



Richmond Community Schools

Classified Contractual Employee Benefits



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Office of Human Resources
Aleasia Stewart, Executive Director of Human Resources
Dr. Allen Bourff, Superintendent of Schools

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COMPENSATION GENERAL PROCEDURES

Credit for Military Experience

Classified contractual employees will receive credit for up to four (4) years military experience on the classified salary schedule. An employee wishing to receive said credit must provide the Office of Human Resources with a copy of his/her DD-214 for verification purposes. Such documentation should be included in the employee's new hire paperwork.

Employees who have such service and are currently employed with RCS, should provide the documentation to the Office of Human Resources as soon as possible to enable the credit to be applied to the current contract. This credit will not be applied prior to the beginning of said contract. Said credit will be for salary purposes only. No credit will be given for benefit purposes.

The above shall apply to all veterans who: Took the oath of allegiance; wore the uniform, served in either combat or non-combat units; and were honorably discharged.

Credit for Educational Experience

Classified employees will receive credit for up to four (4) years' experience. Two (2) years will be granted for an Associate's degree; and, four (4) years will be granted for a Bachelor's degree. An employee who wishes to receive educational credit must provide the Office of Human Resources with a copy of an official transcript documenting the said degree. Such documentation must be included in the employee's new hire paperwork.

Compensatory Time – Nonexempt Employees Only

If an employee works more than 40 hours in the defined workweek, compensatory time at the rate of time and one-half may be granted in lieu of wages. The employer and employee must sign and date an agreement authorizing the use of compensation time in lieu of wages. The agreement must be in the employee's file before the supervisor may allow or require the employee to work overtime for compensatory time in lieu of wages. An arrangement for the use of comp time should be made between the employee and the supervisor prior to the use of comp time.

The employer and employee must keep accurate daily records of overtime worked and compensatory time taken.

An employee cannot accumulate more than 40 comp time hours. After the balance reaches 40, the employee will receive overtime pay for any overtime hours until such time that the employee's comp time balance falls below 40.

All comp time must be used by the end of the contract that the hours were earned in.

Guaranteed Minimum Reporting

The purpose of reporting pay is to guarantee to the employee that he/she receives no less than one-hour compensation for the trouble of reporting for scheduled or unscheduled work. Such reporting pay is granted as follows:

When an employee is called in and reports for unscheduled or emergency duty, he/she will be paid a minimum of two hours at the overtime rate and will be paid at that rate for any work performed beyond the two-hour period of the guaranteed minimum.

If an employee reports for work for which he/she is scheduled and the supervisor finds that his/her services are not required, the employee will be granted two hours of reporting pay. This reporting pay will only be granted when work is not available. Any unused comp time hours will be paid out at the end of the contract year.

Work Schedule Break Period

Employees may receive one (1) paid rest period of 15 minutes for each workday lasting a minimum of four (4) hours. The time for this break will be determined by the employee's supervisor, consistent with the efficient operation and coordination of the functions within his department or work group. Such rest periods may not be taken at the beginning or end of the workday and may not be combined with the lunch period.

Overtime

Employees must be paid time and one-half, for each hour worked in excess of 40 hours during the defined seven (7) day workweek.

The following practices will also be observed in considering assignment of overtime work:

- All overtime for "non-exempt" employees, must be approved by your supervisor before it is worked, except in emergency situations.
- Overtime may be assigned on a voluntary basis, but will be considered mandatory if an insufficient number of employees volunteer to perform the work.
- "Casual overtime" is defined by the Wage-Hours Division as extra time worked by the employee at his own discretion. Overtime must be previously approved by the supervisor. Although the performance of work without permission in a non-emergency situation may result in disciplinary action, such hours must be included on an employee's timesheet and reported in the proper fashion in order that proper payment is received.
- The time necessary for an employee to "make ready" for the day's work must be paid time. This includes the time needed for getting tools, equipment or supplies, opening files, etc. "Cleanup" time at the end of the shift must also be paid. These things must be planned as a regular part of the scheduled shift. The supervisor must see to it that an employee has time at the beginning and the end of the day for these activities. Preparation and/or cleanup should not be declared as overtime.

The following rule will be used for converting minutes to quarter-hours:

- All time that has been worked will be paid to the nearest quarter hour after working the first full quarter hour (15 minutes). However, time worked past normal quitting time will not be paid until a full 15 minutes has been worked.
- This same rule will be used to determine the time that an employee may have pay deducted for late arrival.

EMPLOYEE LEAVE BENEFITS

A. VACATION

Vacation benefits accrue and are earned during one vacation year to be used in the next vacation year. A vacation year is the period from July 1 of a calendar year through June 30 of the next calendar year.

Any unused vacation days will be rolled to sick days after June 30.

Scheduling Vacations

Vacations should be scheduled in advance and with the approval of the employee's immediate supervisor. Beginning July 1, the employee should work out a tentative vacation schedule with his/her supervisor. It is expected that classified non-exempt employees will take their vacation days each year.

Pay in Lieu of Vacation

Payment of salary in lieu of vacation time will be made only when an employee leaves the employment of RCS. If an employee retires, resigns or is terminated, vacation pay will be made only for the unused vacation days accrued as of the termination date.

Vacation Distribution

The following employee groups will receive vacation as follows. The listed benchmarks indicate that the year is completed.

12-month Classified Employees

Experience with RCS	Vacation Day Allotment
1-2 years	5 days
3-6 years	10 days
7-8 years	11 days
9-10 years	12 days
11-12 years	13 days
13-14 years	14 days
15 and over *	15 days

*All employees with more than fifteen years of experience are frozen at their present level.

B. HOLIDAYS

Holidays are listed annually on the academic calendar approved by the Board. The following employee groups receive holidays as indicated below:

- **12 month employees will receive;** July 4, Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, five (5) days during winter break, Martin Luther King Jr. Day, President's Day and Memorial Day.
- **Less than 12 month employees will receive;** Labor Day, Thanksgiving Day, the Friday immediately following Thanksgiving Day, Martin Luther King Jr. Day, President's Day, and one (1) day during Winter Break to be determined yearly.
- If any employee's contract includes July 4, that day will be a paid holiday.

C. SICK-FAMILY ILLNESS DAYS

Sick Days

All employee groups, with the exception of secretaries who work less than 260 days, will receive eight (8) sick days per year. Unused sick days will have an unlimited accumulation.

Secretaries who work less than 260 days will receive seven (7) sick days per year. Unused sick days will have an unlimited accumulation.

Family Illness Days

All employee groups may use up to twenty (20) days of his or her own sick days to care for a member of their immediate family. Family illness days are not in addition to the employee's sick days.

Sick Leave Bank

The purpose of a sick bank is to provide sick leave to contributors after their accumulated sick leave has been exhausted. It is the intent of the Sick Bank to help employees who have suffered serious medical problems. There are two Sick Banks for Classified Employees:

Sick Leave Bank 11

Administrators, Secretaries, Certified and Classified Support, Nurses, Executive Assistants, Physical and Occupational Therapists

Sick Leave Bank 12

Food Service, Maintenance and Environmental Services

General Information for Sick Banks

To participate, an employee must contribute a minimum of one (1) up to a maximum of three (3) days to the Sick Leave Bank during the first thirty (30) days of their contract.

Additional contributions of sick leave days shall be solicited when the need arises. Members of the sick leave bank must contribute a minimum of one (1) day or may contribute a maximum of three (3) days of his/her sick leave, if that person wishes to continue participation in the bank.

Most Sick Leave Banks – Withdrawal

Eligibility for withdrawal of days from the particular sick leave bank by members will be determined by the specific bank to which the employee belongs. Rules and regulations pertaining to specific sick leave banks can be obtained from the Office of Human Resources.

D. PERSONAL DAYS

Most twelve month employees will receive two (2) personal days per contract. Unused personal days may accumulate to four (4).

All less than twelve month employees, with the exception of secretaries who work less than 260 days, will receive one (1) personal day per contract. Unused personal days may accumulate to two (2).

Secretaries who work less than 260 days will receive two (2) personal days per contract. Unused personal days will be carried forward as additional sick leave.

E. OTHER LEAVE

Deductible Leave

Employees are discouraged from requesting a deductible leave of absence. RCS Policy and Guidelines will be followed. Deductible days are taken after all other leave days are exhausted.

The Superintendent or designee will send a letter approving or denying the request to the employee and supervisor. Failure to obtain written approval prior to taking deductible leave may be considered grounds for dismissal.

Release Time

Employees may receive release time to attend meetings, workshops, seminars, etc. with approval of the immediate supervisor/principal/department head and after completing a RCS CO 35 form.

Jury Duty

A Contractual Classified employee shall receive full pay for service on a jury. The employee must submit written documentation from the Clerk of Courts verifying such service.

Witness Duty

A Contractual Classified employee will receive full pay when subpoenaed to appear before any court, administrative tribunal or arbitration in any action except one wherein the employee is a party.

National Guard/Reserves

Contractual Classified employees will be granted a leave of absence without loss of pay in the case of an employee who is a member of the Indiana National Guard and is on training duties under the order of the Governor or an employee who is a member of a reserve component of the United States Armed Forces and is on duty under the reserve component authority. This leave of absence will not exceed fifteen (15) school days in a calendar year and will be in addition to the employee's regular vacation and personal leave time.

Bereavement Leave

When an employee is bereaved, the employee, considering their needs as well as the needs of the corporation, will be allowed up to five (5) workdays off with pay. The employee will receive one (1) day, per year, when asked to serve as a pallbearer.

F. INSURANCE

Medical Insurance

RCS offers medical and dental insurance to all contractual employees. A summary of the benefits available under this plan can be obtained from the Office of Human Resources or at the RCS website. www.rcs.k12.in.us

Contractual employees and their dependents may begin participation in the medical/dental insurance plan from the first day of the month following the date of employment. However, after an employee's opportunity to enroll at the date of hire, enrollment or addition of dependents cannot be done unless a "qualifying event" has occurred.

A qualifying event is defined as birth or adoption of a dependent, marriage or divorce of the employee or the loss of coverage through another plan.

An employee must submit application for coverage within thirty (30) days of the qualifying event to participate in the plan.

All employee members who complete a full school year contract will have insurance coverage until September 1 of the calendar year in which the contract was completed.

If an employee plans to take a medical leave of absence under the FMLA, the employee must contact the Office of Human Resources to arrange payment of the insurance premium during the leave period.

Dental Insurance

RCS shall contribute a predetermined amount annually per contractual employee toward the dental insurance premium. A schedule of the premiums and caps, as well as a summary of all insurance packages, is available from the Office of Human Resources.

Life Insurance

Life insurance in the amount of \$50,000 is provided by RCS for all Classified Contractual Employees. This policy contains an accidental death and dismemberment provision.

The entire cost of the life insurance coverage is paid by RCS. The Office of Human Resources must be kept advised of any name and/or beneficiary change.

Coverage will end at the completion of the month in which employment with RCS ceases.

The employee has the option of converting the coverage, within 30 days, after employment with RCS ends. Conversion information is available from the Office of Human Resources. It is the employee's responsibility to contact RCS to request conversion forms.

COBRA

An employee with coverage under RCS's group health plan may be entitled to elect continuation of coverage through the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) upon separation from RCS.

The coverage will be the same as that which the individual had at that time the coverage ended. Life insurance and weekly income coverage may not be continued. Further information along with procedures is available in the Office of Human Resources.

Section 125 Flexible Benefits Plan

Section 125 Flexible Benefits Plan allows an employee to allocate a specified pre-taxed amount of his/her monthly salary to pay for the following:

- Childcare
- Other qualified dependent care
- Charges in excess of amount reimbursed under a group health plan
- Charges not covered by a group health plan

For further information regarding Section 125 Flexible Benefits Plan, contact the Office of Human Resources.

Long Term Disability Insurance

Classified Contractual staff members are provided a long-term disability plan.

Employee Assistance Program

Classified Contractual staff members and their dependents are eligible for benefits under the RCS Employee Assistance Program, at no cost to the member. For details contact the Office of Human Resources or on line at www.rcs.k12.in.us.

Liability Insurance

RCS will maintain corporate liability insurance coverage which includes coverage for employees who incur liabilities to third parties in the course of their employment. RCS will bear the full cost of said coverage.

Worker's Compensation Insurance

In the event of a work-related injury or illness, it is the responsibility of the employee to notify his/her immediate supervisor and complete any necessary reports within forty-eight (48) hours of the occurrence. If the employee is unable to complete said report due to the nature of the occurrence, the supervisor will be responsible for said completion.

Richmond Community Schools provides workers compensation insurance to protect employees in the case of injury or illness in connection with work. While medical and hospital expenses are covered from the first day of an approved injury, compensation laws provide that a waiting period of seven (7) calendar days must elapse before income benefits are payable. Personal sick days may be used during this waiting period for any compensable injury or illness. If the inability to work continues to such time that worker's compensation insurance reimburses the employee for the first seven (7) days, the employee will reimburse RCS for those days and the employee's sick days will be reinstated.

G. RETIREMENT

Indiana Public Retirement System (INPRS)

The employee should discuss the benefits for which he/she will be eligible, as well as the various options of payment with an INPRS representative. The necessary paperwork will then be processed for the immediate initiation of benefits.

Eligibility – An applicant must be a full-time creditable position employee, no less than fifty-five (55) years of age. Furthermore, the employee must have twelve (12) years of credited position service in the Richmond Community Schools.

Employees applying for this Retirement Plan must notify, in writing, the office of the Superintendent two months preceding the effective date of their anticipated retirement. The Board of School Trustees may approve exceptions for reasons of health or other emergencies.

If after application for retirement provided herein, the staff member dies; benefits under the plan may be provided according to applicant's choice at time of retirement.

H. RETIREMENT AND SEVERANCE – For employees hired prior to 1/1/06

Employees who have worked on contract for twelve (12) years and are no less than fifty-five (55) years of age are eligible for severance pay if they notify the Board of School Trustees two (2) months preceding the effective date of their anticipated retirement. Employees eligible for this pay will receive 11 percent times the amount of their last annualized salary plus \$50 for each unused sick day.

If a Classified Contractual employee chooses to retire prior to age 65, the following guidelines will be observed in regard to continuation of insurance coverage: the employee must be at least 55 years of age, and the employee must have been a member of a public retirement fund for a minimum of 15 years, and the employee must have 20 years of service with Richmond Community Schools, of which a minimum of 15 years must have been as a contractual employee.

Richmond Community Schools will credit the employee with one (1) year of credible experience for every two (2) years of non-contractual experience. The credit will apply to insurance continuation benefits only and will not apply to any other retirement benefit.

The retiring employee will be responsible for the monthly premium for such continuing coverage. This continuation will end when the retiree becomes eligible for Medicare benefits.

I. RETIREMENT AND SEVERANCE – For employees hired after 1/1/06

Employees who have worked on contract for twelve (12) years and are no less than fifty-five years of age are eligible for severance pay if they notify the Board of School Trustees two months preceding the effective date of their anticipated retirement. Employees eligible for this pay will receive \$50 for each unused sick day up to seventy (70) days.

If a Classified Contractual employee chooses to retire prior to age 65, the following guidelines will be observed in regard to continuation of insurance coverage: the employee must be at least 55 years of age, and the employee must have been a member of a public retirement fund for a minimum of 15 years, and the employee must have 20 years of service with Richmond Community Schools, ten (10) years of which must have been completed immediately preceding the retirement date; and who will have completed at least 15 years of participation in the retirement plan of which the employee is a member, on or before the employee's retirement date.

Richmond Community Schools will credit the employee with one (1) year of credible experience for every two (2) years of non-contractual experience. The credit will apply to insurance continuation benefits only and will not apply to any other retirement benefit.

The retiring employee will be responsible for reimbursing RCS for the monthly premium for such continuing coverage. This continuation will end when the retiree becomes eligible for Medicare benefits.

J. TERMINATION OF BENEFITS

Should a person be terminated before the end of the school year, all benefits cease at the end of the month in which the termination or retirement occurs, as specified within the benefit document. It is the practice of RCS that termination from the school system shall be coordinated through the Office of Human Resources.

Certificate of Receipt

Employee Name: _____ Date of Birth: _____
(Please Print)

School Corporation: _____

This is to certify that I have been provided with a copy of the Richmond Community Schools **CLASSIFIED CONTRACTUAL EMPLOYEE BENEFITS HANDBOOK**. I understand as an employee of Richmond Community Schools it is my responsibility to become familiar with the contents of the Benefits Handbook.

Employee Signature: _____ Date: _____

Authorized Employer Representative: _____