

Miscellaneous Support Personnel

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. Crossing Guards
3. Security Officers
4. Couriers
5. Maintenance Floaters
6. Temporary Summer Help
7. Substitute Secondary Librarian (Non-Certified)
8. Temporary Office Help
9. Bilingual Interpreters
10. Bus Monitor
11. Health Care Aide
12. Targeted Assistance Specialist
13. Greeter
14. Learning Center Supervisor
15. Student Advocate & Interventionist
16. Student Food Service Worker

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 five (5) extra work days for 185 days total.
2. Health Care Aide – Will work days/year equal to Nurses work days/year (see Administrative Guideline 4216) – The number of days students are actually in attendance (180 days) plus five (5) days, and one (1) floating day (either before or after the school year).

3. Couriers – Year-round employees. Days worked are determined by the district's need.

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.	Crossing Guards:	2 hours
3.	Security Officers:	8 hours
4.	Couriers:	8 hours
5.	Maintenance Floaters	8 hours
6.	Temporary Summer Help	8 hours
7.	Substitute Secondary Librarian (Non-Certified)	8 hours
8.	Temporary Office Help	8 hours
9.	Bilingual Interpreters	8 hours
10.	Bus Monitor	4 hours
11.	Health Care Aide	8 hours
12.	Targeted Assistance Specialist	7.5 hours
13.	Learning Center Supervisor	7.5 hours
14.	Student Advocate & Interventionist	4 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 and Health Care Aides:		
		2016-17	2017-18
		<u>HOURLY RATE</u>	<u>HOURLY RATE</u>
A.	1 st year in Classification:	\$9.41	\$11.93
B.	2 nd year in Classification:	\$9.67	\$12.99
C.	3 rd year in Classification:	\$9.93	\$13.34
D.	4 th year in Classification:	\$10.19	\$13.69
E.	5 th year in Classification:	\$10.45	\$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>2016-17</u> <u>HOURLY RATE</u>	<u>2017-18</u> <u>HOURLY RATE</u>
2. Crossing Guards	\$7.40	\$7.59
3. Security Officers	\$20.91	\$21.43
4. Couriers	\$10.45	\$10.71
5. Maintenance Floaters	\$10.45	\$10.71
6. Substitute Secondary Librarian (Non-Certified)	\$9.18	\$9.42
7. Temporary Office Help	\$10.04	\$10.29
8. Bilingual Interpreters	\$15.30	\$15.38
9. Bus Monitor	\$9.20	\$9.43
10. Health Care Aide	\$14.79	\$16.16
11. Targeted Assistance Specialist	\$10.26	\$10.52
12. Greeter	\$7.40	\$7.59
13. Student Advocate & Interventionist	\$22.00	\$22.00

(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>
14. Learning Center Supervisor	\$80/day	\$80/day
15. Student Food Service Worker		

EACS follows the guidelines set forth in the Indiana Minimum Wage Law. A "training wage" of \$4.25/hour will be paid to Student Food Service Workers who are under the age of 20 years old for the first ninety (90) consecutive calendar days. After the 90th consecutive day, minimum wage shall be used. The "training wage" shall be updated in accordance with changes in Indiana and Federal law.

Section 6. Compensation – Temporary Summer Help. Employees hired as temporary summer help are at-will employees and shall be compensated at the following hourly rates:

<u>POSITION</u>	<u>2016-17 HOURLY RATE</u>	<u>2017-18 HOURLY RATE</u>
Lead Painter	\$10.45	\$10.71
Summer Maintenance Worker	\$8.70	\$8.92
Summer Computer Technicians	\$8.20	\$8.41
Other Summer Help (not covered by any Collective Bargaining Agreement or Administrative Guideline)	\$8.20	\$8.41

Returning summer help shall receive an additional \$.25/hour after one (1) summer of experience in the same position and a second additional \$.25/hour after two (2) summers of experience in the same position.

Section 7. Paid Leaves. Employees in this unit are not eligible for any paid leave.

Section 8. 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 9. 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 10. 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 11. Public Employees Retirement Fund. 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 12. 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.