2018 Classified Staff Conditions of Employment

Approved 08-07-18

The following benefits will apply to a Plymouth Community School Corporation (PCSC) classified employee based on their status of employment as defined in the following pages.

1. **Sick Days**
   This is defined by PCSC as the illness or accident of the employee. An employee may use up to six (6) or eight (8) sick days, depending on the job classification, for the sickness of a spouse, child, parent, a relative or dependent living in the employee's household, or an individual for whom the employee is medically responsible.

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

   Sick days will be figured by the hour. Any time taken off to go to the doctor can be counted as sick hour(s). Employees may accumulate up to one hundred (100) sick days with the exception of bus drivers who can accumulate six (6) days. If hired after January 1st the amount of days will be prorated.

2. **Bereavement Days**
   An employee shall be granted bereavement leave to handle matters related to the death and grieving of an immediate family which is defined to mean parent, sibling, spouse, child, step-child, or step parent of ten (10) work days within one (1) calendar year for each death.

   An employee shall be granted bereavement leave to handle matters related to the death and grieving of a mother-in-law, father-in-law, daughter-in-law, son-in-law, or grandchild of five (5) work days within a calendar year for each death.

   An employee shall be granted bereavement leave to handle matters related to the death and grieving of a brother-in-law, sister-in-law, or grandparent of two (2) work days within a calendar year for each death.

   If bereavement leave is not taken immediately, documentation of death business may be required. Bereavement leave for other persons or additional days may be approved by the Superintendent if deemed appropriate.

3. **Conference Leave**
   Provisions to attend meetings, workshops, and conferences without loss of pay and the reimbursement of expense are subject to the approval of the Superintendent.

4. **Maternity Leave**
An eligible employee will be granted unpaid leave for the birth of a child of the employee. Employees may substitute up to thirty (30) days for vaginal delivery and adoption of accumulated sick days. Employees may substitute forty (40) days for caesarian delivery of accumulated sick days. Such leave must be concluded no later than twelve (12) months after the birth of a child.

5. **Paternity Leave**
Up to five (5) days paternity leave shall be available to an employee immediately following the birth of a child. These days must be taken within five (5) working days of the birth or adoption. Used paternity leave will be deducted from sick days and noted as family illness..

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

7. **Personal Business Days**
Upon filing a Personal Business Leave Request Form and on the recommendation of an employee's immediate supervisor, the Superintendent may grant the defined amount of paid days per year to each classified employee for business that cannot normally be conducted outside their regular work day. This leave may be used for time lost during school delays and/or closings. This leave is not to be used to extend vacation days.

The Superintendent must approve the leave prior to the absence unless circumstances warrant after the fact consideration. Unused personal business days will be transferred to an employee's accumulated sick days on January 1st of each year. If hired after January 1st the amount of days will be prorated.

8. **Paid Holidays**
All classified employees must be present the work day before and the work day after a paid holiday in order to qualify for holiday pay. The use of sick time, unapproved personal time or non-paid days will disqualify the employee from receiving payment for the holiday, unless the employee is on an approved FMLA leave or a doctor's note is provided to the administration office.

#1 – Twelve (12) month (260 work days) employees will receive holiday pay for the following: New Year's, Memorial, Independence, Labor, Fall Break, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas and one (1) floating holiday.

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

If a holiday falls on a Sunday or Saturday, the schedule will be designated to the Friday or Monday before such holiday. Holidays are counted as days worked.

9. Vacation Days

Hired before January 1, 2013

Full time twelve (12) month (260 work days) employee shall be entitled to ten (10) days paid vacation. During the initial year of employment, the ten (10) days will be prorated according to the number of months employed prior to January 1st following their hire date. See chart below for the pro-rated days.

With five (5) to fourteen (14 years) of employment the employee shall be entitled to fifteen (15) days of vacation. With fifteen (15) years or more of employment the employee shall be entitled to twenty (20) days of vacation.

Hired after 1, 2013

No vacation will be accrued until a full time twelve (12) month (260 work days) employee reaches their one year anniversary from their date of hire. For the remainder of their anniversary year, the five (5) days will be prorated according to the number of months employed following their date of hire. See chart below for the pro-rated days.

On January 1st following the first anniversary of the date of employment the employee will be entitled to five (5) vacation days. With three (3) to ten (10 years) of employment the employee shall be entitled to ten (10) days of vacation. With eleven (11) to nineteen (19) years of employment the employee shall be entitled to fifteen (15) days of vacation. With twenty (20) years or more of employment the employee shall be entitled to twenty (20) days of vacation.

Before January 1, 2013				**After January 1, 2013**		
				Earned after 1st year of employment		
January	1-14	10 days		January	1-31	5 days
	15-31	10 days				
February	1-14	9.5 days		February	1-28	5 days
	15-28	9 days				
March	1-14	8.5 days		March	1-31	4.5 days
	15-31	8 days				
April	1-14	7.5 days		April	1-30	4 days
	15-30	7.5 days				
May	1-14	7 days		May	1-31	3.5 days
	15-31	6.5 days				
June	1-14	6 days		June	1-30	3 days
	15-30	5.5 days				
July	1-14	5 days		July	1-31	3 days
	15-31	5 days				
August	1-14	4.5 days		August	1-31	2.5 days
	15-31	4 days				
September	1-14	3.5 days		September	1-30	2 days
	15-30	3 days				
October	1-14	2.5 days		October	1-31	1.5 days
	15-31	2.5 days				
November	1-14	2 days		November	1-30	1 day
	15-30	1.5 days				
December	1-14	1 day		December	1-31	.5 day
	15-31	.5 day				

Vacation must be taken in ½ or full day increments. Employees working in a school building must use vacation days when school is not in session. All vacation days must be used by December 31st of each year.

10. Insurance Benefits

Group Life Insurance: Each employee hired before June 30, 2014 and working a minimum of 20 hours per week or was hired after July 1, 2014 and works a minimum of 30 hours per week shall receive fifty thousand dollars ($50,000) single term life insurance coverage with AD&D benefits during their active employment.

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

- Employees participating in group life and/or group disability insurance plans must pay one dollar ($1) per year for the coverage.

Group Insurance: PCSC shall offer group medical, dental and vision insurance programs. PCSC shall provide the following contributions toward insurance depending on the months worked and/or date hired.

- Benefit eligible before January 1, 2010 or classified as a 12 month full time employee.
    - A maximum of five thousand nine hundred ninety seven dollars and fifty six sent ($5,997.56) will be contributed annually toward any single plan.
    - A maximum of nine thousand seventy three dollars ($9,073.00) will be contributed towards family Plan 1.
    - A maximum of eight thousand nine hundred sixty five dollars ($8,965.00) will be contributed toward family Plan 2.
    - A maximum of nine thousand one hundred thirty three dollars ($9,133.00) will be contributed toward family Plan 3.
- Benefit eligible after January 1, 2010.
    - A maximum of four thousand two hundred dollars ($4,200.00) will be contributed annually toward single Plan 1 and 2, family Plan 1, 2 or 3.
    - A maximum of four thousand five hundred seventy two ($4,572.00) will be contributed toward single Plan 3.
- If two (2) full time PCSC employees are married
    - A maximum of fifteen thousand two hundred eighty three dollars and twelve cents ($15,283.12) will be contributed annually toward family Plan 1.
    - A maximum of fourteen thousand one hundred thirty one dollars and twelve six cent ($14,131.12) will be contributed annually toward family Plan 2.
    - A maximum of fifteen thousand nine hundred thirty one dollars and twelve cents ($15,931.12) will be contributed toward family Plan 3.

11. Section 125 Cafeteria Plan

Insurance premiums paid by an employee in excess of the employer contribution may be tax sheltered under section 125. Provisions to tax shelter expenses for dependent care and unreimbursed medical are also available.

12. Public Employee Retirement Fund (PERF)

a) If hired before January 1, 2010: PCSC will contribute three percent (3%) of full time employee's gross pay to PERF. Applicable to personnel who work twenty (20) hours or more per week.

b) If hired after January 1, 2010: PCSC will contribute three percent (3%) of full time employee's gross pay to PERF. (excludes job descriptions 1400-0160 and 1400-0165) Applicable to personnel who work twelve (12) months (260 work days) and at least thirty (30) or more hours per week.

13. Retirement Pay

Qualified employees retiring after ten (10) years of service will be paid twenty-three dollars ($23) for every unused sick day and twenty-three dollars ($23) for every year of service to the Plymouth Community School Corporation. Retirement is defined as voluntary separation from employment and must be eligible to collect a PERF pension at the time of retirement from PCSC.

14. Compensation Time

The Corporation does not allow overtime without written authorization by the supervisor. The Corporation and employee agree to substitute time off for overtime pay and the employee is aware that the compensatory time off may be used, preserved, or cashed out at termination. Actual hours worked must be more than forty (40) hours in a week to be considered for compensatory time. It will be calculated and compensated at 1.5 hours for every hour over the forty (40) hours actually worked and documented as compensatory time to be used at a later date. Compensatory time may only accrue to a maximum of 240 hours, which represents 160 hours of overtime worked. An employee who has accrued compensatory time off must be paid for any unused time upon termination of employment at the employee's regular rate existing at the time of the payment. Compensatory time must be used in the same calendar year that it was earned.

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

15. Paid Training

All employees will be paid for Bloodborne Pathogens, Internal Controls and any other required federal and/or state training; also if CPI and/or CPR are required for your position. We recommend you work the training into your normal working hours. You will receive your normal hourly rate of pay for taking the training. All training needs to be recorded on your timecard.

16. Hepatitis B Vaccination

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

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

17. Employee Assistance Program

PCSC will pay for an employee assistance program with The Bowen Center, to schedule an appointment for counseling call 1-800-342-5653.

18. Annuity Plan

Any employee may participate in the Lincoln 403(b) annuity plan.

19. Raises

To be eligible for a pay raises, an employee must have worked 120 days between January 1 and December 31st of any given year. Earning a rating of "Ineffective" or "Improvement Necessary" disqualifies an employee for any increase of hourly rate or stipend pay.

20. Probation Period

All new employees shall be placed on a one (1) year probationary period.

21. Subject to Change

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

Classified Administration

Salary		Base Range		
A.	**Director of Technology** Job Description 1400-0321	60,000	~	72,000
B.	**Director of Transportation** Job Description 1400-	47,500	~	60,000
C.	**Assistant Director of Maintenance** Job Description 1400-0411	47,500	~	55,000
Hourly				
D.	**Executive Assistant to Superintendent** Job Description 1400-0210	18.00	~	24.00
E.	**Director of Food Service** Job Description 1400-0510	16.00	~	22.00
F.	**Assistant Director of Transportation** Job Description 1400-0416	16.00	~	22.00
G.	**Marketing** Job Description 1400-0411	22.00	~	26.00
H.	**ABE Director/Out of School Suspension Supervisor** Job Description 1400-5061	12.89	~	15.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	260	8	Yes	#1	8	No	Yes	2	Yes
B.	260	8	Yes	#1	8	No	Yes	2	Yes
C.	260	8	Yes	#1	8	No	Yes	2	Yes
D.	260	8	Yes	#1	8	Yes	Yes	2	Yes
E.	260	8	Yes	#1	8	Yes	Yes	2	Yes
F.	260	8	Yes	#1	8	Yes	Yes	2	Yes
G.	240	8	No	#2	8	No	Yes	2	Yes
H.	260	8	Yes	#1	8	Yes	Yes	2	Yes

Annuity

PCSC will provide an annuity in the amount of 2.75% of their gross salary to A, B and C.

Professional Dues

The corporation will pay up to two hundred dollars ($200) for professional dues for classified administration.

Cell Phones

A cell phone will be provided by PCSC for A-G.

Required Uniform – B only

PCSC will reimburse for required work clothes including non-slip, steel toed shoes purchased each calendar year provided the total cost does not exceed one hundred thirty five dollars ($135).

Teacher Aides

		Base Range		
A.	**Corporation Aide: Non-Degree**			
	Job Description 1400-0309, 0310, 0312, 3013, 0315, 0317, 0318, 5020, 5060	9.00	~	10.75
	Job Description 1400-0309, 0310, 0312, 0313, 0315, 0317, 03185020, 5060 – fluency in Spanish	9.25	~	11.00
B.	**Corporation Aide: Degree**			
	Job Description 1400-0309, 0310, 0312, 0313, 0315, 0317, 0318, 5020, 5060	9.50	~	12.00
	Job Description 1400-0309, 0310, 0312, 0313, 0315, 0317, 0318, 5020, 5060 – fluency in Spanish	9.75	~	12.00
C.	**Special Education Aide Intense Interventions: Non-Degree**			
	Job Description 1400-	9.25	~	11.00
	Job Description 1400- fluency in Spanish	9.50	~	11.25
D.	**Special Education Aide: Intense Interventions: Degree**			
	Job Description 1400-	9.75	~	12.25
	Job Description 1400- fluency in Spanish	10.00	~	12.25
E.	**Athletic Aide – High School**			
	Job Description 1400-0060	15.00	~	20.00
F.	**Athletic Aide – Lincoln Jr. High**			
	Job Description 1400-0065	14.00	~	19.00
G.	**Strength and Conditioning Coach**			
	Job Description 1400-0061	14.00	~	19.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	180	Up to 7	No	#2	6	Yes	Yes	1	Yes
B.	180	Up to 7	No	#2	6	Yes	Yes	1	Yes
C.	180	Up to 7.5	No	#2	6	Yes	Yes	1	Yes
D.	180	Up to 7.5	No	#2	6	Yes	Yes	1	Yes
E.	240	8	No	#2	8	No	Yes	2	Yes
F.	240	8	No	#2	8	No	Yes	2	Yes
G.	200-220	varies	No	No	No	No	No	No	No

Crisis Prevention Training

It is recommended but not required to attend CPI training. Further information can be obtained from the Safety and Security Department.

Grant Personnel

		Base Range		
A.	**Migrant Record Keeper** Job Description 1400-5071	12.24	~	16.00
B.	**ABE Computer Training Instructor** Job Description 1400-5055	23.21	~	25.00
C.	**Parent Liaison Assistant** Job Description 1400-0314 Additional pay per hour dependent on grant monies available	10.04	~	10.70
D.	**Adult Ed Instructor** Job Description 1400-0090	24.80	~	46.02

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	185-195	5-7	No	#2	6	Yes	Yes	1	Yes
B.	185	2-3	No	0	6	No	No	0	Yes
C.	185-195	8	No	#2	6	Yes	Yes	1	Yes
D.	varies	3-5	No	0	0	No	No	0	No

Hours
To be determined by the Superintendent prior to the start of the school year.

Spanish Speaking
An employee fluent in Spanish shall receive an extra $.25 per hour.

Cell Phone
Applicable to A only, a cell phone will be provided by PCSC.

Administration Clerical

		Base Range		
A.	**Benefits Coordinator** Job Description 1400-0224	16.00	~	22.00
B.	**Accounts Payable** Job Description 1400-0215	18.00	~	22.00
C.	**Assistant Executive Secretary** Job Description 1400-0220	14.87	~	17.25
D.	**Receptionist/Translator** Job Description 1400-0226	15.00	~	19.00
E.	**Vocational Secretary** Job Description 1400-0226	16.00	~	22.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	260	8	Yes	#1	8	Yes	Yes	2	Yes
B.	260	8	Yes	#1	8	Yes	Yes	2	Yes
C.	260	8	Yes	#1	8	Yes	Yes	2	Yes
D.	260	8	Yes	#1	8	Yes	Yes	2	Yes
E.	260	8	Yes	#1	8	Yes	Yes	2	Yes

IASBO Certification

Applicable to A and B only, an employee that holds an IASBO certification will receive a fifteen hundred dollar ($1,500) stipend.

Spanish Speaking Employee

An employee fluent in Spanish shall receive an extra $.25 an hour.

Clerical

		Base Range		
A.	**Elementary Principal's Secretary** Job Description 1400-0245	12.96	~	15.50
B.	**Riverside Principal's Secretary** Job Description 1400-0240	12.96	~	15.50
C.	**WSOI Secretary** Job Description 1400-0240	12.96	~	15.50
D.	**High School & Jr. High Principal's Secretary** Job Description 1400-0250 & 0230	12.96	~	15.50
E.	**High School, Jr. High and Riverside Attendance Secretary** Job Description 1400-0265 & 0235	11.58	~	13.72
F.	**High School Guidance Secretary** Job Description 1400-0260	11.58	~	13.72
G.	**Financial Secretary** Job Description 1400-0255	12.96	~	15.50
H.	**Athletic Department Secretary** Job Description 1400-0270	11.58	~	13.72
I.	**IMESSC Secretary** Job Description 1400-	12.96	~	15.50

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	210	8	No	#2	6	Yes	Yes	2	Yes
B.	220	8	No	#2	6	Yes	Yes	2	Yes
C.	210	8	No	#2	6	Yes	Yes	2	Yes
D.	240	7.5-8	No	#2	6	Yes	Yes	2	Yes
E.	190	7.5-8	No	#2	6	Yes	Yes	2	Yes
F.	215-240	7.5-8	No	#2	6	Yes	Yes	2	Yes
G.	215-225	4-8	No	#2	6	Yes	Yes	2	Yes
H.	215-240	7.5	No	#2	6	No	Yes	2	Yes
I.	240	8	No	#2	6	No	Yes	2	Yes

Spanish Speaking

An employee fluent in Spanish shall receive an extra $.25 per hour.

Miscellaneous Personnel

		Base Range		
A.	**Head Information Literacy Assistant** Job Description 1400-0332	14.40	~	16.50
B.	**Information Literacy Assistant** Job Description 1400-0330	10.94	~	13.03
C.	**Asst. Speech Pathologist/Behavioral and Communication Specialist** Job Description 1400-0086 & 0088	24.67	~	30.00
D.	**Case Conference Coordinator** Job Description 1400-0085	12.96	~	15.50
E.	**Learning Center Credit Recovery Aide** Job Description 1400-	15.00	~	17.00
F.	**Security Systems Monitor** Job Description 1400-0195	12.90	~	16.00
G.	**Safety Hall Monitor** Job Description 1400-0196	10.00	~	12.50
H.	**Transportation Assistant** Job Description 1400-	11.00	~	13.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	190	8	No	#2	6	Yes	Yes	1	Yes
B.	188	7.5	No	#2	6	Yes	Yes	1	Yes
C.	188	7.5	No	#2	6	Yes	Yes	1	Yes
D.	185-195	7.5	No	#2	6	Yes	Yes	1	Yes
E.	180	7.5	No	#2	6	Yes	Yes	1	Yes
F.	240	8	No	#2	6	Yes	Yes	1	Yes
G.	185	5-5.5	No	#2	6	No	No	1	Yes
H.	180-200	Up to 4	No	#2	6	No	Yes	1	Yes

Spanish Speaking
An employee fluent in Spanish shall receive an extra $.25 per hour for A, B, D and G.

Crisis Prevention Training
Safety monitors only - Further information can be obtained from the Safety and Security Department.

CPR Certification
Safety monitors only - are required to be certified by the American Heart Association in CPR/AED/Heimlich every two years. PCSC shall reimburse the cost of the certification up to forty three dollars ($43).

Technology Personnel

		Base Range		
A.	**Network Technician** Novel CAN, Microsoft MCP or Comp TIAA+ or Network + certification or ANMT Certification Job Description 1400-0325	20.00	~	24.50
B.	**Data Director** Job Description 1400-0324	20.00	~	24.95
C.	**Computer Technician** Job Description 1400-0327	18.00	~	23.00
D.	**Technology Secretary** Job Description 1400-0327	14.03	~	16.03
E.	**Help Desk Coordinator** Job Description 1400-0328	18.00	~	23.00
F.	**Computer Maintenance Technician** Job Description 1400-0329	24.00	~	28.50

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	260	8	Yes	#1	8	Yes	Yes	2	Yes
B.	260	8	Yes	#1	8	Yes	Yes	2	Yes
C.	260	8	Yes	#1	8	Yes	Yes	2	Yes
D.	190	8	No	#2	6	Yes	Yes	1	Yes
E.	260	8	Yes	#1	8	Yes	Yes	2	Yes
F.	260	8	Yes	#1	8	Yes	Yes	2	Yes

Cell Phone

Applicable to A, B, C, and E only; a cell phone will be provided by PCSC.

School Social Worker

		Base Range		
A.	**Elementary Social Worker** Job Description 1400-0160	20.00	~	25.00
B.	**Riverside Intermediate School Social Worker** Job Description 1400-0165	47,500	~	50,000
C.	**High School Social Worker** Job Description 1400-0165	20.00	~	25.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	188-193	7-8	No	#2	6	Yes	Yes	2	Yes
B.	195-210	7-8	No	#2	6	Yes	Yes	2	Yes
C.	195	8	No	#2	6	Yes	Yes	2	Yes

Maintenance & Custodial

		Base Range		
A.	**High School Maintenance/Custodial Manager** Job Description 1400-0418	17.71	~	22.00
B.	**Jr. High Maintenance/Custodial Supplies** Job Description 1400-0421	17.60	~	21.00
C.	**Maintenance** Job Description 1400-0449	17.60	~	21.00
D.	**Grounds and Maintenance** Job Description 1400-0452	16.74	~	19.50
E.	**Maintenance/Custodian** Job Description 1400-	15.00	~	17.00
F.	**Building Head Custodian** Job Description 1400-0425	15.05	~	17.50
G.	**Building Custodian** Job Description 1400-0430	14.60	~	17.00

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	260	8	Yes	#1	8	Yes	Yes	2	Yes
B.	260	8	Yes	#1	8	Yes	Yes	2	Yes
C.	260	8	Yes	#1	8	Yes	Yes	2	Yes
D.	260	8	Yes	#1	8	Yes	Yes	2	Yes
E.	260	8	Yes	#1	8	Yes	Yes	2	Yes
F.	260	8	Yes	#1	8	Yes	Yes	2	Yes
G.	260	8	Yes	#1	8	Yes	Yes	2	Yes

Vacation

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

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

Shift Premium

Employees who work 2nd Shift (3:00 pm to 11:30 pm) will receive $.20 cents per hour more than the above stated rate.

Employees who work 3rd Shift (11:00 pm to 7:30 am) will receive $.35 cents per hour more than the above stated rate.

When a shift change occurs the rate of pay will be adjusted to the appropriate rate per hour, including paid time off.

Required Uniforms

PCSC will provide uniforms through a rental service.

Nonslip Shoes

All staff in this classification are required to wear nonslip, laced shoes. Maintenance will need to also have the addition of steel toe. Employees with proof of purchase will be reimbursed fifteen dollars ($15) for custodial and twenty five dollars ($25) for maintenance per calendar year. Any employee who fails to comply with the requirements could receive progressive discipline up to and including termination.

CPR Certification

All custodians are required to be certified by the American Heart Association in CPR/AED/Heimlich every two years. PCSC shall reimburse the cost of the certification up to forty three dollars ($43).

On Call

Anytime you are "On Call", you will only receive pay when you are performing job duties. Stand-by time is not paid.

Bus Driver

Hourly Wage Range (Regular Route Drivers) - Current PCSC Drivers				
		Base Range / hr.		
		$21.25 - $29.54 / hr.		

Hourly Wage Range (Regular Route Drivers) - Newly Hired Drivers				
Entry		**Mid-Level**		**Top**
0-4 Years of Experience		5-9 Years of Experience		10+ Years of Experience
$19.00 / hr.		$21.00 / hr.		$23.00 / hr

*Any new driver candidate that is fully licensed WITH an air brake endorsement, will start out at the top rate of pay regardless of years of experience. Any driver candidate hired that already has a Class B CDL with Passenger and School Bus Endorsements willing to obtain his or her Airbrake Endorsement within 6 weeks of his or her initial start date will move to the top rate of pay per signed Performance Plan upon hire. Any driver hired with 10+ years of experience will NOT see an increase in pay since said individual(s) will start at the top rate of pay regardless if a candidate seeks an Airbrake Endorsement.

**All newly hired drivers will be subject to a thirty (30) working day performance evaluation. Any deficiencies noted during this thirty (30) day performance evaluation will be assigned an adequate amount of time to improve. Any deficiencies noted that would be in clear violation of departmental / corporation procedures and or policies may be subject to disciplinary action up to and including termination. All newly hired drivers would not be eligible for any pay increase / decrease as a result of this evaluation. All pay increases will follow the established timeline provided on page 6 and 7 of the Classified Guidelines.

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	Up to 183	3-4.5	No	See Below	0	Yes	Yes	1	Yes

Field Trips / Extra Runs
All field trips and extra runs taken for PCSC and non PCSC organizations shall be paid at the rate of $11.99 per hour. All field trips / extra runs shall be subject to a paid two (2) hour minimum ($23.97)

Overtime
Overtime subject to the approval of Transportation Administrators. If overtime is approved, overtime shall ve paid a blended rate. The blended overtime rate shall be calculated by blending a driver's (route driver) hourly wage AND the field trip / extra run rate of $11.99.

Holiday
Bus Drivers will receive two (2) paid days for Labor Day and Memorial Day.

Meal Reimbursement
A driver may seek reimbursement for meals when out of town for a school sponsored trip in the following manner:

a) Seek sponsor's permission to leave the group;
b) Go off the clock for one (1) hour during the meal time;
c) Pay for the meal and ask for a receipt;
d) Submit receipt and voucher to the administration office for consideration of reimbursement.

Overnight Runs

Should follow DOT regulations. Drivers will be offered their own room or a room with another adult and will be reimbursed for meals.

Substitute Pay
Substitute driver pay is 100 percent (100%) of the regular driver's wages.

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

Sick Days
Days are not given, this balance, if any, comes from personal business days that were not used the previous year(s). Bus drivers may accumulate up to six (6) days.

CPR Certification
All bus drivers are required to be certified by the American Heart Association in CPR/AED/Heimlich every two years. PCSC shall reimburse the cost of the certification up to forty three dollars ($43.00).

Crisis Prevention Training
It is recommended but not required to attend CPI de-escalation training. If training is conducted during a normal work day, the employee shall receive the hourly rate of $11.99. Further information can be obtained from the Safety and Security Department.

Air Brake Certification
PCSC will reimburse bus drivers current cost to take the Air Brake Certification. (Maximum reimbursable attempt of one (1) time.) Any driver seeking an Air Brake Certification shall be paid up to five (5) hours per week for a maximum of thirty (30) days to be paid at the training rate of nineteen dollars per hour ($19.00). Additionally, PCSC will reimburse a driver for all fees associated with obtaining the necessary permit and licensing fees.

New Bus Drivers Only
New bus drivers will be compensated for their time and money involved in becoming certified driver. New driver candidates will be paid an entry level hourly wage of nineteen dollars per hour ($19.00) up to five (5) hours per week for a maximum of thirty (30) working days.

a) Have a seven (7) year clear driving status.
b) Obtain a Class B CDL with Passenger, School Bus and Air Brake Endorsements.
c) Successfully complete the three (3) day Bus Driver Safety Education Course.
d) Complete four (4) hours of observation and eight (8) hours of driving time with a certified driver.
e) Complete all steps within thirty (30) days per signed Performance Plan.

Fees to Reimburse

CDL Physical	Drug Screen	Test Site Fee (1 max)	Permit Fees	License Fee
Up to $100.00	Up to $65.00	At current cost	At current cost	At current cost

*PCSC will reimburse all fees associated with a driver candidate becoming licensed as a school bus driver AFTER the driver candidate has successfully driven for PCSC for thirty (30) working days. Proper documentation must be submitted when requesting reimbursement per School Board Policy 4440 - Job Related Expenses.

Cafeteria

		Base Range		
A.	**Lunch Clerk** Job Description 1400-0534	10.46	~	12.40
B.	**Head Cook** Job Description 1400-0532	11.67	~	13.65
C.	**Cafeteria Worker** Job Description 1400-0520, 0530	10.71	~	12.65
D.	**Food Service Delivery Driver** Job Description 1400-0441	14.59	~	16.85
E.	**Banquet Supervisor** Job Description 1400-0515			13.88
F.	**Banquet Cook and/or Server** Job Description 1400-0516			13.02
G.	**Lunchroom & Recess Monitor** Job Description 1400-0533	10.46	~	12.40
H.	**Lunch Clerk/PHS & LJH Secretary** Job Description 1400-0536, 0236	10.46	~	12.40

	Days Worked	Hours	Vacation	Holiday	Sick Days	Retirement Pay	Insurance Benefits	Personal Business Days	Bereavement Leave
A.	185	6	No	#2	6	Yes	Yes	1	Yes
B.	187	7	No	#2	6	Yes	Yes	1	Yes
C.	185	2-6	No	#2	6	Yes	Yes	1	Yes
D.	190-260	3.5-4	No	#2	6	No	No	1	Yes
E.	Varies	Varies	No	No	No	No	No	No	No
F.	Varies	Varies	No	No	No	No	No	No	No
G.	185	2	No	#2	6	No	No	1	Yes
H.	185	8	No	#2	6	No	Yes	1	Yes

Required Uniforms – Not applicable to A or Riverside cashier

Part time, less than thirty (30) hours per week: PCSC will pay for required work clothes including shoes purchased each calendar year provided the total cost does not exceed one hundred fifteen dollars ($115) in any one calendar year.

Full time, thirty (30) hours or more per week; PCSC will pay for required work clothes including shoes purchased each calendar year provided the total cost does not exceed one hundred thirty five dollars ($135) in any one calendar year.

An employee shall make their own purchases and present a receipt to the Food Service Director for approval of reimbursement.

Nonslip Shoes
All staff in this classification are required to wear nonslip, laced shoes. Any employee who fails to comply with the requirements could receive progressive discipline up to and including termination.

CPR Certification
All staff in this classification are required to be certified by the American Heart Association in CPR/AED/Heimlich every two years. PCSC shall reimburse the cost of the certification up to forty three dollars ($43).

Spanish Speaking
An employee fluent in Spanish shall receive an extra $.25 per hour for A, B, C, G and H.

Special Employees

A. **Student Assistants** _____ 7.50

B. **Piano Performance Accompanist** _____ 12.71
Note: This is a separate position from the Piano Accompanist Aide

C. **Temporary Secretary**
Standard _____ 11.00
Retiree _____ 13.00

D. **Substitute Classified** _____ Lowest rate in that position

E. **Substitute Custodian / Temporary Maintenance / Temporary Bus Washer** _____ 10.00 - 11.99

F. **Substitute Information Literacy Assistant** _____ 10.80

G. **Substitute Aide or Suspension Supervisor** _____ 8.75

H. **Substitute Cafeteria Worker** _____ 10.00

I. **Translator - Intermittent** _____ 12.96

J. **Temp SOSS / Data Entry** _____ 10.00

K. **Substitute Food Service Delivery Driver, and/or Activity Bus Driver** _____ 11.99

L. **Worker's Compensation Modified Duty** _____ 9.00

Substitute

A. **Teacher-No Bachelor's Degree** _____ 74.00/day*

B. **Teacher-Bachelor's Degree** _____ 80.00/day*

C. **Long Term Substitute – 15 or more consecutive days** _____ State Statute I.C. 20-28-9-6 will apply

D. **Principal** _____ 250.00/day*

*Substitute employed up to 3 and a half (3.5) hours is considered a half day of pay at $50.00. Anything over three and a half (3.5) hours is considered a full day.

Page intentionally left blank

Directory

General Benefits		1-6
Classified Administration	Director of Technology	7
	Director of Transportation	7
	Assistant Director of Maintenance	7
	Executive Assistant to Superintendent	7
	Director of Food Service	7
	Assistant Director of Transportation	7
	Marketing	7
	ABE Director/Out of School Suspension Supervisor	7
Teacher Aides	Corporation Aides	8
	Special Education Aides- Intense Interventions	8
	Athletic Aides	8
	Strength and Conditioning Coach	8
Grant Personnel	Migrant Record Keeper	9
	ABE Computer Training Instructor	9
	Parent Liaison Assistant	9
	Adult Ed Instructor	9
Administration Clerical	Benefits Coordinator	10
	Accounts Payable	10
	Assistant Executive Secretary	10
	Receptionist/Translator	10
	Vocational Secretary	10
Clerical	School Secretary	11
	High School Guidance Secretary	11
	Financial Secretary	11
	Athletic Department Secretary	11
	IMESSC Secretary	11
Miscellaneous Personnel	Head Information Literacy Assistant	12
	Literacy Assistant	12
	Asst. Speech Pathologist	12
	Case Conference Coordinator	12
	Learning Center Credit Recovery Aide	12
	Security System Monitor	12
	Safety Hall Monitor	12
	Transportation Trainer	12
Technology Personnel	Network Technician	13
	Data Director	13
	Computer Technician	13
	Technology Secretary	13
	Help Desk Coordinator	13
	Computer Maintenance Technician	13

School Social Worker	Social Worker	14
Maintenance & Custodial	High School Maintenance	15
	Jr. High Maintenance	15
	Maintenance	15
	Grounds and Maintenance	15
	Maintenance/Custodian	15
	Building Head Custodian	15
	Building Custodian	15
Bus Driver	Bus Driver	17
Cafeteria	Lunch Clerk	19
	Head Cook	20
	Cafeteria Worker	20
	Food Service Delivery Driver	20
	Banquet Supervisor	20
	Banquet Cook and/or Server	20
	Noon Hall Supervisor/Lunch Aide	20
	Lunch Clerk/PHS Secretary	20
Special Employees	Student Assistants	22
	Piano Performance Accompanist	22
	Temporary Secretary	22
	Substitute Classified	22
	Substitute Custodian	22
	Temporary Maintenance	22
	Temporary Bus Washer	22
	Substitute Information Literacy Assistant	22
	Substitute Aide or Suspension Supervisor	22
	Substitute Cafeteria Worker	22
	Translator-Intermittent	22
	Temp SOSS/Data Entry	22
	Substitute Food Service Delivery Driver and/or	22
	Activity Bus Driver	22
	Worker's Compensation Modified Duty	22
Substitute	Substitute Teacher	22
	Principal	22

Approved 08-07-18