

**COWAN COMMUNITY
SCHOOL CORPORATION**

2023-24

**EDUCATIONAL SUPPORT
STAFF
BENEFIT PACKAGE**

Effective: July 1, 2023

TABLE OF CONTENTS

Authorization and Hours	3
Bereavement Leave.....	9
Bus Drivers	19
Cafeteria.....	18
Compensation for Extra Duties.....	11
Conditions of the Workplace	5
Definition	3
Directors.....	12
Non-Discrimination Policies.....	5
Early Retirement Insurance Coverage	11
Expense Reimbursement.....	4
Family Leaves of Absence.....	6
Fringe Benefits.....	6
Harassment Policy	5
Instructional Assistants, Aides, Latchkey	15
Insurance	9
Jury Duty.....	11
Liability Insurance	7
Maintenance/Custodial	17
Nurse	13
Office Personnel	14
Other Leaves	11
Overtime	3
Paid Absence and Sick Days.....	10
Paid Holidays	7
Paid Vacation	8
PERF	6
Pregnancy/Maternity/Paternity Leave	11
Safety	5
Section 125.....	8
Severance	10
Social Security	6
SRO – School Resource Officer	13
Substitutes	4
Tax Deferred Annuities.....	7
Timekeeping	4
Vacation Scheduling	8
Workday.....	4
Workmen’s Compensation.....	7

EMPLOYMENT CONDITIONS

Definition

Directors
Support Staff Specialists
Office Personnel
Instructional Assistants, Aides, Latchkey
Maintenance/Custodial
Cafeteria Personnel
Corporation Bus Drivers

Authorization and Hours

All hours, number of days worked per year, and rate of pay must be authorized by the School Board. This authorization must be recorded in the minutes of a board meeting. Approval of this compensation packet constitutes that authorization. Board authorized staff and pay scales are considered as maximums. Administrators may not assign more than the number of people authorized by the Board nor may they change the rate of pay. The Superintendent has the authority to approve additional hours or days when necessary.

Board authorization is evidenced by payroll information sheets prepared for each employee. A copy of this sheet is given to each employee and to his or her supervisor. It is the responsibility of supervisors to monitor days and hours. Each employee should check the computation of the payroll information sheets for accuracy.

Overtime

Overtime is defined as any time beyond 40 hours within a 7 day pay week. Any overtime and/or any additional hours to those approved by the school board must be approved by the supervisor and the superintendent.

Overtime hours shall be paid at the rate of one and one-half (1 ½) times the regular hourly rate of pay for **hours worked beyond 40 hours of actual work hours**. Leave days or hours for any purpose taken during a 40-hour work week will not count toward the 40 hours of work time requirement for receiving overtime pay. Beginning July 1, 2016, the Director of Maintenance and Director of Transportation will receive overtime for any hours over 40 including paid time not worked.

All overtime work shall be approved by the supervisor before it occurs unless there is an emergency. All overtime work will be documented and on file with the supervisor and the corporation treasurer.

In the event a support staff member works on a previously-designated paid holiday, the hours worked on the holiday will be paid at the rate of one and one-half (1 ½) times the employee's regular pay in addition to the regular holiday pay. In this case only, the requirement to have worked forty (40) hours in order to receive overtime pay will be waived.

Timekeeping

All support personnel must record their hours worked either by time sheets furnished by the Administration Office.

Workday

Wages are earned and will be paid only for days worked, authorized leave days, authorized holidays, or paid vacations.

Expense Reimbursement

All expenses reimbursed by the school corporation must be authorized and approved prior to attendance. Conference requests must be on the form provided by the Administration Office and approved by the Superintendent.

Claims for reimbursement of expenses incurred attending an approved conference must be on the form provided by the Administration Office. Reimbursable expenses are registration, necessary meals, lodging, parking, and travel.

Employees who, as part of their regular duties, are required to use their personal vehicle for school business may be reimbursed for mileage. Said employees must keep a record on a regular mileage form and file said form with the Corporation Treasurer for payment at the IRS mileage rate.

Substitutes

Supervisors will decide whether to call in substitutes for non-teaching positions. Sub Nurses and Healthcare Aide Subs will be paid \$125 daily beginning October 23, 2023. Sub Bus Drivers and Sub Bus Aides will be paid the same rate as the regular employees. All other support staff substitutes will be paid \$13.00 per hour. Beginning October 23, 2023, this rate will increase to \$14.00 per hour. Any other changes for sub pay for the new school year will also be effective October 23, 2023.

Conditions of the Workplace

Discrimination

Cowan's Non-Discrimination Policies and Guidelines can be found on the Cowan Website. Several policies and guidelines speak to our non-discriminatory practices.

4122 – Nondiscrimination and Equal Employment Opportunity

4122.01 - Drug-Free Workplace

4122.02 – Nondiscrimination Based on Genetic Information of the Employee

4123 – Section 504/ADA Prohibition Against Disability Discrimination in Employment

Harassment

Cowan strives to maintain an environment free of all forms of unlawful harassment. Current policy and guidelines can be found in #4362. Please consult these policies/guidelines for details if you believe that you or another employee might be a subject of harassment.

Safety

Cowan is dedicated to a safe working environment. Please report any unsafe conditions to the Maintenance Director or Building Administrator. Please keep safety in mind for all tasks and request help should you need it. If an accident occurs, report any accidents for student, staff, or visitors using one of the accident forms found on the Cowan Website: <https://www.cowan.k12.in.us>.

Updates on Staff Safety will be made to Policy and Administrative Guideline #7430.

FRINGE BENEFITS

Public Employees Retirement Fund (P.E.R.F.)

Full time support personnel will participate in the INPRS (Indiana Public Retirement System). The program operates under the following conditions:

- An employee must work in a position designated for PERF by Cowan
- An employee must work 600 hours or more per calendar year and four hours or more per day to be eligible.
- All eligible employees will be enrolled in PERF from the date of hire.
- Participating employees will have three percent (3%) of their total salary deducted.
- The school corporation will contribute a percent of the total salary to the program as an employer share.
- Members retiring must have ten (10) years of service at 65 or 15 years of service at age 60 to draw full monthly benefits. Members may also become eligible through the Rule of *85.
- A member can receive all of his/her own contributions, plus interest, if he/she withdraws before retirement.
- Retirement benefits are based on years of service and the total amount contributed to the fund by both the employee and the employer.

Social Security

The contributions to social security are withheld and sent directly to the Social Security Fund.

The Cowan Community School Corporation is required to contribute to the Social Security Fund an amount equal to that contributed by the employee.

Family Leaves of Absence

In accord with Federal law, the School Board shall provide up to twelve (12) work weeks of unpaid leave to all staff members working 1250 hours or more during the ensuing twelve (12) month period commencing with the first day of qualifying leave for one of the following reasons or any updates to policy #4430.01:

- the birth or care of a child
- the adoption or foster care of a child
- the care of a spouse, son, daughter, or parent if such individual has a serious health condition
- a serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.).

Workmen's Compensation

Workmen's Compensation insurance is provided for all employees for loss of work due to injury on the job.

Liability Insurance

Liability insurance is provided for the protection of all employees and volunteers while performing duties for the school corporation.

Tax Deferred Annuities

All employees are eligible to contribute pre-tax money through payroll deduction into a tax deferred annuity. The purpose of this benefit is to provide supplemental retirement benefits during retirement. To begin, change, or stop contributions, employees should sign and submit a payroll deduction authorization form in the office of the corporation treasurer.

Paid Holidays

Paid holidays are granted to twelve-month support personnel. The nine paid holidays are:

Fourth of July	Day before Christmas
Labor Day	Christmas Day
Thanksgiving Day	New Year's Day
Day after Thanksgiving	Friday of Spring Break Week
	Memorial Day

Temporary and Substitute personnel will not be paid holiday pay.

Notes: Generally, holidays falling on Saturday will be celebrated on Friday and holidays falling on Sunday will be celebrated on Monday. The administrator/supervisor may change this Saturday/Sunday procedure as necessary. As a rule, holidays will not be scheduled as workdays, however, the administrator/supervisor reserves the right to assign personnel to work during holidays, and times of shut down due to unforeseen circumstances, such as emergencies, scheduled activities, etc.

In the event a support staff member works on a previously designated paid holiday, the hours worked on the holiday will be paid at the rate of one and one-half (1 ½) times the employee's regular pay rate in addition to the regular holiday pay. In this case only, the requirement to have worked forty (40) hours in order to receive overtime pay will be waived.

All twelve-month support staff members shall be paid in full for approved holidays if such support staff members have accrued earnings on their preceding and next-following scheduled workdays before and after a holiday or were properly excused from attendance at work on either or both of those days. (Policy #4434)

Paid Vacation

Paid vacation is available only to twelve-month support personnel.

Eligible hourly personnel shall receive:

- 1 year service – 5 days
- 2 – 10 years service – 10 days
- 11 years service – 11 days
- 12 years service – 12 days
- 13 years service – 13 days
- 14 years service – 14 days
- 15 – 20 years service – 15 days
- 20 + years service – 20 days

An employee hired between July 1 and December 31 will receive a full year of credit on the following July 1 and shall earn 5 vacation days at that time.

An employee hired between January 1 and June 30 will not earn a year of credit on July 1, but shall receive vacation days on July 1 as follows:

- January/February – 3 days
- March/April – 2 days
- May/June – 1 day

Note: Vacation leave will be equal to the number of hours normally worked per week.

Note: Vacation earned cannot be carried over from one year. Cowan will reimburse 50% of an employee's awarded vacation days at an employee's daily rate if still unused by June 30 at the conclusion of the fiscal year. An employee must still be employed on June 30 to receive this benefit. (Examples: An employee is awarded 20 vacation days for the year. No more than 10 days can be paid after June 30th if unused. If 15 days remain, the payout would be 10 X daily rate. If 8 days remain, the payout is 8 X daily rate.)

Vacation Scheduling

The employee shall schedule vacations with his immediate supervisor who will give a written record to the Superintendent. Vacations are to be taken in no less than ½ day increments. A supervisor may require a 48-hour notice for requested vacation days. Vacation requests that cause undue hardship on the school district may be denied.

Section 125

The corporation provides a Section 125 program for each employee.

Insurance deductions can be made through Section 125.

Medical Reimbursement and dependent care reimbursement is available.

Employees may choose cancer care insurance with companies that have been approved for payroll deductions with full cost to be paid by the employee (20 or 24 pay deduction period).

Insurance

Employees must be actively at work and work at least 720 hours annually to be eligible to carry medical, dental, life or disability insurance with the Cowan Community School Corporation.

Cowan Community School Corporation's contribution towards insurance is listed with each job classification.

The following types of insurance are available for purchase. Descriptions and costs of the insurance are available in the central office.

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Disability Insurance
- Additional Term Life Insurance in increments of \$20,000 if the corporation provides term life coverage
- Dependent Life Insurance if the corporation provides term life coverage

Termination of service, voluntary or involuntary, cancels all rights to insurance programs being paid for by the corporation. COBRA benefits are available as per the Health Insurance Portability Act of 1996. If you qualify for early retirement pay, as per Section VII Retirement Pay, an employee has the right to continue in the medical and life insurance plans at the employees' expense.

Bereavement Leave

Five (5) contract leave days shall be granted to an employee for the purposes of bereavement and/or estate related legal work following the death of a resident of a teacher's household or his/her father, mother, spouse, brother, sister, son, daughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, or grandchild. Step relatives will be interpreted in a like manner.

Two (2) days leave shall be granted to a teacher for the death of an employee or spouse's grandparent, brother-in-law, or sister-in-law. Step relatives will be interpreted in a like manner.

One (1) day leave shall be granted to a teacher for the death of a teacher's aunt, uncle, first cousin, niece, or nephew. Step relatives will be interpreted in a like manner.

In the event of the death of a person for whom the employee is the legal guardian, the employee shall have the same leave benefit as if the deceased were a member of the employee's immediate family. (The employee shall be responsible for providing all pertinent and relevant documentation required to satisfy this provision.)

Note: The days must be used within one (1) calendar year from the date of death when attending to the legal obligations and are not cumulative.

Paid Absence and Sick Days

Full-time and part-time hourly personnel and transportation personnel who are board approved to work less than 200 days a year shall receive seven (7) days each year. If in any one school year the support staff member does not use all of his/her allotted paid leave days for that year, then the remaining days shall be cumulative up to a maximum of eighty (80) days.

Full-time and part-time hourly personnel and transportation personnel who are board approved to work more than 200 but less than 260 days (twelve-month employees) a year shall receive nine (9) days each year. If in any one school year the support staff member does not use all of his/her allotted paid leave days for that year, then the remaining days shall be cumulative up to a maximum of eighty (80) days.

Twelve-month employees are eligible to earn paid vacation days. (See Paid Vacation section)

Missed days can be taken up to the total number awarded each calendar year. These days may be taken for personal business, family illness, etc. After having used all paid absence days, any further paid absences will only be approved for personal illness or other uses determined through FMLA (see policy #4430.01). Additionally, accumulated days may be used after the allotment of the paid absence days and vacation days are used for the illness of a member of the staff member's household. A staff member may use up to a maximum of five (5) accumulated sick leave days per year for family household illness. Unapproved absences beyond available paid absences, accumulated sick days, and/or vacation days may result in disciplinary action, up to and including termination.

Estimates will be listed on paystubs, but recently used days may not be reflected. For exact number of days, staff should contact central office.

For absences caused by illness or physical disability of the employee that extends beyond four (4) consecutive days, each employee shall be allowed to have the school corporation deduct the additional days from the employees' personal accumulated sick leave. The employee shall provide a doctor's statement upon request of the administration. Failure to provide a doctor's statement will be cause for denial of personal accumulated sick leave use.

Severance

Upon retirement with twenty (20) years of service at Cowan Community School Corporation, unused accumulated sick days will be reimbursed at the following rate:

- Part-time employees* days will be bought back at \$15.00 per day.
*less than forty (40) hours per week and less than twelve (12) months per calendar year.
- Full-time employees* days will be bought back at \$25.00 per day.
*Forty (40) hours per week and twelve (12) months per calendar year

The employee's status (full or part-time) during the last year of employment with Cowan Community School Corporation will be used to determine part-time or full-time status.

Employees with twenty (20) years of service and a minimum of fifteen (15) years as a "full time" employee will be eligible for full time employee severance benefits.

Early Retirement Insurance Coverage:

Early retirees must have reached 55 years of age on or before the employee's retirement date but not be eligible for Medicare coverage; AND have completed 20 years of creditable employment experience with a school district on or before the employee's retirement date, ten (10) years of service must have been completed at Cowan immediately preceding the retirement date, AND have completed at least 15 years of participation in either the retirement plan of ISTRF or PERF on or before the employee's retirement date.

Pregnancy/Maternity/Paternity Leave

Disabilities caused or contributed to by pregnancy, miscarriage, legal abortion, childbirth and recovery there from shall be treated as temporary disabilities for all job-related purposes. Generally, the disability caused by the birth of a child will be 6 weeks after the birth, unless extended by the employee's physician. Accumulated sick leave shall be available during periods of such disability when the employee is unable to work due to her pregnancy. The employee's attending physician must certify that her pregnancy prevents her from working for a specified length of time if the employee is to be eligible for sick leave benefits. Disability leave beyond any accumulated sick leave shall be available, without pay, consistent with State Law, for such reasonable further period of time as an employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendance thereto.

Any staff shall be entitled, upon written request, to a leave of absence for four (4) consecutive work days upon the birth of his/her child, with pay, if the birth occurs during a time when the staff member is actively working. (i.e. School year employees who work 181 days would not be eligible to receive the four (4) paid days if the birth of the child occurs during the summer months when the employee is not actively working.) Such leave days will not extend beyond the end of the employee's scheduled workdays in the school year in which the birth occurs.

Other Leaves

Leaves of absence, without pay, for reason of ill health, adoption, education, work exchange program, military service, elected office duty, or other justifiable reason may be granted by the Board on recommendation of the Superintendent.

Jury Duty

Employees called for jury duty on workdays will receive their regular pay minus the amount received for said duty as a per diem rate. The employee is required to submit documentation of pay received from the court.

Compensation for Extra Duties

The Cowan Community School Corporation Board of Trustees recognizes and is willing to provide compensation to support staff employees who are willing to perform extra duties that would be in the best interest of the school corporation. These extra duties must be performed beyond the normal working day.

In order to qualify for this compensation, the Superintendent must approve the program and make a recommendation to the School Board for their approval.

DIRECTORS

Position	Held By:	Days	Hours/Day
Director of Maintenance	Jeff Andrews	260	8 (overtime as needed)
Director of Transportation	Shannon Stout	260	8 (overtime as needed)
Director of Technology	Shelby Groves	225	8

Director Benefits

Medical/Dental Insurance: (Assumes eligible through a HIPPA event or Open Enrollment)

- Single: 2023 - \$7,908 Corporation contribution
- Family: 2023 - \$15,312 Corporation contribution
- Single: 2024 - \$8,292 Corporation contribution
- Family: 2023 - \$16,056 Corporation contribution

Life Insurance: \$20,000 term life policy provided by the Corporation
Additional Life or Dependent Life can be purchased by the employee

Eligible to purchase group Vision and/or Long-Term Disability Insurance

SUPPORT STAFF SPECIALISTS

Nurse Held by: Whitney Huff
185 days 8 hours per day

Benefits

Eligible for PERF (Public Employee Retirement Fund)

Medical/Dental Insurance: (Assumes eligible through a HIPPA event or Open Enrollment)

- Single: 2023 - \$7,908 Corporation contribution
- Single: 2024 - \$8,292 Corporation contribution
- Family: 2023 - \$15,312 Corporation contribution
- Family: 2024 - \$16,056 Corporation contribution

Life Insurance: \$20,000 term life policy provided by the Corporation
Additional Life or Dependent Life can be purchased by the employee

Eligible to purchase group Vision and/or Long-Term Disability Insurance

SRO – School Resource Officer Held by: Dylan Arens
181 days 8 hours per day

Additional Hours and Overtime as needed and approved by the Superintendent.

Benefits

Eligible for PERF (Public Employee Retirement Fund)

Medical/Dental Insurance: (Assumes eligible through a HIPPA event or Open Enrollment)

- Single: 2023 - \$7,908 Corporation contribution
- Single: 2024 - \$8,292 Corporation contribution
- Family: 2023 - \$15,312 Corporation contribution
- Family: 2024 - \$16,056 Corporation contribution

Life Insurance: \$20,000 term life policy provided by the Corporation
Additional Life or Dependent Life can be purchased by the employee

Eligible to purchase group Vision and/or Long-Term Disability Insurance

OFFICE PERSONNEL

Position	Held By:	Days	Hours/Day
Supt. Office Secretary/ Deputy Treasurer	Sheryl Marshall	260	8.0
Elementary School Treasurer	Dinah Breedlove	205	8.0
Jr./Sr. High School Treasurer	Amy Hudson	210	8.0
Jr./Sr. High School Secretary	Brooke Watson	205	7.0
Elementary School Asst. Secy.	Wendy Koger	185	5.5
Jr./Sr. HS Asst. Secretary	Stacy Barton	185	7.5

Additional days or hours may be approved by the superintendent when necessary.

Benefits

Eligible for PERF (Public Employee Retirement Fund)

Medical/Dental Insurance: (Assumes eligible through a HIPPA event or Open Enrollment)

- Single: 2023 - \$7,908 Corporation contribution
- Single: 2024 - \$8,292 Corporation contribution
- Family: 2023 - \$15,312 Corporation contribution
- Family: 2024 - \$16,056 Corporation contribution

Life Insurance: \$20,000 term life policy provided by the Corporation
Additional Life or Dependent Life can be purchased by the employee

Eligible to purchase group Vision and/or Long-Term Disability Insurance

INSTRUCTIONAL ASSISTANTS, AIDES, LATCHKEY

Position	Held by:	Days	Hours/Day
Elem Special Education Aide	Wendy Koger	181	2.0
Elem Special Education Aide	Stacie Hill	181	6.5
Elem Special Education Aide	Chatney Morey	181	6.5
Elem Special Education Aide	Ashlee Barnell	181	6.5
Jr High Special Education Aide	Daryl Bays	181	6.5
HS Special Education Aide	TBD	181	6.5
Elem Library Aide	Rita Thornburg	74	6.5
HS Library Aide	Angie Daly**	110	7.0
Primetime Aide	Melissa Ireland	181	6.5
Kindergarten Aide/Computer Instructor	Alisa Glaze	181	7.0
Instructional Aide/Art Instructor	Abby Davis	181	7.25
Plato Lab Aide	Leslie Bays	182	6.75
Latchkey Director/Title I Aide	Ceira Harris	182	8.0
Latchkey Worker	Luetta Campbell	180	3.0
Latchkey Adult/Student Help		180	As Needed
School to Home Liaison	Lauren Hatch	185	8.0
Social Worker	Nicole Pittsford	185	7.5
Health Care Aide	Kim Hiatt	181	7.5
Translator (first semester only)	Jaren Olds	up to 40	7.0
Instructional Aide/Tech Aide	Katie Monroe	Up to 81	6.5

Additional days or hours may be approved by the superintendent when necessary.

Benefits

Medical/Dental Insurance: (Assumes eligible through a HIPPA event or Open Enrollment)

- Single: 2023 - \$7,908 Corporation contribution
- Single: 2024 - \$8,292 Corporation contribution
- Family: 2023 - \$7,908 Corporation contribution
- Family: 2024 - \$8,292 Corporation contribution

Eligible to purchase group Vision and/or Long-Term Disability Insurance

These positions are NOT eligible for PERF (Public Employee Retirement Fund)

These positions are NOT eligible for Group Life Insurance

**HS Library Aide Position is eligible for PERF

MAINTENANCE/CUSTODIAL PERSONNEL

Position	Held by:	Hours/Day
Full-Time Custodian	Jeremy Fox	8.0
Full-Time Custodian	Christy Goad	8.0
Full-Time Custodian	Heather Guffey	8.0
Full-Time Custodian	Lora Holmes	8.0
Full-Time Custodian	Taylor Ross	8.0
Full-Time Custodian	Abbigayle Wright	8.0

Additional days or hours may be approved by the superintendent when necessary.

Benefits

Eligible for PERF (Public Employee Retirement Fund)

Medical/Dental Insurance: (Assumes eligible through a HIPPA event or Open Enrollment)

- Single: 2023 - \$7,908 Corporation contribution
- Single: 2024 - \$8,292 Corporation contribution
- Family: 2023 - \$15,312 Corporation contribution
- Family: 2024 - \$16,056 Corporation contribution

Life Insurance: \$20,000 term life policy provided by the Corporation

Additional Life or Dependent Life can be purchased by the employee

Eligible to purchase group Vision and/or Long-Term Disability Insurance

CAFETERIA

Position	Held By:	Days	Hours/Day
ELEM Cafeteria	Karen Lewis	188	8.0
HS Cafeteria	Melissa Jones	188	8.0
HS Cafeteria	Andrea Romack	182	4.0

Student Helpers - \$7.50 per day

Additional days or hours may be approved by the superintendent when necessary.
Daily hours could be less if changed by the Food Service Director and Superintendent.

Benefits

Eligible for PERF (Public Employee Retirement Fund)

Medical/Dental Insurance: (Assumes eligible through a HIPPA event or Open Enrollment)

- Single: 2023 - \$7,908 Corporation contribution
- Single: 2024 - \$8,292 Corporation contribution

- Family: 2023 - \$15,312 Corporation contribution
- Family: 2024 - \$16,056 Corporation contribution

Life Insurance: \$20,000 term life policy provided by the Corporation
Additional Life or Dependent Life can be purchased by the employee

Eligible to purchase group Vision and/or Long-Term Disability Insurance

CORPORATION BUS DRIVERS

Regular Route Drivers: 2023-2024 \$50.00 for the morning run
 2023-2024 \$50.00 for the afternoon run
 (Routes are approximately 1 hour in length)

Special Education Bus Driver: 2023-2024 \$55.00 for the morning run
(based on 1 route – whole township) 2023-2024 \$55.00 for the afternoon run
 (Routes are approximately 2 hours in length)
 2023-2024 \$50.00 for midday run IF NEEDED
 (Routes are approximately 1 hour in length)

Substitute Bus Driver: Paid at same rate as regular full-time drivers

Bus Aide/Substitute Bus Aide: Paid at same rate as regular bus aide

One day normal pay is considered one morning route + one afternoon route. All Corporation bus drivers, including active sub drivers as determined by the transportation director, shall receive 1 day normal pay for completing the annual safety training and 1 day normal pay for attendance at the annual Orientation Meeting.

Benefits (Only available to drivers/aides that work 20 hours or more average per week)

NOT eligible for PERF (Public Employee Retirement Fund)
NOT eligible for Group Life Insurance

Medical/Dental Insurance: (Assumes eligible through a HIPPA event or Open Enrollment)

- Single: 2023 - \$7,908 Corporation contribution
- Single: 2024 - \$8,292 Corporation contribution

- Family: 2023 - \$15,312 Corporation contribution
- Family: 2024 - \$16,056 Corporation contribution

Eligible to purchase group Vision and/or Long-Term Disability Insurance

Extra-Curricular Trips:

\$50.00 total for the first four (4) hours + \$10.00 per hour thereafter.

Effective October 23, 2023 - \$55.00 total for the first three (3) hours + \$10.00 per hour thereafter.