

PSYCHOLOGIST HANDBOOK

School City of Hammond

July 1, 2022

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PSYCHOLOGIST CONDITIONS OF EMPLOYMENT

Insurance

Health Insurance

[Effective January 1, 2019] A full-time psychologist electing to participate in the School City of Hammond health insurance plan shall pay \$1,200.00 annually toward the cost of participation in a single Plan B (High Deductible Health Plan) or \$3,600.00 annually toward the cost of participation in a family plan. Psychologists will annually have the opportunity to change plans during an open enrollment period. This election will be effective for the following calendar year. The Board shall make an annual contribution of \$750.00 into the Health Savings Account (HSA) on behalf of any psychologist electing to participate in the Single High Deductible Health Plan. The Board shall make an annual contribution of \$1,500.00 into the Health Savings Account (HSA) on behalf of any psychologist electing to participate in the Family High Deductible Health Plan.

A psychologist working less than a full day will receive a prorated share of the Board's contribution toward a School City of Hammond health insurance plan.

[Effective January 1, 2022] In addition to the Health Savings Accounts contributions stated above, the Board shall make a one-time contribution of \$1,000.00 into a Health Savings Account (HSA) on behalf of any psychologist electing to participate in the Family High Deductible Health Plan.

A participating psychologist who fulfills his/her responsibilities for a given school year (185 days) shall continue as a participant in the School City of Hammond health insurance plan until August 31.

Effective January 1, 2022, current balances in existing Flexible Benefit Spending Plans shall be moved to the limited purpose/dependent care flexible spending accounts.

Term Life Insurance

The Board shall provide, on a fully paid basis, term life insurance in an amount no less than fifty thousand dollars (\$50,000) for all psychologists plus an accidental death and dismemberment plan. For psychologists sixty-five (65) years of age and older, this amount shall be reduced in accordance with standard insurance reduction schedules.

Long-Term Disability Insurance

The Board shall provide, on a fully paid basis, long term disability insurance with an elimination period of ninety (90) days.

Leave Provisions

(same as teachers')

will be reimbursed at seventy-five dollars (\$75.00) per day.

Upon the death of any employee eligible for retirement severance pay, the severance pay to which the employee would have been entitled shall be paid directly, in a lump sum, to person(s) designed by the deceased in writing to the Employer. If no beneficiary has been named for severance benefits specifically, the severance benefits will be paid to the beneficiary named on the employee's life insurance policy. If no beneficiary has been named on the employee's life insurance policy, the severance benefits will be paid to the beneficiary named on the employee's Retirement Fund. If no beneficiary has been named on the employee's Retirement Fund, payment will be made to the estate of the deceased.

Retirement Plan

Effective the beginning of the 2003-2004 school year, 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 psychologists. Effective the 2003-2004 school year, the Board will contribute an amount equal to one percent (1%) of each psychologist base salary annually into the 401(a) plan on behalf of each psychologist. This annual one percent (1%) contribution will be deposited into the 401(a) plan on a monthly basis as the base salary is paid.

The contributions to the 401(a) plan on behalf of a psychologist will vest with that psychologist after the psychologist 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 credited upon the completion of one hundred twenty (120) school days in a given school year.

At the time a psychologist severs his/her employment relationship with the School City of Hammond, the value of all contributions to the psychologist'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 prior to the 2003-2004 school year) shall be deducted from the total amount of severance pay to which the psychologists would be entitled pursuant to the Severance Pay Section of Psychologists Conditions of Employment Statement. The annual rate of return for the fixed rate account of the 401(a) plan shall be determined each July 1 and shall be used for the succeeding twelve (12) month period. The remaining severance pay shall be paid out pursuant to the Severance Pay Section of Psychologists Conditions of Employment Statement.

If the 401(a) account is larger than the psychologists' severance pay pursuant to the Severance Pay Section of Psychologists Conditions of Employment Statement or if the psychologist is not entitled to severance pay pursuant to the Severance Pay Section of Psychologists Conditions of Employment Statement, the psychologist will receive the 401(a) amount only.

ONE TIME STIPEND

In addition to any compensation to which a psychologist shall be entitled pursuant to the salary schedule for psychologist's, a one-time stipend in the amount of \$4,575.99 shall be paid to a psychologist 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 psychologist receiving a one-time stipend may take the one-time stipend as a separate check or may direct the money be placed in the psychologist's Health Savings Account (HSA).

**SCHOOL CITY OF HAMMOND
PSYCHOLOGISTS SALARY SCHEDULE
Effective 2022-2023 School Year**

TITLES

RANGE

**Psychologist –
185**

	\$87,280		\$93,255
Plus	\$750		\$750
	\$88,030		\$94,005

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
	\$87,280	\$88,771	\$90,265	\$91,764	\$93,255
Plus	\$750	\$750	\$750	\$750	\$750
	\$88,030	\$89,521	\$91,015	\$92,514	\$94,005

NOTE: Increments of \$750.00 effective August 24, 1998 have been included in salary range.

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 January 1, 2023.

Effective January 1, 1993 – T.R.F. of 3% paid by the School Community