



Classified Staff Handbook

Adopted July 24, 2019

Effective July 24, 2019

EAST NOBLE SCHOOL CORPORATION CLASSIFIED STAFF HANDBOOK

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WELCOME

As an employee of East Noble School Corporation, you fulfill an important role in the education of the children who attend our schools. The jobs you perform help in completing the tasks necessary to the operation of our schools. You have been offered employment with our school corporation with the confidence that you do your job well and serve as a representative of East Noble. You are a valued employee and your continued support of East Noble's mission to "Inspire, Engage, Empower" is appreciated.

PURPOSE OF THE CLASSIFIED STAFF HANDBOOK

The School Board of Trustees policies have been developed to ensure the educational goals of the corporation pursued through consistent practices and performance of duties. As you read the Classified Staff Handbook you will see that it covers a majority of employment areas, which is the aim and purpose. The handbook cannot address all issues and situations that may arise; School Board policy and procedures as well as the Superintendent's discretion will be referred to in such cases. School Board policies can be found at www.eastnoble.net under "District" and "Board of Trustees". Employees will acknowledge receipt of the Classified Staff Handbook and a copy will be placed in the employee's permanent file. A copy of the receipt can be found in Appendix A.

GENERAL INFORMATION

Classified personnel are employees of East Noble School Corporation who are not required to have a license issued by the Indiana Department of Education in order to perform a specific duty in the corporation. All classified personnel are hired as at-will employees; this means either party (corporation or the employee) may terminate employment at any time, for any reason or no reason.

NONDISCRIMINATION AND ANTI-HARRASSMENT

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board (ENSC Bylaw and Policy 1422) that no employee or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

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Unfair treatment, unkind remarks, or harassment of any kind that refers to a person's race, religion, gender, ethnic background or national origin will not be tolerated and should be reported immediately.

It is the policy of the East Noble School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the East Noble School Corporation to harass another employee or students through conduct or communications of a sexual nature. (ENSC Bylaw and Policy 1662)

EMPLOYEE TECHNOLOGY RESPONSIBLE USE POLICY

All use of the Internet shall be consistent with East Noble School Corporation's goal of inspiring, engaging and empowering every person every day by facilitating resource sharing, innovation, and communication. Guidance and instruction will be provided and required for each individual granted Internet access through the school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, including possible termination of employment and/or appropriate legal action. The signature on the Employee Signature Form or the online acceptance of the document through HR Files is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Every employee will be given a complete copy of the responsible use policy. The signature on the Employee Signature Form or the online acceptance of the document through HR Files is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. (ENSC Bylaw and Policy 7540.04)

90 DAY PROBATIONARY PERIOD

New classified employees will serve a ninety (90) day probationary period. No personal days, sick days or vacation will be available to probationary employees; employees will not be paid for absences during the probationary period. Additionally, employees who receive paid holidays will not be paid for holidays that fall within the (90) day probationary period.

Employees who are eligible may belong to the Indiana Public Employees Retirement Fund as required by Indiana Statute. Other employee benefits available require enrollment the first of the month following thirty (30) days of employment.

Upon completion of the ninety (90) day probationary period, sick days and personal business days will be pro-rated based upon the employee's work year.

WORK WEEK AND HOURS

The maximum number of hours worked per week will be forty (40). Prior approval of the employee's supervisor must be sought for time worked in excess of forty (40) hours per week and 8 hours per day. Overtime compensation will be at one and one-half (1½) times the employee's hourly rate for approved hours worked over 40 per week.

- a. Exception - If an employee is directed or scheduled to work by his/her supervisor on one of the ten school holidays, pay will be at 1.5 times the employees' regular hourly rate. This includes scheduled time worked on a holiday in support of ENSC events (i.e., athletic events) that may occur the day after the school holiday.
- b. Exception - Employees will be paid double time for the time worked on Sunday when the building is rented by an outside group and is not affiliated with ENSC.

Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, jury duty, funeral/bereavement leave, are paid at an employee's regular rate of pay, but are not counted as time worked for the purposes of computing overtime.

FULL TIME AND PART TIME CLASSIFICATION

<u>Status</u>	<u>Assigned hours in regular 5 day work week</u>
Part-time	Average less than 30 hours per week, for the duration of the 44 week school year.
Full-time	30 hours per week, 52 weeks per calendar year – Classified personnel will receive benefits based upon full-time employment status unless otherwise stated in the Fringe Benefits list.

DIRECT DEPOSIT

All payment of compensation will be by direct electronic deposit. Each classified employee shall be given the option of what financial institution/institutions he/she determines to have their paycheck deposited. The school corporation will absorb the cost associated with this benefit.

Pay stubs and annual tax information prior to April 2019 are stored on-line for every employee in the Doculivery Payroll System at: www.doculivery.com/eastnoble

Pay stubs and annual tax information after April 2019 will be electronically stored in the ENSC HR Portal (eSuite): <https://employeeportal.eastnoble.net/websites.hr.portal/default.aspx>

PAY CYCLE

East Noble School Corporation pays classified employees whose pay is annualized every first and third Friday for a total of 24 pays per year. Hourly classified employees, who complete a time sheet, will be paid within 10 days of the end of a pay period.

TIME SHEET

Upon employment, classified staff who must submit time sheets will be instructed on how to properly fill out the time sheet by their immediate supervisor. Time sheets will be updated by the employee on a daily basis.

It is mandatory for classified staff who must submit time sheets, to complete them for every pay period in order to be paid. It is important that all time sheets be complete to avoid confusion in calculating pay. An example of a classified employee time sheet can be found in Appendix E.

Time sheets must be turned in to the central office from each building no later than **12:00 PM Monday every week.**

If a holiday falls on a Monday, time sheets must be turned in to the central office from each building no later than 4:00 PM on the Friday prior to the holiday.

All classified employees' hours of work will be reported weekly to the corporation's business office by the employee's immediate supervisor. Time sheets must include:

1. Employee's full legal name
2. Pay period and date
3. Supervisor and employee signatures
4. Hours worked on indicated days of pay periods
5. Sick/Personal/Vacation days
6. Overtime hours
7. Lost time

EVALUATION

New employees will be evaluated by his/her supervisor at least two times: At the end of the 90 day probationary period and at the end of the school year.

Classified personnel shall be evaluated by his/her supervisor a minimum of one time during the school year.

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The results of these evaluations are to be in written form and discussed with the employee by his/her supervisor and signed by both parties. The supervisor shall retain a copy of the signed evaluation, a copy of the signed evaluation is to be given to the employee, and a copy of the signed evaluation is to be sent to the Superintendent's Office to be placed in the employee's personnel file.

The employee's signature on the evaluation does not indicate agreement with the evaluation but indicates the evaluation was discussed with him/her by the supervisor. The employee shall have the right to respond in writing within five business days to an unfavorable evaluation. See the "Employee Performance Rating" on Appendix B.

SALARY INCREASE POLICY

Salary increases will occur in accordance with the East Noble School Corporation Classified Salary Index.

Salary increases for classified staff whose pay is annualized shall receive the incremental raise on the employee's anniversary date.

Salary increases for classified hourly staff will be granted on/around the employee's anniversary date that corresponds with the salary scale's rate increment cycle.

Upon annual financial review, the School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

WORK SCHEDULE CHANGES DUE TO INCLEMENT WEATHER

When it is necessary to cancel or curtail school activities due to adverse weather conditions, these changes will be reported to the following media:

School Messenger	Nixle
ENSC Facebook	ENSC Twitter
Radio WMEE FM 97.3	Radio WHWD AM 1380
Radio WIFF AM 1570	Radio WAWK AM 1140
Radio WBTU FM 93.3	Radio WOWO AM 1190
Radio WBCL FM 90.3	TV CH 21, CH 15
Radio WAJI FM 95.1	TV CH 55, CH 33

The following guidelines will be followed when work schedule changes are required:

1. School Delays

If school is delayed due to weather conditions or any other cause, all classified personnel are to report at the regular time, with the exception of clerical/instructional/media assistants who will report as instructed by their immediate supervisor.

Those clerical/instructional/media assistants who have not reported to work will adjust their schedule according to the student schedule in effect. Clerical/instructional/media assistants will be paid according to the remaining hours worked after the delay.

If a delay is then changed to an e-Learning Day, Cafeteria staff who have reported to work will be paid a minimum of two (2) hours pay. Clerical/instructional/media assistants who have reported to work will be paid for two (2) hours. No pay will be due to those clerical/instructional/media assistants and cafeteria staff who have not reported to work.

Bus drivers will report as instructed by immediate supervisor. Bus drivers who have not reported to work will adjust their schedule according to the student schedule in effect.

Route drivers whose routes begin at 6:05 and who have started pre-trip actions will be credited one hour towards eLearning day make-up in the event an e-Learning day is called after 5:45 AM. Non-contracted drivers (subs) whose routes begin at 6:05 and who have started pre-trip actions would be paid for one hour at the "Sit Time" rate for their pre-trip actions. (Sit Time rate in Fringe Benefits List) Note - In the event a delay is called prior to the e-Learning day, the above example will be adjusted to the delay schedule in effect.

If a delay is then changed to an e-Learning Day see the following guidance.

2. e-Learning Day

When school buildings are closed due to weather related or emergency conditions, the work schedule for classified personnel will be as follows:

Group A

Employees in Group A (260 day employees) and Building Secretaries are expected to report to work on e-Learning days unless travel is restricted to emergency vehicles only on the roadways. In the event that travel is restricted, these employees may use personal or vacation days to be compensated.

1. Central Office Staff (Superintendent, Assistant Superintendent, Director of Special Education, Chief of Finance and Operations Officer, Deputy Treasurer, HR/Payroll, Food Service Director, CO Receptionist, Secretaries) will report to work on their regular schedule.

2. Director of Maintenance, Director of Transportation, and Assistant Director of Transportation will report to work on their regular schedule.
3. Mechanics, custodial and maintenance personnel will report to work on their regular schedule.
4. Technology staff will report to work on their regular schedule.
5. Social workers will report to work on their regular schedule.
6. Building Secretaries will report to work on their regular schedule.

Group B

1. Classroom Instructional Assistants will not report to work.
 - a. Personal and sick days may be used as credit for compensation lost due to e-learning days. Personal days are to be used first before the usage of sick days. Classified absence request forms to use a personal or sick day in leu of unscheduled e-learning day credit must be submitted with the timesheet for the week/pay period in which the cancellation occurs. Instructional Assistants are responsible for monitoring/managing their allotment of leave days through the school year.
2. Media Assistants will not report to work.
 - a. Personal and sick days may be used as credit for compensation lost due to e-learning days. Personal days are to be used first before the usage of sick days. Classified absence request forms to use a personal or sick day in leu of unscheduled e-learning day credit must be submitted with the timesheet for the week/pay period in which the cancellation occurs. Media Assistants are responsible for monitoring/managing their allotment of leave days through the school year.
3. Cafeteria staff will not report to work.
 - a. Personal and sick days may be used as credit for compensation lost due to e-learning days. Personal days are to be used first before the usage of sick days. Classified absence request forms to use a personal or sick day in leu of unscheduled e-learning day credit must be submitted with the timesheet for the week/pay period in which the cancellation occurs. Cafeteria staff are responsible for monitoring/managing their allotment of leave days through the school year.
4. Bus driver routes will be canceled – In accordance with Indiana statute (Ind. Code 35-44.1-1-3 Ghost Employment) employees must be assigned duties for which they are

compensated. Unplanned e-learning days will be deducted at a rate equivalent to the bus drivers' daily rate and deducted in the pay period in which the e-learning day occurs.

5. To assist bus drivers in making up days lost to e-learning there are three options:
 - a. Driver will attend mandatory driver professional development meetings on scheduled e-learning days.
 - b. 1-day credit for unplanned e-learning day for completion of year-end bus cleaning.
 - c. Personal and sick days may be used as credit for compensation lost due to e-learning days. Personal days are to be used first before the usage of sick days. Classified absence request forms to use a personal or sick day in lieu of unscheduled e-learning day credit must be submitted with the timesheet for the week/pay period in which the cancellation occurs. Bus drivers are responsible for monitoring/managing their allotment of days through the school year.

Group C

1. Clerical Assistants, if able to report safely, may report to work and record hours worked on their timesheet. Maximum hours will be based upon 2 hour delay schedule.
2. Media Coordinators, if able to report safely, may report to work and record hours worked on their timesheet. Maximum hours will be based upon 2 hour delay schedule.
3. Nurses, if able to report safely, may work. If unable to report will set office hours at home in accordance with their Supervisors direction.
4. Occupational Therapists and Physical Therapists, if able to report safely, may work. If unable to report will set office hours at home in accordance with their Supervisors direction.

3. Cancellation (non e-Learning Day)

In the event of total cancellation (non e-Learning Day) the following employees from **Group A** will report to work; #1, #2, #3, #4 and #5. All other classified staff will work on established Make-up day.

4. Make-up Days

If the school year is extended to make up a day during the regular school year, the superintendent of schools or his/her designee will determine which classified staff shall report to work.

5. Early Dismissal

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From time to time weather conditions may deteriorate during a school day necessitating early dismissal from school. Notification of early dismissal will be made through School Messenger, Nixel, ENSC Social Media, radio announcements and P.A. announcements in the schools. Classified personnel other than instructional assistants, cafeteria staff, and bus drivers will work their regular schedule on early dismissal days.

The superintendent of schools or his/her designee may make exceptions to the above policies.

ATTENDANCE

Classified personnel are to notify their immediate supervisor or his/her designee at the earliest possible time prior to not reporting for work.

All personnel must have permission from their immediate supervisor to leave the job during the workday.

Disciplinary action may be taken, but is not limited to the following when tardiness or absences are not reported to the appropriate supervisor or when tardiness or absences are not for valid reasons. Disciplinary action is at the discretion of the immediate supervisor.

1st time - conference and written warning

2nd time - job jeopardy (suspension)

3rd time - dismissal from the job

Falsification of records may lead to immediate dismissal.

PERSONAL TIME OFF - LEAVE

Leaves will be accredited to the eligible individual's account at the end of the 90-day probationary period, pro-rated for the time interval between the date of permanent employment and July 1. Each year thereafter a full complement of sick days will be credited on July 1.

Leave days charged to the employee's account shall be either one-half (1/2) day or one (1) full day. The length of each employee's leave will correspond exactly with the length of their workday (i.e., a 4-hour employee will receive four hours of pay for each sick day used).

Classified employees must complete the "ENSC Classified Absence Request" form (see Appendix F) prior to the absence and in accordance with the guidance established in this section. If unable to complete the form prior to the absence (due to illness, emergency, etc.) the form must be completed and turned in to the immediate supervisor on the first day of returning to work. All

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final/approved absence request forms are maintained at the Central Office and are used to accurately account for absences.

Sick Leave

Secretaries, custodians, maintenance staff, school nurses, technology maintenance technicians and social workers shall receive ten (10) days of sick leave the first year of employment and seven (7) days each year thereafter.

Instructional/clerical assistants, bus drivers, and cafeteria workers shall receive six (6) days of sick leave each year.

Sick days may accumulate without limit.

The procedure to be followed in the use of accumulated sick leave is:

1. Employees must notify their immediate supervisor or his/her designee as early as possible if unable to report for duty.
2. Employees may use sick leave days for the following purposes:
 - a. Personal illness
 - b. Doctor appointments
 - c. Dental appointments
3. Family Sick Leave - Classified employees may use up to five (5) days of their accumulated sick leave in any school year in any combination of the following situations and shall do so on application forms supplied by the school corporation:
 - a. illness in the immediate family, (Immediate family shall be defined as spouse, child, or parent.); or
 - b. to take a member of the staff's immediate family to the hospital for admission (or from a hospital upon release) or for emergency room treatment; or
 - c. to visit a hospitalized parent, spouse, or child; or
 - d. as parental leave when a child is born to the wife of a male classified staff; or
 - e. to care for a parent.

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Sick Leave Bank

A Sick Leave Bank will be established for all classified employees. Any participating classified staff may borrow in case of personal illness up to 20 days, after exhausting their own accumulated sick leave and personal leave. A statement by the attending physician verifying the nature of the illness or the disability shall be required of the classified employee from the Sick Leave Bank.

To establish the bank, all participating employees agree to donate two (2) of their own accumulated and credited sick leave days to the Sick Leave Bank.

Any participating employee finding it necessary to use bank days agrees to repay the Sick Leave Bank at the rate of two (2) days per year over a period of consecutive years immediately following return to active employment with the East Noble School Corporation. An accelerated repayment plan may be established by mutual agreement of the staff person and the Sick Bank Committee.

Any participating employee finding it necessary to borrow Sick Leave Bank days and subsequently electing not to return to active employment, should his/her health permit (eligibility to be determined by a physician approved by the East Noble School Corporation), or electing to accept employment elsewhere, shall repay the East Noble School Corporation in cash. He/she shall repay this cash amount in total at the rate of \$75 per sick day borrowed. This payment can be made for a period of time up to three (3) years immediately following his or her health eligibility to return to active employment. All unpaid balance shall be due at the end of the third (3rd) year.

1. In the case of continued disability, retirement because of a disability, or death, it is understood that the participant, participant's family, or estate will have no obligation in regard to this agreement. Continued disability is to be verified by an approved physician.

Employees who have not previously enrolled in the Sick Leave Bank and who desire to participate shall contribute two (2) days either from their accumulated sick leave days, or from their first year's allotment of ten (10) sick leave days. Any employee not enrolled in the Sick Leave Bank may enroll by executing a form available at the Central Office

Employee's individual service record will show a two (2) day deduction to the bank upon the employee's written authorization.

Sick Leave days donated to the bank by an employee are considered a permanent contribution to the bank and are not transferable to another school corporation should an employee leave the Corporation.

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The use of the Sick Leave Bank shall not be available to classified employees during an unpaid leave of absence.

There should be a three (3) member Sick Leave Bank Committee, consisting of the Chief of Finance and Operations Officer (Chair), Human Resources, and one classified staff member.

1. Procedure dealing with the use of the Sick Leave Bank:
 - a. Written application by the employee or a member of his/her family accompanied by a physician's certificate stating the nature, anticipated length of disability and prognosis of the person's condition, is to be submitted to the Chairperson of the Sick Leave Bank Committee.
 - b. Applications will be acted upon by the Chair. The Chair shall inform the applicant, or where advisable, a member of the family, of the decision of the Committee. The Chair shall report the Committee decision to payroll if a withdrawal from the Bank is to be made.
 - c. Decisions may be appealed to any committee member. In case of an appealed decision, the committee will convene and act upon the appeal by majority vote within ten (10) days.

Personal Leave

1. All classified employees shall be entitled to two (2) days each year without loss of pay.
2. A written request for using personal leave days must be submitted to the proper supervisor* at least two (2) working days before the anticipated use of the day(s).
3. The supervisor, in case of an emergency, may waive the two-day notice in item #2.
4. Personal leave days shall not be used immediately before or after a school break in service (fall break, Christmas break, etc.) or a holiday, except in extenuating circumstances. The existence of an extenuating circumstance will be determined for all personnel by the superintendent or his/her designee. The request to use a personal leave day immediately before or after a school break in service will be made to the Superintendent or Chief of Finance and Operations Officer once every five years.
5. Personal leave days that are not used by the employee shall be transferred annually to the employee's accumulated sick leave.

*Proper supervisor will be the building principal or assistant principal in each case except as follows:

- a. Bus Drivers and Mechanics shall submit requests to the Director of Transportation.
- b. Maintenance and Custodians shall submit requests to the Director of Maintenance.
- c. Cafeteria personnel shall submit requests to the Food Service Director.

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- d. Personnel in the Superintendent's Office shall submit requests to the Chief of Finance and Operations Officer.

Policy for Requesting use of Unpaid Sick/Personal Days (Short-Term)

If an employee has exhausted all earned paid leave (sick leave, personal leave or vacation leave), the employee must make prior written request to his/her immediate supervisor and the Chief of Finance and Operations Officer, at least two (2) working days before the anticipated use of the unpaid day, indicating the reason for the unpaid absence, for final approval, to be placed on a short term unpaid absence. *A short-term unpaid absence is considered no more than one day.*

In the event of an illness or an emergency, on the first day of his/her return to work, the employee must make a written request to his/her immediate supervisor and the Chief of Finance and Operations Officer, for final approval. Additionally, the employee must supply a physician's note for the day in which an unpaid illness absence occurred.

Any employee who fails to follow this policy to request unpaid leave will be subject to termination. The official record of leave is maintained in the Central Administrative Offices.

Bereavement Leave

In the event of death in the classified employee's immediate family, the employee shall be entitled to be absent from work for a period extending not more than five (5) non-consecutive leave days for the purposes of planning and/or attending a memorial service, or to carry out the duties as executor of a will with no loss in pay. These days are not accumulative.

Employee's immediate family shall be defined as: spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, grandparents or grandparents of spouse, grandchildren, niece, nephew, sister-in-law, brother-in-law, spouse of a parent, child of a spouse, one who stands in the stead of a parent or any other person living in the same household no matter degree of relationship.

If the death of the above family member occurs after 4:00pm, the five (5) working days leave would start the day after.

For those employees who do not work the entire year, this is only in effect for the time in which they are currently working. Holidays and days of no school are not paid days.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend or to attend the funeral of a family member not identified under "Bereavement Leave".

Jury Duty

Classified personnel serving on a court-appointed jury shall be paid his/her normal daily rate for each full day of jury service minus the pay received from the court for such jury duty except the reimbursement for mileage and/or meal expenses. If jury duty is a ½ day or less, staff are expected to return to work for the remainder of the school day. Proof of payment and attendance must be submitted before pay can be received.

Medical Leave of Absence (Non-FMLA)

The Board of School Trustees of the East Noble School Corporation may grant a medical leave of absence without pay upon the request of a classified employee. The following steps should be taken if an employee wishes to be considered for and be granted a medical leave:

1. A written request signed by the employee directed to the Superintendent of Schools and the Board of School Trustees indicating the reason for the leave. This request should be submitted no later than the week before a regular Board meeting.
2. Medical substantiation signed by a doctor shall be provided if requested by the Board.
3. The length of the requested leave shall be defined in time intervals similar to the remainder of a grading period, the remainder of a semester, etc.
4. A medical leave may be extended for a specific period of time upon written request and approval of the Board.
5. All decisions of the Board shall be considered final.

While an employee is on medical leave granted by the Board, according to the aforementioned guidelines, the person will continue to be defined as an employee of the school corporation and will be eligible to participate in the various group insurance programs by paying the premiums due. However, no other employment benefits will be granted during the unpaid leave (i.e., sick leave, personal leave, paid vacations, etc.)

The School Corporation will comply with the requirements of the Family and Medical Leave Act of 1993. Any employee who has a question concerning any family or medical leave should contact the School Corporation's Human Resources department.

Leave of Absence (Non – FMLA)

The School Board of Trustees may grant a *non-medical* leave of absence, for extenuating circumstances, without pay upon the request of a classified employee. Classified employees requesting unpaid non-medical leave of absence during the school year shall be required to make a written request signed by the employee and directed to the Superintendent of Schools and the Board of Trustees indicating the reason for the leave at least 4 weeks prior to the dates being requested as unpaid leave. These days will be approved or denied based upon the following criteria:

1. The unpaid leave days will be used in conjunction with the employee's two (2) personal days.
2. No more than five (5) consecutive unpaid days are requested for non-medical reasons.
3. Request for an unpaid non-medical leave of absence is made no more than once every five (5) years.
4. The employee will include an explanation of the reason for the necessity of the unpaid days and state if or how the leave will enhance their job performance.

Family and/or Medical Leave (Family Medical Leave Act of 1993)

Classified personnel may find it necessary to take a leave of absence from work for certain family or medical reasons as provided in the Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.) Under this policy, East Noble School Corporation will grant to eligible employees, during a 12-month period measured forward from the date of the employee's first FMLA leave, up to 12 weeks of job protected unpaid leave or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness. (ENSC Bylaw and Policy 4430.01)

1. Eligibility

Classified personnel who have been employed by the School Corporation for at least one year and who have worked at least 1,250 hours during the previous 12 months are eligible for a leave of absence for certain family and medical reasons. The total amount of FMLA leave eligible employees are entitled to take for any of the purposes set forth below, or any combination thereof, is 12 weeks during any 12-month period measured forward from the date of the employee's first FMLA leave.

2. Reasons for FMLA Leave

- a. Medical Leave – Serious Health Condition of Employee: An eligible employee will be granted unpaid FMLA leave for a serious health condition that makes the employee unable to perform his or her job.

b. Medical Leave – Serious Health Conditions of Family Member: An eligible employee will be granted unpaid leave to care for the spouse, son, daughter or parent of the employee, if the family member has a serious health condition.

c. Family Leave - An eligible employee will be granted unpaid FMLA for the birth of a son or daughter of the employee and to care for the child; or for the placement of a son or daughter with the employee for adoption or foster care. Such leave must be concluded 12 months after the birth or placement of the child with the employee.

3. Requests for FMLA Leave of Absence

An employee desiring a leave of absence under this Policy shall make written application to the Superintendent of Schools and the Board of School Trustees; due to HIPAA privacy laws, do not include health information, simply state your request for FMLA leave and estimated time frame. Next, complete the FMLA request form available in the Central Administrative Office, unless impossible due to an emergency.

The following rules concerning advance notice apply unless the terms of another leave policy for which the employee qualifies allow less advance notice to the School Corporation.

- a. Employees are generally expected to give at least thirty (30) days' notice of intention to take a foreseeable leave of absence, such as in the case of a planned medical treatment.
- b. Where thirty (30) days' notice is not possible, the employee must give as much notice as is practicable. An employee who fails to give thirty (30) days' notice of foreseeable leave may be denied leave until thirty (30) days after the date the employee provides the required notice. Employees who request leave for planned medical treatment must make a reasonable effort, subject to the health care provider's approval, to schedule treatment so as to not disrupt the operations of the school corporation.

FMLA will run concurrently with paid absences. Classified employees are required to exhaust paid sick, personal and/or vacation days during the FMLA absence period. After paid sick, personal, and/or vacation days are exhausted FMLA leave days will be unpaid.

The Human Resources department will provide the requesting employee federal form WH-38 "Notice of Eligibility and Rights & Responsibilities" in response to the request.

The Human Resources department will provide the employee federal form WH-380-E "Certification of Health Care Provider for Employee's Serious Health Condition".

4. Certification

An employee's request for FMLA leave due to a serious health condition (either the employee's own or that of a family member) must be supported by certificate issued by a health care provider; the medical certification form must be returned to Human Resources within 15 days from receipt of federal form WH-380-E.

Re-certification may be required on a reasonable basis. If such certification or re-certification is not provided on a timely basis, leave may be denied or discontinued until it is provided. The school corporation may elect to obtain a second opinion, and in some circumstances third opinion, of the existence of a serious health condition.

5. Intermittent or Reduced Schedule Leave

As part of an eligible employee's FMLA leave for a serious health condition (either the employee's own or that of a family member), intermittent or reduced schedule leave may be taken when such is certified as medically necessary by a treating health care provider. Needs of the school corporation and the employee should be balanced to achieve a workable arrangement and maximum benefits for both.

Leave taken for the birth or placement of a son or daughter cannot be taken intermittently or on a reduced leave schedule. Employees seeking intermittent or reduced schedule leave must produce medical certification issued by a health care provider. The school corporation may elect to obtain a second opinion, and in some circumstances third opinion, of the medical necessity for this type of leave.

Employees who have requested foreseeable intermittent or reduced schedule leave due to planned medical treatment may be transferred temporarily to an available alternative position at the discretion of the school corporation, if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits.

6. Restoration to Position and Benefits

Employees on an unpaid FMLA leave of absence (for which no paid leave has been exhausted) will maintain the benefits they accrued before commencement of the leave but will accrue no additional benefits (i.e., sick leave, personal leave, paid vacations, etc.) while on leave. Generally, eligible employees returning from FMLA leave within 12 weeks will be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Exceptions to such restoration will include, but not be limited to, changes in the workforce such as layoffs or elimination of positions/department resulting in no position to which the employee would be entitled if the employee had not taken the leave. Employees will not receive holiday pay for holidays which occur during any portion of an FMLA leave which is unpaid (either because no paid leave is substituted for the unpaid leave or because all paid leave has been exhausted).

7. Return to Work

An employee returning from FMLA leave of absence must be able to assume all of the essential functions of his/her job upon return. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee must provide certification from the employee's health care provider stating that the employee is able to resume work.

8. Failure to Return from Leave

Unless required otherwise by law, an employee granted a leave of absence under these provisions who fails to return to work upon expiration of the leave granted shall be classified as "voluntarily terminated."

Family/Medical Leave applications and other appropriate forms are available at the Superintendent's Office.

FRINGE BENEFITS

Classified personnel who average an excess of 30 hours or more per week, 12 months per year – unless otherwise stated in in Fringe Benefits list in their work category, are eligible for the following fringe benefits unless otherwise noted.

Benefits listed are effective for new, eligible employees, the first of the month following 30 days of employment.

Medical Insurance

A general medical program is provided by the East Noble School Corporation. The annual open enrollment period is held in November each year for a January 1 effective date. Employees who are eligible to join the plan who do not join during an annual open enrollment period are able to join within 30 days of a HIPAA qualifying event.

East Noble School Corporation shall pay a specific amount per year determined by the Board of School Trustees toward the cost of the annual premium of each medical plan available through the corporation.

Effective July 24, 2019

The corporation's contribution toward premium costs will cease when the employee terminates employment with the corporation. Insurance coverage would continue for a maximum of thirty (30) days beyond termination of employment unless the employee exercises his/her option under COBRA (See Appendix C).

The provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) became effective July 1, 1986. A copy of these provisions is attached in Appendix C. This law provides the following:

1. Requires employers to modify their group medical plan to make available extended or continued coverage to their employees and covered dependents under certain circumstances.
2. Changes TEFRA by moving the upper age limit for employees who choose to maintain their employer group medical plan coverage.
3. Imposes primary liability on private medical plans for the "reasonable cost" of inpatient care at Veterans Administration facilities for non-service connected conditions.

Employees should review Appendix C carefully and completely. Guidelines for medical insurance benefits for retirees may be found in Appendix C.

Dental Insurance

A primary dental program is provided by the East Noble School Corporation. Enrollment changes, after the initial enrollment, must be made by September 1 of each school year.

There is not an annual open enrollment period for the dental plan. Joining the plan after the initial enrollment period (30 days after employment) is not possible unless there is a HIPAA qualifying event.

The East Noble School Corporation shall pay a specific amount per year determined by the Board of School Trustees toward the cost of the annual premium of each medical plan available through the corporation.

The corporation's contribution toward premium costs will cease when the employee terminates employment with the corporation. Insurance coverage would continue for a maximum of thirty (30) days beyond termination of employment.

Vision

There will be an open enrollment for vision insurance one time per year in September. Vision premiums are divided in half and deducted each pay (24 times per year or 18 times per year for employees who work during active school months only).

Wellness Coach

The Wellness Coach is a Parkview employee who is available to employees who have enrolled in ENSC insurance or non-insured employees who enroll in the wellness program for \$100.00 per school year. The Wellness Coach provides programs and competitions periodically to promote all around wellness to ENSC employees. These programs include fitness classes, walking competitions, and monthly topics or educational handouts. The Wellness Coach is available for one on one appointments to discuss any health and wellness questions or to be held accountable for any behavior change goals. There is also an employee wellness screening in the Fall that is open to spouses and non-insured employees.

Life Insurance

Secretaries, custodians, maintenance, nurses, technology maintenance technicians, and social workers shall be provided a term life insurance policy. The Board of School Trustees will determine the face value and the amount of the premium.

Long Term Disability

The Board shall provide social workers, technology maintenance technicians, and year-around secretaries with a Long Term Disability Insurance Program which provides a minimum benefit of sixty-six and two thirds (66 2/3) percent of base salary to age sixty-five (65) subject to eligibility. The cost to each classified employee shall be one dollar (\$1.00) per year.

Worker's Compensation Insurance

Worker's Compensation Insurance is purchased to cover all employees of the East Noble School Corporation year. **Those employees who suffer a job related injury must report that injury in the following manner within the indicated time frame:**

1. After notification to his/her immediate supervisor and obtaining treatment for the injury, the employee must notify the Central Office of the school corporation either in person or by telephone in order to insure the proper forms are completed and sent to the insurance

carrier. **This notification to the Central Office of the School Corporation must be completed within two (2) working days from the time of injury.** Failure to comply with this time frame may cause the claim to not be paid.

2. An employee who must be absent from duty due to a work-related injury will receive his/her regular pay. In turn he/she must sign over his/her compensation check to East Noble School Corporation.
 - a. Until it is determined that the injury is work related, sick days can be used to cover the lost time. If the employee does not have any available sick days, the missed time will be without pay.
 - b. Once it has been established that the injury is work related, the sick days will be restored. In the case of days without pay, pay will be made up.
3. Where necessary, employees are responsible for timely filing of extensions.

PERF - Public Employees Retirement Fund

Full-time cafeteria workers, secretaries, full-time instructional/clerical assistants, custodians, maintenance, transportation drivers, social workers, nurses, and technology maintenance technicians who work a minimum of 17½ hours per week (600 hours per year) are required to participate in the Indiana Public Employees Retirement fund. Participation begins on the date of employment and continues until termination of that employment or retirement of the employee. An employee must work a minimum of 600 hours per year to qualify for this retirement fund.

Employees who satisfy the minimum hour requirement will have the entire amount of their PERF contribution paid by the East Noble School Corporation. This includes the employee's percent and the employer's matching share as required by the provision of membership in the fund.

Employees who end their employment with the corporation either voluntarily or otherwise may petition the fund for the return of their contributions or the employee's contribution made by the School Corporation. However, they are not entitled to any refund from the employer's matching share paid by the corporation to the Fund.

Uniform Allowance

Cafeteria workers shall receive an allowance toward the purchase of uniforms. The Board of School Trustees shall determine this amount.

Effective July 24, 2019

Tax Sheltered Annuity

All East Noble School Corporation employees have the opportunity to purchase a tax sheltered annuity through the School Corporation's payroll deduction plan. The guidelines for deductions are available in the 403(b) Policy, which has been approved by the Board of School Trustees. A signed Salary Reduction Agreement must be received from each individual. A list of the approved vendors is contained within the Policy and can be obtained from the central office.

Instructional/clerical assistants and bus drivers shall receive an amount to be determined by the Board of School Trustees toward an existing Tax Sheltered Annuity. Review the Fringe Benefits list.

Section 125

All East Noble School Corporation employees have the opportunity to take advantage of the Section 125 Plan. Open enrollment is in November of each year for a January 1 effective date of coverage.

VACATION AND HOLIDAYS

Vacation

Employees, who work full-time, twelve months per year, in one job classification, shall be granted vacation time with pay based upon the following:

1. Employees having completed their first year shall be granted two (2) weeks (ten working days) of paid vacation.
2. Employees hired before July 1 shall have two (2) weeks (ten working days) of vacation time pro-rated to July 1.
3. Employees having completed ten (10) or more years shall be granted three (3) weeks (fifteen working days) of paid vacation.
4. Employees having completed twenty (20) or more years shall be entitled to four (4) weeks (twenty working days) of paid vacation.

Vacation time cannot be used in less than ½ day increments. Scheduling of vacation time shall be arranged with the appropriate supervisor.

Effective July 24, 2019

Use or Lose Vacation Day Policy

Employees have one year and a half from July 1 to use vacation days. After the last pay in December of each year, employees who have more accumulated vacation days than their specified allotment will lose the overage of vacation days. Unused vacation days do not roll over to sick days each year.

Holidays

Twelve-month employees will be paid for holidays on the schedule as established by the Board. If the employee is directed by his/her supervisor to work on a holiday, pay will be at the rate of one and one-half (1½) times the employee's regular hourly rate. An exception will be bus drivers who will be paid at field trip rate.

Those holidays that are recognized are as follows:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. 4th of July
5. Labor Day
6. Day before Thanksgiving Day
7. Thanksgiving Day
8. Friday after Thanksgiving Day
9. Christmas Day
10. Day before or after Christmas Day

Year-around secretaries will be granted two extra working days off during the week between Christmas Day and New Year's Day.

Building secretaries will receive Memorial Day, the day before Thanksgiving Day, and Labor Day as holidays.

In order for employees to qualify for the holiday pay listed above the employee must work the full working day before and the full working day after the holiday unless school is canceled.

In the event an employee is ill the day before or the day after a paid holiday and is unable to work, a doctor's certification of illness may be required in order that the employee be paid for the holiday.

RETIREMENT BENEFITS

Severance Pay

The East Noble School Corporation shall provide a severance benefit to those classified personnel who qualify.

Requirements for qualification for cafeteria workers, secretaries, custodians, maintenance, transportation drivers, social workers, nurses, Instructional/clerical assistants, and technology maintenance technicians are as follows:

1. The employee must attain full retirement status through PERF state requirements.
 - a. Rule of 85 (age + years of service = 85), or
 - b. Age 65 and 10 years, or
 - c. Age 60 and 15 years.
2. The employee must have a minimum of ten (10) continuous years of service to the school corporation immediately preceding the intended retirement date.
3. The employee must state, in writing, plans to retire from full time employment. The letter should be submitted to the superintendent's office by May 15 of the final year of service.
4. In the event an employee is unable to give the required notice of retirement and is forced to retire as a result of an accident, ill health, or for another unforeseen reason, the Board may waive the May 15 notification requirement.

Requirements for qualification for Bus Drivers are as follows:

1. An employee must have a minimum of fifteen (15) continuous years of service to the school corporation as a regular bus driver or transportation driver immediately preceding the intended retirement date.
2. The employee must state, in writing, plans to retire from East Noble School Corporation. The letter should be submitted to the superintendent's office by May 15 of the final year of service.
3. In the event an employee is unable to give the required notice of retirement and is forced to retire as a result of an accident, ill health, or for another unforeseen reason, the Board may waive the May 15 notification requirement.

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Benefit amounts for all groups are as follows:

1. Allows unused sick leave to apply toward severance pay upon retirement. The Board of School Trustees shall determine the rate.
2. Allows years of continuous service to apply toward severance pay upon retirement. The Board of School Trustees shall determine the rate.

Benefit amounts for 12 month classified employees:

1. Allows unused vacation leave to apply toward severance pay upon retirement at the employees daily rate.
2. Allows unused sick leave to apply toward severance pay upon retirement. The Board of School Trustees shall determine the rate.
3. Allows years of continuous service to apply toward severance pay upon retirement. The Board of School Trustees shall determine the rate.

RESIGNATION OF CLASSIFIED STAFF MEMBERS

Any classified staff member who resigns must submit a written letter of resignation to his or her immediate supervisor. The letter, addressed to the Superintendent and School Board of Trustees should specify when the resignation is to be effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted.

After the School Board approval of resignation, HR will schedule an exit interview with the resigning employee; a brief exit interview will be conducted with HR prior to the resigning employee's last day.

REPORTING PROCEDURES FOR CLASSIFIED STAFF

East Noble School Corporation is committed to providing favorable working conditions for its employees. Part of this commitment involves encouraging an open and sincere atmosphere in which employee problems and complaints receive a timely response. If a situation occurs in which an employee believes that a condition of employment or a decision affecting him or her is unjust the employee is encouraged to make use of the following steps.

The employee may present the problem to his or her immediate supervisor within five calendar days after it occurs. If the supervisor is unavailable to address the problem, or if the employee

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believes it would be inappropriate to contact his or her immediate supervisor, the employee may present the problem to the building principal or director.

The supervisor and/or building principal will discuss the situation with the employee within five calendar days after the employee brings the problem to the supervisor and/or building principal. The immediate supervisor must document the discussion.

The employee may present the problem to the Chief of Finance and Operations Officer within five calendar days after discussing it with his or her supervisor if the employee believes that the problem is unresolved. The Chief of Finance and Operations Officer and HR will counsel the employee, assisting him or her in putting the problem in writing and meeting with the employee's immediate supervisor, if necessary.

If the employee believes that the problem continues to exist, they may submit their problem in writing to the Superintendent's Office. Superintendent's discretion will be referred to in such cases.

DISCIPLINARY PROCEDURES

Classified personnel may be discharged from service with the corporation for the following infractions:

1. Immorality
2. Direct disobedience to orders or instruction
3. Substance abuse
4. Insubordination
5. Incompetence
6. Breach of employment duties
7. Unfaithfulness in performance of duties
8. Failure to conform to the rules and regulations of the corporation or the schools
9. Physical inability to perform the duties*
10. Other just cause

*Physical inability shall be determined by a competent physician to be selected by East Noble School Corporation. East Noble School Corporation will fully comply with provisions of the Americans with Disabilities Act of 1991, as amended. (ENSC Bylaw and Policy 4160)

Infractions that involve items 1, 2, or 3 as listed above will result in immediate discharge.

All other infractions may be handled in one or more of the following procedures through progressive discipline administered by the immediate supervisor. The purpose of progressive

discipline is to ensure an employee's understanding of the consequences of an observed behavioral issue if the same or other mistakes or misconduct continues to occur. It is important that discipline is applied in a fair and consistent manner.

Steps of Progressive Discipline:

- a. Verbal Warning - A conference will be held with the appropriate supervisor. A written statement concerning the items discussed at the conference will be given to the employee. The supervisor will use the Additional Training and Communication form (Appendix D) to document the nature of the discussion and verbal counseling session, the employee's comments, and what the employee and supervisor will do to resolve the problem.
- b. Written Warning - The written warning should include a description of the problem, along with the supervisor's expectation of the employee's behavior, description of the disciplinary action, and the time frame for meeting the expectations. The employee should be coached for a second time about the severity of the problem and how the supervisor expects their behaviors to change. The supervisor will use the Additional Training and Communication form (Appendix D) to document the nature of the discussion.
- c. Suspension - The intent of this step is to give the employee time to reflect on the situation and take ownership of his or her actions and efforts to improve upon the documented behaviors and the coaching he or she received in the previous progressive disciplinary steps. The supervisor will use the Additional Training and Communication form (Appendix D) to document the nature of the discussion.
- d. Termination – The final step of the progressive disciplinary process should not come as a surprise to the employee. The supervisor will use the Additional Training and Communication form (Appendix D) to document the nature of the discussion and refer back to the previous steps, documentation, and actions taken in the entire process.

Appendix A

Acknowledgement of Receipt of Classified Employee Handbook

I hereby acknowledge receipt of a copy of the “East Noble School Corporation Classified Staff Handbook.” This handbook is intended to be a guide for classified staff and East Noble School Corporation in implementing employment practices in a manner fair and equitable to all employees.

I understand that it is my responsibility to read and be familiar with the information in the handbook. The plans, policies, and procedures described are not conditions of employment. I understand that East Noble School Corporation reserves the right to modify, revoke, suspend, terminate or change any or all of the plans, policies and procedures in whole or in part at any time, with or without notice, solely and at its discretion so long as there is not violation of applicable federal or state law.

The handbook is not a contract and should not be construed to create any contract of employment or any promises regarding employment, terms or conditions, either expressed or implied, including, without limitation, any contract of employment for a definite duration.

I also acknowledge that I am an employee (at will) and that East Noble School Corporation or I may terminate my employment at any time with or without cause and with or without notice, so long as there is not violation of applicable federal or state law.

Acknowledgement of receipt of the “East Noble School Corporation Classified Staff Handbook”:

Employee Name: _____
(Please print name)

Employee Signature: _____

Date: _____

**Appendix B
EMPLOYEE PERFORMANCE RATING**

EMPLOYEE'S NAME (PRINT)		POSITION TITLE		DATE	
SOCIAL SECURITY NO.		LOCATION			
REASON FOR RATING <input type="checkbox"/> YEAR END REVIEW <input type="checkbox"/> MID-YEAR REVIEW <input type="checkbox"/> JOB RECLASSIFICATION <input type="checkbox"/> PROBATIONARY REVIEW <input type="checkbox"/> SUPERVISORY CHANGE		HOW LONG HAS EMPLOYEE WORKED IN THIS LOCATION? _____ HOW LONG HAS EMPLOYEE WORKED IN THIS POSITION? _____ HOW LONG HAS EMPLOYEE WORKED UNDER YOUR SUPERVISION? _____ DID EMPLOYEE RECEIVE TRAINING DURING THIS REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO HAS JOB PERFORMANCE BEEN DISCUSSED WITH EMPLOYEE BEFORE THIS REVIEW? <input type="checkbox"/> YES <input type="checkbox"/> NO			
1. WHAT SPECIFIC ACCOMPLISHMENTS & ACHIEVEMENTS HAS THE EMPLOYEE CONTRIBUTED THIS REPORTING PERIOD?					
2. IN WHAT AREAS AND/OR IN WHAT WAYS DOES THE EMPLOYEE NEED TO IMPROVE TO ENHANCE PERFORMANCE?					
3. PERFORMANCE RATING FACTORS (4)					
RATING	UNACCEPTABLE	NEEDS IMPROVEMENT	ACCEPTABLE	ABOVE AVERAGE	OUTSTANDING
A. WORK QUALITY					
B. WORK QUANTITY					
C. SAFETY CONSCIOUSNESS					
D. APPEARANCE					
E. ATTENDANCE					
F. PUNCTUALITY					
G. DEPENDABILITY					
H. COMMUNICATIONS ABILITY					
I. JUDGMENT					
J. LOYALTY					
K. INITIATIVE					
L. ATTITUDE					
M. SUMMARY PERFORMANCE					
4. STATE ANY OTHER FACTORS, CIRCUMSTANCES, OR CONDITIONS NOT INDICATED ABOVE WHICH HAS AN INFLUENCE ON THE EMPLOYEE'S PERFORMANCE RATING FOR THIS REPORTING PERIOD.					
5. SUMMARY:					
DEVELOPMENT		(4)		TRAINING	
NEEDS ASSISTANCE IN PRESENT POSITION				EMPLOYEE SHOULD RECEIVE ADDITIONAL TRAINING IN:	
SHOULD CONTINUE IN PRESENT POSITION					
READY FOR ADDITIONAL DUTIES & RESPONSIBILITY					
DO NOT RECOMMEND REEMPLOYMENT					
6. EMPLOYEE COMMENTS:					
SUPERVISOR'S SIGNATURE			DATE		
EMPLOYEE'S SIGNATURE			DATE		

Appendix C

**NOTICE OF RIGHTS TO COVERAGE AFTER TERMINATION
FOR WORKERS AND THEIR DEPENDENTS**

If an employee is disqualified for medical coverage under the corporation plan for one of these reasons, he/she has the right to keep the coverage temporarily if the employee pays the corporation for such coverage:

Former corporation employees, eligible for medical insurance, may keep their coverage for up to 18 months after they resign, are laid off, switched to part-time or fired for a reason other than gross misconduct. "Gross misconduct" is defined in the corporation personnel policy.

Dependent spouses and children may keep their coverage for up to 18 months, if they lose coverage because of one of the reasons given above for former employees. If they lose their coverage because they cease to be qualified dependents of a former corporation employee because the employee dies or for some other reason, then they may keep their coverage for up to 36 months beyond the date they cease to qualify. Either the former employee or the dependent must notify the plan administrator within thirty (30) days of the date a dependent qualifies in circumstances in which a worker does not qualify.

Those classified employees who retire may continue to be a part of the School Corporation's group medical insurance as long as they pay the premium.

Those persons who are Medicare-eligible or are covered as employees under another employer's plan are not entitled to further coverage.

This represents a change in benefits, which was made as the result of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

Effective July 24, 2019

Appendix D
EAST NOBLE SCHOOL CORPORATION
ADDITIONAL TRAINING AND COMMUNICATION

Position: _____ Date: _____

Employee name: _____

Disciplinary Action:

Verbal Warning ____ Written Warning ____ Suspension ____ Termination ____

Nature of Discussion: (This section should be used to describe the reason for the needed communication. Be precise and to the point.)

Employee Comments: (This section is to give the employee the opportunity to convey any thoughts regarding this issue.)

What employee and supervisor will do to solve this problem:

I understand the above.

Employee signature

Date

I have discussed the above with this employee.

Supervisor's signature

Date

Witness

Date

Effective July 24, 2019

Appendix E
EAST NOBLE SCHOOL CORPORATION
EXAMPLE TIMESHEET

Name: ENSC EMPLOYEE

Pay Period From: 3-7-2016 To: 3-13-2016

Date	Day	Time Started	Lunch Out	Lunch In	Time Finished	Total Hours	
3-7-2016	Mon	7:30	11:50	12:20	1:00	5	
3-8-2016	Tues	7:55	11:50	12:20	1:25	5	
3-9-2016	Wed	PERSONAL DAY				5	
3-10-2016	Thurs	7:30	11:50	12:20	1:00	5	
3-11-2016	Fri	7:30	11:50	12:20	1:00	5	
	Sat						
	Sun						
Include all hours for each day (including sick, personal, professional or bereavement days.) Please complete "Claim for Salary" below.						Total Hours	25

I certify that the above time includes all hours worked by me during the stated time period.

 Employee's Signature

 Supervisor's Signature

CLAIM FOR SALARY

***Please complete all paperwork for self or family sick, personal, professional and bereavement days.
 Please provide a doctor's note and/or explanation of approved time without pay.**

Type of Absence	Absence Date(s)	Number of Days Claimed
Sick Leave		
Family Sick Leave		
Personal Leave	3-9-2016	1
Bereavement Leave		
Professional Leave		
Without Pay		

For Central Office Use Only:

Regular Time: _____ Overtime: _____ Double Time: _____ OT Dist. Code _____

Appendix F

ENSC CLASSIFIED EMPLOYEE ABSENCE REQUEST

Employee Name (Print) _____ Date of Request: _____

School: _____

Date(s) of Absence: _____ Full Day AM Only PM Only

Date(s) of Absence: _____ Full Day AM Only PM Only

(**Please annotate corresponding date of absence on your time sheet)

Type of Absence to be used

- Personal** - Personal leave days shall not be requested or used for the sole purpose of extending a vacation or holiday. As outlined in the handbook, personal days may not be used immediately prior to or after a holiday, vacation period, or other non-school week day.
- Classified Sick Leave** (Self)
- Classified Family Sick Leave** - A classified employee may use up to (5) sick leave days in any school year in any combination of the following situations:
 - (a) to attend to a member of the employee's household who requires care or
 - (b) to take a member of the employee's household to a hospital for admission (or from hospital on release) or for emergency room treatment, or
 - (c) to visit a hospitalized parent, spouse, child, or an individual who regularly resides in the employee's household, or
 - (d) to travel in excess of one hundred miles from Noble County to visit a hospitalized sibling, grandchild, mother-in-law or father-in-law, or
 - (e) as parental leave when a child is born, or
 - (f) to care for a parent.

Reason: _____

- Funeral or Bereavement** (please complete information below)

Name of Deceased _____

Relationship _____

Date of Death _____

Date of Funeral _____

- Vacation** (**for those who qualify as outlined in the classified employee handbook)

Employee Signature Date

Principal Signature Date

Superintendent or Designee Date

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
SCHOOL SOCIAL WORKER
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

Board Support of \$400 per year will be paid toward the family dental policy or all of the single policy will be paid up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

Term life insurance in an amount double the annual salary (to the nearest \$1000) will be provided at the cost of \$1.00 toward the yearly premium.

Long Term Disability Insurance

Employee may participate in the plan at the cost of \$1.00 toward the yearly premium.

Effective July 24, 2019

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the Social Worker's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the person must attain retirement status through PERF at the time of retirement or have attained the PERF "Rule of 85" for early retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the person must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Credit Union

The Social Worker may participate in the Professional Federal Credit Union.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is scheduled for 194 days per year. This includes 183 teacher days and 11 flexible days.

Base Salary

Base salary is in accordance with the Classified Salary index. Level 1: No experience, Level 2: 3 years' experience Level 3: 5 years' experience.

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
SCHOOL NURSE
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter will be allowed. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

Board Support of \$400 per year will be paid toward the family dental policy or all of the single policy will be paid up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 of the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Effective July 24, 2019

Credit Union

Employee may participate in the Professional Federal Credit Union.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

School Nurse position is scheduled for 186 days per year. The Head Nurse position is schedule for 194 days, 183 teacher days plus 11 flexible days.

**EAST NOBLE SCHOOL CORPORATION
SCHOOL NURSE
WAGES**

Level	1	2	3
Index	1	1.08	1.172

2019 Base Salary: \$20.24

Level 1: No experience

Level 2: 1 year experience

Level 3: 2 years experience

BS Degree: Index add on of .02

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
LPN NURSE
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter will be allowed. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

Board Support of \$400 per year will be paid toward the family dental policy or all of the single policy will be paid up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 of the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Effective July 24, 2019

Credit Union

Employee may participate in the Professional Federal Credit Union.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is scheduled for 181 days per year.

**EAST NOBLE SCHOOL CORPORATION
LPN NURSE
WAGES**

Level	1	2	3
Index	1	1.08	1.172

2019 Base Salary: \$19.00

Level 1: No experience

Level 2: 1 year experience

Level 3: 2 years experience

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
OCCUPATIONAL THERAPIST
PHYSICAL THERAPIST
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter will be allowed. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

Board Support of \$400 per year will be paid toward the family dental policy or all of the single policy will be paid up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

Term life insurance in an amount double the annual salary (to the nearest \$1,000) will be provided at the cost of \$1.00 toward the yearly premium.

Long Term Disability Insurance

The employee may participate in the plan at the cost of \$1.00 toward the yearly premium.

Effective July 24, 2019

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Credit Union

Employee may participate in the Professional Federal Credit Union.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is scheduled for 183 days per year.

Base Salary

Base salary is in accordance with the Classified Salary index. Level 1: 0-4 years experience, Level 2: 5-9 years experience, Level 3: 10-15 years experience, Level 4: 15 or more years experience

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
12 MONTH SECRETARIES
CENTRAL OFFICE RECEPTIONIST
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

12-month secretaries will have \$400 board support toward the dental policy. Other secretaries may participate in the program with no support from the Board.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 toward the yearly premium.

Long Term Disability Insurance

Employees may participate in the plan at the cost of \$1.00 toward the yearly premium.

Effective July 24, 2019

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays

Secretaries will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Credit Union

Employee may participate in the Professional Federal Credit Union.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

The High School extra-curricular secretary, technology department secretary and central office secretaries are 12-month employees.

Benefits

These benefits are available after a 90-day probationary period for new employees.

**12 MONTH SECRETARIES
CENTRAL OFFICE RECEPTIONIST WAGES**

Classification	Level 1	Level 2	Level 3
1S	1	1.043	1.108
1A	1.043	1.086	1.151
2S	1.086	1.129	1.196
3S	1.172	1.215	1.283
4S	1.258	1.301	1.371

2019 Base Salary: \$13.19

Level 1: No experience
Level 2: 2 years experience
Level 3: 3 years experience

1S Middle School and High School Receptionist
1A Athletic Department Secretary
2S Elementary Principal Secretary / Extra Curricular Treasurer, High School Assistant Principal Secretary
3S Middle School Principal Secretary, Extra Curricular Treasurer, High School Guidance Secretary, Food Service Secretary
4S High School Principal Secretary / Extra Curricular Treasurer, Assistant Superintendent Secretary, Special Education Secretary

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
DEPUTY TREASURER
ADMINISTRATIVE ASSISTANT
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

Secretaries will have \$400 board support toward the dental policy. Other secretaries may participate in the program with no support from the Board.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 toward the yearly premium.

Long Term Disability Insurance

Employees may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

Effective July 24, 2019

PERF

The Board will pay the employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service, employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service, employee will get (4) weeks of paid vacation each year.

Holidays

Secretaries will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Credit Union

Employee may participate in the Professional Federal Credit Union.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

Deputy Treasurer and Administrative Assistants are 12-month employees.

Benefits

These benefits are available after a 90-day probationary period for new employees.

Base Salary

Base salary is in accordance with the Classified Salary index.

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
SECRETARY
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

Secretaries may participate in the Dental Insurance program with no support from the Board.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 toward the yearly premium.

Long Term Disability Insurance

12-month secretaries may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

Effective July 24, 2019

PERF

The Board will pay employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten continuous (10) years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Holidays

Employees who work less than twelve (12) months and more than nine (9) get two (3) paid holidays each year: Labor Day, the day before Thanksgiving Day, and Memorial Day.

Credit Union

Employee may participate in the Professional Federal Credit Union.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

The Athletic Department Secretary and the Guidance Secretary are scheduled for 218 work days. Building Secretaries except for the High School extra-curricular secretary are scheduled for 206 days.

Benefits

These benefits are available after a 90-day probationary period for new employees.

**EAST NOBLE SCHOOL CORPORATION
SECRETARY
WAGES**

Classification	Level 1	Level 2	Level 3
1S	1	1.043	1.108
1A	1.043	1.086	1.151
2S	1.086	1.129	1.196
3S	1.172	1.215	1.283
4S	1.258	1.301	1.371

2019 Base Salary: \$13.19

Level 1: No experience

Level 2: 2 years experience

Level 3: 3 years experience

Classifications:

1S – Middle School and High School Receptionist

1A – Athletic Department Secretary

2S – Elementary Principal Secretary / Extra Curricular Treasurer, High School Assistant Principal Secretary

3S – Middle School Principal Secretary, Extra Curricular Treasurer, High School Guidance Secretary, Food Service Secretary

4S – High School Principal Secretary / Extra Curricular Treasurer, Assistant Superintendent Secretary, Special Education Secretary

Effective July 24, 2019

Concession Manager = Index of 0.09

**EAST NOBLE SCHOOL CORPORATION
INSTRUCTIONAL ASSISTANTS
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then six (6) days per year will be allowed for sick leave. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Tax Sheltered Annuity

Up to \$300 will be reimbursed to the employee at the end of each school year for contributions to their existing Tax Sheltered Annuity or one of their choice from the approved list. The employee must be employed at the time of payout. Participation is voluntary.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East

Effective July 24, 2019

Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Credit Union

Employee may participate in the Professional Federal Credit Union.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is scheduled for 181 working days.

Benefits

These benefits are available after a 90-day probationary period for new employees.

**EAST NOBLE SCHOOL CORPORATION
INSTRUCTIONAL ASSISTANTS
WAGES**

Level	1	2	3
Index	1	1.05	1.123

2019 Base Salary: \$12.19

Level 1: No experience

Level 2: 1 year experience

Level 3: 2 years experience

Assistants who care for the daily intimate personal hygiene of High School & Middle School students: Index add of .1

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
INTERPRETER
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then six (6) days per year will be allowed for sick leave. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Tax Sheltered Annuity

\$300 will be reimbursed to the employee for contributions to their existing Tax Sheltered Annuity or one of their choice from the approved list. Participation is voluntary.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Credit Union

Employee may participate in the Professional Federal Credit Union.

Effective July 24, 2019

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is scheduled for 181 working days.

Benefits

These benefits are available after a 90-day probationary period for new employees.

**EAST NOBLE SCHOOL CORPORATION
INTERPRETER
SALARY**

Level	1	2	3
Index	1	1.05	1.122

2019 Base Salary: \$14.78

Level 1: No experience

Level 2: 1 year experience

Level 3: 2 years experience

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
TECHNOLOGY MAINTENANCE TECHNICIAN
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

All classifications can have Board Support of \$400 per year will be paid toward the single and family dental policy.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

All classifications can have \$30,000 of life insurance provided for the cost of \$1.00 toward the yearly premium.

Long Term Disability Insurance

All classifications may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

Effective July 24, 2019

PERF

The Board will pay for all employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service, the employee will get (4) weeks of paid vacation each year.

Holidays

Employees will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Credit Union

Employee may participate in the Professional Federal Credit Union.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

Employees are scheduled for 12 months, 262 days.

Base Salary

Base salary is in accordance with the Classified Salary index.

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
DIRECTOR OF FOOD SERVICE, DIRECTOR OF MAINTENANCE, DIRECTOR OF TRANSPORTATION
HUMAN RESOURCES SPECIALIST
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

Employee will have \$400 board support toward the family dental policy or all of the single policy up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

Term life insurance in an amount double the annual salary (to the nearest \$1,000) will be provided at the cost of \$1.00 toward the yearly premium.

Long Term Disability Insurance

The Supervisor may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

Effective July 24, 2019

PERF

The Board will pay the employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays

A Supervisor will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Credit Union

Employee may participate in the Professional Federal Credit Union.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is contracted for 12 months.

Base Salary

Base salary is in accordance with the Classified Salary index.

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
BUS & TRANSPORTATION DRIVERS
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then six (6) days per year will be allowed for sick leave. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Section 125

Employees may participate in the program with no support from the Board.

Tax Sheltered Annuity

\$600 will be applied to the bus driver's annual salary when participating in an existing Tax Sheltered Annuity from the approved list. Participation is voluntary.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble as a regular route driver or transportation driver. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service, their intention to retire at the close of their current contract.

Credit Union

Employee may participate in the Professional Federal Credit Union.

Effective July 24, 2019

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

There will be 180 bus transportation days. Drivers will be paid 182 days, which are for the summer safety meeting and bus service.

Benefits

These benefits are available after a 90-day probationary period for new employees.

TRANSPORTATION DRIVERS

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / f Less than full time contracted employees will receive a proportionate amount.

**EAST NOBLE SCHOOL CORPORATION
BUS & TRANSPORTATION DRIVERS
WAGES**

Base Rate: In accordance with Classified Salary Scale

Base Rate:

Ten (10) cents per year of service will be added to the Base Rate. This compensation will not commence until the signing of the sixth contract at which time 50 cents will be added for the five (5) prior years of service. This incremental increase will be limited to 10 years. Every driver with ten years or more service will be grandfathered at their current rate but will not increase beyond that increment.

The base rate will include all mileage up to and including 35 miles; 26 cents per mile will be added for each mile from 36 to and including 55 miles; and 27 cents per mile will be added for each mile over 55.

Extra-curricular Trips:

Will have a minimum of two hours.

Subbing for Transportation Drivers:

All hours worked in a single day will be totaled and paid at the regular hourly rate of the transportation driver. Any total less than 2 hours will be paid a 2 hour minimum.

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
GARAGE MECHANIC
FRINGE BENEFITS**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49.

Dental Insurance

Employee will have \$400 board support toward the family dental policy or all of the single policy up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

\$30,000 of life insurance will be provided at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay the employee's 3% contribution toward PERF.

Effective July 24, 2019

Uniforms

East Noble School Corporation will provide full-time employees with a uniform.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays

12-Month employees will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Overtime

Any work in excess of forty (40) hours per week will be paid at 1½ times the normal rate. In order to be paid overtime for a Saturday, the employee must have worked 40 hours during the regular week. Holidays, vacation time, sick leave, personal leave, bereavement leave, funeral leave, etc. will not be considered as part of the 40 hours for overtime purposes.

Credit Union

Employee may participate in the Professional Federal Credit Union.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is contracted for 12 months.

**EAST NOBLE SCHOOL CORPORATION
GARAGE MECHANIC
WAGES**

Levels	1	2	3
Index	1	1.15	1.3205

2019 Base Salary: \$19.23

Level 1: No experience

Level 2: 2 years experience

Level 3: 3 years experience

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
MAINTENANCE STAFF
FRINGE BENEFITS**

Sick Leave - Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank - Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave - Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave - Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave - Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave - Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance - Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49. Less than full-time contracted employees will receive a proportionate amount.

Dental Insurance - Employee will have \$400 board support toward the family dental policy or all of the single policy up to \$400.

Vision Insurance - Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance - \$30,000 of life insurance will be provided at the cost of \$1.00 toward the yearly premium.

Section 125 - Employees may participate in the program with no support from the Board.

PERF - The Board will pay the employee's 3% contribution toward PERF.

Uniforms - East Noble School Corporation will provide full-time employees with a uniform.

Severance Pay - To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Effective July 24, 2019

Vacation - Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays - 12-Month employees will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Overtime - Any work in excess of forty (40) hours per week will be paid at 1½ times the normal rate. In order to be paid overtime for a Saturday, the employee must have worked 40 hours during the regular week. Holidays, vacation time, sick leave, personal leave, bereavement leave, funeral leave, etc. will not be considered as part of the 40 hours for overtime purposes. Employees will be paid double time for the time worked on Sunday when the building is rented by outside groups.

Credit Union - Employee may participate in the Professional Federal Credit Union.

School Activity Pass - A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days - This position is contracted for 12 months.

Benefits - These benefits are available after 90-day probationary period for new employees.

**EAST NOBLE SCHOOL CORPORATION
MAINTENANCE STAFF
WAGES**

Levels	1	2	3
Index	1	1.15	1.295

2019 Base Salary: \$19.23

Level 1: No experience

Level 2: 2 years experience

Level 3: 3 years experience

Summer help: \$9.00/Hour

Each returning year: increase of .25/Hour

Maximum of \$10.00/Hour

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
CUSTODIAL STAFF
FRINGE BENEFITS**

Sick Leave - Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank - Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave - Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave - Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave - Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave - Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance - Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month). Board support / single / \$405.06, board support / employee + child / \$734.89, board support / employee + spouse / \$820.18, board support / family / \$1078.49. Less than full-time contracted employees will receive a proportionate amount.

Dental Insurance – Employee may enroll in a single or family coverage dental plan.

Vision Insurance - Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance - \$30,000 of life insurance will be provided at the cost of \$1.00 toward the yearly premium.

Section 125 - Employees may participate in the program with no support from the Board.

PERF - The Board will pay the employee's 3% contribution toward PERF.

Uniforms - East Noble School Corporation will provide full-time employees with a uniform.

Severance Pay - To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation - Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three

Effective July 24, 2019

(3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays - 12-Month employees will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Overtime - Any work in excess of forty (40) hours per week will be paid at 1½ times the normal rate. In order to be paid overtime for a Saturday, the employee must have worked 40 hours during the regular week. Holidays, vacation time, sick leave, personal leave, bereavement leave, funeral leave, etc. will not be considered as part of the 40 hours for overtime purposes. Employees will be paid double time for the time worked on Sunday when the building is rented by outside groups.

Credit Union - Employee may participate in the Professional Federal Credit Union.

School Activity Pass - A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days - This position is contracted for 12 months.

Benefits - These benefits are available after 90-day probationary period for new employees.

**EAST NOBLE SCHOOL CORPORATION
CUSTODIAL STAFF
WAGES**

Classifications	Level 1	Level 2	Level 3	Level 4	Level 5
C	.95	1	1.1	1.2	1.325
HC1		1.04	1.16	1.26	1.386
HC2		1.06	1.18	1.28	1.406
HC3		1.08	1.22	1.32	1.446

2019 Base Salary: \$12.67

Level 1: Less than 90 days

Level 2: After 90 days

Level 3: 1 year experience

Level 4: 2 years experience

Level 5: 3 years experience

Lead person at HS add \$.50/hour

Classifications:

C: Custodian

HC1: Head Custodian K-6

HC2: Head Custodian 7-8

HC3: Head Custodian High School

Effective July 24, 2019

**EAST NOBLE SCHOOL CORPORATION
CAFETERIA STAFF
FRINGE BENEFITS**

FULL-TIME & PART-TIME

Sick Leave - Pro-rated after probationary period to July 1, then six (6) days per year will be allowed for sick leave. Sick days may accumulate with no limit.

Sick Leave Bank - Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave - Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave - Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave - Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 15 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave - Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave". .

Section 125 - Employees may participate in the program with no support from the Board.

Uniform Allowance - At the end of the year a \$175 uniform allowance will be paid to each employee who works in excess of 5 hours per day and has completed a full year's work. Employees who work less than five hours per day will receive a \$100 uniform allowance. Employees who work less than ½ of the school year, will not receive a uniform allowance.

Substituting for Supervisor - Any cook who assumes a supervisor's duties for more than one (1) consecutive day shall be compensated at the index rate of 1.15 times the base rate.

Credit Union - Employee may participate in the Professional Federal Credit Union.

School Activity Pass - A pass will be issued for all home events, excluding sectionals, regionals, etc.

Benefits - These benefits are available after a 90-day probationary period for new employees.

Certification - An employee who achieves certification by January 1 of the current school year and fulfills the following requirements, will receive \$150/year. The employee's certification must be current. They must be a member of the School Nutrition Association. They must be a member of Chapter 20 and attend 4 meetings a year. The employee shall have all required Professional Development Training completed as per USDA regulations. The employee shall have all required GCN Training completed as per East Noble School Corporation. The employee must have been employed with East Noble Food Service for 1 year.

Membership - An employee who is a member of SNA/ISNA will have their membership renewal paid by the school corporation as long as all certification requirements are met. (See Certification)

Effective July 24, 2019

CAFETERIA STAFF WHO WORK IN EXCESS OF 5 HOURS PER DAY:

PERF

The Board will pay the employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

**EAST NOBLE SCHOOL CORPORATION
CAFETERIA STAFF
WAGES**

Classification	1	2	3	4	5
Caf	.93	.95	1	1.05	1.1
FS Asst			1	1.05	1.1
ECM			1.17	1.18	1.19
MCM			1.2	1.21	1.22
HCM			1.24	1.25	1.26

2019 Base Salary: \$12.46

Level 1: Part-time

Level 2: Less than 90 days

Level 3: After 90 days

Level 4: 1 year experience

Level 5: 2 years experience

Add .05 to Caf level 5 for cafeteria manager substitution

Classifications:

Caf: Cafeteria Worker

FS Asst: Food Service Assistant

ECM: Elementary Cafeteria Manager

MCM: Middle School Cafeteria Manager

HCM: High School Cafeteria Manager

Pay for extra meals: \$10.50/Hour

Pay for student help: \$7.25/Hour or minimum wage

Pay for Cafeteria Substitute: \$10.00