



BAUGO
COMMUNITY
SCHOOLS

Small School Feel ~ World Class Education

Classified Staff Handbook
2022/2023

We Promise to nurture, encourage, guide, and instill hope in each child as we educate them today, to prepare them for tomorrow.

Board Approved July 25, 2022
Effective July 1, 2022

FOREWORD

Whether you have just joined our staff or have been at Baugo Community Schools (BCS) for a while, we are confident that you will find our school corporation a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of BCS to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the administration office. Neither this handbook nor any other corporation document confers any contractual right, either expressed or implied, to remain in the corporation's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the corporation, or you may resign for any reason at any time. No supervisor or other representative of the corporation (except the School Board) has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except BCS employees and others affiliated with BCS whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Copies of all policies may be obtained at <https://go.boarddocs.com/in/baugo/Board.nsf/Public?open&id=policies>. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

This document provides general information only and may be subject to change at any time without notice. BCS's goal is to provide the most accurate information possible with the understanding that any errors will be corrected as soon as they are discovered.

Employee Classification Categories

All employees are designated as either non-exempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Baugo Community Schools (BCS).

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative, or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

BCS has established the following categories for both nonexempt and exempt employees:

- **Regular, full-time:** Employees who are not in temporary status and who are regularly scheduled to work the corporation's full-time schedule of 30 to 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part-time:** Employees who are not in temporary status and who are regularly scheduled to work less than 30 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the corporation subject to the terms, conditions, and limitations of each benefits program.
- **Temporary, full-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the corporation's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the corporation's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for corporation benefits unless specifically stated otherwise in corporation policy or are deemed eligible according to plan documents.

Calendars/Pay Schedule

- **School Year:** The school year calendar runs from July 1, 2022 through June 30, 2023.
- **Calendar Year:** The calendar year refers to the calendar year of January 1 through December 31.
- **26 Pays:** Full year employees are paid 26 pays bi-weekly with 24 deductions for insurance and/or HSA contributions. Please see your pay schedule for your pay dates
- **21 Pays:** School Year employees are paid 21 pays bi-weekly with 18 deductions for insurance and/or HSA contributions. No deductions are made in June, July, and August. Please see your pay schedule for your pay dates.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform the duties assigned to the best of their ability and to the standards outlined in the job description or as otherwise established.

BCS supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. BCS reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines BCS's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when the employee has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.
- **Suspension:** An employee can be sent home from work, with or without pay. Employers are entitled to suspend an employee pending an investigation of gross misconduct or other serious disciplinary matter.
- **Termination:** Employees of BCS are employed on an at-will basis, and the corporation retains the right to terminate an employee at any time. Employees who are separated due to termination are ineligible to receive accrued benefits.

BCS reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion, and discharge.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign from employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay instead of notice in situations where the job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given. Employees who are separated due to resignation are ineligible to receive accrued benefits.
- **Retirement:** Employees who wish to retire are required to notify their principal or supervisor and the administration office in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the administration office at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
- **Termination:** Employees of BCS are employed on an at-will basis, and the corporation retains the right to terminate an employee at any time. Employees who are separated due to termination are ineligible to receive accrued benefits.

Time Reporting

A work hour is any hour of the day that is worked and will be recorded to the nearest quarter of an hour.

:53 to :07 equals :00

:08 to :22 equals :15

:23 to :37 equals :30

:38 to :52 equals :45

The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Thursday and ending on Wednesday. The usual workweek period is forty (40) hours.

An employee will clock in and out utilizing the electronic time clock located in each building. Each week the employee will review and approve their hours worked in the electronic system. If an error is made the employee will need to submit an adjustment sheet to the building secretary and/or supervisor. Clocking in late for work or returning from lunch is not considered an error unless work was being performed that delayed such clock in. Time worked is all time actually spent on the job performing assigned duties. All absences from work schedules should be appropriately recorded with the proper forms and documentation presented to the school's designated employee's attendance coordinator.

Any misreporting of time worked or abuse of Baugo Community School (BCS) policies may be considered "time theft" and is grounds for disciplinary actions up to and including termination.

Meal/Rest Periods

The scheduling of meal periods at BCS is set by the employee's immediate supervisor to provide the least possible disruption to corporation operations.

Mandatory Meal Period

Employee meal periods are important to corporation productivity and employee health. An employee who works at least six (6) consecutive hours will be provided a meal break not to exceed thirty (30) minutes. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on a meal break.

Overtime Pay (Non-exempt Employees)

The Corporation does not allow overtime without written authorization by the supervisor. It is at the discretion of the administration and supervisor if overtime or compensation time will be utilized.

Actual hours worked must be more than forty (40) hours in a week to be considered for overtime. It will be calculated and compensated at one and a half (1.5) times the normal pay rate for every hour over the forty (40) hours actually worked.

Paid leave, such as personal, sick, or vacation pay, does not apply toward work time. Directors are required to obtain approval prior to the use of overtime.

An employee who anticipates the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond the normal schedule.

Compensation Time

The Corporation does not allow overtime without written authorization by the supervisor. It is at the discretion of the administration and supervisor if overtime or compensation time will be utilized, including when the compensation time can be used.

The Corporation and employee agree to substitute time off for overtime pay and the employee is aware that the compensatory time off may be used, preserved, or cashed out at termination. Actual hours worked must be more than forty (40) hours in a week to be considered for compensatory time. It will be calculated and compensated at one and a half (1.5) hours for every hour over the forty (40) hours actually worked and documented as compensatory time to be used at a later date. An employee who has accrued compensatory time off must be paid for any unused time upon termination of employment at the employee's regular rate existing at the time of the payment. Compensatory time must be used in the same calendar year that it was earned.

Upon termination, any unused accumulated comp time will be converted back into actual overtime hours worked and will be paid on the final payroll check.

Absence Procedure

If an employee will be absent from work, you must utilize the online WillSub system. The WillSub system is available 24 hours a day. The absence must be entered into WillSub as early as possible. Vacation and personal business days should be submitted for approval by 4:00 p.m. the day before the requested date.

Jury Duty

Upon written application by the employee and presentation of satisfactory evidence of proof of jury duty an employee who is required to serve shall be paid at the regular rate of pay for their current position, less all jury fees or payments received for such service.

Paid Training

All employees will be paid for Bloodborne Pathogens, Internal Controls, and other required federal and/or state training; also, if CPI and/or CPR are required for a position. We recommend the training be conducted during a normal workday. The training will be paid at the normal hourly rate. All training is to be recorded via the time clock system.

Hepatitis B Vaccination

Employees will receive training on Hepatitis B and Bloodborne Pathogens within the first 15 days of employment. The Hepatitis B vaccination series will be made available and paid for by BCS for all employees in a high-risk employment group. Exceptions will be made for receiving the vaccination series outside of the high-risk group upon written request.

Exceptions for not receiving the vaccinations are; 1) if the employee has received the series previously, 2) if medical reasons prevent the employee from receiving, 3) the employee declines to receive the vaccination in writing. All documentation of training and vaccination will be maintained in the employee benefit file.

Employee Assistance Program

BCS will pay for an employee assistance program with Perspectives, which provides support, counseling, and resources for life issues that can take a toll on your emotional well-being. These services are confidential, at no cost to you, and available when you need them. To schedule an appointment for counseling call 1-800-456-6327 or logging into www.perspectivesltd.com.

Annuity Plan

Any employee may participate in a 403(b) annuity plan with Security Benefits or Teacher's Credit Union. See Universal Availability Notice for further information.

Raises

To be eligible for a pay raise, an employee must have worked one hundred twenty (120) days between July 1 and June 30 of any given school year. Earning a rating of "Ineffective" or "Improvement Necessary" on the

employee's annual evaluation will disqualify an employee for any increase in hourly rate or stipend pay. All raises to base pay amounts will only be given upon Board approval.

Position Coverage

When an employee works for more than three consecutive days covering an absence in another higher classified position that employee's rate of pay will increase by \$1.00 per hour to the employee's base pay for the duration of the coverage period. In addition, any shift premium if the shift changes.

Probation Period

All new employees shall be placed on a sixty (60) day probationary period.

Reasonable Assurance

BCS would like to provide classified employees reasonable assurance that they will be re-employed after the fall, winter, spring, and summer breaks of the current school year. Please be aware that this is not a contract of employment.

Benefits

The following benefits will apply to a Baugo Community Schools (BCS) classified employee based on that employee's status of employment as defined in the following pages.

Sick Days

This is defined by BCS as the illness or accident of the employee. An employee may use up to four (4), eight (8), or twelve (12) sick days, depending on the job classification, for the sickness. With those days, up to five (5) sick days can be used for the illness of a spouse, child, parent, relative, or dependent living in the employee's household, or an individual for whom the employee is medically responsible. If hired after July 1st the number of days will be prorated.

Additional days may be taken from available sick days for a serious illness involving a member of the immediate household upon approval of the Superintendent.

Sick days will be figured in half-day increments. Any time taken off to go to the doctor can be counted as sick time.

Baugo Community Schools has the right to ask for documentation of extended illness.

Bereavement Days

An employee shall be granted bereavement leave to handle matters related to the death and grieving of an immediate family member which is defined to mean parent, spouse, child, step-child, or step-parent of five (5) workdays within one (1) calendar year for each death.

An employee shall be granted bereavement leave to handle matters related to the death and grieving of a sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, or grandchild of three (3) workdays within a calendar year for each death.

An employee shall be granted bereavement leave to handle matters related to the death and grieving of an aunt, uncle, niece, nephew, or first cousin of one (1) workday within a calendar year for each death.

The name of the relative and the relationship to the employee must be noted in WillSub. If bereavement leave is not taken immediately, documentation of death business may be required. Bereavement leave for other persons or additional days may be approved by the Superintendent if deemed appropriate.

Conference Leave

Provisions to attend meetings, workshops, and conferences without loss of pay and the reimbursement of expenses are subject to the approval of the Superintendent.

Personal Days

Upon reporting for one full workday each school year, an employee shall be entitled to either one (1) or three (3) days paid personal days, depending on the job classification, for the transaction of personal business. An employee who works less than a full school year shall receive a prorated number of personal days rounded to the next half day. A personal day request should be submitted to the substitute management system at least one (1) hour before the close of the preceding school day.

An employee may use a personal day to extend (by a single day) a holiday or scheduled recess as long as the employee follows the procedure set out above. However, the employee will be required to relinquish two (2) days in exchange for the approval of the requested leave. The use of two days does not apply to twelve (12) month employees.

Any unused personal days will be transferred to sick days at the end of each contract year.

Paid Holidays

All classified employees must be present the workday before and the workday after a paid holiday to qualify for holiday pay. The use of sick time, unapproved personal time, or non-paid days will disqualify the employee from receiving payment for the holiday unless the employee is on an approved FMLA leave or a doctor's note is provided to the administration office. If a holiday falls on a Sunday or Saturday, the schedule will be designated to the Friday or Monday before such holiday. Holidays are not counted as days worked.

#1 – Twelve (12) month (260 workdays) employees will receive holiday pay for the following: New Year's, Memorial, Independence, Labor, Thanksgiving, day after Thanksgiving, Christmas Day, and up to eight (8) floating holidays.

#2 – Less than twelve (12) month employees will receive holiday pay for the following: Thanksgiving Day, Christmas Day, and New Year's Day.

Vacation Days

Twelve (12) month (260 workdays) employees are eligible for paid vacation time. At the beginning of the vacation year following the employee's date of hire as a twelve (12) month employee, the employee will be provided ten (10) vacation days on a prorated basis. It will be calculated at the rate of 0.83 days earned for every month worked during the previous vacation year rounding it up to the next half number. At the beginning of the vacation year following the employee's tenth (10) year anniversary as a twelve (12) month employee, the employee will be provided fifteen (15) vacation days.

Note: An Employee must have ninety (90) calendar days of service before being allowed to request and take any vacation time granted. And no more than five (5) consecutive days can be taken at one time without prior approval from the Assistant Superintendent or the Superintendent.

All vacation time is to be taken by June 30th in the year (July 1 through June 30th) that it was awarded. Vacation days are considered non-cumulative and there is no carryover. If vacation days cannot be used in the period that it was awarded because of circumstances that are required by and benefit the Corporation, the unused days must be approved by your supervisor by June 30th and then taken by August 31st of the following year based upon a plan submitted to the employee's supervisor.

Insurance Benefits

An employee must work a minimum of thirty (30) hours per week to receive the following benefits. Employees become eligible for benefits on the first of the month following the date of hire.

Life Insurance: BCS will pay the premium cost for a thirty- five thousand dollar (\$35,000) single term life insurance coverage with AD&D benefits during the employees active employment.

Group Long Term Disability Insurance: BCS will pay the premium cost for a long-term disability policy during active employment for employees working a minimum of thirty (30) or more hours per week.

Group Medical Insurance: Baugo Community Schools offers a high deductible health care plan to all eligible employees. The option between a single or family plan is available. The corporation will pay up to a certain percentage of the plan based on your employment status, while the remainder of the cost will be paid by the employee via deductions from their bi-weekly pay checks.

Health Savings Account:

The annual corporation contribution into an employee's Health Savings Account (HSA) comes in multiple instalments. If an employee has a single plan and does not participate in the health and wellness screening the employee will not receive the annual corporation contribution into their HSA. If that single plan employee does not meet the requirements of the Outcome Benefit Reward the employee will not receive a portion of the annual contribution into their HSA.

If an employee has a family plan and does not participate in the health and wellness screening the employee will not receive an annual contribution into the HSA. If an employee has a spouse, the employee's spouse must also participate in the health and wellness screening to receive the annual contribution. If an employee has a family plan and the employee and employee's spouse do not meet the requirements of the Outcome Benefit Reward the employee will not receive a portion of the annual contribution into the HSA.

New employees must submit their HSA account information to HR before any corporation contributions will be made to their HSA account. No Contributions will be made, past or present, until said information is provided. These contributions are made on the first pay of the month.

Dental Insurance: BCS provides each employee with a single dental insurance plan. BCS will provide the cost of a single dental insurance plan toward the cost of a family dental insurance plan for any eligible employee choosing to participate in a family dental plan.

Vision Insurance: BCS provides each employee the opportunity to enroll in the vision insurance plan.

See the Benefit Guide for further information.

Section 125 Cafeteria Plan

Insurance premiums paid by an employee above the employer contribution may be tax-sheltered under section 125.

Retiree Medical, Dental, and Vision Insurance

Under Indiana Law IC 5-10-8-2.6 an employee is eligible to elect retiree insurance coverage if: (a) age 55 or older; (b) not eligible for Medicare; (c) completed 20 years of creditable employment experience with the school corporation, 10 years of which must immediately proceed retirement; (d) completed 15 years of participation in TRF or PERF. Some employees not meeting these criteria may be eligible according to the terms of school personnel policy. Premiums are paid by the retiree at 100% cost. Eligibility will end the month before the employee's 65 birthday month.

Retirement Pay

Classified employees retiring after fifteen (15) years of service and qualify for PERF retirement benefits, will be paid fifteen dollars (\$15) for every unused sick day.

Public Employee Retirement Fund (PERF)

School employees in a PERF-covered position normally requiring work of more than 600 hours and less than 1,000 hours may choose to become a member of PERF. School employees in a PERF-covered position normally requiring work of more than 1,000 hours will be required to enroll in PERF. BCS will contribute a percentage of full-time employee's gross pay to a PERF pension account and the employee will be responsible to pay three percent (3%) of full-time employee's gross pay to the PERF annuity account.

Applicable to personnel who work in the Education Service Center and those specified under Miscellaneous Personnel. BCS will contribute a percentage of full-time employee's gross pay to the PERF pension account and pay three percent (3%) of full-time employee's gross pay to the PERF annuity account.

Note: Once an employee becomes a member of PERF, the employee cannot opt out of the fund if in a PERF eligible position.

Teacher Aides

		Base Range
A.	Instructional Aide II _____ Library, SOI, Explorations, Computer Lab, EL	\$14.00 ~ \$16.00
B.	Instructional Aide I _____ Special Education, Functional Skills, Title I	\$13.00 ~ \$15.00
C.	Specialized Instruction Assistant _____	\$18.00 ~ \$24.00
D.	Sign Language Interpreter _____	\$40,000 ~ \$55,000

	Days				Sick	PERF	Insurance	Personal	Bereavement
	<u>Worked</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Days</u>	<u>Eligible</u>	<u>Benefits</u>	<u>Days</u>	<u>Leave</u>
A.	183	Up to 7.5	No	#2	8	Yes	Yes	3	Yes
B.	183	Up to 5.5	No	#2	4	No	No	1	No
B.	183	Up to 7	No	#2	8	Yes	Yes	3	Yes
C.	183	7.5	No	#2	8	Yes	Yes	3	Yes
D.	183	7.5	No	#2	8	Yes	Yes	3	Yes

Spanish

An employee fluent in written and oral Spanish translation shall receive an extra \$.50 per hour in addition to the hourly base rate. This is subject to the needs of the school corporation at the start of every school year.

College Degree

An employee who has obtained a bachelor's degree or higher in an education value major shall receive an extra \$.50 per hour in addition to the hourly base rate. This is subject to the needs of the school corporation at the start of every school year. Official Transcripts must be on file with Human Resources.

Additional Duties

An employee who has additional duties assigned for special skills and/or additional duties shall receive an extra \$.50 hour in addition to the hourly base rate. This is subject to the needs of the school corporation at the start of every school year.

- Health & Hygiene
- Intense Interventions
- Other duties determined by the Corporation Administration

Paraprofessional Assessment

An employee will receive reimbursement for the cost of the test upon successfully passing the paraprofessional assessment with a score of 460 or higher.

Years of Service Incentive

An employee with the following years of service at BCS shall receive an hourly incentive in addition to the hourly base rate. Please refer to the table below, incentive rates are not cumulative.

- \$.10 after 1st year
- \$.20 after 4th year
- \$.30 after 7th year
- \$.40 after 10th year
- \$.50 after 13th year
- \$.60 after 16th year plus

Attendance Stipend

An aide who has had perfect attendance will receive a one hundred and twenty-five dollars (\$125) stipend and an aide who has missed one day will receive a one hundred dollars (\$100) stipend at the end of the school year. Conference leave and bereavement for your immediate family do not count against your attendance.

Clerical

		Base Range	
A. High School Treasurer _____	\$16.00	~	\$19.00
B. Head Secretary _____	\$14.50	~	\$18.00
C. Office Assistant _____	\$13.00	~	\$16.00

	<u>Days</u> <u>Worked</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Sick</u> <u>Days</u>	<u>PERF</u> <u>Eligible</u>	<u>Insurance</u> <u>Benefits</u>	<u>Personal</u> <u>Business</u> <u>Days</u>	<u>Bereavement</u> <u>Leave</u>
A.	205	Up to 8	No	#2	8	Yes	Yes	3	Yes
B.	198	Up to 8	No	#2	8	Yes	Yes	3	Yes
C.	193	Up to 8	No	#2	8	Yes	Yes	3	Yes

Spanish

An employee fluent in written and oral Spanish translation shall receive an extra \$.50 per hour in addition to the hourly base rate. This is subject to the needs of the school corporation at the start of every school year.

Years of Service Incentive

An employee with the following years of service at BCS shall receive an hourly incentive in addition to the hourly base rate. Please refer to the table below, incentive rates are not cumulative.

- \$.10 after 1st year
- \$.20 after 4th year
- \$.30 after 7th year
- \$.40 after 10th year
- \$.50 after 13th year
- \$.60 after 16th year plus

Administration Personnel

	Base Range
A. Executive Secretary	\$39,500 ~ \$50,000
B. Human Resources	\$39,500 ~ \$50,000
C. Network Manager	\$45,000 ~ \$65,000
D. Transportation Coordinator	\$40,000 ~ \$55,000
E. Payroll Specialist	\$16.50 ~ \$20.00
F. Accounts Payable	\$15.00 ~ \$18.00
G. Database Specialist	\$15.00 ~ \$18.00

	Days <u>Worked</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Sick</u> Days	PERF <u>Eligible</u>	Insurance <u>Benefits</u>	Personal Business <u>Days</u>	Bereavement <u>Leave</u>
A.	260	8	Yes	#1	12	Yes	Yes	3	Yes
B.	260	8	Yes	#1	12	Yes	Yes	3	Yes
C.	260	8	Yes	#1	12	Yes	Yes	3	Yes
D.	260	8	Yes	#1	12	Yes	Yes	3	Yes
E.	260	8	Yes	#1	12	Yes	Yes	3	Yes
F.	260	8	Yes	#1	12	Yes	Yes	3	Yes
G.	260	8	Yes	#1	12	Yes	Yes	3	Yes

Spanish

An employee fluent in written and oral Spanish translation shall receive an extra \$.50 per hour or \$725 for salary in addition to the base rate. This is subject to the needs of the school corporation at the start of every school year.

Years of Service Incentive

An employee with the following years of service at BCS shall receive an hourly incentive in addition to the employee's base rate. Please refer to the table below, incentive rates are not cumulative.

- \$.10 for hourly and \$200.00 for salary after 1st year
- \$.20 for hourly and \$400.00 for salary after 4th year
- \$.30 for hourly and \$600.00 for salary after 7th year
- \$.40 for hourly and \$800.00 for salary after 10th year
- \$.50 for hourly and \$1,000.00 for salary after 13th year
- \$.60 for hourly and \$1,200.00 for salary after 16th year plus

Cell Phone

For positions A, B, C and D, a cell phone will be provided by BCS.

School Support Personnel

		Base Range		
A.	Family and Community School Specialist _____	\$40,000	~	\$55,000
B.	School Nurse _____	\$40,000	~	\$55,000
C.	Social Worker _____	\$40,000	~	\$55,000

	Days				Sick	PERF	Insurance	Personal	Bereavement
	<u>Worked</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Days</u>	<u>Eligible</u>	<u>Benefits</u>	<u>Business</u>	<u>Leave</u>
								<u>Days</u>	
A.	195	8	No	No	8	Yes	Yes	3	Yes
B.	195	8	No	No	8	Yes	Yes	3	Yes
C.	195	8	No	No	8	Yes	Yes	3	Yes

Spanish

An employee fluent in written and oral Spanish translation shall receive an extra \$.50 per hour or \$725 for salary in addition to the base rate. This is subject to the needs of the school corporation at the start of every school year.

Additional Duties

The Sign Language Interpreter may be required to perform Extra-Curricular Activity duties as part of the position. Summer School work is paid separately.

Cell Phone

For positions A & B only, a cell phone will be provided by BCS for use during the school year.

Substitute Nurse Pay

Substitute nurse pay is one hundred thirty dollars (\$130) to two hundred five dollars (\$205) per day.

Experience Incentive

An employee with the following years of service at BCS shall receive an hourly or a salary incentive in addition to his/her hourly or salary base rate. Please refer to the table below, incentive rates are not cumulative.

- \$.10 for hourly and \$150.00 for salary after 1st year
- \$.20 for hourly and \$275.00 for salary after 4th year
- \$.30 for hourly and \$425.00 for salary after 7th year
- \$.40 for hourly and \$575.00 for salary after 10th year
- \$.50 for hourly and \$725.00 for salary after 13th year
- \$.60 for hourly and \$875.00 for salary after 16th year plus

Maintenance & Custodial

		Base Range	
A. Transportation/Maintenance	_____	\$45,000	~ \$60,000
B. Maintenance II	_____	\$45,000	~ \$60,000
C. Maintenance I	_____	\$16.50	~ \$20.00
D. Head Custodian	_____	\$16.00	~ \$20.00
E. Custodian	_____	\$15.00	~ \$19.00

	Days				Sick	PERF	Insurance	Personal	Bereavement
	<u>Worked</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Days</u>	<u>Eligible</u>	<u>Benefits</u>	<u>Business</u>	<u>Leave</u>
A.	260	8	Yes	#1	12	Yes	Yes	3	Yes
B.	260	8	Yes	#1	12	Yes	Yes	3	Yes
C.	260	8	Yes	#1	12	Yes	Yes	3	Yes
D.	260	8	Yes	#1	12	Yes	Yes	3	Yes
E.	260	8	Yes	#1	12	Yes	Yes	3	Yes

Vacation Maintenance: Vacation can be taken at any time during the school year and will be capped at no more than two (2) people on vacation at a time. If more than two (2) people have applied for the same time, approval will be given to the first two (2) people to apply.

Vacation Custodians: Vacation can be taken during breaks and other times that school is not in session. A limit of 50% of each school's staff can be on vacation at the same time. Approval will be given to the first staff members to apply.

Shift Premium

Employees who work 2nd Shift, 2:00 p.m. to 10:30 p.m., will receive .20 cents per hour more than the base rate.

Employees who work 3rd Shift, 10:00 p.m. to 6:30 a.m., will receive .35 cents per hour more than the base rate.

When a shift change occurs the rate of pay will be adjusted to the appropriate rate per hour, including paid time off. 1st Shift hours are from 6:00 a.m. to 2:30 p.m.

Substitute Custodian Pay

Substitute custodian pay is fifteen dollars (\$15) per hour.

Additional Skills

Subject to the needs of the school corporation, Baugo Community Schools will pay up to an additional .50 cents per hour or equivalent salary increase for additional skills and/or duties. The following certification(s) or skills may qualify.

- CDL with Passenger Endorsement
- HVAC Certification
- Welding Certification
- Or other eligible certification

Required Uniforms

BCS will provide uniforms through a rental service.

Years of Service Incentive

An employee with the following years of service at BCS shall receive an hourly incentive in addition to the hourly base rate. Please refer to the table below, incentive rates are not cumulative.

- \$.10 for hourly and \$200.00 for salary after 1st year
- \$.20 for hourly and \$400.00 for salary after 4th year
- \$.30 for hourly and \$600.00 for salary after 7th year
- \$.40 for hourly and \$800.00 for salary after 10th year
- \$.50 for hourly and \$1,000.00 for salary after 13th year
- \$.60 for hourly and \$1,200.00 for salary after 16th year plus

Nonslip Shoes

All staff in this classification are required to wear non-slip, closed-toe, and permanent back shoes. Maintenance will need to also have the addition of steel toe. Employees with proof of purchase will be reimbursed twenty-five dollars (\$25) for custodial and thirty-five dollars (\$35) for maintenance per calendar year. Any employee who fails to comply with the requirements could receive progressive discipline up to and including termination.

CPR Certification

All custodians are required to be certified by the American Heart Association in CPR/AED/Heimlich every two years. Certification documentation must be on file with Human Resources.

On-Call

Anytime you are "On Call", you will only receive pay when you are performing job duties. Stand-by time is not paid. Mileage will be paid for travel from your home to the campus following our set reimbursement policy.

Food Service

		Base Range	
A. Managers _____	\$15.00	~	\$17.00
B. Assistant Managers _____	\$13.50	~	\$15.50
C. Food Service II _____	\$12.40	~	\$14.00
D. Food Service I _____	\$11.50	~	\$13.00

	<u>Days</u> <u>Worked</u>	<u>Hours</u>	<u>Vacation</u>	<u>Holiday</u>	<u>Sick</u> <u>Days</u>	<u>PERF</u> <u>Eligible</u>	<u>Insurance</u>	<u>PB</u> <u>Days</u>	<u>Bereavement</u> <u>Days</u>
A.	183	Up to 7.5	No	#2	8	Yes	Yes	3	Yes
B.	183	Up to 7	No	#2	8	Yes	Yes	3	Yes
C.	183	Up to 5.75	No	#2	4	No	No	1	No
D.	183	Up to 5.75	No	#2	4	No	No	1	No

Nonslip Shoes

All staff in this classification are required to wear non-slip, closed-toe, and permanent back shoes. Any employee who fails to comply with the requirements could receive progressive discipline up to and including termination. An annual reimbursement amount of up to twenty-five dollars (\$25) will be provided to assist with this requirement.

Years of Service Incentive

An employee with the following years of service at BCS shall receive an hourly incentive in addition to the hourly base rate. Please refer to the table below, incentive rates are not cumulative.

- \$.10 after 1st year
- \$.20 after 4th year
- \$.30 after 7th year
- \$.40 after 10th year
- \$.50 after 13th year
- \$.60 after 16th year plus

CPR Certification

For positions, A & B only, are required to be certified by the American Heart Association in CPR/AED/Heimlich every two years. Certification documentation must be on file with Human Resources.

Substitute Food Service Pay

Substitute Food Service pay is twelve dollars (\$11) per hour if ServSafe Certified (\$12) per hour

Transportation

A. Driver _____	Base Range \$27.00 ~ \$30.00
B. Special Purpose Driver _____	\$19.00 ~ \$22.00
C. Summer School Driver _____	\$27.00 ~ \$30.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	PERF Eligible	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	Up to 185	1 - 4	No	#2	No	Yes	No	No	No
B.	Up to 185	1 - 4	No	#2	No	Yes	No	No	No
C.	Up to 185	1 - 4	No	#2	No	Yes	No	No	No

*Must meet the eligibility requirements stated on page 10 before enrollment

Years of Service Incentive

An employee with the following years of service at BCS shall receive an hourly incentive in addition to the hourly base rate. Please refer to the table below, incentive rates are not cumulative.

- \$.10 after 1st year
- \$.20 after 4th year
- \$.30 after 7th year
- \$.40 after 10th year
- \$.50 after 13th year
- \$.60 after 16th year plus

Stipends

1. A Driver who has had perfect attendance will receive a two hundred and fifty (\$250) stipend and a driver who has missed one day will receive a two hundred (\$200) stipend at the end of the school year. Conference leave and bereavement for your immediate family do not count against your attendance.
2. A Driver who returns for the next school year and works a minimum of thirty (30) days will receive two hundred (\$200).

Substitute Pay

Substitute CDL driver pay is twenty- two (\$22.50) per hour. Special Purpose driver that holds a yellow card sixteen (\$16) per hour.

Summer School

Summer routes will be posted in the Transportation Department and will be assigned by seniority, routes will NOT be allowed to be split.

Overtime

Overtime subject to the approval of the Transportation Director. If overtime is approved, overtime shall be paid a blended rate. The blended overtime rate shall be calculated by blending a driver's (route driver) hourly wage and the extra-curricular / co-curricular run rate of sixteen (\$16) per hour.

DOT Physical

BCS will reimburse each driver up to one hundred dollars (\$100) toward the cost of DOT physical not covered by medical insurance and with proper documentation filed with the administration office.

CPR Certification

All bus drivers are required to be certified by the American Heart Association in CPR/AED/Heimlich every two years. Certification documentation must be on file with Human Resources.

Extra-Curricular / Co-Curricular Runs

The Transportation Department will make the final determination regarding staffing for all trips. Transportation takes into consideration concerning policies, laws, and regulations, driver hours, route times, availability, and overall cost-effectiveness. Trips are subject to change at any time. A driver that performs any additional driving other than their assigned route will receive \$16.00 per hour with a two (2) hour minimum.

Overnight Runs

Drivers must abide by all laws, rules, and regulations concerning DOT Driver hours of service regulations. Refer to Indiana Code 20-27-9-3.

Cost Reimbursement

It is only upon prior approval that any type of reimbursement(s) will be allowed. The Transportation Department will provide the Driver with this information before departure.

- Reimbursement for meals, tolls, and or parking.
- Submit receipt and voucher to the Transportation Department.
- Refer to BCS Policy and Procedures.

Miscellaneous Personnel

	Pay Rate/Range
Student Worker _____	\$7.25 ~ \$13.00
Snow Plowing _____	\$15.00 ~ \$20.00
Summer Grounds _____	\$13.00
Building Level Substitute _____	\$15.00
Student Apprentice _____	\$7.25 1 st year \$7.30 2 nd year \$7.50 3 rd year \$12.35 Journey Rate