



***SUPPORT STAFF  
HANDBOOK &  
SALARY  
INFORMATION  
2022-2023***

**Ryan Middleton**  
*Superintendent of Schools*

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**\*SUPPORT STAFF DISCLAIMER ACKNOWLEDGMENT SIGN OFF FORM  
IS AVAILABLE AT THE SCHOOL OFFICE FOR YOUR SIGNATURE  
OF ACKNOWLEDGEMENT THAT YOU HAVE READ THE ENTIRE  
HANDBOOK THAT IS AVAILABLE ON THE SCHOOL WEBSITE FOR YOUR  
VIEWING.**

## 1. EMPLOYEE WORK SCHEDULE

### A. School Closures/Delays/Inclement Weather:

School closures and delays make-up hours for full year employees are as follows: Whenever the Superintendent or designee delays and/or closes school for emergency reasons and dismisses full year support staff employees from work duties, the affected employee will be paid for the actual time worked for that day.

If the full year employees did not work their entire shift on that day, the employees can either take a leave day or take lost time or make up the hours they did not work **with the prior written approval from the appropriate administrator submitted to the Administration Office.** The make-up hours must be worked in the same work week as the school closure and/or delay and the make-up hours cannot result in either overtime or additional hours beyond the employees' normal work week total hours.

**When there is inclement weather, Bus Drivers are authorized to determine if they feel the conditions are not safe and turn around during their bus route.**

This pertains to any time a Bus Driver is driving a bus on the school day bus routes and school sponsored field trips. **Please contact the Superintendent prior to turning around or discontinuing your bus route/trip.**

### B. In Service Day:

All hourly employees will be paid for the hours that they actually work on that day. If an employee leaves early, **with prior administrator written approval submitted to the Administration Office,** then they will not be allowed to make up these hours.

### C. Lost Days/Time:

If there is more than thirty (30) hours of lost time during the academic school year, the employee may be terminated, unless there is written documentation to the Superintendent.

### D. Normal Work Day:

The normal work hours for each support staff employee will be determined by their immediate supervisor and/or the Superintendent.

### E. Salary Schedules:

The salary schedule for each category of support staff employee is located at the back of the handbook, see Appendix A. The salary schedule lists the total number of days the employee is to work within the normal school year.

F. Snow Day:

Only twelve (12) month employees are required to report to work. All other employees must not report to work since they may be making the snow day up at a later time.

G. Leave Days:

Employees are prohibited from using any type of paid leave day from one position and working another paid position for the North Newton School Corporation on the same day. North Newton School Corporation will not pay an employee to work two jobs at the same time.

H. Work Week:

The work week for North Newton School Corporation begins on a Saturday and ends on a Friday.

I. ELearning Days :

The North Newton School Corporation Board of Education recognizes the need to provide alternative means by which students may achieve classroom goals during lost instructional days due to inclement weather which may cause a cancelation of normal school instructional activities.

This provides guidelines for employees when ELearning Days are utilized. The first priority is always the safety of everyone.

**Bus Drivers:** Bus Drivers will not work on ELearning Days and they will have the following options for missed income on ELearning Days:

- Use a Leave Day.
- Employee may choose not to be paid.
- Employee may make up missed time by making arrangements with the Superintendent.

**Cafeteria Staff:** Cafeteria Staff are not expected to work on an ELearning Days and they will have the following options for missed income on ELearning Days:

- Use a Personal Day.
- Employee can choose not to be paid.
- Employee can make up missed time by making arrangements with the Food Service Director with the approval of the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the salary schedule). The Food Service Director may make arrangements for making up missed time with the approval of the Superintendent.

- Sick leave days may not be used for non-illness related absence on ELearning Days.

**Custodians:** Custodians are expected to work on ELearning Days. However, they will have the following options for absences on ELearning Days:

- Use a Personal Day.
- Use a Vacation Day.
- Employee can choose not to be paid.

- Employee can make up missed time by making arrangements with the Director of Maintenance with the approval of the Superintendent. The Director of Maintenance may make arrangements for making up missed time with the Superintendent. (The Employee shall not exceed the time allotment per week as outlined in the salary schedule).
- Sick Leave days may not be used for non-illness related absence on ELearning Days.

**Instructional Assistants/Aides:** Instructional Assistants will not work on ELearning days and they will have the following options for missed income on ELearning Days:

- Use a Personal Day.
- Employee can choose not to be paid.
- Employee can make up missed time by making arrangements with the building principal with the approval of the Superintendent. (The Employee shall not exceed the time allotment per week as outlined in the salary schedule).
- Sick leave days may not be used for non-illness related absence on ELearning Days.

**Maintenance Staff:** Maintenance personnel are expected to work on ELearning Days and they will have the following options for missed income on ELearning Days:

- Use a Personal Day.
- Use a Vacation Day.
- Employee can choose not to be paid.
- Employee can make up missed time by making arrangements with the Director of Maintenance and the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the salary schedule). The Director of Maintenance may make arrangements for making up missed time with the approval of the Superintendent.
- Sick Leave days may not be used for non-illness related absence on ELearning Days.

**Nurse/Health Assistant:** The Nurse will have the following options for missed income on ELearning Days:

- Use a Personal Day.
- Employee can choose not to be paid.
- Employee can make up missed time by making arrangements with the building principal with the approval of the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the salary schedule).
- Sick leave days may not be used for non-illness related absence on ELearning Days.

**Secretarial Staff (Schools):** Secretaries with their building principal approval may work or not work on ELearning Days and they will have the following options for missed income on ELearning Days:

- Use a Personal Day.
- Employee can choose not to be paid.
- Employee can make up missed time by making arrangements with the building principal with the approval of the Superintendent (The Employee shall not exceed the time allotment per week as outlined in the salary schedule).
- Sick leave days may not be used for non-illness related absence on ELearning Days.

**Central Office/Directors and Others:** Central Office/Directors and Others are expected to work on ELearning Days. However, they will have the following options for absences on ELearning Days:

- Use a Personal Day.
- Use a Vacation Day.
- Employee can choose not to be paid.
- Employee can make up missed time by making arrangements with the Superintendent.
- Sick Leave days may not be used for non-illness related absence on ELearning Days.

## 2. COMPENSATION INFORMATION

### A. Building Security Checks and Maintenance Call Outs:

All support staff employees who are scheduled to do building security checks will be compensated a minimum of one hour and receive overtime pay for these hours if they have worked 40 hours within that week. All non-exempt maintenance employees who are called into work during off hours to perform emergency maintenance duties will be paid a minimum of one hour for alarm calls, with proper documentation, and will receive overtime pay for these hours, if they have worked 40 hours within that week.

### B. Change of Name, Address, Marital Status, and/or Beneficiary:

Employees must complete a new W-4 form (federal) and state tax form whenever there is a change in name and/or address. Employees can get these forms from the building secretaries. The fully completed and signed forms should be forwarded to the Administration Office.

Employees should notify the Administration Office whenever there is a change in marital status and/or beneficiary. The Administrative Office will direct the employee on the appropriate forms to complete. All forms should be forwarded to the Administration Office.

### C. Coach/Sponsor Employment:

A support staff employee is not allowed to coach and/or sponsor any extracurricular sports and/or activity without prior approval from the Superintendent.

### D. Deductions:

From each pay, the school corporation will make all deductions required by federal, state, and local law. Court ordered payments such as child support and/or garnishments will be withheld in accordance with federal and state law.

### E. Direct Deposit:

All employees are required to be paid by direct deposit. Failure to comply will result in termination.



F. Overtime Compensation:

Actual hours worked over 40 hours/week are subject to overtime provisions. All overtime must be approved in advance by the Superintendent and/or designee.

G. Pay Schedule:

Employees are paid as listed in the board approved salary schedule. Usually, employees are paid bi-weekly on Friday unless Friday is a bank holiday. Then, employees will be paid one day earlier.

Pay stubs of employees are released on Doculivity at 7:00 a.m. on the scheduled pay date for employee access.

H. Payroll Advances:

North Newton School Corporation does not make loans and/or payroll advances to employees.

I. Payroll Errors:

If the amount of an employee's pay appears to be in error, the employee should notify the Deputy Treasurer at the Administration Office immediately.

If an employee is underpaid as a result of an error, the employee will be paid the underpaid amount on the next scheduled pay date.

If an error occurred in an employee's pay which resulted in an overpayment to the employee, the overpayment will be withheld from the employee's pay as allowed by federal and state law. If the employee is no longer employed, the former employee will be obligated to reimburse the school corporation for any overpayment.

J. Salary Schedules:

The salary schedule for each category of support staff employee is located at the back of the handbook, see Appendix A. The salary schedule lists the pay rate and benefit information.

K. Tax Deferred Annuities:

Any employee is eligible to participate in a voluntary 403(b) tax deferred annuity plan administered by the school corporation. It is purely voluntary and open to any employee except for student workers. Employees may request payroll deductions be remitted to any of the following authorized 403(b) vendors: American Fidelity, American United, Horace Mann, and Valic. Interested employees should contact the Deputy Treasurer to receive the appropriate forms.

L. Travel Time:

Travel time for those support staff employees, required as a condition of their employment, to travel between schools shall be considered part of the normal work day. A corporation owned vehicle should be used first, whenever possible. Contact the Director of Transportation for vehicle use requests.

M. Vacancies:

When a vacancy that is to be filled becomes known, it shall be posted in each building of the corporation and on the school corporation website. An employee of the school corporation may apply for said position by informing the proper school administration in writing.

### 3. LEAVE BENEFITS

A. Accounting of Leave Status:

Each employee shall receive a written statement on the Doculivery payroll stub and is also available in the K-Time System, as to their current allotted leave day status.

B. Bereavement Leave:

In the case of death in the immediate family of employee, she/he shall be entitled to be absent without loss of compensation for a period extending not more than five (5) consecutive work days, the first being the day of death if she/he is absent from work on such day, otherwise the first day shall be the day following the day of death. If funeral or memorial service is not held within the five (5) day consecutive period, two (2) of the bereavement leave days may be utilized to attend the funeral or memorial service. Such absence shall be for the purpose of attending the last burial rites and attending to other personal matters of the immediate family member. "Immediate Family" is interpreted as including only parent, child, wife, husband, brother, sister, mother-in-law, father-in-law, grandchild, legal dependent, and any other member of the employee's family who at the time of death was living as a member of the individual's household.

In the case of death of a spouse or child, an additional five (5) consecutive work days shall be granted.

However, she/he who uses less than the aforementioned bereavement leave days for the employee's immediate family may within one (1) year of the death use up to two (2) of any unused days to attend to business and/or legal matters arising from the death.

In the case of death of a grandmother, grandfather, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, cousin, or any other person not a member of the employee's family who at the time of death was living as a member of the employee's household, the employee will be entitled to be absent without loss of pay for two (2) consecutive work days. Days shall include the day of burial and the day immediately before or following.

In case of significant travel needed to attend the funeral or memorial services that cannot be accomplished in the two (2) day period, the employee may utilize up to two (2) of any sick leave days which the employee has accrued.

**In the event an employee is asked to serve as a pallbearer or participate in the services for a funeral, it will be excused without loss of compensation and such absence shall not be charged against leave time.**

In the event the Superintendent determines that there are unusual circumstances which would justify an additional day(s) of absence for bereavement leave days, such day(s) may be granted as solely determined by the Superintendent. Such leave days shall be deducted from remaining bereavement, personal or sick leave days of the employees.

C. Court Leave:

In the event an employee is subpoenaed to appear in any court proceeding as a result of his/her activities in carrying out his/her regular employment the employee shall be granted a leave of absence with pay for such court proceedings. This provision shall not apply, however, if an employee brings court action against the school corporation or the Board of School Trustees.

D. Family/Medical Leave:

In accordance with the Family and Medical Leave Act, a support staff employee may be eligible for a combined total of twelve (12) weeks of unpaid leave per twelve (12) months for the following reasons:

1. The birth and first-year care of a child.
2. The adoption or foster care placement and first-year care of a child.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition.

Employees must submit a written doctor's release authorizing a return to work prior to returning to work.

E. Holidays:

The specific holidays will be observed as paid holidays for all twelve month employees only as listed on the salary schedule per position.

F. Jury Duty:

The Board of School Trustees recognizes that jury duty is one of the responsibilities of all citizens. To enable support staff employees who are subpoenaed for jury duty to fulfill this responsibility, the following shall apply:

1. The pay rate for those involved will not be altered nor will the days missed be counted against leave days, provided, the employee reimburses to the school corporation the per diem amount earned for jury duty.

G. Leave Reporting:

All support staff employees, except for bus drivers and bus aides, are to request leave on the AESOP system program either via telephone or internet website location. Bus drivers and bus aides are to report all requests for leave to the Director of Transportation.

All requests for leave are to be made before the start of the support staff employees regular shift, except for emergencies. If there is an emergency and the employee is unable to enter the absence in AESOP, the employee shall call the immediate supervisor as soon as possible. It is expected that all support staff employees request leave as soon as they are aware they may need to take the leave so that a suitable substitute is able to be located. Failure to notify the immediate supervisor in a timely manner and to enter the absence in AESOP may result in no substitute being available to fill the leave. Absences can be cancelled, however are difficult to secure when called in at the last minute. Please give your supervisor and co-workers the common courtesy in notification. The immediate supervisor will document the nature of the emergency and enter the absence in AESOP. Failure by the support staff employee to use AESOP appropriately will result in disciplinary action.

H. Military Leave:

In the event a support staff employee is a member of the National Guard or a military reserve organization and is required to go on active duty, he/she shall be granted a leave of absence without pay for the period of the active duty.

I. Personal Business Days:

Each support staff employee shall be entitled to the number of days allotted that position of absence per year without loss of pay for the transaction of personal business and/or the conduct of personal and/or civic affairs. If, in any one (1) year, the employee shall be absent for reasons covered in this provision for fewer than the

allotted days, the remaining days shall be transferred to the employee's accumulated sick leave days; subject, however, to the limitation on sick leave day accumulation. Personal leave days will not count towards hours worked when considering overtime pay.

Use of personal business leave days preceding or following any school vacation, vacation days defined as the following: Fall Break, Winter Break, Spring Break, Thanksgiving weekend, and Easter weekend when Good Friday has been designated as a school holiday, including the first and last day of the school year and only allowed when (1) a written request is submitted to the Superintendent and approved by the Superintendent; and (2) along with documentation that the employee has actually been engaged in personal business that cannot be conducted at another time.

Per request in AESOP to use personal business leave day(s) should be made at least two (2) days prior to use of such leave days, except in the case of an emergency. Emergency requests need to be documented in writing to the Administration Office.

J. Pregnancy Leave:

An employee who is pregnant shall be entitled to request a leave of absence. The leave shall begin and end at such time as is determined by the employee and the attending physician.

The employee shall notify the Superintendent and the Administration Office in writing so that necessary arrangements with respect to the leave and arrangements for a replacement may be made.

Use of available sick leave for pregnancy leave shall be charged to sick leave days available to the employee provided the employee submits the physician's statement certifying her physical disability on the day(s) claimed. Except as provided above, said leave shall be without pay, and sick leave days shall not be granted for the purpose of child care and/or child rearing.

K. Sick Days:

Each support staff employee shall be entitled to be absent from work on account of personal illness or quarantine for a number of days allotted for that position, without loss of compensation. If in any one (1) year the support staff employee shall be absent for such illness or quarantine less than the allotted number of days for that position, the remaining days shall be accumulative to a total number of days allotted for that position as listed on the salary schedule per position. Sick leave days will not count towards hours worked when considering overtime pay.

Each support staff employee may use up to the allotted days per year for family illness of an immediate family member of parent, child, wife, husband, or any other relative, living at the time of illness, as a member of the employees family household.

A support staff employee employed for only a portion of the school year shall be entitled to a proportionate number of sick leave days as provided above, and unused days will be accumulative as specified herein.

Support staff employees must enter the sick day request into the AESOP program either via the internet or the telephone system that is provided prior to the absence.

**If a support staff employee is hospitalized while on leave, a medical release is required before returning to work. Additionally, a support staff member who has been absent for 7 days or longer will be required to submit a doctor's release upon their return.**

L. Vacation Days for Twelve Month Employees:

Support staff employees who are employed twelve (12) calendar months per year shall be granted vacation (working days) with pay as listed on the salary schedule per position. Vacation days will not count towards hours worked when considering overtime pay. All vacation requests must be approved by the immediate supervisor. Employees should refer to the salary schedule for other vacation usage guidelines.

M. Families First Cononavirus Response Act (FFCRA) Leave:

Under the Families First Coronavirus Response Act, North Newton School Corporation is required to offer employees two new types of leave subject to certain qualifying terms and conditions with the end date determined by Federal Law. Any support staff who believes he/she qualifies for FFCRA leave should contact the Superintendent

#### 4. EMPLOYEE EXPECTATIONS

A. Gifts and Gratuities:

North Newton School Corporation employees may not accept gifts, gratuities, or favors, including such items as: discounts, loans, commissions, rebates, gift cards, or other compensation from individuals, companies, or organizations doing business with or desiring to do business with North Newton School Corporation. Any discounts, loans, commissions, rebates, gift cards, or other compensation should go to North Newton School Corporation and the Director of Business and Finance must be contacted before acceptance to evaluate its merits.

Although the acceptance of nominal gifts is discouraged, such gifts with a face value of less than \$25.00 (i.e. calendars, pens, and coffee mugs) may be accepted only if the gift, in fact nor appearance, could be deemed to affect the professional judgment and/or decision making of the employee.

**B. K-Time System:**

All support staff employees except for bus drivers and bus aides must document all actual hours of work via the K-Time System.

All support staff employees shall:

1. Clock-in no sooner than five (5) minutes before their assigned time. An employee may arrive earlier but may not begin performing work related activities before clocking in.
2. Clock-out no later than five (5) minutes after their assigned work time unless authorized in writing by the building administrator. An employee may leave later but may not continue to perform work related activities after logging out.
3. Clock-out and clock-in for unpaid lunch breaks.

On the last working day of each week, employees shall approve their hours in K-Time. Then, the K-Time supervisors shall approve the hours followed by the building administrator. Any leave days taken by employees will be entered by the K-Time supervisors. Failure by an employee to appropriately use K-Time will result in progressive disciplinary action.

If an adjustment is needed to an employee's clocked in and/or out time, the employee must make a written request immediately to the employee's K-Time supervisor. The K-Time supervisor will review and investigate the request before either approving or denying it. All requests should be reported in writing to the building administrator. If the request is approved, the K-Time supervisor will adjust the employee's clock in and/or out time. All written requests must be kept by the K-Time supervisor in a file. A copy of all requests should be forwarded immediately by fax to the Administration Office.

Bus drivers must document all actual days worked on the time sheets provided by the school corporation. Bus aides must document actual hours worked on the time sheets provided by the school corporation. All time sheets must be verified and signed by both the employee and the building administrator or Director of Transportation.

**C. Mileage:**

Support staff employees whose regular assignments require driving their personal vehicle shall be reimbursed per the Collective Bargaining Agreement, at the I.R.S. allowance per mile on the basis of the regular mileage claim form. A corporation owned vehicle should be use first whenever possible. Contact the Director of Transportation for use request.

D. Personal Cell Phone Use:

Use of your personal cell phone during working hours is prohibited. Only exceptions are during official breaks and/or lunch break.

E. Personal Items on School Property:

North Newton School Corporation does not accept responsibility for loss or damage to any personal property.

The school corporation policy is that all rooms in the buildings are part of North Newton School Corporation's public space and must comply with the intent of civil rights laws and not offend anyone by virtue of his/her race, religion, sex, national origin, ancestry, etc. North Newton School Corporation will request that inappropriate items be removed immediately from the premises. Failure to comply with the request will result in disciplinary action.

F. Professional Appearance:

Support staff employees are expected to dress appropriately for their work assignment which includes wearing clothes that are clean, in good taste, and present a neat appearance. If your immediate supervisor believes that your attire is inappropriate, you may be sent home, without pay, to change into more appropriate attire. Failure to comply with a reasonable request will result in disciplinary action.

G. Professional Conduct:

Support staff employees are expected to conduct themselves in a professional and business-like manner when interacting with fellow employees, students, and other persons who are engaged in a business and/or professional relationship with North Newton School Corporation.

H. Smoke/Tobacco Free Policy:

The North Newton School Corporation properties and vehicles are considered a "smoke free" environment and as such, all smoking or use of smokeless tobacco products, including vaping devices is prohibited. Failure to comply will result in disciplinary action.

I. Students, Parents, Guests, and Vendors:

The school corporation expects students, parents, guests, and vendors to be treated courteously and with the same respect given to co-workers. If employees have any concerns and/or problems with any person or persons, employees should contact immediately their supervisor or building administrator.



J. Supplies:

Any school corporation supplies remain at the school locations and not given to employees and/or students.

K. Use of Facilities:

It is recognized that the school buildings of North Newton School Corporation are ultimately under the jurisdiction and control of the Superintendent and the Board of School Trustees. All requests for use of facilities must be approved by the Superintendent prior to use.

L. Use of School Property and Materials:

All school property, including buildings, equipment, vehicles, office supplies, and materials are intended for North Newton School Corporation business use only. These things include but are not limited to stationary, office supplies, postage and stamps, telephones, fax machines, copiers, typewriters, computers, tools, buses and other vehicles, and equipment. If the employee is uncertain whether a use is personal, the employee should contact the immediate supervisor.

## 5. INSURANCE BENEFITS

A. Dental Insurance:

The school corporation shall offer dental insurance for the eligible employees. Rates and eligibility requirements for the dental insurance are available as listed on the salary schedule per position.

B. Health Insurance:

The school corporation shall offer health insurance for the eligible employees. Rates and eligibility requirements for the health insurance are available as listed on the salary schedule per position.

C. Long Term Disability Insurance:

The school corporation shall offer long term disability insurance for the eligible employees. Rates and eligibility requirements for the long term disability insurance are available as listed on the salary schedule per position.

D. Term Life Insurance:

The school corporation shall offer life insurance for the eligible employees. Rates and eligibility requirements for the life insurance are available as listed on the salary schedule per position.

E. Vision Insurance:

The school corporation shall offer vision insurance for the eligible employees. Rates and eligibility requirements for the vision insurance are available as listed on the salary schedule per position.

## **6. RETIREMENT BENEFITS**

A. Public Employee's Retirement Fund:

Effective January 1, 1976, eight (8) hour per workday support staff employees, as specified in the salary schedule of allotted position will be included under the Indiana Public Employee's Retirement Fund as established by the Acts of the 1945 General Assembly.

## **7. COMPLAINTS**

A. Purpose:

The purpose of this procedure is to settle equitably, at the lowest possible administrative level, issues which may arise. Both parties agree that these proceedings shall be kept confidential as may be appropriate at each level of the procedure.

B. Procedure:

In the event that a support staff employee has a complaint, it shall be handled in the following manner:

Step One: The support staff employee shall first present the complaint to the building principal or supervisor during a confidential meeting. The building principal or supervisor shall verbally answer the complaint within two (2) working days after it is presented by the support staff employee.

Step Two: If the complaint is not satisfactorily resolved in Step One, it shall be reduced to writing and submitted to the building principal or supervisor. It is understood that the complaint shall be presented in writing to the building principal or supervisor by the aggrieved support staff employee. Within five (5) working days after receiving the written complaint, the building principal or supervisor shall communicate his/her answer in writing to the support staff employee.

Step Three: If the complaint is not satisfactorily resolved in Step Two, it may be appealed to the Superintendent by submitting the written complaint to the Superintendent's Office, which shall receipt therefore. Within ten (10) working days

after receipt of the appealed complaint, the Superintendent or his designated representative shall communicate his/her answer in writing to the support staff employee.

The following additional provisions shall relate to the complaint procedure:

- (a) No reprisal of any kind shall be taken by or against any participant in the complaint procedure by reason of such participation, nor shall any record or reference to the exercise of the procedure by a support staff employee be provided to any prospective employer of the support staff employee.
- (b) In the event that a representative of the administration shall fail to respond to a complaint in any of the steps of the complaint procedure within the specified time limit, the complaint shall be deemed advanced to the next step of said procedure.
- (c) The term working days shall be deemed to mean days on which school is in session. In the event that a complaint arises which cannot be processed in accordance with the time provisions prior to the termination of the regular school year, the term working days shall be deemed to mean the days Monday through Friday thereafter, except for legal holidays.

It is understood that in carrying out this procedure, the Superintendent, as his/her own request of the support staff employee, may have the complaint considered by the Board of School Trustees. It is further understood that a complaint that is brought directly to the attention of the Board of School Trustees, without having been processed through this procedure, will be tabled pending the carrying out of this procedure.

## **8. NONDISCRIMINATION POLICY**

North Newton School Corporation has adopted a policy stating that no person shall, on the grounds of race, national origin, sex, age, or handicap be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program, activity, event or job.

Any person who feels that they have been discriminated against should contact Karen Fatorous, North Newton Jr./Sr. High School, 1641 West 250 North, Morocco, Indiana 47963 or phone 219-285-2252.

TITLE IX COORDINATOR (sex)  
Sally Siela, Dir. Of Guidance  
North Newton Jr./Sr. High School  
1641 West 250 North  
Morocco, IN 47963  
219-285-2252

SECTION 504 COORDINATOR (handicapped)  
Rod Coffing, Principal  
North Newton Jr./Sr. High School  
1641 West 250 North  
Morocco, IN 47963  
219-285-2252

Any other information concerning policies may be obtained by contacting the corporation Superintendent:

Ryan Middleton, Superintendent of Schools  
North Newton School Corporation  
310 South Lincoln Street, PO Box 8  
Morocco, IN 47963  
219-285-2228

## **9. CHILD ABUSE/NEGLECT REPORTING PROTOCOL**

### **A. Employee Awareness:**

All school employees are a mandated reporter of child abuse/neglect reporting per IC 31-33-5. Indiana law states that any individual who has reason to believe that a child is a victim of abuse and/or neglect shall make a report to the Department of Child Services (DCS). Failure to report suspected abuse and/or neglect is a Class B misdemeanor. School employees have an additional obligation to also immediately notify the building principal and/or designee. Reporting the suspected allegations of child abuse and/or neglect to your supervisor, principal, school counselor, and/or designee does not fulfill your mandated requirement to report directly to the DCS. If there is a difference of opinion regarding whether or not a report should be made, you have "reason to believe" that a child is a victim, and you are acting in "good faith," you should make the report. You are not required to determine whether the abuse and/or neglect has actually occurred, always err on the side of caution by filing a report when in doubt.

Employees should:

1. Be familiar with Indiana child abuse reporting laws.
2. Follow school administrative notification policies, but not at the expense of violating your responsibility as a mandated reporter.
3. Report child abuse and/or neglect as soon as it is suspected.
4. Expect an investigation of your report and expect anonymity.

Employees should not:

1. Contact the child's family or other persons (relatives, friends, alleged perpetrator) for the purpose of determining the cause of injury.
2. Feel compelled to prove that a child has been abused and/or neglected. It is the responsibility of Child Protective Services and/or the Law Enforcement Agency to investigate and determine if the child has been abused and/or neglected.

B. Where to Report:

1. Building Principal, School Counselor and/or designee.
2. Child Abuse and Neglect Hotline: 800-800-5556  
This line is staffed 24 hours a day/7 days a week.

C. Information Needed to Report:

1. Identifying information: name, address, phone number, and date of birth of the child. Identity of suspected perpetrator, if known. Names of parents and/or caretakers, if known.
2. Description of the injuries/physical indicators. Be as specific as possible regarding location, size, and severity of physical injuries or conditions.
3. Verbal reports made by the child, behavior of the child or any other evidence of problems that have been observed.

**DISCLAIMER AND SUPPORT STAFF EMPLOYEE ACKNOWLEDGMENT**

The administration of North Newton School Corporation and the Board of School Trustees reserves the right at any time to change any of the items within said handbook. Employees should not rely on the terms or conditions within this handbook when they accept and/or for continued employment. The signature below does NOT create an employment contract. All support staff employees still remain as at-will employees of NNSC.

Support Staff Employee Printed Name: \_\_\_\_\_

Support Staff Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*PLEASE RETURN THIS TO THE NNSC ADMINISTRATION OFFICE  
WITHIN ONE (1) WEEK OF RECEIPT.**

## AIDES

Salary Schedule:

Effective: August 8, 2022

Substitute	\$10.00 per hour	Probation	\$11.50 per hour	Permanent	\$12.00 per hour
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Fringe Benefits:	<ol style="list-style-type: none"> <li>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</li> <li>2. Special Education Aides - assigned to work with students whose IEP's indicate the need for adult support will be receive an additional \$1.00 per hour for the duration of that assignment.</li> </ol>
After completion of probationary period of 30 working days for working less than 5.75 hours per day:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> </ol>
After completion of probationary period of 30 working days for Aides working at least 5.75 hours per day:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Personal Business Days - 1 day; unused days will be transferred to sick days balance.</li> <li>3. Sick Days - 5 days; which may accumulate to 20 days and will not be paid if unused</li> </ol>
Length of Work Year:	<p>Library Aides - 183 days starting first teacher day and ending one day after the last student day.</p> <p>Title 1 Aides and Special Education Aides - 181 days starting with the second teacher day and ending with the last student day.</p> <p>All Other Aides - days to be determined by the Superintendent.</p>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>Aides using a personal business day or sick leave day on a student early release day will be charged for a full day of leave used.</p> <p>For all other aides, their work day will end at the time of student dismissal unless authorized.</p> <p>Days assigned as make-up days will take precedence over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p> <p>No compensation will be paid for days or hours school is not in session.</p>

## ASSISTANT TO DIRECTOR OF GUIDANCE AND COUNSELING

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 125 Days.

<b>Probation</b>	<b>\$15.50 per hour</b>	<b>Permanent</b>	<b>\$125.00 per day</b>
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After completion of probationary period of 30 working days:	1. Section 125 Tax-exempt Benefit Programs
Notes:	Days assigned as make-up days will take precedence over days off. Employees will be expected to be on duty during make-up days. No compensation will be paid for days or hours school is not in session.



## BUILDING CUSTODIAL SUPERVISORS

Salary Schedule:  
Length of Work Year: 260 Days

Effective: August 8, 2022

	Elementary	Jr.-Sr.
<b>Probation</b>	<b>\$16.81 per hour</b>	<b>\$18.57 per hour</b>
<b>Permanent</b>	<b>\$17.86 per hour</b>	<b>\$19.64 per hour</b>

Fringe Benefits:	<p>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</p> <p>2. Alarm Calls - Building Custodial Supervisor will be paid a minimum of one hour for alarm calls of less than one hour in length with proper documentation.</p>
After completion of probationary period of 60 days:	<p>1. Section 125 Tax-exempt Benefit Programs.</p> <p>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</p> <p>3. Dental Insurance - Corp. pays 75% of premiums.</p> <p>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</p> <p>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</p> <p>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</p> <p>7. Enrollment in P.E.R.F.</p> <p>8. Personal Business Days - 3 days; unused days will be transferred to sick leave balance.</p> <p>9. Sick Leave Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</p> <p>10. Paid Holidays - Independence Day, Labor Day, Thanksgiving Day and day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.</p> <p>11. Vacation Days - 10 days after the first year of employment and credited on July 1. After the first year, one additional day for every year of employment up to five additional days and credited on July 1. Vacation Days may not accumulate and will not be paid if unused. Vacation days may not be taken over winter or spring breaks without written approval of the Superintendent or designee. Vacation days must be scheduled in advance with the building administrator.</p>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>

**BUILDING CUSTODIANS  
(Full-Time)**

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 260 Days.

<b>Substitute</b>	<b>\$10.50 per hour</b>	<b>Probation</b>	<b>\$15.50 per hour</b>	<b>Permanent</b>	<b>\$17.50 per hour</b>
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Fringe Benefits:	<ol style="list-style-type: none"> <li>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</li> <li>2. Alarm Calls – Custodian will be paid a minimum of one hour for alarm calls of less than one hour with proper documentation.</li> </ol>
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 3 days; unused days will be transferred to sick days balance.</li> <li>9. Sick Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li> <li>10. Paid Holidays - Independence Day, Labor Day, Thanksgiving Day and day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.</li> <li>11. Vacation Days - 10 days after the first year of employment and credited on July 1. After the first year, one additional day for every year of employment up to five additional days and credited on July 1. Vacation Days may not accumulate and will not be paid if unused. Vacation days may not be taken over winter or spring breaks without written approval of the Superintendent or the Superintendent's designee. Vacation days must be scheduled in advance with the building administrator.</li> </ol>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees. Days assigned as make-up days will take precedent over days off. Employees will be expected to be on duty during make-up days.</p>

**BUILDING CUSTODIANS  
(Part-Time)**

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 251 Days.

<b>Substitute</b>	<b>\$10.50 per hour</b>	<b>Probation</b>	<b>\$14.50 per hour</b>	<b>Permanent</b>	<b>\$17.00 per hour</b>
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Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 30 working days for Part Time Custodians working less than 5.75 hours per day:	1. Section 125 Tax-exempt Benefit Programs.
After completion of probationary period of 30 working days for Part Time Custodians working at least 5.75 hours per day:	1. Personal Business Days - 2 days; unused days will be transferred to sick days balance. 2. Sick Days - 5 days; which may accumulate to 20 days and will not be paid if unused
Notes:	For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees. No compensation will be paid for days or hours school is not in session.

## BUS DRIVERS

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 182 Days.

<b>Substitute</b>	<b>\$41.00 per day plus route mileage</b>
<b>Probation</b>	<b>\$49.00 per day plus route mileage</b>
<b>Permanent</b>	<b>\$51.00 per day plus route mileage</b>

Additional Stipend:	\$ .20 per mile for each route mile plus an additional \$.90 per day for use of electric heaters. Bus Drivers with single daily route mileage of 150 miles or more per day will be paid an additional \$.05 per mile. Bus drivers will be paid additional mileage at the rate of \$.20 per mile to return student(s) home in the event of a delay in the start of school after the commencement of the route with approval of Superintendent or designee. Bus drivers will be paid additional mileage to take student(s) back to school at the rate of \$.20 per mile with approval of Superintendent or designee.
Mid-Day or Double Route:	Bus drivers who drive either a mid-day or double route will be paid one half or one quarter the driver's daily rate plus mileage as compensation for the additional route as determined by the Superintendent or designee.
Extra curricular Trips:	\$13.00 per hour. Overnight trips are to be considered on an individual basis.
Route Training:	\$35.00 per day.
Drivers without Assigned Routes:	After hiring by the Board of Trustees, these bus drivers will have the same status and benefits as drivers with assigned routes.
Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Leave Days – 6 days; which may accumulate up to 20 days and will not be paid if unused. Leave days may not be used the last five days of school.</li> </ol>
Notes:	<p>For new employees, the leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p> <p>Use of three or more consecutive unpaid leave days for reasons other than doctor verified illness or bereavement will require the approval of the Superintendent or designee.</p> <p>No compensation will be paid of hours or days school is not in session.</p>

## BUS MECHANIC

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 260 Days from July 1 to June 30.

<b>Substitute</b>	<b>\$99.00 per day</b>	<b>Probation</b>	<b>\$17.45 per hour</b>	<b>Permanent</b>	<b>\$18.73 per hour</b>
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<b>Fringe Benefits:</b>	<ol style="list-style-type: none"> <li>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</li> </ol>
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 3 days; unused days will be transferred to sick leave balance.</li> <li>9. Sick Leave Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li> <li>10. Paid Holidays - Independence Day, Labor Day, Thanksgiving Day and day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.</li> <li>11. Vacation Days - 10 days after the first year of employment and credited on July 1. After the first year, one additional day for every year of employment up to five additional days and credited on July 1. Vacation Days may not accumulate and will not be paid if unused. Vacation days may not be taken over winter or spring breaks without written approval of the Superintendent or designee. Vacation days must be scheduled in advance with the Superintendent or designee.</li> </ol>
<b>Notes:</b>	For new employees, the leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.

## COOK AIDES

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: Cook Aides = 181 Days or as established by Superintendent.

<b>Substitute</b>	<b>\$9.50 per hour</b>	<b>Probation</b>	<b>\$11.50 per hour</b>	<b>Permanent</b>	<b>\$12.00 per hour</b>
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Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 30 working days:	1. Section 125 Tax-exempt Benefit Programs.
Notes:	Days assigned as make-up days will take precedence over days off. Employees will be expected to be on duty during make-up days. No compensation will be paid for days or hours school is not in session.

**COOKS  
(Full-Time)**

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: Head Cooks and Cooks, 184 Days or as established by Superintendent;

<b>Substitute</b>	<b>\$9.50 per hour</b>	<b>Probation</b>	<b>\$12.50 per hour</b>	<b>Permanent</b>	<b>\$13.00 per hour</b>
Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information. 2. Head Cooks – Head Cooks will receive an additional stipend of \$2.00 per hour.				
After completion of probationary period of 60 days for Cooks working at least 6 hours per day:	1. Section 125 Tax-exempt Benefit Programs. 2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392. 3. Dental Insurance - Corp. pays 75% of premiums. 4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums. 5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums. 6. Personal Business Days - 1 day; unused day will be transferred to sick day balance. 7. Sick Days - 5 days; which may accumulate to 20 days and will not be paid if unused.				
Notes:	For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees. Days assigned as make-up days will take precedence over days off. Employees will be expected to be on duty during make-up days. No compensation will be paid for days or hours school is not in session.				

**COOKS  
(Part-Time)**

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 181 Days or as established by Superintendent.

<b>Substitute</b>	<b>\$9.50 per hour</b>	<b>Probation</b>	<b>\$12.00 per hour</b>	<b>Permanent</b>	<b>\$12.50 per hour</b>
Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.				
After completion of probationary period of 30 working days:	1. Section 125 Tax-exempt Benefit Programs.				
Notes:	Days assigned as make-up days will take precedence over days off. Employees will be expected to be on duty during make-up days. No compensation will be paid for days or hours school is not in session.				



## Corporation Maintenance

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 260 Days from July 1 to June 30.

Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 3 days; unused days will be transferred to sick leave balance.</li> <li>9. Sick Leave Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li> <li>10. Paid Holidays - Independence Day, Labor Day, Thanksgiving Day and day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.</li> <li>11. Vacation Days - 10 days after the first year of employment and credited on July 1. After the first year, one additional day for every year of employment up to five additional days and credited on July 1. Vacation Days may not accumulate and will not be paid if unused. Vacation days may not be taken over winter or spring breaks without written approval of the Superintendent or designee. Vacation days must be scheduled in advance with the Superintendent or designee.</li> </ol>
Notes:	<p>For new employees, the leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>For current employees, salary will be prorated if employee leaves employment before end of work year.</p>

## DIRECTOR OF FOOD SERVICE

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 200 Days.

Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 60 days:	<ol style="list-style-type: none"><li>1. Section 125 Tax-exempt Benefit Programs.</li><li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li><li>3. Dental Insurance - Corp. pays 75% of premiums.</li><li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li><li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li><li>6. Personal Business Days - 2 days; unused days will be transferred to sick day balance.</li><li>7. Sick Days - 8 days; which may accumulate to 20 days and will not be paid if unused.</li></ol>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>For current employees, salary will be prorated if employee leaves employment before end of work year.</p> <p>Days assigned as make-up days will take precedence over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p> <p>No compensation will be paid for days or hours school is not in session.</p>

## DIRECTOR OF TRANSPORTATION

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 260 Days from July 1 to June 30.

Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 60 days:	<ol style="list-style-type: none"><li>1. Section 125 Tax-exempt Benefit Programs.</li><li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li><li>3. Dental Insurance - Corp. pays 75% of premiums.</li><li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li><li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li><li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li><li>7. Enrollment in P.E.R.F.</li><li>8. Personal Business Days - 3 days; unused days will be transferred to sick leave balance.</li><li>9. Sick Leave Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li><li>10. Paid Holidays - Independence Day, Labor Day, Thanksgiving Day and day after, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, and Memorial Day.</li><li>11. Vacation Days - 10 days after the first year of employment and credited on July 1. After the first year, one additional day for every year of employment up to five additional days and credited on July 1. Vacation Days may not accumulate and will not be paid if unused. Vacation days may not be taken over winter or spring breaks without written approval of the Superintendent or designee. Vacation days must be scheduled in advance with the Superintendent or designee.</li></ol>
Notes:	<p>For new employees, the leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>For current employees, salary will be prorated if employee leaves employment before end of work year.</p>

**HEALTH ASSISTANTS  
(Full-Time)**

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 182 days starting with the second teacher day and ending with the last teacher day.

<b>Level 1</b>	<b>Substitute</b>	<b>\$10.00 per hour</b>	<b>Probation</b>	<b>\$12.50 per hour</b>	<b>Permanent</b>	<b>\$12.80 per hour</b>
<b>Level 2</b>	<b>Substitute</b>	<b>\$10.00 per hour</b>	<b>Probation</b>	<b>\$13.40 per hour</b>	<b>Permanent</b>	<b>\$13.70 per hour</b>
<b>Level 3</b>	<b>Substitute</b>	<b>\$10.00 per hour</b>	<b>Probation</b>	<b>\$14.30 per hour</b>	<b>Permanent</b>	<b>\$14.60 per hour</b>
<b>Level 4</b>	<b>Substitute</b>	<b>\$10.00 per hour</b>	<b>Probation</b>	<b>\$16.00 per hour</b>	<b>Permanent</b>	<b>\$16.30 per hour</b>

<b>Fringe Benefits:</b>	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 60 days:	1. Section 125 Tax-exempt Benefit Programs. 2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392. 3. Dental Insurance - Corp. pays 75% of premiums. 4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums. 5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums. 6. Disability Insurance - Corp. pays all but \$1.00 of premiums. 7. Personal Business Days - 2 days; unused days will be transferred to sick day balance. 8. Sick Days - 8 days; which may accumulate to 20 days and will not be paid if unused.
<b>Notes:</b>	For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees. For current employees, salary will be prorated if employee leaves employment before end of work year. Days assigned as make-up days will take precedence over days off. Employees will be expected to be on duty during make-up days. No compensation will be paid for days or hours school is not in session.

**HEALTH ASSISTANTS  
(Part-Time)**

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 182 days starting and ending with the first and last teacher day.

<b>Level 1</b>	<b>Substitute</b>	<b>\$10.00 per hour</b>	<b>Probation</b>	<b>\$12.50 per hour</b>	<b>Permanent</b>	<b>\$12.80 per hour</b>
<b>Level 2</b>	<b>Substitute</b>	<b>\$10.00 per hour</b>	<b>Probation</b>	<b>\$13.40 per hour</b>	<b>Permanent</b>	<b>\$13.70 per hour</b>
<b>Level 3</b>	<b>Substitute</b>	<b>\$10.00 per hour</b>	<b>Probation</b>	<b>\$14.30 per hour</b>	<b>Permanent</b>	<b>\$14.60 per hour</b>
<b>Level 4</b>	<b>Substitute</b>	<b>\$10.00 per hour</b>	<b>Probation</b>	<b>\$16.00 per hour</b>	<b>Permanent</b>	<b>\$15.30 per hour</b>

Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 30 working days for Health Assistants working less than 5.75 hours per day:	1. Section 125 Tax-exempt Benefit Programs.
After completion of probationary period of 30 working days if over 5.75 hours per day:	1. Personal Business Days – 1 day; unused day will be transferred to sick days 2. Sick Days – 5 days; which may accumulate to 20 days and will not be paid if unused.
Notes:	Days assigned as make up days will take precedence over days off. Employees will be expected to be on duty during a make up days. No compensation will be paid for days or hours school is not in session.

## HEALTH COORDINATOR

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 190 days beginning and ending dates to be determined by the Superintendent.

Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 3 days; unused days will be transferred to sick days balance.</li> <li>9. Sick Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li> <li>10. Unpaid Days Off – Labor Day, Fall Break (if scheduled), Thanksgiving and the day after, Winter Break, Spring Break, and Memorial Day.</li> </ol>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees. For current employees, salary will be prorated if employee leaves employment before end of work year.</p> <p>Employees contracted for less than 12 months will be required to make up canceled days with no additional compensation.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>

## REGISTRAR

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 240 Days.

Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 60 days:	<ol style="list-style-type: none"><li>1. Section 125 Tax-exempt Benefit Programs.</li><li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li><li>3. Dental Insurance - Corp. pays 75% of premiums.</li><li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li><li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li><li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li><li>7. Enrollment in P.E.R.F.</li><li>8. Personal Business Days - 3 days; unused days will be transferred to sick days balance.</li><li>9. Sick Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li><li>10. Unpaid Days Off – Independence Day, Labor Day, Fall Break Days (if built into calendar), Thanksgiving and day after, Winter Vacation, Spring Vacation, and Memorial Day.</li><li>11. Vacation Days - 10 days after the first year of employment and credited on July 1. Vacation Days may not accumulate and will not be paid if unused.</li></ol>
Notes:	<p>For new employees, salary, personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>For current employees, salary will be prorated if employee leaves employment before end of work year.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>

**SCHOOL SECRETARIES AND/OR TREASURERS**  
**(Full Year)**

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 240 Days.

<b>Substitute</b>	<b>\$11.00 per hour</b>	<b>Probation</b>	<b>\$17.00 per hour</b>	<b>Permanent</b>	<b>\$18.00 per hour</b>
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Fringe Benefits:	<ol style="list-style-type: none"> <li>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</li> <li>2. Treasurer receives additional \$.55 per hour.</li> </ol>
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 3 days; unused days will be transferred to sick days balance.</li> <li>9. Sick Days - 9 days accumulating to 90 days. Sick days will not be paid if unused.</li> <li>10. Unpaid Days Off – Independence Day, Labor Day, Fall Break Days (if built into calendar), Thanksgiving and day after, Winter Vacation, Spring Vacation, and Memorial Day.</li> <li>11. Vacation Days - 10 days per year for 12 month employees after the first year of employment and credited on July 1. Vacation Days may not accumulate and will not be paid if unused.</li> </ol>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees. Employees will be required to make up canceled days with no additional compensation.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>



**SCHOOL SECRETARIES AND/OR TREASURERS**  
**(School Year)**

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 200 Days Except For Secretaries In Single Secretary Building Who Will Work 205 Days

<b>Substitute</b>	<b>\$11.00 per hour</b>	<b>Probation</b>	<b>\$15.50 per hour</b>	<b>Permanent</b>	<b>\$17.50 per hour</b>
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Fringe Benefits:	<ol style="list-style-type: none"> <li>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</li> <li>2. Secretary/Treasurer working a single secretary building receives additional \$.25 per hour and elementary treasurers receives additional \$.30 per hour.</li> </ol>
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472 Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 3 days; unused days will be transferred to sick days balance.</li> <li>9. Sick Days - 8 days accumulating to 60 days. Sick days will not be paid if unused.</li> <li>10. Unpaid Days Off – Independence Day, Labor Day, Fall Break Days (if built into calendar), Thanksgiving and day after, Winter Vacation, Spring Vacation, and Memorial Day.</li> </ol>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees. Employees contracted for less than 12 months will be required to make up canceled days with no additional compensation.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>

# SECRETARY TO THE SUPERINTENDENT

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 260 Days.

Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 3 days; unused days will be transferred to sick days balance.</li> <li>9. Sick Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li> <li>10. Paid Holidays – Independence Day, Labor Day, Fall Break Days (if built into calendar), Thanksgiving and day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day.</li> <li>11. Vacation Days - 10 days after the first year of employment and credited on July 1. After the first year, one additional day for every year of employment up to five additional days and credited on July 1. Vacation Days may not accumulate and will not be paid if unused. Vacation days must be scheduled in advance with the Superintendent or designee.</li> </ol>
Notes:	<p>For new employees, salary, personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>For current employees, salary will be prorated if employee leaves employment before end of work year.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>

## SPEECH AND HEARING PATHOLOGISTS

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 187 days beginning and ending dates to be determined by the Superintendent.

Fringe Benefits:	<ol style="list-style-type: none"> <li>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in T.E.R.F.</li> <li>8. Employees are eligible for buyout contributions to both Voluntary Employees' Beneficiary Association (VEBA) and 401(a) Plan as outlined in the Master Agreement.</li> <li>9. Personal Business Days - 4 days; unused days will be transferred to sick days balance.</li> <li>10. Sick Days - 9 days; which may accumulate to 180 days and will not be paid if unused. Three days may be transferred from balance with prior school corporation(s) as allowed by Indiana State Statute. Employees are eligible for sick banks as outlined in the Master Agreement.</li> <li>11. Unpaid Days Off – Labor Day, Fall Break (if scheduled), Thanksgiving Break, Winter Break, President's Day Break (if scheduled) Spring Break, and Memorial Day.</li> </ol>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after approval by the Board of Trustees.</p> <p>For current employees, salary will be prorated if employee leaves employment before end of work year.</p> <p>Employees contracted for less than 12 months will be required to make up canceled days with no additional compensation.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>

## TECHNOLOGY/INSTRUCTOR AIDES

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 181 days.

<b>Probation</b>	<b>\$11.50 per hour</b>	<b>Permanent</b>	<b>\$12.00 per hour</b>
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Fringe Benefits:	1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.
After completion of probationary period of 30 working days for working less than 5.75 hours per day:	1. Section 125 Tax-exempt Benefit Programs.
After completion of probationary period of 30 working days for Aides working at least 5.75 hours per day:	1. Section 125 Tax-exempt Benefit Programs. 2. Personal Business Days - 1 day; unused days will be transferred to sick days balance. 3. Sick Days - 5 days; which may accumulate to 20 days and will not be paid if unused
Notes:	For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees. Technology aides using a personal business day or sick leave day on a student early release day will be charged for a full day of leave used. Work day will end at the time of student dismissal unless authorized. Days assigned as make-up days will take precedence over days off. Employees will be expected to be on duty during make-up days. No compensation will be paid for days or hours school is not in session.

## THERAPEUTIC SPECIALIST

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 193 days beginning and ending dates to be determined by the Superintendent.

Fringe Benefits:	<ol style="list-style-type: none"> <li>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</li> </ol>
	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 of premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 4 days; unused days will be transferred to sick days balance.</li> <li>9. Sick Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li> <li>10. Unpaid Days Off – Labor Day, Fall Break (if scheduled), Thanksgiving Break, Winter Break, President's Day Break (if scheduled) Spring Break, and Memorial Day.</li> </ol>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after approval by the Board of Trustees.</p> <p>For current employees, salary will be prorated if employee leaves employment before end of work year.</p> <p>Employees contracted for less than 12 months will be required to make up canceled days with no additional compensation.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>

# TRANSPORTATION SECRETARY/DEPUTY TREASURER

Salary Schedule:

Effective: August 8, 2022

Length of Work Year: 260 Days.

Fringe Benefits:	<ol style="list-style-type: none"> <li>1. Family Bereavement Leave - Specific details may be found in North Newton Support Staff Handbook and Salary Information.</li> <li>2. Transportation Secretary/Deputy Treasurer will receive an additional stipend of \$5.00 per hour when assuming the duties of the corporation treasurer in the absence of the corporation treasurer.</li> </ol>
After completion of probationary period of 60 days:	<ol style="list-style-type: none"> <li>1. Section 125 Tax-exempt Benefit Programs.</li> <li>2. Health Insurance Option 1, single coverage - Corp. pays \$7,464. Health Insurance Option 2, single coverage - Corp. pays \$6,564. Health Insurance Option 3, single coverage - Corp. pays \$5,820. Health Insurance Option 1, family coverage - Corp. pays \$17,472. Health Insurance Option 2, family coverage - Corp. pays \$15,240. Health Insurance Option 3, family coverage - Corp. pays \$13,392.</li> <li>3. Dental Insurance - Corp. pays 75% of premiums.</li> <li>4. Group Vision Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>5. \$50,000 Life Insurance with \$100,000 accidental death - Corp. pays all but \$1.00 premiums.</li> <li>6. Disability Insurance - Corp. pays all but \$1.00 of premiums.</li> <li>7. Enrollment in P.E.R.F.</li> <li>8. Personal Business Days - 3 days; unused days will be transferred to sick day balance.</li> <li>9. Sick Days - 9 days; which may accumulate to 90 days and will not be paid if unused.</li> <li>10. Paid Holidays – Independence Day, Labor Day, Fall Break Days (if built into calendar), Thanksgiving and day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Memorial Day.</li> <li>11. Vacation Days - 10 days after the first year of employment and credited on July 1. After the first year, one additional day for every year of employment up to five additional days and credited on July 1. Vacation Days may not accumulate and will not be paid if unused. Vacation days must be scheduled in advance with the Superintendent or designee.</li> </ol>
Notes:	<p>For new employees, the personal business days and sick leave days will be prorated based on the number of actual days to be worked after successful completion of the probationary period and approval by the Board of Trustees.</p> <p>For current employees, salary will be prorated if employee leaves employment before end of work year.</p> <p>Days assigned as make-up days will take precedent over days off.</p> <p>Employees will be expected to be on duty during make-up days.</p>