

CLASSIFIED COORDINATORS

School City of Hammond

Hammond, Indiana

Approved: December 13, 2022

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CLASSIFIED COORDINATORS

CLASSIFICATIONS

- Class I - By approval of Chief Administrator for Human Resources
- Class II - By approval of Chief Administrator for Human Resources
- Class III - Financial Services
- Class IV - Payroll

INSURANCE

Single or Family Plan – See New Master Contract Article 14
Long-term Disability

Health Insurance

The Board shall make available a single or family membership for all coordinators employed by the School City of Hammond in a health insurance plan.

Hospitalization/Medical Employees (Same as teachers)

Major Medical	Included in the above
Vision	Included in the above
Major Dental	Included in the above
Term Life	\$70,000 with Accidental Death Benefit which doubles the amount. Employee contributes \$1.00 per year.

PROBATION

90 working day probation

OVERTIME

Overtime will be paid at the rate of one and one half (1-1/2) times the calculated hourly rate (annual salary divided by 2080 hours) as authorized by the supervisor. Double time will be paid for authorized work on holidays.

WORK SCHEDULE

As set by immediate supervisor – generally a forty (40) hour week.

EMPLOYMENT INCREMENTS FOR CLASSIFIED COORDINATORS:

1.1 In order to further compensate classified coordinators for long service with the School City of Hamond, the following schedule will be observed:

Longevity Increments

Total Years of Service	Increment
10	\$200
15	\$300
20	\$500
25	\$1,000
30	\$1,200
35	\$1,600
40	\$2,100
45	\$2,600

1.2 A classified coordinator shall receive the longevity increments to which they are entitled in a lump sum with the pay following the anniversary date of employment.

1.3 Employees who leave the employ of the School City of Hammond shall lose their eligibility for longevity increments even though they may later be re-employed. Official leaves of absence will not result in disqualification for eligibility but leave time shall not be counted in computing years of service.

LEAVE PROVISIONS

[Effective July 1, 2022 through June 30, 2023] If a classified coordinator provides proof of having received the Covid-19 vaccine and is directed by the administration to quarantine, and following the CDC and SCH protocols, due to a positive test for Covid-19, due to the classified coordinator

experiencing symptoms of Covid-19 or due to exposure, during the classified coordinator's workday to a student and/or other school personnel that tested positive for Covid-19, the Superintendent shall authorize the classified coordinator to get paid for a period of up to five (5) calendar days without the use of paid personal illness leave.

In addition, if a vaccinated classified coordinator is diagnosed with a prolonged illness due to Covid-19, the superintendent shall have the discretion to allow the classified coordinator to be absent for an extended period of time without the use of sick leave.

Personal Illness:	Thirteen (13) days a year with unused days carried over to the next year- no limit on the number of days that can be accumulated.
Personal Business:	Three (3) days per year with unused day carried over to the next year as personal illness days.
Family Illness:	Five (5) days per year in of <u>serious illness, major major surgery, or serious accident</u> involving an immediate member of the family. Immediate family: spouse, mother, father, sister brother, son, daughter, grandparent, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any blood relative living in the home.
Bereavement Leave:	In case of death of immediate family (as defined above) five (5) consecutive days. In case of death of other than immediate family – one (1) day.

VACATION TIME

According to the following schedule:

Employees who have been employed less than nine (9) months as of June 30, shall be entitled to one (1) day of vacation for each month employed to be taken the next work year starting July 1.

- a.. Nine (9) months service to seven (7) years as of June 30:
 - Ten (10) days to be taken between July 1 and June 30
- b. Seven (7) years to fifteen (15) years as of June 30:
 - Fifteen (15) days to be taken between July 1 and June 30

- c. Fifteen (15) years to twenty (20) years as of June 30:
 Twenty (20) days to be taken between July 1 and June 30
- d. Twenty years of service as of June 30: Twenty-Five
 (25) days to be taken between July 1 and June 30

At the discretion of the Chief Administrator for Human Resources an employee may be allowed to roll up to five (5) vacation days past the June 30th date. If vacation days are rolled past the June 30th date, they must be used within three (3) months of the June 30th date.

PAID HOLIDAYS

New Year’s Eve	Fourth of July
New Year’s Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President’s Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Juneteenth	

Other days as set by the Superintendent of Schools for administrators, secretaries, custodial workers, and craft works who work a full year schedule.

PENSION PLAN

Participation in the Public Employees Retirement Fund Program paid by the school corporation.

RETIREMENT SEVERANCE PAY

- Qualifications:** Minimum of ten (10) years employment.
 At least fifty (50) years of age. Written notification of intent to retire filed one year in advance.
- Formula:**
 - After 10 years, 25% of accumulated sick leave.
 - After 11 years, 25.5% of accumulated sick leave.
 - After 12 years, 30% of accumulated sick leave.
 - After 13 years, 32.5% of accumulated sick leave.
 - After 14 years, 35% of accumulated sick leave.
 - After 15 years 37.5% of accumulated sick leave.

Maximum of fifty (50) days of sick leave as retirement severance pay.

PAYMENT FOR UNUSED SICK LEAVE

Thirty (30) dollars per day shall be granted for each full day of unused sick leave in one (51) through the balance of remaining unused sick leave days.

RETIREMENT PLAN

Effective January 1, 2008, the Board agrees to establish and maintain a qualified retirement plan pursuant to Section 401(a) of the U.S. Internal Revenue Code [hereinafter referred to as the "401(a) plan"] for all employees. Effective January 1, 2008, the Board will contribute an amount equal to one percent (1%) of each employee's regular straight time day pay into the 401(a) plan on behalf of each employee.

The contributions to the 401(a) plan on behalf of an employee will vest with the employee after the employee completes five (5) consecutive years of service with the School City of Hammond. For purposes of this Article, one (1) year of service shall be defined as a minimum of one hundred twenty (120) days worked in a given school year. If at the time the employment relationship with the School City of Hammond is severed an employee has not completed five (5) consecutive years of service, the amount in that employee's account shall revert back to the School City of Hammond.

At the time an employee severs his/her employment relationship with the School City of Hammond, the value of all contributions to the employee's 401(a) account plus an assumed rate of return equal to a fixed rate account of the 401(a) plan (agreed to by the parties) shall be deducted from the total amount of retirement severance pay to which the employee would be entitled pursuant to the Retirement Severance Pay Language. The annual rate of return shall be determined each July 1 and shall be used for the succeeding twelve (12) month period. The remaining retirement severance pay shall be paid out pursuant to the Retirement Severance Pay Language.

If the 401(a) account is larger than the employee's retirement severance pay pursuant to the Retirement Severance Pay Language, the employee will receive the 401(a) amount only.

**SCHOOL CITY OF HAMMOND
CLASSIFIED COORDINATORS**

Effective July 1, 2022

STEP	I	II	III	IV
	As Permitted*	As Permitted**	Financial Services	Payroll
0	\$26.91	\$26.91	\$33.44	\$40.29
1	\$28.16	\$28.16	\$34.70	\$41.92
2	\$29.41	\$29.41	\$35.96	\$43.13
3	\$30.66	\$30.66	\$36.86	\$44.31
4	\$31.91	\$31.91	\$38.46	\$45.53
5	\$33.16	\$33.16	\$39.71	\$47.18
6	\$34.41	\$34.41	\$40.97	\$47.94
7	\$35.66	\$35.67	\$42.21	\$49.13
8	\$36.93	\$36.93	\$43.46	\$50.33
9	\$38.18	\$38.18	\$44.71	\$51.51
10	\$39.43	\$39.43	\$46.38	\$52.74

Previously admitted groups:

- *Bus Scheduler**
- *Food Service***
- *Title One Coordinator***
- *Insurance***

3% PERF paid by School City of Hammond

In order for an employee to be eligible for a retroactive pay raise during the 2022 – 2023 school year, the employee must still be employed on January 1, 2023.

ONE TIME STIPEND

In addition to any compensation to which a classified coordinator shall be entitled pursuant to the salary schedule for classified coordinator's, a one-time stipend in the amount of \$3,814.40 shall be paid to a classified coordinator who was employed by the School City of Hammond and received compensation for ninety (90) days or more during school year 2022-2023, who is still employed by the School City of Hammond as of January 1, 2023. A classified coordinator receiving a one-time stipend may take the one-time stipend as a separate check or may direct the money be placed in the classified coordinator's Health Savings Account (HSA).