

WEST NOBLE SCHOOL CORPORATION

Classified Employee Benefit and Compensation Guide

The West Noble School Board recognizes the contribution that Classified Employees make toward achieving the goal of providing the best educational opportunities for West Noble Students. In order to promote the hiring and retention of effective employees, this document attempts to bring relevant information and policies together in a convenient document for ease of use of the employee. In any and all cases of discrepancies, the Board policy supersedes this handbook.

West Noble Classified Employees will be hired for a minimum of 90 work days on a probationary basis. Holidays, sick and personal days, and benefits will not be in effect during this probationary time. For employees that are hired after the start of the normal contract period, their sick days and personal days will be prorated accordingly.

The probationary period listed above is subject to being waived with the consent and approval of the Superintendent at the request of the Classified Employee's Direct Supervisor.

For any Classified Staff member that is returning after a Reduction in Force or after being reassigned to a different classified position or is simply being rehired after an absence from West Noble within twelve (12) months of being released or being absent, then benefits accrued at the time of leaving will be reinstated per the Superintendent's recommendation and appropriate Board action and approval.

Salary and benefits will be determined by position and years of experience within the position being filled.

Classified Employees hired as a custodian or food service staff will be hired through a temporary agency, unless approved otherwise by the Superintendent. Time worked through the temporary service will be applied to the probationary period. The length of time with the temporary agency could extend beyond the 90 work day probationary period. Custodial and Food Service part-time staff could remain with the temporary agency indefinitely. Those workers will not have WNSC benefits until hired by WNSC as an employee.

WNSC is on a 26 pay cycle, however Classified Employees may choose between 26 pays (paid all year) or paid hourly (no pay when school is not in session). Employees (excluding bus monitors) will be paid on the 26 pay cycle unless a written request for the hourly cycle is submitted to the Superintendent. If an employee chooses to be paid hourly, they will stay hourly unless the request to change is made in writing.

Vision

West Noble School Corporation is an academic institution that promotes respects, fosters pride, and inspires excellence; a Corporation that other educational institutions desire to emulate.

Mission

To prepare students for their next stage in learning and in life; helping every student to be successful.

Philosophy and Values

Our students are treasures entrusted to us for a limited time. It is our responsibility to use the time well and help each student make as much progress as is possible in that time. We accept students at whatever levels they are at and with whatever skills they possess; and we commit to doing everything reasonably possible to help them grow. We will continually ask ourselves, "What is the best I can do for my students today?" and then proceed to do it.

Employees are tremendous givers. They give their time, their money, their talents and their hearts to impact the future of the communities' children. While the topics/curriculum is decided by the state and district, it is the employee who uses his/her imagination, creativity, and knowledge of the students to design thoughtful and engaging lessons. Education is both a science and a craft. Good employees should be highly esteemed for their contributions to the lives of so many.

Expanded Criminal History

Indiana Code 20-26-5-10 requires all school corporations, charter schools, and accredited nonpublic schools to adopt and administer a policy requiring each applicant for non-certified or certificated employment to obtain an expanded criminal history check. The definition of "expanded criminal history check" found at IC 20-26-2-1.5 includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states. **ALL** new hires must complete the national criminal history background check.

Work Experience

Administration may recommend a beginning wage higher for a new hire than the approved beginning wage for a classification/position based on related work experience and skills.

Overtime

An employee must have prior approval of their supervisor to work overtime. Overtime will be paid at 1 ½ times the regular hourly rate for hours worked over 40 each week. If requested and approved, an employee may accumulate compensatory time instead of being paid overtime. An employee may not accumulate more than 24 hours of comp time. Any unused compensatory time at the end of the employees' contract year will be paid off.

ABSENCES/LEAVES

There are no 'Deduct' days without Superintendent approval. If a Classified Employee has used all of their allotted days and additional days are required at an unpaid rate, the employee must submit their request in writing to the Superintendent for approval. Recognizing that Sick and Personal days are credited to the employees account on July 1st; if necessary, the account will be adjusted the following year for an employee who was on leave. Each 45 days that the employee worked will earn 25% of the allotted days.

Bereavement

Classified employees who are employed for a minimum of 180 work days are allowed five (5) consecutive work days off for the death of an immediate family member beginning with either the day of the death or the 1st calendar day after the death. Immediate family members include current spouse, child, child of spouse, sibling, parent, grandparent, grandchild, parent of current spouse, or any other person who qualifies by IRS regulation as a dependent or person placed in the household by the court.

One bereavement day (Day of Funeral only) for each occasion will be allowed to attend services for other than immediate family. When requested in writing, the Superintendent may grant additional unpaid bereavement time.

Holidays

Classified employees who are employed to work between one hundred eighty two (182) and one hundred ninety nine (199) days a year will be paid for the following holidays: New Year's Eve Day, New Year's Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day

Classified employees who are employed to work between two hundred (200) and two hundred nineteen (219) days a year will be paid for the

following holidays: New Year's Eve Day, New Year's Day; Memorial Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day

Classified employees who are employed to work between two hundred twenty (220) and two hundred thirty nine (239) days a year will be paid for the following holidays: New Year's Eve Day, New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day

Classified employees who are employed to work two hundred forty (240) days or more a year will be paid for the following holidays: New Year's Eve Day, New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve day; Christmas Day. Holidays are subject to change to reflect changes in the school calendar.

Jury Duty Leave

An employee may serve jury duty. The Board shall pay the employee his/her full wage less and daily remuneration granted by the court. Remuneration for expenses such as mileage will not be deducted from the employee's pay .

Personal Leave

Personal days are for personal business that cannot be handled outside of regular school hours. Personal days are not vacation days! Only one personal day per year can be used to extend a break. For school year employees, personal days may not be used during summer school.

Classified employees who are employed for a minimum of 180 work days are allowed two (2) personal leave days per year. These leaves should have prior approval by the administrator in charge.

If personal and vacation days have been exhausted, an emergency leave paid or unpaid may be requested for unexpected and unforeseen circumstances. The written request will be submitted to the Superintendent or his/her designee for approval.

Unused personal leave will be added to the accumulated sick leave until the maximum accumulated sick days are reached.

Sick Leave

Classified employees who are employed for a minimum of 180 work days are allowed seven (7) days a year to be used for personal medical, dental appointments or immediate family illness. For employees that are hired after the start of the normal contract period their sick days and personal days will be prorated accordingly. Immediate family members include current spouse, child, child of spouse, sibling, parent, grandparent, grandchild, parent of current spouse, or any other person who qualifies by IRS regulation as a dependent or person placed in the household by the court. Unused sick days may accumulate for the classified employee based on the following schedule:

<u>Employed Work Days **</u>	<u>Accumulated Sick Leave Days</u>
180-199 days	60 days
200-219 days	66 days
220-239 days	72 days
240 and over	78 days

**Accumulated sick leave days will not be reduced as a result of holidays and vacations days

Classified employees must provide a doctor's notice of care in order to use accumulated sick leave days. Accumulated sick days used for family illnesses must be documented and approved by the Superintendent.

Sick Bank

Classified employees who receive sick days may elect to participate in the Classified Employee Sick Leave Bank. Must be enrolled by September 30th.

Family Medical Leave Act of 1993 (FMLA)

In accordance with Federal law, the provisions of the Federal Family and Medical Leave Act (FMLA), 29 CFR, shall be incorporated by reference into this handbook. The operative language implementing the FMLA shall conform to the FMLA and shall not reduce an employees' entitlement to leave, fringe benefits, or reinstatement provided by the Agreement or by the FMLA. The first twelve (12) weeks of any qualifying leave will be recorded as FMLA leave provided the employee has FMLA leave remaining to cover this time period. The employee shall use their accrued paid leave (personal or sick leave) concurrently before using uncompensated leave.

For FMLA purposes, **the rolling year method** shall be used to determine eligibility for FMLA. FMLA eligibility is established the first time an employee uses FMLA and expires twelve (12) months thereafter. The next year begins the first instance that the employee

again uses FMLA. This is called the 12-month measured forward method.

FMLA qualified events:

- A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C-1. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
- D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position.

Other details to FMLA of 1993 are available from the U.S. Department of Labor.

Vacation – School Year employees – Employees who transfer from a position that is not eligible for vacation pay/days to a position that is eligible for vacation pay/days must work the eligible position for the qualifications below prior to receiving vacation pay/days.

Employees who are employed for less than 260 days get vacation pay not vacation days.

Classified employees who are employed to work between two hundred (200) and two hundred nineteen (219) days a year and a minimum of 35 hours per week are eligible for five (5) days of vacation pay after five (5) years service in an eligible position and ten (10) days of vacation pay after eight (8) years service in an eligible position.

Classified employees who are employed to work two hundred twenty (220) or more days and a minimum of thirty five (35) hours per week are eligible for five (5) days of vacation pay after one (1) year of service in an eligible position, ten (10) days of vacation pay after two (2) years service in an eligible position, and fifteen (15) days of vacation pay after eight (8) years of service in an eligible position.

Vacation – Full Year employees (260 days) – 260 day employees get vacation days.

Classified employees who are employed to work two hundred sixty (260) or more days and a minimum of thirty five (35) hours per week are eligible for five (5) days of vacation after one (1) year of service, ten (10) days of

vacation after two (2) years service, and fifteen (15) days of vacation after eight (8) years of service.

Any classified employee who is employed to work 260 days or more and who has continuous employment in the 260 day position for more than 25 years will be given one day of vacation for each year worked between 26 and 30 years. A total of 5 additional days are possible. These vacation days may be used during the school year with prior approval of the building administrator and/or Superintendent.

INSURANCES

Health Insurance

Classified employees except Bus Drivers whose first day of work was prior to July 1, 2008, are eligible for a corporation contribution on both single and family health insurance should they choose to participate, provided they are employed for 20 hours or greater hours per week. Classified employees except Bus Drivers whose first day of work is after July 1, 2008, are eligible for a corporation contribution to the single plan, provided they are employed for 20 hours or greater hours per week. They are also eligible to a corporation contribution on the family plan if they are employed at least 35 hours or greater per week. The school corporation will contribute to eligible employees from these classifications a dollar amount that is equal to the amount that is paid by the school corporation for teachers.

Classified employees who are employed as a bus driver are eligible to participate in the group health plan for West Noble employees. The school corporation will contribute to eligible employees from this classification a dollar amount that is equal to the amount that is paid by the school corporation for a single health plan for teachers.

****The Affordable Care Act may affect eligibility, contributions, or plans offered.**

Life Insurance

Classified employees who are employed for a minimum of one hundred eighty-two (182) days a year and are employed for at least 17 1/2 hours per week will be provided life insurance. Eligible employees will be covered for twenty five thousand (\$25,000) dollars.

Long Term Disability (LTD)

Classified employees who are employed to work a minimum of seventeen

and one-half (17 1/2) hours per week will be covered for Long Term Disability (LTD).

ANNUITIES AND PAYROLL DEDUCTIONS

403(b)

Each employee may elect to make tax deferred contribution to a plan described in section 403(b) of the Internal Revenue Code up to the maximum limits of the code. The list of Board approved vendors is available from Central office.

PERF (Public Employee Retirement Fund)

Classified employees who meet the requirements of the PERF board are members of the Public Employee Retirement Fund. The School Corporation will pay the mandatory 3% employee contribution.

Classified staff members are allowed to make voluntary payroll deduction contributions to PERF annuity account in 1% increments up to a maximum limit of 10%. Contact Payroll for additional information.

PROFESSIONAL DEVELOPMENT

Professional Growth Incentive

Classified employees may apply for a one hundred (\$100) dollar stipend for each semester hour of college credit or its equivalent up to a maximum of two thousand (\$2,000) dollars that is earned after their date of employment with West Noble School Corporation. To earn professional growth reimbursement this training must have **prior** approval by the employee's supervisor and superintendent. It must be related to the duties and responsibilities of the employees in their roles at West Noble.

The employee should fill out the Professional Growth Request form prior to enrolling in the course(s) to receive credit for this training. The employee should turn the form into their building principal for approval. The principal will then forward the request to the Superintendent for final approval. The request for credit should be made prior to the start of the employee contract year. Credit received during the year will be added to the next contract.

Conference, Workshops and Travel

A. The Board of Education will reimburse an employee for mileage at the rate set by the IRS for professional travel if the employee has received prior approval. An

employee may be reimbursed for mileage or travel expenses, for conferences approved by the Superintendent via the approved conference request application. If transportation is offered (school vehicle or car-pooling) and the employee rejects it, then reimbursement may be denied.

B. Requests for permission to attend professional meetings must be made on Leave Request Form and must be filed and approved at least two (2) weeks prior to the meeting. If the professional leave is out of state, the Professional Travel form must be completed by the employee and approved by the Board of Education prior to the professional leave meeting (requires 3 week notice). Any exceptions must be approved by the Superintendent or his/her designee.

C. Travel & meal reimbursement guide is found at westnoble.k12.in.us/centraloffice/employeeinfo.html

**EMPLOYMENT AND FRINGE BENEFITS FOR
WEST NOBLE TRANSPORTATION WORKERS
July 1, 2017 – July 1, 2019**

Bus Drivers (Must be at least 21 years old):

The West Noble School Board will issue contracts to school bus drivers under the following provisions and items:

1. Contract Days – 188 paid days consisting of:

- 180 student days
- 1 summer safety day
- 1 driver “back to school” meeting
- 6 holidays

E-Learning and Flex Days for Students and Staff are becoming a regularity for schools in Indiana. For the classified staff, this means that they will be paid when they work and there is a potential for some classified staff to lose earnings for days when school is not in session. West Noble School Corporation will provide opportunities for professional development when appropriate and necessary for Classified Staff members on or for days that are missed due to flex or E-Learning days and classified employees will be compensated accordingly.

2. Salary:

- A. Beginning base rate for routes will be fifty-six (56.00) dollars per day. Raises are calculated on base pay only unless otherwise stated.
- B. Experience Allowance - After the first year experience, one (1.00) dollar per day will be added to the base pay.
- C. Mileage for base routes will be paid for all loaded student miles at the rate of thirty-six (.36) cents per mile.

Route Adjustment: After routes have been established (based upon stat sheet) route mileage will not change for the contract year (Special Education routes will be adjusted throughout the school year as student transportation needs increase or decrease).

Mid-Day/Evening Assignments:

- A. Extra driving assignments (Activity Assignments, Mid-Day Assignments, Modified Day Students) with a minimum of 30 minutes down time between the assignment and the route, will pay twenty-eight (28.00) dollars per day plus thirty-six (.36) cents per loaded student mile.

- B. Driver(s) assigned to a route transporting students in the Early Intervention Program, and do not have a bus aide, will receive an additional \$2.50 per route, not to exceed \$5.00 for a day (2 routes).

The assignments listed above will be paid per-diem each pay period from a service record provided by the transportation director or his/her designee.

- C. Driver(s) assigned to a shuttle that transports students not associated with their route between West Noble Primary and the West Noble Campus at the beginning or end of the school day will receive \$10.00 per shuttle or a maximum of \$20.00 (2 shuttles) per school day.

Extra Curricular Driving:

- A. For non-school sponsored trips drivers should be paid twelve (12.00) dollars per hour.
- B. For school sponsored trips drivers will be paid ten (10.00) dollars per hour.
- C. Any regular route driver who drives a school sponsored field trip which requires the driver to miss their regular route will have the base amount of their daily rate subtracted from pay. If a driver misses only the am or pm portion of their route then one half of their base will be subtracted from their pay.

Drivers who drive for 10 athletic events in a year will receive a non-transferable all sports ticket for the high school. Persons receiving tickets will be determined by the number of trips made the previous year. Drivers who are scheduled to drive for all events of a given sport will also receive a non-transferable all sports ticket. Should a driver drive 20 or more events during a year, their spouse will receive a non-transferable all sports ticket. Both middle school and high school athletic trips will be counted toward the number required for tickets.

- 3. Engine Heater Reimbursement: The school board will pay up to seventy five (75.00) dollars per school year to those drivers who use their electricity for the engine heater. The drivers must file a claim for this reimbursement which will be paid after April 1. Any driver who fails to use the engine heater and requires a service call to start the bus on a cold morning may have the cost of that service call deducted from the seventy five (75.00) dollars.
- 4. State Safety Meeting Reimbursement: Those substitutes who drive on regular bus routes will receive twenty (20.00) dollars for attending the

required safety meeting.

5. Required Physicals: All West Noble bus drivers must have bi-annual physicals as required by Federal law. Certain medical conditions may require an annual physical (i.e.; high blood pressure). In addition, all West Noble bus drivers must have their blood pressure checked at least once during the school year by a member of the West Noble nursing staff. If the blood pressure is above the accepted blood pressure limits, as set forth the requirements for the CDL, the driver will be required to submit to a complete CDL physical exam. The cost of this exam will be paid for by the West Noble School Corporation.
6. CDL Trainer: West Noble will provide a CDL trainer to work with CDL candidates. The CDL trainer will be paid \$15.00 per hour.

Bus drivers may be asked to allow CDL candidates to drive their route. Bus drivers will receive an additional \$10.00 per event for supervising trainee driving. There is no additional compensation for times where trainees are observing.

7. Drug Test: If wait time exceeds 15 minutes, drivers who are required to take the random drug screen may request payment for the excess time required to take the test at the rate paid for extra curricular trips in 15 minute increments. Drivers may apply for up to one hour per random test. In no situation should an employee receive double compensation from WNSC.

Bus Drivers will also receive the fringe benefits for which they are eligible as listed in this document.

Bus Monitors:

- | | |
|------------------------|--|
| 1. Number of Paid Days | 186 days (180 students days and 6 Holidays) |
| 2. Hourly Rate | \$9.00 per hour.
\$1.00 per hour increase after 1 st year of service |
| 3. Schedule of Pay | Will be paid on an hourly basis and bi-weekly. |
| 4. Calculation of Pay | Will be paid for the actual hours worked with students. |
| 5. Minimum of Hours | 2 hour minimum per day.
A day is defined as AM & PM route/trip. |
| 6. Benefits | Eligible if meets applicable requirements. |

**EMPLOYMENT AND FRINGE BENEFITS FOR
WEST NOBLE CUSTODIAL PERSONNEL
July 1, 2017 – July 1, 2019**

Must be at least 21 years of age

1. Base Pay - \$11.00/hour

The beginning rate for maintenance personnel may vary by experience per page 7 of the Classified Employee Benefit Handbook.
2. Experience Allowance - After the first year experience, one (1.00) dollar per hour will be added to the base pay.
3. Classification Rates -

Shift Supervisor/housekeeper	\$.50/hour
Building Supervisor (not retroactive)	\$4.00/hour
4. Uniform Allowance – Custodial employees will receive an annual \$200.00 payroll benefit to be used for uniform purchases. Safety items, i.e., goggles, or special equipment will be provided at corporation expense.
6. Employed Days - 260 days (includes vacation and holidays)
7. Facility Rental – Any evening or weekend or Holiday rental work/coverage by the employee is paid at 1.5x the employee’s hourly rate.

Custodians will also receive the fringe benefits for which they are eligible as listed in this document.

**EMPLOYMENT AND FRINGE BENEFITS FOR
WEST NOBLE FOOD SERVICE PERSONNEL
July 1, 2017 – July 1, 2019**

1. Base - \$9.00 per hour
2. Experience Allowance - After the first year's experience, one (1.00) dollar per hour will be added to the base pay.
3. Certification - Food Service managers and assistant managers must maintain certification in the American Food Service Association. All other Food Service personnel is encouraged to be certified with the American Food Service Association. The corporation will pay for the certification but will not pay any reinstatement fees.
4. UNIFORM ALLOWANCE - Food service employees who work directly in the kitchen may receive an annual \$200.00 payroll benefit to be used for uniform purchases. Employees receiving this allowance are required to wear the uniforms as directed by the Food Service Manager.

1. Classification Rates –

Managers	\$4.00/hour
Assistant Managers	\$.50/hour

6. Contract Days – 188 paid days consisting of:

180 student days
2 staff days
6 holidays

E-Learning and Flex Days for Students and Staff are becoming a regularity for schools in Indiana. For the classified staff, this means that they will be paid when they work and there is a potential for some classified staff to lose earnings for days when school is not in session. West Noble School Corporation will provide opportunities for professional development when appropriate and necessary for Classified Staff members on or for days that are missed due to flex or E-Learning days and classified employees will be compensated accordingly.

7. Facility Rental – Any evening or weekend or Holiday rental work/coverage by the employee is paid at 1.5x the employee's hourly rate.

Food Service personnel will also receive the fringe benefits for which they are eligible as listed in this document.

WEST NOBLE INSTRUCTIONAL ASSISTANTS PERSONNEL
July 1, 2017 – July 1, 2019

1. Base - \$9.00 per hour
2. Experience Allowance – After the first year experience, one (1.00) dollar per hour will be added to the base pay.
3. Highly Qualified - Instructional Assistants **must** be Highly Qualified by either college training (60 credit hours) and/or passing an approved qualifying exam as provided by the State of Indiana and/or Federal government prior to employment.
4. Contract Days – 190 paid days consisting of:
 - 180 student days
 - 4 staff days
 - 6 holidays
5. Qualifying Exam or Para-Pro Test – The Corporation will reimburse the employee for one (1) exam with a passing score.

Instructional Assistants will also receive the fringe benefits for which they are eligible as listed in this document.

**EMPLOYMENT AND FRINGE BENEFITS FOR
WEST NOBLE PROGRAM ASSISTANTS PERSONNEL
(Alternative Education, Computer Lab, EL,
Functional Skills, Media and Technology)
July 1, 2017 – July 1, 2019**

Employees will be classified as program assistants based on specialized skills and/or additional training necessary for their assignment and/or additional responsibilities related to planning, teaching or supervising students without direct oversight from certified staff.

The wage scale for Program Assistants is as follows:

1. Base - \$11.00 per hour
2. Experience Allowance - After the first year experience, one (1.00) dollar per hour will be added to the base pay.
3. High Qualified - Program Assistants **must** be Highly Qualified by either college training (60 credit hours) and/or passing an approved qualifying exam as provided by the State of Indiana and/or Federal government prior to employment.
4. Employed Days – 184 - 220 work days per assignment and wage summary.

180 student days
4 staff days
+ holidays
+ extra days
5. Qualifying Exam or Para-Pro Test – The Corporation will reimburse the employee for one (1) exam.

Program Assistants will also receive the fringe benefits for which they are eligible as listed in this document.

**EMPLOYMENT AND FRINGE BENEFITS FOR
WEST NOBLE SCHOOL RESOURCE OFFICER
July 1, 2017 – June 30, 2019**

The West Noble SRO position is an exempt position under the Fair Labor Standard Act. The wage scale for a School Resource Officer is as follows:

Salary	base rate of \$20.65 per hour
Work Days	215
Cell Phone Stipend	\$420 annually
Ammunition Stipend	\$750 annually
Uniform Allowance	\$200 annually
Sidearm	Personal or Law Enforcement Agency
Policy	WN and Law Enforcement Agency if Reserve Officer
Vehicle	WN to provide, maintain, and may be driven home only

School Resource Officers will receive the fringe benefits as defined in the “Classified Employee Benefit and Compensation Guide”.

**EMPLOYMENT AND FRINGE BENEFITS FOR
WEST NOBLE SCHOOL NURSES
July 1, 2017 – June 30, 2019**

The wage scale for School Nurses is as follows:

Charge Nurse (must be BSN) - 196 paid days – \$22.75 per hour

School Nurse – 193 paid days – BSN – base rate of \$21.21 per hour
RN – base rate of \$19.94 per hour
LPN – base rate of \$18.70 per hour

A School Nurse must have a valid, current license in order to earn listed wage.

The Charge Nurse will receive an additional \$2,500.00.

School Nurses will also receive the fringe benefits for which they are eligible as listed in this document.

**EMPLOYMENT AND FRINGE BENEFITS FOR
WEST NOBLE SECRETARIAL PERSONNEL
July 1, 2017 – June 30, 2019**

The wage scale for Secretaries is as follows:

1. Base - \$11.00 per hour.
2. Experience Allowance - After the first year experience, one (1.00) dollar per hour will be added to the base pay.
3. Employed Days – 184 – 220 work days per assignment and wage summary
180 student days
4 staff days
+ holidays
+ extra days
4. Bonded Extra-curricular Treasurer Allowance

Secretaries who serve as the bonded extra-curricular treasurer of their school will receive an additional one (1.00) dollar per hour.

Secretaries will also receive the fringe benefits for which they are eligible as listed in this document.

**EMPLOYMENT AND FRINGE BENEFITS FOR
WEST NOBLE TITLE I INSTRUCTORS
July 1, 2017 – June 30, 2019**

The wage scale for Title I Program Instructors is as follows:

1. Base - \$13.00 per hour (based on a 7 hour day)
2. Education - Must hold a valid Indiana Teaching License
3. Highly Qualified – Title I Program Instructors **must** be Highly Qualified by passing an approved qualifying exam as provided by the State of Indiana and/or Federal government prior to employment.
4. Employed Days – 184 work days. Work days and hours per day will be defined on the wage summary.
 - 180 student days
 - 4 staff days
 - 0 holidays
 - 0 extra days (if applicable)

Title I Program Instructors will receive the fringe benefits for which they are eligible in the “Classified Employee Benefit and Compensation Guide” unless otherwise noted above.

**EMPLOYMENT FOR WEST NOBLE
SUBSTITUTE PERSONNEL
July 1, 2017 – June 30, 2019**

EXPANDED CRIMINAL HISTORY

Indiana Code 20-26-5-10 requires all school corporations, charter schools, and accredited nonpublic schools to adopt and administer a policy requiring each applicant for non-certified or certificated employment to obtain an expanded criminal history check as of July 1, 2009. The definition of “expanded criminal history check” found at IC 20-26-2-1.5 includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states. **ALL** new hires must complete the national criminal history background check.

Assistants (all types) \$ 9.00 per hour
(instructional, bus, program, media, technology, etc.)

Crossing Guard \$10.00 per hour

Food Service - \$9.00 per hour

Secretary - \$9.00 per hour

Custodian - \$11.00 per hour
(must be at least 21 years old)

Nurse - \$12.00 per hour

Bus Driver - \$66.00 per day
 \$33.00 per shuttle
(must be at least 21 years old)

Substitute Teacher – \$80.00 per day (Criteria #1 & #2 listed below may be waived annually per School Board approval)

1. Must have 60 credit hours beyond high school
2. Must hold a valid IN Teacher License or Substitute Teacher Certificate.
3. Must provide a Nationwide Criminal History Report.

Summer Employees

Current H.S. Student \$ 7.25 per hour
Adult (H.S. graduates) \$10.00 per hour