**

The Cafeteria Site Manager's responsibilities will include the daily operational management of the food service program at each school to provide nutritious and appetizing meals for the student body, staff, and guests of the school corporation.

**Cooks and Cafeteria Workers**

It will be the responsibility of each cook or cafeteria worker to perform the duties assigned by the cafeteria site manager.

**H. Non-Certified Athletic Director/Administrative Assistant**

The Non-Certified Athletic Director/Administrative Assistant will have the same responsibilities and duties as a certified teacher performing the same duties. The AD/Admin. Asst. will be under the supervision of the building principal. He/she will be responsible for the planning, supervision, monitoring, operating, and implementing the athletic program. Administrative assistant duties will include student supervision and discipline as directed by the building principal.

**I. Transportation Director**

The Transportation Director will be under the supervision of the Corporation Superintendent. Transportation duties will be the primary responsibility of this position.

**Transportation Assistant/Substitute Driver**

This position will assist in the maintaining of all corporation buses, including, but not limited to, fueling levels, checking oil, fluids, lights, cleaning buses as needed, spot inspections for any problems, transporting to repair shop as needed, etc. In addition, this individual will serve as the primary substitute bus driver for the corporation.

**J. Speech Language Professionals**

SLPs will be responsible for coordination of speech language services for the corporation. SLPs will be under the supervision of building principals and the Corporation Superintendent. SLPA's will take direction from the SLP regarding weekly activities. SLPs will be responsible for coordinating billing via Medicaid.



### **Speech Language Pathology Assistant(s) (SLPAs)**

SLPAs will work under the direction of the SLPA in coordination with building principals.

#### **K. ASL Interpreter**

The language facilitator will utilize American Sign Language (ASL) with students. The language facilitator will work under the direction of the building principal(s).

### **SALARY/BENEFITS**

Salaries and fringe benefits of non-teaching personnel shall be reviewed and determined annually by the Board of School Trustees. The Superintendent shall make recommendations on salary and fringe benefits for the non-teaching staff to the Board of School Trustees to go into effect July 1.

The Board reserves the right to address salary and fringe benefits at times other than those listed above.

The Superintendent or Human Resource Director shall provide the employee with salary, fringe benefits, and job-related information.

#### **A. Designation of Full Time, Reduced Time, and Part-time Employees**

A1: Full Time Employees are those employees who work 30 or more hours per week totaling more than 1,000 hours per fiscal year.

Full-time employees are eligible for health insurance, life insurance, LTD insurance, leave days, retirement benefits, and PERF (Public Employees Retirement Fund).

A2: Reduced Time Employees are those employees working between 26-30 hours a week and total more than 1,000 hours per year.

Reduced-time employees are eligible for life insurance, LTD insurance, retirement benefits, leave days and PERF (Public Employees Retirement Fund). Note: The employees are not eligible for corporation provided health insurance.

A3. Part-time Employees are those that work 25 hours or less per week and the total is **less than** 1,000 hours per year.

Part-time employees have no leave days, PERF contributions, or any other type of benefit except as follows: Bus Drivers/Bus Aides are eligible for life insurance, and Leave days. Employees working 25 hours a week are eligible for life insurance and LTD insurance.

#### **B. Days and Hours of Service by Position**

The number of work days and hours per year is included in the final pages of this handbook. (Some positions may be adjusted to meet needs of school)

Daily work hours are exclusive of a 30-minute lunch break for employees. Lunch breaks shall be 30 minutes in length for all job classifications. **Note: Job Classifications working 5.50 hours per day or more will be required to take a lunch break.**

Work hours may be adjusted based on changes in work days caused by calendar changes.

### **Pay Dates**

All non-teaching personnel will be paid on a fiscal year basis. Under no circumstance shall non-teaching staff members be pre-paid. There will be 26 pay dates per year.

Payments shall be in accordance with established hourly rates or executed agreements. Deductions will be made for federal, state, and county taxes, Medicare, and social security, and any voluntary deductions. Voluntary deductions will be over 24 equal pays. All staff members are encouraged to participate in Direct Deposit.

*Note: The pay week period shall start on Friday and end on the following Thursday.  
The work year will start on the week of July 1 and end on the week of June 30.*

### **INSURANCE**

**Health:** All qualifying full time and other designated Trust Approved non-teaching personnel will have the option of participating in a group health insurance program. The School Corporation will contribute toward the employee's annual cost of the corporation approved Health Insurance plan for each full-time employee enrolled in the group. NCPSC and employee contributions are determined annually by the NCPSC Board of School Trustees.

**Life:** The corporation will pay 100% of the annual premium for all employees who are eligible. This will be for a \$25,000 term life insurance policy. Life insurance plan provisions take precedent over any corporation benefits.

**LTD:** The corporation shall provide a Long-Term Disability insurance policy at no cost to all employees who are eligible. LTD policy plan provisions take precedent over any corporation benefits.

#### **Other Insurance Guidelines:**

The premium amount may not be received in lieu of not enrolling in the group insurance plans.

Eligible employees may participate in group dental and/or vision plans if offered by the corporation. Such plans shall be voluntary and 100% employee paid.

### **Section 125**

A Section 125 Flexible Benefits Plan shall be available for eligible employees. Such Section 125 Flexible Benefits Plan shall be used for the list of items contained in the plan. Participation in the Section 125 Plan shall be optional for each individual employee.

### **403(b) Availability**

All non-certified employees are eligible to participate in a 403(b) annuity program provided by the school corporation. Employees can contribute up to the maximum allowable per 403(b) regulations. Payroll deduction is available for the three vendors approved by the school corporation (currently Valic, American Fidelity, and Edward Jones). There is no contribution provided by the school corporation.

### **P.E.R.F.**

(Public Employees' Retirement Fund) - NCPSC shall pay the 3% contribution to P.E.R.F. for eligible employees. Such payments on behalf of the employees shall not exceed 3% per eligible employee and will be paid in addition to the regular NCPSC (employer's) contribution.

(Employees are also eligible to participate in voluntary after-tax and/or pre-tax contributions to PERF which must follow strict PERF guidelines.

### **Social Security/Medicare**

Employee contributes the federally mandated percentage (currently 7.65%) of his salary and the School Corporation contributes the same percentage toward the employee's Social Security account.

### **Employee Injuries**

All work-related injuries and/or illnesses shall be immediately reported to the employee's immediate supervisor. Emergencies, injuries, and/or illnesses shall be reported to the Superintendent's office within twenty-four (24) hours. Pertinent and authentic information for required insurance reports shall be provided by the employee.

Any employee injured on the job that requires medical attention may be required to use a school corporation designated physician/medical facility for evaluation and treatment.

### **Retirement Supplement**

This benefit is available to all eligible non-teaching employees whose salary is wholly funded by the North Central Parke Community School Corporation's education fund and/or the cafeteria fund. Bus drivers may not apply for this benefit unless working in multiple positions that would equal full time employment for benefits, and have been approved by the Board of School Trustees (for example ½ time cafeteria and ½ time custodian).

Years of service generated from non-general fund sources shall qualify when calculating eligibility time requirements.

**Full-time employees and eligible general fund reduced time employees** (Full Time Employees are those employees who work more than 30 hours per week totaling more than 1,000 hours per fiscal year) in the North Central Parke Community School Corporation who have a minimum of ten (10) years of uninterrupted service (including Rockville and Turkey Run service) and who are eligible for PERF benefits shall receive a retirement supplement computed as follows:

- a. The retiring employee shall be paid thirty (\$30) dollars per day for each day of accumulated sick leave up to the maximum allowable days.
- b. The retiring employee shall receive \$45 dollars for each full year of employment in the North Central Parke Community School Corporation.

#### **Maximum Allowable Days**

Twelve (12) Month Employees - 90

Eleven (11) Month Employees - 90

Ten (10) Month Employees - 90

Nine (9) Month Employees - 90

Example:

A twelve (12) month employee who has worked for the corporation a total of 20 full years, and has a total of 90 days of accumulated sick leave:

\$30 per day x 90 days of accumulated sick leave = \$2,700

\$45 x 20 full years of service = \$900

TOTAL SEVERANCE PAY = \$3,600

Payment for such benefit shall be subject to the following conditions:

- (A) The non-teaching employee must have been an employee of the NCPSC at least ten (10) consecutive full years.
  
- (B) The non-teaching employee must have submitted an application to the Public Employee's Retirement Fund (PERF) and be in compliance with all eligibility requirements for such retirement benefits.

## LEAVES

**Personal Leave \*\* (for all non-certified, except bus drivers and aides).**

All full time and reduced time Non-Teaching personnel employed by the North Central Parke Community School Corporation shall be granted, upon request, three (3) days annually with pay to conduct personal business.

Personal leave days may not be taken the day before and/or after a school holiday or vacation except in case of a documented emergency or as approved by the superintendent. Such non-emergency absences will be without pay.

Holiday/vacations include July 4<sup>th</sup>, Labor Day, Fall Break, Thanksgiving Break, Winter Break, President's Day, Spring Break, Memorial Day, and FLEX days.

Personal leave days shall be pro-rated (1/12 of the total leave allotment per month rounded to the nearest 1/2 day) from the employment anniversary to July 1st at which time the employee will be given a full allotment. For example, if a twelve (12) month employee were to be hired during the month of January, the method used to determine the number of personal leave days to be allotted would be as follows:

January through June represents six (6) months or 1/2 of a year. 1/2 X a full allotment of three (3) personal days = 1.5 day. Therefore, this employee would qualify for one- and one-half personal days until July 1st when they would receive a full allotment of three days. In order for the month to count as a month of employment, the employee must be hired on or before the 15th.

For calculation purposes, the employment anniversary date will be used to establish the pro-rated number of personal leave days for which the employee is eligible prior to their first full year of employment.

All unused personal days at the end of the fiscal year shall be added to accumulated sick leave days; therefore, the balance will be zero on June 30<sup>th</sup> each year.

All personal leave requests must have prior approval from the immediate supervisor, principal, and/or superintendent. Except in cases of emergency, personal leave requests are to be made at least twenty-four (24) hours in advance.

**Bereavement Leave \*\***

All full time and reduced time non-teaching employees shall be granted up to five (5) consecutive scheduled work days with pay for each death in the immediate family (spouse, children, parent, brother, sister, mother-in-law, father-in-law, step children, or others who reside at the home of the employee). One (1) day of bereavement leave shall be granted in the event of death of relative other than an immediate family member.

For calculation purposes, the employment anniversary date will be used to establish the pro-rated number of bereavement days for which the employee is eligible prior to their first full year of employment. The method used to pro-rate bereavement days shall be the same method used to pro-rate personal leave days as explained elsewhere in this handbook.

Bereavement leave is separate from sick leave and is not accumulative.

**SICK LEAVE (for all non-certified except bus drivers)**

Sick Leave for the personal illness (or health related appointments) or disability of a qualified full time and reduced time employee or the family illness of an immediate family member (the term immediate family shall be construed to mean parents, spouse, and children (includes step family members)) shall be credited annually to qualified employees on the following basis:

Paid Work Days (includes Paid Holidays)	Annual Sick Leave Days	Maximum Accumulation
250 days per year (12 month)	12	90
231 but < 250 (11 month)	11	90
210 but < 231 (10 month)	10	90
< 210 (9 month)	9	90

The annual sick leave days are in addition to the maximum accumulation on a yearly basis. For example, if a 12-month employee has accumulated 90 days, he/she will receive 12 days at the beginning of the fiscal year giving him/her 102 days for that year. At the end of the year, the maximum will be no greater than 90 days.

Each employee shall be given a written account of accumulated sick leave on each pay stub. This accounting will be current through the prior pay date.

For calculation purposes, the employment anniversary date will be used to establish the pro-rated number of sick leave days for which the employee is eligible prior to their first full year of employment. The method used to pro-rate sick leave days shall be the same method used to pro-rate personal leave days as explained elsewhere in this handbook.

Any employee taking three (3) or more consecutive sick leave days may be asked to provide a doctor's verification prior to returning to work.

The administration reserves the right to ask for doctor's verification from any employee who routinely exhausts all sick leave days each year.

Non-certified employees who accumulate over 90 sick days in the current year, may be paid \$50 per unused day up to a maximum of \$750. Said stipend will be paid after June 30<sup>th</sup> each year.

**Corporation Bus Route Drivers/Aides will be allowed 8 paid sick routes per year. One day equals 2 routes.** Drivers may sell their routes back at the end of each school year for \$40 per route or \$80 per day. Days will not accumulate, and shall be cashed in after June 30. Aide sick days may accumulate up to 90, and be cashed in after that point.

### **JURY DUTY**

When called for jury duty, an employee shall be compensated by the Corporation at regular salary. Any compensation received by the employee for jury duty shall be remitted to the Corporation. Any mileage payment received shall be retained by the employee. Personal leave cannot be taken for this purpose.

### **MILITARY OR LEGISLATIVE DUTY LEAVE**

Leaves of absence for military service or legislative duty may be granted by the Board of School Trustees in accordance with Indiana statutes.

### **VACATION \*\***

Only eleven (11) and twelve (12) month employees (who work 7-8 hours per day) are eligible for vacation day pay.

Employees who have been in continuous employment for eleven (11) months prior to July 1 shall receive ten (10) days of vacation with full pay provided that the employee has worked the full eleven (11) months with uninterrupted service. Vacation days for an employee who has been employed less than twelve (12) months prior to July 1 shall be prorated 1/12 of the total leave allotment per month rounded to the nearest 1/2 day) from the employment anniversary to July 1st. The prorated number of vacation days shall be granted during the fiscal contract year of employment beginning July 1.

Maintenance and custodial personnel shall take vacation days during the summer shut down week and the Winter Break shutdown week. Any remaining days can be taken when school is not in session with approval or through arrangements with their supervisor. All vacations must be approved by the supervisor/superintendent prior to the vacation day.

Eligible Employees who have worked 10 years of continuous service shall be eligible for fifteen (15) days of vacation each year with full pay.

Copies of individual or building vacation schedules shall be filed with the superintendent by May 15th of each year. The superintendent in conjunction with the employee's immediate supervisor will resolve schedule conflicts.

Effective July 1, 2013, unused vacation leave may accumulate up to a maximum of five days in addition to the annual allotment. No employee shall be eligible for more than 20 days of vacation leave in one school year. Accumulated vacation days prior to July 1, 2013 will remain in the accumulation until used.

Full time non-teaching employees leaving the district in good standing will be paid up to a maximum of 20 unused vacation days.

Personnel cannot use Personal Days to extend their vacation leave if the vacation leave is immediately before or after the following: July 4<sup>th</sup>, Labor Day, Fall Break, Thanksgiving Break, Winter Break, President's Day, Spring Break, and Memorial Day.

\*\* The school corporation reserves the right to pro-rate leave days for any employee not completing a full year of service. The school corporation reserves the right to provide additional vacation days in place of compensatory time for salaried non-teaching staff.

### **HOLIDAYS**

Only eleven (11) and twelve (12) month employees shall be eligible to receive paid holidays. All other employees will be excused from duty on the vacation and holiday periods listed on the annual school calendar; those will be unpaid days.

The paid holidays for eleven and twelve month employees shall be as follows:

July 4	Independence Day
September 4	Labor Day
November 22	Thanksgiving Break
November 23	Thanksgiving Break
November 24	Thanksgiving Break
December 22	Christmas Break
December 25	Christmas Break
January 1	New Year's
February 19	President's Day
May 27	Memorial Day

Note: On years in which the total number of work days is greater than 260 (Leap year), employees will be given one non-paid day as determined by the superintendent.

### **INCLEMENT WEATHER**

When school is closed due to inclement weather, custodial personnel, maintenance personnel and superintendent's staff will be required to report to work as directed by their supervisors after

consultation with the Superintendent. Work hours may be adjusted on inclement weather days for maintenance/custodial staff so the buildings and grounds can be prepared for student/staff arrival.

**Effective for the 2015-2016 school year and thereafter, all hourly employees will be paid only for the hours worked.**

**ELEARNING** (effective February 1, 2021)

In the event of an eLearning day, all non-certified staff will follow the guidelines under the previous Inclement Weather section, except for Nurses, Corporation Bus Drivers, Building Secretaries, Food Services Personnel, and Instructional Assistants. These groups will receive a maximum of 2 paid eLearning days, which shall not accumulate from year to year. If school is hosted in an eLearning format for more than 2 days then these personnel groups shall utilize their sick or personal days in order to receive full pay.

**REGULAR WORKING HOURS**

The non-teaching staff will work the hours designated by their immediate supervisor subject to the total required hours for the position. Periodic adjustments to starting and ending times may be made in order to help meet the needs of students and/or the Corporation.

All employees are expected to be at work except for those circumstances as described in the sections on Leaves. Leave without pay will not be granted except as approved by the superintendent.

The standard work day/shift for each job classification will be determined by the superintendent and/or principal to meet the needs of the corporation. **Any deviation from the work day hours must receive prior approval from the direct supervisor or superintendent.**

**TIME CLOCKS**

**All hourly non-teaching staff must “clock in and out” each day using the time clock device. Time clocks round to the nearest quarter hour.**

**Specific guidelines will be provided to each employee regarding the use of the time clocks.**

**COMPENSATORY TIME**

There may be times when employees need to work additional hours to meet the needs of the school district. In such cases, the employee will be asked to work the hours and take compensatory time at a later date. Compensatory time must be pre-approved and documented in writing with the building principal and/or superintendent signing the documentation.

*Compensatory time shall not accumulate to greater than five (5) days.*

**OVERTIME PAY**

There may be times when it is in the best interest of the school corporation to pay overtime instead of compensatory time. In such cases, over-time at the rate of 1 and ½ times the regular pay will be paid for hours over 40 worked hours per week (excludes holidays, vacation days, leave days, etc.).



**TOBACCO FREE CAMPUS**

North Central Parke Community Schools is a tobacco free campus; therefore, no employee is allowed to use tobacco products or e-cigarette type products in any school corporation building, on school corporation grounds, or in any school vehicle. Employees who fail to comply with this regulation will face disciplinary action.

**DRUG/ALCOHOL TESTING**

The school corporation reserves the right to require random drug/alcohol testing or designated drug/alcohol testing if the supervisor has a reasonable suspicion that an employee is under the influence of any drugs or alcohol. All procedures, rules, regulations, and guidelines regarding Drug/Alcohol Testing shall be as per the provisions outlined in the North Central Parke Corporation Policy Manual under Policy 3022.

**EVALUATIONS**

Non-Teaching staff members are to be evaluated at least every other year by their supervisor/building principal.

**OTHER POLICIES AND PROCEDURES**

Non-Teaching staff are expected to follow all school board policies and procedures. A copy of the corporation policy manual is available on the corporation website.

**SUBSTITUTE PAY**

19 yrs. of age or older for PK-5	\$85 per day
21 yrs. of age or older for PK-12	\$85 per day
With Bachelor’s Degree or Higher	\$95 per day
Non-Certified Substitute	\$12.00 per hour
Nurse Substitute	\$100 per day
Certified Staff Covering a Class Period	\$15 per period/prep
Substitute Travel Fee	\$ 5 per day
Vocational Route	\$100 per day
Yellow Bus Regular Route	\$130 per day (\$65 per route)

**2023-2024 Non Certified Pay & Benefits (updated 7-19-23)**

Position	Hourly (unless noted) 23-24	Daily Hours (unless Noted)	Days	Holidays	26 Pays	Life Ins 25K (25 hrs) Class 3	Life Ins 25K (15 hrs) Class 4	Long Term/Di (25 hrs) Class 3
Athletic Dir/Adm Asst	\$54,472	8.00	217	0	X	X		X
Bus Driver Aide	\$13.75	5.00	181	0		X		X
Bus Driver Rt. (per day)	\$130.00		181	0	X		X	
Bus Driver Shuttle (per day)	\$55.00		180	0	X			
Bus Driver Voc Rt. (per day)	\$100.00		172	0	X		X	X
Business Mgr/Corp. Treasurer	\$28.50	8.00	235	10	X	X		X
Cafeteria Site Mgr	\$15.25	8.00	186	0	X	X		X
Cafeteria Site Worker	\$14.25	5.75	183	0	X	X		X
Cafeteria Worker (less 5 ¾ hrs)	\$14.25		181	0				
Claims Clerk/Admn Secretary	\$19.75	8.00	235	10	X	X		X
Computer Technician	\$20.25	8.00	202	0	X	X		X
Custodian 1	\$16.25	8.00	250	10	X	X		X
Custodian 2***	\$16.25	7.50	250	10	X	X		X
Director of Food Services	\$20.35	8.00	215	0	X	X		X
Director of Maintenance	\$62,650	8.00	250	10	X	X		X
Director of Transportation	\$37,520	6.00	210	0	X	X		X
ECA Bus Driver (min plus) *	\$20.00			0				
ECA Treasurer	\$19.50	8.00	200	0	X	X		X
Elementary Secretary	\$18.50	8.00	195	0	X	X		X
Functional Room IA	\$14.25	8.00	181	0	X	X		X
HS & Guidance Secretary	\$18.50	8.00	210	0	X	X		X
HR/Deputy Treasurer	\$26.75	8.00	235	10	X	X		X
IA – PK	\$14.25	7.50	181	0	X	X		X
IA – Title	\$13.75	5.75	181	0	X	X		X
IA – SPED	\$13.75	5.75	181	0	X	X		X
IA – Library	\$14.00	5.75	181	0	X	X		X
Maintenance Asst. Director	\$19.75	8.00	250	10	X	X		X
Maintenance Asst.	\$19.25	8.00	250	10	X	X		X
MS Secretary	\$18.50	8.00	202	0	X	X		X
Network Administrator	\$29.75	8.00	225	0	X	X		X
Nurse 1 (RN)	\$32.00	7.50	182	0	X	X		X
Nurse 2	\$30.00	7.50	181	0	X	X		X
Public Relations	\$20.50	5.75	190	0	X	X		X
School Year Custodian	\$16.25	4.00	191	0				
Speech Language Aide 1	\$20.25	7.50	181	0	X	X		X
Speech Language Aide 2	\$45,000		181	0	X	**		X
Speech Language Pathologist**	\$59,053		183	0	X	**		X
Student Help	\$12.00			0				
Transportation Assistant	\$16.25	4.00	200					

\*ECA Drivers receive \$20.00 per hour, with a minimum of \$40 per trip.

\*\*SLP and SLPA 2 – 50K Life Ins (licensed); TRF; sick, pers days same as certified staff

\*\*\*During School Year, works as custodian 5 hours and 2.5 in cafeteria