

Operational Support Personnel OSP

Section 1. Unit Determination. The following positions are covered under this guideline:

1. Executive Assistant to the Superintendent
2. Deputy Treasurer
3. Payroll Specialist
4. Human Resources Specialist
5. Facilities Coordinator
6. Accounts Payable/Payroll Assistant Specialist
7. Accounts Payable Coordinator
8. Routing Specialist
9. Benefits Specialist
10. Technology Coordinator
11. Student Services Coordinator
12. Special Services Coordinator
13. Transportation Coordinator
14. Elementary Education Coordinator
15. Title III Coordinator
16. Secondary Education Coordinator
17. Administrative Services Coordinator
18. Health Service Coordinator (215 days)
19. Central Office Receptionist
20. District Food Service Specialist
21. Energy Manager
22. Food Service Coordinator

Section 2. Evaluation. An employee shall be evaluated on a yearly basis by his/her immediate supervisor. The evaluation shall be in writing and shall be signed and dated by the employee. The evaluation, and the employee's written response to the evaluation shall be placed in the employee's personnel file.

Section 3. Work Year. The work year for year round Operational Support Personnel will be:

1. Two Hundred Fifty-Five (255) Days for the positions covered by this Guideline. The Superintendent, or the Superintendent's designee, shall identify and determine which days are non-contracted work days each year. The Superintendent, for good cause shown, may allow an employee to deviate from the standard non-work day schedule.

Section 4. Hours of Work and Overtime. The normal work week shall consist of forty (40) hours, Monday through Friday, unless otherwise established by the Superintendent.

When schools are closed due to inclement weather, the employee should report to work and will be paid for hours worked. If, due to travel conditions, the employee is unable to report to work, the employee may designate the day(s) as a vacation day(s) or personal business if such is available or work additional hours during the pay period to make up the time missed, subject to employee's supervisor's approval.

For all work performed in excess of forty (40) hours in any one work week, one of the following shall be done at the discretion of the immediate supervisor:

1. The employee shall be paid one and one-half (1-1/2) times his/her computed hourly rate for those hours in excess of forty (40) hours.
2. The employee shall be given compensatory time off work at the rate of one and one-half (1 1/2) times the hours in excess of forty (40) hours. Compensatory time must be used within the current payroll period or the next subsequent payroll period, and must be with the approval of the immediate supervisor.

All overtime work must be preapproved by the employee's supervisor.

Section 5. Personal Illness Leave. An employee with at least one (1) years' service will be credited with ten (10) days new personal illness leave each fiscal year (July 1- June 30). Unused personal illness leave will accumulate on a yearly basis to a total of one hundred twenty (120) days.

During the first year of employment, personal illness leave eligibility will be based on a rate of one (1) day per month up to a maximum of ten (10) days. During the first year of employment, an employee may use personal illness leave as needed up to the employee's maximum eligibility without loss of compensation.

Personal illness leave may be taken in one-half (1/2) day units. Personal illness leave will not be paid during any period the employee receives social security disability benefits or during any period the employee receives disability insurance benefits under the employer's group plan.

Section 6. Family Illness Leave. If an employee's spouse, child, stepchild, parent, stepparent, parent-in-law, brother, sister, stepbrother, stepsister, grandchild or another person living in the employee's household as a part of the family suffers from an illness and that illness calls for the employee to be absent from work, he/she will be permitted three (3) days off with pay per year. These days are non-accumulative from year to

year. An employee may elect to use ten (10) days of accumulative sick leave for family illness. In extenuating circumstances, the Superintendent may authorize the use of more than ten (10) days of accumulative sick leave.

Section 7. Personal Business Leave. An employee, with prior approval of the supervisor, shall be allowed three (3) working days off per year with pay for personal business. Personal leave day(s) unused in any one year shall be added to the employee's personal leave days for the following year up to a maximum of five (5) personal days in any one year. At the employee's discretion, personal leave days not used in any one year may be added to the employee's accumulated sick days. Personal leave may be taken in one-half (1/2) day units.

Section 8. Bereavement Leave. For the death of a spouse, child, step-child, parent, parent-in-law, brother, sister, or a person living in the employee's home as part of the family, an employee shall be allowed five (5) days off with pay per death.

For the death of a grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or step-parent, an employee shall be allowed three (3) days off per death.

One (1) work day per death shall be allowed for members of the family not included above.

Section 9. Legal Leave. Each employee who is subpoenaed to appear in court on behalf of the EACS Corporation during any work day shall receive full compensation for the time absent from work. Legal leave only applies to scenarios in which employees are representing the EACS Corporation on official business.

Each employee who is called to jury duty during any one day shall receive the difference in pay for time lost and the amount received as jury pay. When an employee is released from jury duty for his regularly assigned work day or for a part of his regularly assigned work day he shall report to his assignment for work. Holiday pay shall not be affected.

Section 10. Unpaid Leave of Absence. A leave of absence without pay may be granted, subject to the recommendation of the Superintendent and approval of the Board, for no more than one (1) year. Such days may be taken in one-half (1/2) day units, if recommended by the Superintendent and approved by the Board. If circumstances warrant, the Board may approve extension of the leave.

An employee returning from a leave shall notify the Human Resources Department, in writing, at least ten (10) working days before the agreed time of return. The returning employee shall be assigned to the same position held when the leave began, if that position still exists. If the position no longer exists, the employee may be assigned by

the Superintendent into a position for which he/she is qualified. If no such position exists, the employee will be considered on layoff.

All benefits accrued when the leave began shall be restored to the employee upon resumption of duties, but they do not accumulate during the unpaid leave.

Types of leaves are as follows:

1. Childbearing/Childrearing: Any employee who is pregnant may continue in active employment as late into her pregnancy as she desires, if she is able to fulfill the requirements of her position. Leave that is taken that is related to, or caused by, the employee's pregnancy shall be governed by the following:
 - A. Any employee who is pregnant is entitled to a leave of absence with such leave to be taken at any time between the commencement of her pregnancy and the first anniversary of the birth of the child.
 - B. The employee shall be presumed to be physically incapacitated by childbirth for a maximum period of thirty (30) working days or forty-five (45) calendar days, whichever expires first. During the period of physical incapacitation, a maximum of thirty (30) working days may be charged, at the employee's discretion, to her available sick leave. If the period of actual physical incapacitation, as documented by a licensed physician's statement, extends beyond thirty (30) working days, or forty-five (45) calendar days (whichever expires first), the duration of the period of actual physical incapacitation may be charged, at the employee's discretion, to her available sick leave.
 - C. After her available sick leave, subject to the limitations in Paragraph B, has been used, the employee may be absent without pay for the duration of the leave of absence.
 - D. A licensed physician's statement certifying pregnancy must accompany the request for childbearing leave. Both parents are eligible for an unpaid childrearing leave. For childrearing leave, a copy of the birth certificate must accompany the request. Childrearing leave must begin within six (6) weeks after the child is born.

2. Adoptive Leave: This type of leave must begin when receiving custody of the child or before receiving such custody, if necessary, to fulfill requirements for adoption.
3. Illness in the Family: This type of leave is for the purpose of caring for a parent, a spouse, a son, a daughter, a brother or sister. A signed statement from a licensed physician indicating such need must, at the option of the supervisor, accompany the request of the employee.
4. Personal Illness: This type of leave is for recovering from a personal illness. A signed statement from a licensed physician showing a need must, at the option of the supervisor, accompany the request.
5. Family and Medical Leave Act Leave: This type of leave must comply with the provisions of the Family and Medical Leave Act of 1993 as written in Administrative Guideline 4150, except that an eligible employee is not required to use his/her available personal, sick or other qualifying leaves in FMLA leave situations.

The Board may:

1. Extend current leaves for a period of no more than one (1) year.
2. Grant other types of leaves not specified above.

Section 11. Insurance. A plan of group insurance for employees and his/her dependents shall consist of:

1. A Comprehensive Hospital/Medical Program.
2. A Dental Insurance Program.
3. A Vision Care Program.
4. A Group Life Insurance Program valued at \$25,000 face value
5. A Prescription Program.
6. A Long Term Disability and Income Protection Program.

The manner in which these benefits are provided, the benefit levels to be provided, and the deductible and co-pays to be charged, will be a matter of Corporation discretion. The Corporation will also determine the premium to be charged for the various coverage levels. An employee may select life insurance or LTD coverage without selecting health insurance coverage.

The Corporation will pay, beginning January 1, 2015:

1. The same contribution level paid by the Corporation for Administrators Group Health Insurance for Employee Only, or Employee Plus One, or Family coverage.
2. 90% of the full life insurance premium;
3. All of the cost of the LTD premium, except \$1.00.

The Operational Support Personnel employee shall be responsible for the balance of the cost of the selected coverage(s).

When an employee is granted an unpaid leave of absence for reasons other than those covered by the Family and Medical Leave Act, he/she shall have the right to participate in insurance coverage which he/she was enrolled in at the time the leave of absence commenced by paying his/her share of the premium for the duration of the leave.

Those employees leaving the employment of East Allen County Schools because of retirement may remain a part of the group hospital/medical, dental, vision and prescription insurance program plan, by paying each month in advance the full premium. A retired employee may also remain part of the Group Life Insurance Program until age 65 by paying the full applicable premium. At age 65, the Group Life Insurance Program may be converted to an individual policy in accordance with the carrier's conversion.

Section 12. Retirement Notification. Notification of an employee's intent to retire must be made in writing to the Director of Human Resources at least twelve (12) months prior to the retirement date. Failure to apply in writing at least twelve (12) months prior to retirement will not void or reduce the employee's retirement benefits but may cause a delay in their payment.

Section 13. Supplemental Retirement Compensation. This benefit is available only to employees hired before January 1, 2006. The supplemental retirement compensation payment shall equal two hundred dollars (\$200.00) times the number of years of service to East Allen County Schools plus the employee's computed hourly rate at the time of retirement times the number of accumulated sick leave days. This benefit shall be payable into a voluntary employees' beneficiary association ("VEBA"), as described in Section 501(C)(9) of the Code.

Any employee covered by this Guideline, who has a minimum of ten (10) years of service to East Allen County Schools and who has either attained at least age 62 or is eligible for retirement benefits under the Public Employee's Retirement Fund shall be eligible for supplemental retirement compensation payment.

Any employee covered by this Guideline, who has a minimum of fifteen (15) years of service to East Allen County Schools who retires regardless of age, because of physical reasons, shall be eligible for supplemental retirement compensation payment provided for in this Guideline.

Any employee whose retirement is mandated because of a physical or mental disability occurring during the school year shall be eligible for the supplemental retirement compensation payment at the end of his last year of employment.

In the event of the death of any employee covered by this Guideline who has a minimum of fifteen (15) years of service to East Allen County Schools, the application requirement shall be waived and the supplemental retirement compensation payment in this Guideline shall be paid to the designated PERF beneficiary of the employee, or, if no beneficiary has been designated, to the employee's estate at the earliest possible date.

An employee shall not be eligible for a supplemental retirement compensation payment if he/she is discharged for just cause.

Section 14. 401(a). The employer will contribute, on a matching basis, to the employee's 401(a) account, an amount equal to one percent (1%) of the employee's base salary. The employee shall be vested in said 401(a) account matching contributions upon completion of five (5) years of employment with East Allen County Schools.

Section 15. Public Employee Retirement Fund. East Allen County Schools will pay the employee's contribution to the Public Employees Retirement Fund to the extent authorized by law.

Section 16. Compensation. Each employee shall be paid an annual salary that reflects his/her performance, and experience within the appropriate salary range based on the schedule attached as Appendix A. As the employee's level of performance improves and he/she continues to meet the expected quality standards of East Allen County Schools as determined by his/her immediate supervisor, he/she shall progress through the salary range.

Section 17. Worker's Compensation. In the event an employee is drawing temporary total disability benefits under the Indiana Worker's Compensation statute, he shall receive the difference in total amount between such temporary total disability benefits and the employee's regular straight hourly rate times the number of hours the employee is regularly scheduled for each day he receives such benefits up to a maximum of thirty (30) working days and such amount shall not cause the employee's regularly accumulated sick leave to be reduced.

If the employee continues beyond the aforementioned thirty (30) days to qualify for benefits under the Indiana Worker's Compensation statute, commencing with the thirty-first (31st) day, the employee may elect to be compensated the difference between Worker's Compensation and the employee's regular daily wage.

Payments made commencing with the thirty-first (31st) day will be charged against the employee's accumulated sick leave on a basis of one-third (1/3) sick leave day until the employee's accumulated sick leave days shall be exhausted.

Such sick leave deduction shall be rounded to the nearest half-day upon the return of the employee to work. The employee may elect not to receive sick leave pay and as a result such time will not be charged against the employee's accumulated sick leave. After the first thirty (30) day period, a second doctor's opinion may be requested.

Section 18. Wellness Compensation. To be eligible for wellness compensation, an employee must have accumulated the maximum one hundred twenty (120) sick leave days as of June 30 of any year. After such accumulation, if the employee the following school year does not use that school year's allotment of ten (10) sick leave days, then within thirty (30) days after the end of that school year, the employee will receive wellness compensation computed as follows: one (1) hour's base salary for that employee times the number of sick leave days above the one hundred twenty (120) maximum days limit that the employee has not used during the year.

Section 19. Workshops and Conferences. Upon the written request of the employee and with the recommendation and approval of the employee's immediate supervisor, an employee may attend a conference or workshop.

Reimbursement for meetings or conferences will be determined by the immediate supervisor. Proper written receipts must accompany all reimbursement claims.

Section 20. Income Reduction. The benefits provided to employees by the provision of Section 125 of the Revenue Act of 1978 (Flexible Benefit Plan) shall be made available to all employees. The monthly administrative costs/fees shall be paid by East Allen County Schools.

Section 21. Holidays. The following days shall be considered paid holidays for only year round employees:

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| 1. Labor Day | 5. Christmas Day | *9. Presidents' Day |
| 2. Thanksgiving Day | 6. New Year's Eve | 10. Good Friday |
| 3. Day following Thanksgiving | 7. New Year's Day | 11. Memorial Day |
| 4. Christmas Eve | 8. Martin Luther King Jr. Day | 12. Fourth of July |

*In years where the school calendar utilizes Presidents' Day as a non-student day, Operational Support Personnel shall receive this day as a paid holiday.

In the event a paid holiday falls on a weekend, then the holiday shall be taken on a day as determined by the Superintendent or their designee.

Section 22. Vacations. An employee with at least one (1) year's service and working two hundred fifty-five (255) days per year will be eligible for paid vacation as follows for only year round employees:

1. After one (1) year of service - One Week
2. After two (2) years of service - Two Weeks
3. After five (5) years of service - Three Weeks
4. After ten (10) years of service - Four Weeks

In determining eligibility under this Section, "years of service" shall mean years of service with the Corporation. If the work year for any non-Operational Support Personnel position was less than two hundred fifty-five (255) days, the number of years credited, for purposes of this Section, shall be determined by dividing the number of days in the prior position's work year by two hundred fifty-five (255). Prior assignments of four (4) hours or less per day shall be treated as one-half (1/2) days for purposes of this calculation. Prior assignments greater than four (4) hours per day shall be treated as full days for purposes of this calculation.

All vacation days must be approved by the employee's immediate supervisor.

Five (5) vacation days may be carried over from one anniversary year to the first six (6) months of the next anniversary year. No more than five (5) weeks' vacation may be granted in any one anniversary year.

When a holiday falls within an employee's regularly scheduled vacation, the day shall not be counted as a day of vacation.