

### Miscellaneous Support Personnel - Benefitted

Section 1. Unit Determination. This guideline applies to those support personnel not covered by any collective bargaining agreement or any other Administrative Guideline.

The following positions are covered under this guideline:

1. Elementary Client Relations/Technology Employees
2. Security Officers (Not eligible for Section 14)
3. Temporary Office Help
4. Bilingual Interpreters
5. Targeted Assistance Specialist
6. Learning Center Supervisor

Section 2. Evaluation. An employee in this unit shall be evaluated on an annual basis by the employee's immediate supervisor. The evaluation 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. Days in Work Year. Employees in this unit, other than specified, shall work only the days students are in school, except as authorized by the Superintendent. If schools are closed due to inclement weather or other circumstances, an employee in this category shall not report to work on that day but shall be required to work on any student make-up day.

1. Elementary Client Relations/Technology Employees – Will work ten (10) extra work days for 190 days total.

Section 4. Hours of Work. The hours of work, and the start and end time of the employee's work day, for any employee in this unit shall be determined by the employee's immediate supervisor, but the total number of hours per day for any such employee shall not exceed the following maximums unless authorized by the Assistant Superintendent of Administrative Services:

- |   |           |
|---|-----------|
| 1. Elementary Client Relations/Technology Employees | 7 hours   |
| 2. Security Officers                                | 8 hours   |
| 3. Temporary Office Help                            | 8 hours   |
| 4. Bilingual Interpreters                           | 8 hours   |
| 5. Targeted Assistance Specialist                   | 7.5 hours |
| 6. Learning Center Supervisor                       | 7.5 hours |

Section 5. Compensation. Employees in this unit are hourly at-will employees and shall be compensated at the following hourly rates:

1. Elementary Client Relations/Technology Employees:

	<u>2017-18</u> <u>HOURLY RATE</u>	<u>2018-19</u> <u>HOURLY RATE</u>
A. 1 <sup>st</sup> year in Classification:	\$11.93	\$11.93
B. 2 <sup>nd</sup> year in Classification:	\$12.99	\$12.99
C. 3 <sup>rd</sup> year in Classification:	\$13.34	\$13.34
D. 4 <sup>th</sup> year in Classification:	\$13.69	\$13.69
E. 5 <sup>th</sup> year in Classification:	\$14.04	\$14.04

(Years in classifications shall be calculated from the employee's start date and shall include service in this classification performed prior to January 1, 2005.)

	<u>2017-18</u> <u>HOURLY RATE</u>	<u>2018-19</u> <u>HOURLY RATE</u>
2. Security Officers	\$21.43	\$21.86
3. Bilingual Interpreters	\$15.38	\$15.69
4. Targeted Assistance Specialist	\$10.52	\$10.73

(Any amounts paid to employees classified as Bilingual Support Staff greater than the amounts provided for herein, on or before January 1, 2009 are hereby approved and ratified.)

	<u>DAILY RATE</u>	<u>DAILY RATE</u>
5. Learning Center Supervisor	\$80/day	\$80/day

Section 6. 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 7. 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 8. 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 9. 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 10. 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.

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:

Amended 06/18/19, 06/05/18,  
06/06/17, 10/06/15, 09/01/15, 06/16/15,  
01/29/15, 06/03/14, 02/13, 07/12, 11/11,  
08/09, 02/09, 01/09, 09/08, 08/08,  
11/07, 10/07, 11/05, 12/04

- 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.

Section 11. Unpaid Leaves. Employees in this unit shall be entitled to the following unpaid leaves:

- 1. Time off without pay as provided in Administrative Guideline 4145.
- 2. Up to a one year unpaid leave of absence for any reason approved by the Board of School Trustees, if recommended by the Superintendent.
- 3. FMLA leave, if eligible.

An employee in this unit returning from an extended unpaid leave 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 to another position for which the employee is qualified. If no such position exists, the employee shall be considered on layoff.

Section 12. Insurance. Employees in this unit shall be eligible to participate in any East Allen County Schools group life, health, dental, or vision insurance program, if he/she is determined to be a full-time employee in accordance with the "Full-Time" definition contained in the Affordable Care Act. The maximum annual insurance contribution by the Corporation shall be \$5,950.

Section 13. Income Reductions. The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to any employee in this unit so requesting. Participants must pay the monthly administrative fee.

Section 14. Public Employees Retirement Fund (Excludes Security Officer). Employees in this unit occupying positions normally requiring service of less than six hundred (600) hours per year may not participate in the Public Employees Retirement Fund. Employees in this unit occupying positions normally requiring service of six hundred (600) hours per year, but less than one thousand (1000) hours per year, may, at their option, participate in the Public Employees Retirement Fund. Employees in this unit occupying positions normally requiring service of one thousand (1000) hours or more per year, shall participate in the Public Employees Retirement Fund. Any employee in this unit participating in the Public Employees Retirement Fund, whether the participation is voluntary or mandatory, shall pay the member's (employee's) contribution to the Fund.

Section 15. Staffing Standards for Elementary Client Relations/Technology Positions. Beginning with the 2005-06 school year, no elementary school shall be assigned a Client Relations/Technology Employee unless the school has an enrollment greater than four hundred (400) students, or the assignment has been approved by the Superintendent in writing.