

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION



CLASSIFIED EMPLOYEE SALARY AND FRINGE BENEFIT SCHEDULES

2013-2014

RICHLAND-BEAN BLOSSOM
 COMMUNITY SCHOOL CORPORATION
 600 South Edgewood Drive, Ellettsville, IN 47429

**Clerical Staff Pay Scale
 2013-2014 School Year**

School Secretaries

Pay increase starts
 after board
 approval on
 1/21/2014

	2012-2013	2013-2014
Year 0	\$12.35	\$12.41
Years 1-2	\$12.67	\$12.73
Years 3-4	\$13.33	\$13.40
Years 5-9	\$14.18	\$14.25
Years 10-14	\$14.84	\$14.91
Years 15-19	\$15.49	\$15.57
Years 20-24	\$16.14	\$16.22
Years 25+	\$16.67	\$16.75

Extra Curricular Treasurers

Year 0	\$12.67	\$12.73
Years 1-2	\$12.89	\$12.95
Years 3-4	\$13.59	\$13.66
Years 5-9	\$14.51	\$14.58
Years 10-14	\$15.05	\$15.12
Years 15-19	\$15.81	\$15.89
Years 20-24	\$16.46	\$16.54
Years 25+	\$17.43	\$17.52

**Assistant Secretaries (includes guidance secretaries, attendance clerks,
 substitute scheduler, athletic secretary, library assistants)**

Year 0	\$10.07	\$10.12
Years 1-2	\$10.40	\$10.45
Years 3-4	\$11.05	\$11.11
Years 5-9	\$11.69	\$11.75
Years 10-14	\$12.35	\$12.41
Years 15-19	\$13.00	\$13.07
Years 20-24	\$13.70	\$13.77
Years 25+	\$14.84	\$14.91

Pay/compensatory time for approved overtime will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent. Compensatory time is figured on a forty (40) work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only if the work week contains any holidays, sick, personal, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Paid Leave - All clerical personnel shall be entitled to one (1) day per month employed, plus two **additional** days. These days are for illness of the employee, family members, or for personal business. If the annual allocation is not used, it will be added to accumulated leave not to exceed one hundred eighty (180) days. Days may be used in one-half (1/2) day increments. If more than five (5) consecutive school days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. Approvals are not automatic and the needs of the corporation will be considered of primary importance.

Death and Emergency Leave – Emergency leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days. Immediate family shall be defined as spouse, child, stepchild, ward, parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death. Two (2) days shall be granted for death leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Vacation - Two (2) weeks vacation with pay for all clerical personnel who work on a twelve (12) month basis is effective the summer following completion of one year of work. All twelve (12) month clerical personnel who have completed ten (10) years of service by July 1 are entitled to three- (3) week's vacation with pay. All twelve (12) month clerical personnel who have completed twenty five (25) years of service by July 1 are entitled to four- (4) week's vacation with pay. Vacation days used during the school year require the prior approval of the Superintendent. Vacation days may accumulate. Personnel working on less than a twelve- (12) month basis, or who work part-time only, are not subject to vacation pay. All vacation schedules are to have the prior approval of Superintendent.

Holidays – The following days are paid holidays: Memorial Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas and New Year's Day.

Group Insurance – The Board will provide group health and dental insurance through the South Central Indiana School Trust according to the terms of the Plan Document, which requires 30 hours of work weekly. The Board shall pay 80% of the premium for these coverages. The Board will provide a term life insurance policy with a benefit valued at \$50,000 (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium. The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Retirement – See Appendix A for Language on page 15-17 of this booklet.

Family and Medical Leave Act of 1993-The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave-Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Substitute clerical staff shall be paid at the rate of \$9.08 per hour in 2014.

RICHLAND-BEAN BLOSSOM
COMMUNITY SCHOOL CORPORATION
600 South Edgewood Drive, Ellettsville, IN 47429

**Custodial Staff Pay Scale
2013 - 2014 School Year**

		Pay increase starts after board approval on 1/21/2014		Pay increase starts after board approval on 1/21/2014
	2010-11	2013-14	2012-13*	2013-14
Year 0	\$10.30		\$10.30	\$10.35
Years 1-2	\$10.61		\$10.61	\$10.66
Years 3-4	\$11.27		\$11.27	\$11.33
Years 5-9	\$15.16	15.23	\$11.84	\$11.90
Years 10-14	\$15.81	15.89	\$12.44	\$12.50
Years 15-19	\$16.46	16.54	\$13.07	\$13.14
Years 20-24	\$16.78	16.84	\$13.73	\$13.80
Years 25+	\$17.22	17.31	\$14.42	\$14.49

***Hired after 7/1/10**

Pay/compensatory time for approved overtime will be 1 1/2 times regular hourly rate/time. No overtime is paid for regular school functions such as PTA meetings and faculty functions. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent. Compensatory time is figured on a forty (40) work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only if the work week contains any holidays, sick, personal, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Paid Leave - All full time custodian personnel on twelve (12) month pay shall be entitled to fifteen (15) days. These days are for illness of the employee, family members, or for personal business. If the annual allocation is not used, it will be added to accumulated leave not to exceed one hundred eighty (180) days. Days may be used in one-half (1/2) day increments. If more than five (5) consecutive school days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. Approvals are not automatic and the needs of the corporation will be considered of primary importance.

Death and Emergency Leave –Emergency leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days. Immediate family shall be defined as spouse, child, stepchild, ward, parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for death leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Vacation - Two (2) weeks vacation with pay for all custodial personnel who work on a twelve (12) month basis is effective the summer following completion of one year of work. All twelve (12) month custodial personnel who have completed ten (10) years of service by July 1 are entitled to three- (3) week’s vacation with pay. All twelve (12) month custodial personnel who have completed twenty-five (25) years of service by July 1 are entitled to four- (4) week’s vacation with pay.

*CUSTODIAL PAY SCALE
2013-2014 School Year*

Vacation days used during the school year require the prior approval of the Superintendent. Vacation days may accumulate. Personnel working on less than a twelve- (12) month basis, or who work part-time only, are not subject to vacation pay. All vacation schedules are to have the prior approval of Superintendent.

Holidays – The following days are paid holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas, a day before or after Christmas at the direction of the Superintendent, New Year's Day and a day before or after New Year's Day at the direction of the Superintendent.

Group Insurance – The Board will provide group health and dental insurance through the South Central Indiana School Trust according to the terms of the Plan Document, which requires 30 hours of work weekly. The Board shall pay 80% of the premium for these coverages. The Board will provide a term life insurance policy with a benefit valued at \$50,000 (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium. The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Retirement – See Appendix A for Language on page 15-17 of this booklet.

Family and Medical Leave Act of 1993-The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave-Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Substitute Custodians shall be paid at the rate of \$9.63 per hour in 2014.

RICHLAND-BEAN BLOSSOM
 COMMUNITY SCHOOL CORPORATION
 600 South Edgewood Drive, Ellettsville, IN 47429

**Nutrition Service Staff Pay Scale
 2013 - 2014 School Year**

Pay increase starts after
 board approval on
 1/21/2014

Supervisor/Head Cook

	2012-13	2013-14
Year 0	\$8.99	\$9.03
Years 1-2	\$9.32	\$9.37
Years 3-4	\$9.97	\$10.01
Years 5-9	\$10.61	\$10.66
Years 10-14	\$11.27	\$11.33
Years 15-19	\$11.91	\$11.96
Years 20-24	\$12.67	\$12.73
Years 25+	\$13.59	\$13.66

**Cooks/Asst. Cashiers and
 Food Service Assistants**

Year 0	\$8.19	\$8.23
Years 1-2	\$8.66	\$8.70
Years 3-4	\$9.32	\$9.37
Years 5-9	\$9.97	\$10.01
Years 10-14	\$10.61	\$10.66
Years 15-19	\$11.27	\$11.33
Years 20-24	\$11.91	\$11.96
Years 25+	\$12.89	\$12.95

Head Cashiers

Year 0	\$8.66	\$8.70
Years 1-2	\$8.99	\$9.03
Years 3-4	\$9.64	\$9.69
Years 5-9	\$10.30	\$10.35
Years 10-14	\$10.94	\$10.99
Years 15-19	\$11.59	\$11.66
Years 20-24	\$12.23	\$12.29
Years 25+	\$13.10	\$13.17

*NUTRITION SERVICE PAY SCALE
2013-2014 School Year*

Pay/compensatory time for approved overtime will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent. Compensatory time is figured on a forty (40) work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only if the work week contains any holidays, sick, personal, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Paid Leave - All nutrition service personnel shall be entitled to one (1) day per month employed, plus two **additional** days. These days are for illness of the employee, family members, or for personal business. If the annual allocation is not used, it will be added to accumulated leave not to exceed hundred eighty (180) days. Days may be used in one-half (1/2) day increments. If more than five (5) consecutive school days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. Approvals are not automatic and the needs of the corporation will be considered of primary importance.

Death and Emergency Leave –Emergency leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days. Immediate family shall be defined as spouse, child, stepchild, ward, parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for death leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Holidays – The following days are paid holidays: Memorial Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas and New Year’s Day.

Group Insurance – The Board will provide group health and dental insurance through the South Central Indiana School Trust for food service personnel working at least six (6) hours per day during the School Year. The Board shall pay 80% of the premium for these coverages. The Board will provide a term life insurance policy with a benefit valued at \$50,000 (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium. The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Retirement - See Appendix A for Language on page 15-17 of this booklet.

Family and Medical Leave Act of 1993-The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave-Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee’s sick leave. A physician’s statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker’s Compensation pay.

Substitute nutrition service personnel shall be paid at the rate of \$8.23 per hour in 2014.

RICHLAND-BEAN BLOSSOM
COMMUNITY SCHOOL CORPORATION
600 South Edgewood Drive, Ellettsville, IN 47429

Instructional Assistant Pay Scale

2013 – 2014 School Year

(Prime Time, Corporation, Latch Key, ISS, Special Education, Health Assistant)

Pay increase starts after
board approval on
1/21/2014

	2012-13	2013-14
Year 0	\$8.29	\$8.33
Years 1-2	\$8.78	\$8.82
Years 3-4	\$9.42	\$9.47
Years 5-9	\$10.07	\$10.12
Years 10-14	\$10.73	\$10.78
Years 15-19	\$11.48	\$11.54
Years 20-24	\$12.11	\$12.17
Years 25+	\$13.10	\$13.17

Latch Key Director

Salary \$12,607.00

Salary \$12,670.00

Title I - Highly Qualified Instructional Assistants

\$11.81

\$11.87

(Pre-School Instructional Assistant Leader-Special Education Program)

Year 0	\$11.15	\$11.20
Years 1-2	\$11.59	\$11.65
Years 3-4	\$12.46	\$12.52
Years 5-9	\$13.33	\$13.40
Years 10-14	\$14.41	\$14.48
Years 15-19	\$15.26	\$15.34
Years 20-24	\$16.14	\$16.22
Years 25+	\$17.43	\$17.52

(Deaf Education Interpreter-Special Education Program)

Year 0	\$16.67	\$16.75
Years 1-2	\$17.32	\$17.41
Years 3-4	\$18.63	\$18.69
Years 5-9	\$20.24	\$20.34
Years 10-14	\$21.55	\$21.66
Years 15-19	\$22.84	\$22.95
Years 20-24	\$24.14	\$24.26
Years 25+	\$26.31	\$26.44

Pay/compensatory time for approved overtime will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent. Compensatory time is figured on a forty (40) work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only if the work week contains any holidays, sick, personal, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Paid Leave - All instructional personnel be entitled to one (1) day per month employed, plus two **additional** days. These days are for illness of the employee, family members, or for personal business. If the annual allocation is not used, it will be added to accumulated leave not to exceed one hundred eighty (180) days. Days may be used in one-half (1/2) day increments. If more than five (5) consecutive school days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. Approvals are not automatic and the needs of the corporation will be considered of primary importance.

Death and Emergency Leave –Emergency leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days. Immediate family shall be defined as spouse, child, stepchild, ward, parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for death leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Holidays – The following days are paid holidays: Memorial Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas and New Year’s Day.

Group Insurance – The Board will provide a term life insurance policy with a benefit valued at \$50,000 (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium. The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Family and Medical Leave Act of 1993-The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave-Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee’s sick leave. A physician’s statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker’s Compensation pay.

Substitute instructional assistants shall be paid at the rate of \$7.69 per hour in 2014.

Substitute instructional assistant leaders shall be paid at the rate of \$10.34 per hour in 2014.

Substitute deaf education interpreters shall be paid at the rate of \$15.47 per hour in 2014.

RICHLAND-BEAN BLOSSOM
 COMMUNITY SCHOOL CORPORATION
 600 South Edgewood Drive, Ellettsville, IN 47429

**Maintenance Pay Scale
 2013-14 School Year**

Pay increase
 starts after
 board approval
 on 1/21/2014

Maintenance Workers

	2012-13	2013-14
Year 0	\$15.16	\$15.24
Years 1-2	\$15.49	\$15.57
Years 3-4	\$16.14	\$16.22
Years 5-9	\$16.78	\$16.86
Years 10-14	\$17.43	\$17.52
Years 15-19	\$18.08	\$18.17
Years 20-24	\$18.73	\$18.82
Years 25+	\$19.81	\$19.91

Pool Maintenance

Year 0	\$14.30	\$14.37
Years 1-2	\$14.62	\$14.69
Years 3-4	\$14.94	\$15.01
Years 5-9	\$15.49	\$15.57
Years 10-14	\$16.24	\$16.32
Years 15-19	\$16.78	\$16.86
Years 20-24	\$17.43	\$17.52
Years 25+	\$18.41	\$18.50

Maintenance Director - Range (\$17.00-\$23.62)

\$23.50	\$23.62
---------	---------

Pay/compensatory time for approved overtime will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent. Compensatory time is figured on a forty (40) work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only if the work week contains any holidays, sick, personal, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Paid Leave - All maintenance personnel shall be entitled to fifteen (15) days. These days are for illness of the employee, family members, or for personal accumulated leave not to exceed one hundred eighty (180) days. Days may be used in one-half (1/2) day increments. If more than five (5) consecutive school days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. Approvals are not automatic and the needs of the corporation will be considered of primary importance.

Death and Emergency Leave –Emergency leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days. Immediate family shall be defined as spouse, child, stepchild, ward, parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for death leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Vacation - Two (2) weeks vacation with pay for all maintenance personnel who work on a twelve (12) month basis is effective the summer following completion of one year of work. All twelve (12) month maintenance personnel who have completed ten (10) years of service by July 1 are entitled to three- (3) week's vacation with pay. All twelve (12) month maintenance personnel who have completed twenty-five (25) years of service by July 1 are entitled to four- (4) week's vacation with pay. Vacation days used during the school year require the prior approval of the Superintendent. Vacation days may accumulate. Personnel working on less than a twelve- (12) month basis, or who work part-time only, are not subject to vacation pay. All vacation schedules are to have the prior approval of Superintendent.

Holidays – The following days are paid holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas, a day before or after Christmas at the direction of the Superintendent, New Year's Day and a day before or after New Year's Day at the direction of the Superintendent.

Group Insurance – The Board will provide group health and dental insurance through the South Central Indiana School Trust according to the terms of the Plan Document, which requires 30 hours of work weekly. The Board shall pay 80% of the premium for these coverages. The Board will provide a term life insurance policy with a benefit valued at \$50,000 (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium. The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Retirement – See Appendix A for Language on page 15-17 of this booklet.

Family and Medical Leave Act of 1993-The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave-Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Substitute maintenance personnel shall be paid at the rate of \$10.98 per hour in 2014.

RICHLAND-BEAN BLOSSOM
 COMMUNITY SCHOOL CORPORATION
 600 South Edgewood Drive, Ellettsville, IN 47429
Special Education Job Coach Pay Scale
2013-2014 School Year

Pay increase starts after
 board approval on
 1/21/2014

	2012-13	2013-14
Year 0	\$9.09	\$9.14
Years 1-2	\$9.42	\$9.47
Years 3-4	\$10.07	\$10.12
Years 5-9	\$10.73	\$10.78
Years 10-14	\$11.38	\$11.44
Years 15-19	\$12.02	\$12.08
Years 20-24	\$12.67	\$12.73
Years 25+	\$13.70	\$13.77

Pay/compensatory time for approved overtime will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent. Compensatory time is figured on a forty (40) work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only if the work week contains any holidays, sick, personal, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Paid Leave - All job coaches shall be entitled to one (1) day per month employed, plus two **additional** days. These days are for illness of the employee, family members, or for personal business. If the annual allocation is not used, it will be added to accumulated leave not to exceed one hundred eighty (180) days. Days may be used in one-half (1/2) day increments. If more than five (5) consecutive school days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. Approvals are not automatic and the needs of the corporation will be considered of primary importance.

Death and Emergency Leave –Emergency leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days. Immediate family shall be defined as spouse, child, stepchild, ward, parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for death leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Holidays – The following days are paid holidays: Memorial Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas and New Year’s Day.

Group Insurance - The Board will provide a term life insurance policy with a benefit valued at \$50,000 (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium. The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Family and Medical Leave Act of 1993-The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave-Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee’s sick leave. A physician’s statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker’s Compensation pay.

Substitute job coaches shall be paid at the rate of \$8.39 per hour in 2014.

RICHLAND-BEAN BLOSSOM
 COMMUNITY SCHOOL CORPORATION
 600 South Edgewood Drive, Ellettsville, IN 47429

**Transportation Pay Scale
 2013-2014 School Year**

Pay increase starts after
 board approval on
 1/21/2014

Bus Monitors

	2012-13	2013-14
Year 0	\$8.29	\$8.33
Years 1-2	\$8.78	\$8.82
Years 3-4	\$9.42	\$9.47
Years 5-9	\$10.07	\$10.12
Years 10-14	\$10.73	\$10.78
Years 15-19	\$11.38	\$11.54
Years 20-24	\$12.02	\$12.17
Years 25+	\$13.10	\$13.17

Drivers/Assistant Director/Secretary

Year 0	\$12.35	\$12.41
Years 1-2	\$12.78	\$12.84
Years 3-4	\$13.48	\$13.55
Years 5-9	\$14.30	\$14.37
Years 10-14	\$14.94	\$15.01
Years 15-19	\$15.59	\$15.67
Years 20-24	\$16.24	\$16.32
Years 25+	\$17.22	\$17.31

Pay/compensatory time for approved overtime will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent. Compensatory time is figured on a forty (40) work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only if the work week contains any holidays, sick, personal, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Paid Leave - All transportation personnel shall be entitled to one (1) day per month employed, plus two **additional** days. These days are for illness of the employee, family members, or for personal business. If the annual allocation is not used, it will be added to accumulated leave not to exceed one hundred eighty (180) days. Days may be used in one-half (1/2) day increments. If more than five (5) consecutive school days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. Approvals are not automatic and the needs of the corporation will be considered of primary importance.

Death and Emergency Leave –Emergency leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days. Immediate family shall be defined as spouse, child, stepchild, ward, parents, parents-in-law, siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for death leave for grandparents, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Vacation - Two (2) weeks vacation with pay for all transportation personnel who work on a twelve (12) month basis is effective the summer following completion of one year of work. All twelve (12) month transportation personnel who have completed ten (10) years of service by July 1 are entitled to three- (3) week's vacation with pay. All twelve (12) month transportation personnel who have completed twenty-five (25) years of service by July 1 are entitled to four- (4) week's vacation with pay. Vacation days used during the school year require the prior approval of the Superintendent. Vacation days may accumulate. Personnel working on less than a twelve- (12) month basis, or who work part-time only, are not subject to vacation pay. All vacation schedules are to have the prior approval of Superintendent.

Holidays – The following days are paid holidays: Memorial Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas and New Year's Day. For twelve (12) month employees, the following days are paid holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day following Thanksgiving, Christmas, a day before or after Christmas at the direction of the Superintendent, New Year's Day and a day before or after New Year's Day at the direction of the Superintendent.

Group Insurance – The Board will provide group health and dental insurance through the South Central Indiana School Trust to the Assistant Director and Secretary according to the terms of the Plan Document, which requires 30 hours of work weekly. The Board shall pay 80% of the premium for these coverages. The Board will provide a term life insurance policy with a benefit valued at \$50,000 (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium. The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar (\$1.00) of the annual premium.

Retirement – See Appendix A for Language on page 15-17 of this booklet.

Family and Medical Leave Act of 1993-The Board shall comply with Federal Law and Board Policy #4430.01.

Personal Injury Leave-Up to the first five (5) days of absence due to injury incurred in the performance of contracted employment shall not be charged to the employee's sick leave. A physician's statement must verify the necessary length of absence. Employees who are absent longer than five (5) days for an injury will need to use accumulated sick leave days and while using these days will be paid the difference of their daily rate less Worker's Compensation pay.

Substitute bus drivers and van drivers shall be paid at the rate of \$11.52 per hour in 2014.

Extracurricular bus drivers shall be paid at the rate of \$11.52 per hour in 2014.

Substitute monitors shall be paid at the rate of \$7.69 per hour in 2014.

APPENDIX A

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION PERF COVERED CLASSIFIED EMPLOYEES AND INSTRUCTIONAL ASSISTANTS/COOKS EMPLOYED PRIOR TO JULY 1, 1998 RETIREMENT LANGUAGE

November 1, 2004

Effective Date: As of November 1, 2004, all PERF Covered Classified Employees and Instructional Assistants/Cooks employed prior to July 1, 1998, of the Richland-Bean Blossom Community School Corporation shall have the following Retirement Benefits. Any PERF Covered Classified Employees already retired will only be entitled to receive the benefits in place at the time when the PERF Covered Classified Employee retired.

A. Retirement Pay Benefits, Vesting Requirements

Upon retirement from the Richland-Bean Blossom Community School Corporation, a PERF covered classified employee shall be fully vested in the Retirement Pay and 401(a) Plans described in this Article if the classified employee has satisfied the following requirements:

1. The PERF covered classified employee must have been employed by the Richland-Bean Blossom Community School Corporation for the last fifteen (15) consecutive years prior to retirement;
2. The classified employee must be at least fifty-five (55) years of age;
3. The classified employee must be employed by the Richland-Bean Blossom Community School Corporation at the time of the request;
4. The classified employee must submit a letter of intent to retire one year prior to the retirement date.

B. Actuarial Determination of Value of Current Retirement Benefits

McCready & Keene, Inc. ("MK") has been selected to determine the present value of the unfunded Retirement Pay. In making this present value determination, MK shall use the following assumptions:

1. **Interest Rate.** The assumed interest rate for purposes of determining the present value of the Retirement and Early Retirement benefits contained in the Prior Agreement is ***four and one-half percent (4.5%) for the 2004-05, 2005-06, and 2006-07 school years and seven and one quarter percent (7.25%) per year thereafter. The interest rate reverts to four and one-half percent (4.5%) at the time of retirement.***
2. **Retirement Age.** It is assumed that an employee terminates employment at the end of the school year in which ***the employee attains age fifty-nine (59).***
3. **Retirement Pay.** The anticipated amount of the Retirement Pay benefits assumes that a PERF covered classified employee receives fifty dollars (\$50.00) for each full year of service to the Richland-Bean Blossom Community School Corporation. This calculation further assumes that each PERF covered classified employee ***is compensated at the rate of thirty-five dollars (\$35.00) per day based on his/her accumulated sick leave in excess of one hundred (100) days up to a maximum of one hundred eighty (180) days.***
4. **Turnover.** The T-3 turnover table was used by the actuary to calculate the present value of the retirement pay.
5. **FICA.** The present value of the future Retirement benefits will be reduced by the Social Security and Medicare taxes (FICA) that would have been payable if the Retirement Pay benefits had been paid directly to the employee.
6. **Exclusion of Employees.** PERF covered classified employees hired after **May 30, 2004** shall not be entitled to any payment for the eliminated Retirement benefits contained herein. In other words, no contribution shall be made for individuals hired or rehired on or after **May 30, 2004.**

7. **Rehired Employees.** Amounts forfeited upon termination of employment because of the failure to meet the applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently rehired or re-employed by the School Corporation after **May 30, 2004**. If the Board approved a leave of absence of not more than one (1) fiscal year for an employee, such period of leave shall not result in forfeiture provided the employee shall promptly return to employment following the expiration of the period of leave.
8. **Calculation Date.** The present value of the Retirement Pay benefits shall be calculated as of June 30, 2004. **The interest earned on the present value as of June 30, 2004, at the time the bond proceeds are actually deposited will be added to the June 30, 2004, present value at the time of deposit.**

C. **Retirement Pay Section 401(a) Plan.** The School Corporation shall establish a qualified retirement plan as described in section 401(a) of the Code (the "401(a) Plan") for the Retirement Pay benefit for PERF covered classified employees employed by the Richland-Bean Blossom Community School Corporation prior to **May 30, 2004**. The total sum of the amount calculated by MK as the present value for the Retirement Pay benefit shall then be contributed by the School Corporation to the Retirement Pay Section 401(a) Plan. The investment vendor for the Retirement Pay Section 401(a) Plan shall be determined by the School Corporation. The Retirement Pay Section 401(a) Plan's terms and conditions for the administration of the plan shall be as follows:

1. **Separate Accounts.** The amount calculated for each PERF covered classified employee will be invested in a separate account. There will be no commingling of accounts and each PERF covered classified employee may determine how his or her account shall be invested among the investment options made available by the selected investment vendor for the Retirement Pay Section 401(a) Plan.
2. **Vesting.** Until such time that a PERF covered classified employee has retired and satisfied the eligibility requirements set forth in Section A of this Article, the classified employee shall have no access to the assets held in his or her separate Retirement Pay Section 401(a) Plan account.
3. **Forfeiture.** If a PERF covered classified employee retires or otherwise terminates employment before satisfaction of the requirements set forth in Section A above for any reason, the terminated employee's Retirement Pay Section 401(a) Plan account shall be forfeited. The forfeited amounts shall be redistributed among the remaining participants on a prorated basis based upon the participant's share of the original buyout dollars.
4. **Distributions.** Following retirement and the satisfaction of the requirements set forth in Section A above, a retired PERF covered classified employee may elect to commence distributions from his/her Retirement Pay Section 401(a) Plan account.
5. **Death Benefit.** Furthermore, following the death of the PERF covered classified employee who had otherwise satisfied the requirements of Section A of this Article, any amounts remaining in the deceased employee's Retirement Pay Section 401(a) Plan account will be paid to the PERF covered classified employee's designated beneficiary, or in the absence of a designated beneficiary, the PERF covered classified employee's estate.
6. **Costs.** The School Corporation shall not be paid any compensation for its services performed on behalf of the Retirement Pay Section 401(a) Plan. All costs incurred in the administration of the Retirement Pay Section 401(a) Plan and investment fees shall be paid from the Retirement Pay Section 401(a) Plan assets.
7. **Additional Plans.** The School Corporation may establish other qualified plans as described in section 401(a) of the Code, subject to such terms and conditions as the School Corporation shall determine, in its sole discretion, to be appropriate. Such additional plans may be maintained separate from the 401(a) Plan or for administrative convenience maintained as part of the 401(a) Plan.

D. **Retirement Savings Plan.**

1. Effective with the 2004-05 school year, all PERF covered classified employees shall have the option of investing in the Section 403(b) Plan to the maximum allowable under Federal law. Effective with

the 2004-05 school year, the Board will match such PERF covered classified employee contributions in a qualified Section 401(a) Annuity Plan ("401(a) Plan") maintained by the Board on behalf of the PERF covered classified employee on a dollar for dollar basis according to the following schedule:

- A. PERF Covered Classified Employees – up to two tenths percent (.002%) but no less than fifty dollars (\$50.00) of the PERF covered classified employee's salary as reflected on the salary schedule annually.
- B. PERF Covered Classified Employees employed on or after May 30, 2004 – a contribution of fifty dollars (\$50.00) annually.

This Section 401(a) account shall be in addition to the Section 401(a) accounts established for the retirement buyout dollars in Section C above.

2. Employees hired before May 30, 2004, shall be one hundred percent (100%) vested in any contributions made by the Board on the employee's behalf to the Section 401(a) Plan. Employees hired after May 30, 2004, shall be one hundred percent (100%) vested in any contributions made by the Board on the employee's behalf to the Section 401(a) Plan when the employee has ten (10) completed years of service. A PERF covered classified employee who is not fully vested in this program and who voluntarily resigns shall not retain any prior partial vesting rights if ever rehired by the Board.

E. Retirement Pay Buyout

1. **Retirement Pay Buyout For PERF Covered Classified Employees Hired Prior to May 30, 2004.**

Upon receipt of the Senate Bill 199 bond proceeds, all PERF covered classified employees hired before May 30, 2004, with an Unused Leave Accumulation of one hundred (100) days or more, the Board will buy all unused leave days at the end of the school year at the rate of thirty-five dollars (\$35.00) per day. The money shall be deposited into the PERF covered classified employee's Section 401(a) account. Thereafter, the Board will buy a PERF covered classified employee's unused annual leave days in excess of one hundred (100) days, until such time as the Board has bought a total of eighty (80) additional leave days from the PERF covered classified employee, and deposit such money into the PERF covered classified employee's Section 401(a) account ***by August 1***. In no case will the Board reimburse the PERF covered classified employee for more than one hundred and eighty (180) cumulative leave days. However, the PERF covered classified employee may accumulate an unlimited number of days for leave purposes.

At the time the PERF covered classified employee retires, the Board will buy the PERF covered classified employee's unused accumulated leave days, up to one hundred (100) days, at \$35.00 per day.

2. **Retirement Pay Buyout for PERF Covered Classified Employees Hired After May 30, 2004**

PERF covered classified employees hired after May 30, 2004 may accumulate up to one hundred (100) unused leave days. Once a PERF covered classified employee has accumulated one hundred (100) unused leave days, the Board will buy back unused leave days at the end of each school year at the rate of thirty-five dollars (\$35.00) per day to a maximum of eighty (80) days and deposit such money into the PERF covered classified employee's Section 401(a) account. At retirement up to 100 days will be paid at a rate of thirty-five dollars (\$35.00) per day. In no case will the Board reimburse the PERF covered classified employee for more than one hundred and eighty (180) cumulative leave days, however the PERF covered classified employee may accumulate an unlimited number of days for leave purposes.