



**RELATED BENEFITS AND REGULATIONS  
FOR  
CLASSIFIED EMPLOYEES**

**AS REVIEWED BY  
THE TRITON BOARD OF SCHOOL TRUSTEES  
JUNE 12, 2023**

Category	Days	Sick (Accum)	Personal Days	Vacation	Bereavement	Holidays	Inclement Weather	Group Health	Group Life	LTD Ins.	Vision Ins.	Dental Ins.	Coat Provided	PERF	Retirement	Grandfathered
Bus Driver	180-190	3 (75)	2	N/A	YES	N/A	N/A	ELIGIBLE	ELIGIBLE	NOT ELIGIBLE	ELIGIBLE	ELIGIBLE	YES	YES	YES	
Bus Mechanic	260	10 (75)	3	PAID	YES	YES	YES	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	YES	YES	YES	
Cafeteria Coordinator / Cafeteria Personnel >6hrs per day	180-184	6 (75)	2	*N/A	YES	*YES	N/A	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	N/A	YES	YES	Employees hired prior to 12/31/14 will continue to receive vacation days as originally received.
Cafeteria Personnel <6hrs per day	180-184	6 (75)	2	N/A	YES	*YES	N/A	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	N/A	NO	NO	Cafeteria personnel hired prior to 03/12/13 will remain eligible for *benefits.
Computer Technician / Data Coordinator	260	10 (75)	3	PAID	YES	YES	YES	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	N/A	YES	YES	
Corporation Secretary / Payroll Specialist	260	10 (75)	3	PAID	YES	YES	YES	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	N/A	YES	YES	
Custodial Personnel Full Time	260	10 (75)	3	PAID	YES	YES	YES	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	N/A	YES	YES	
Custodial Personnel	180-184	6 (75)	2	N/A	YES	*YES	YES	NOT ELIGIBLE	NOT ELIGIBLE	NOT ELIGIBLE	NOT ELIGIBLE	NOT ELIGIBLE	N/A	NO	NO	Employees hired prior to 12/31/14 will continue to receive sick days as originally received.
Building Level Secretaries >5hrs per day	200-220	6 (75)	2	*N/A	YES	*YES	N/A	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	N/A	YES	YES	Employees hired prior to 12/31/14 will continue to receive vacation, sick & personal days as originally received.
Building Level Secretaries <5hrs per day	200-220	6 (75)	2	*N/A	YES	*YES	N/A	NOT ELIGIBLE	NOT ELIGIBLE	NOT ELIGIBLE	NOT ELIGIBLE	NOT ELIGIBLE	N/A	YES	YES	Employees hired prior to 12/31/14 will continue to receive vacation. Sick & personal days as originally received.
Instructional Asst's. / Case Conference Coordinator	180-190	6 (75)	2	N/A	YES	*YES	N/A	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	N/A	NO	NO	Employees hired prior 03/12/13 will remain eligible for*benefits.
Maintenance Worker	260	10 (75)	3	PAID	YES	YES	YES	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	YES	YES	YES	
Media Center Coordinator	180-184	6 (75)	2	N/A	YES	*YES	N/A	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	*NOT ELIGIBLE	N/A	YES	YES	Employees hired prior 03/12/13 will remain eligible for*benefits. Employees hired prior to 12/31/14 will continue to receive sick & personal days as originally received.
Nurse	180-184	6 (75)	2	N/A	YES	*YES	N/A	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	N/A	YES	YES	
Social Worker / Administrative Asst.	200	6 (75)	2	N/A	YES	*YES	YES	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	ELIGIBLE	N/A	YES	YES	

## LEAVES

### **SICK LEAVE**

Sickness is defined by the Corporation as the illness of the employee.

An employee may use up to ten (10) sick days for the sickness of a spouse, child, parent, grandparent, grandchild, or any relative or dependent living in the employee's home. Employees may petition the Board for use of extra days for family illness.

Employees will receive new sick days at the beginning of the year (January 1<sup>st</sup>) the number of days allotted depends upon the position (see above chart). For new hires the days will be prorated based on the hire date.

Any unused days at the end of the year (December 31<sup>st</sup>) will be rolled over to the next year.

Sick days may accumulate to a maximum of seventy-five (75) days.

### **PERSONAL DAYS**

Personal days should be used for personal business that cannot be taken care of except on a work day.

Any unused days at the end of the year (December 31<sup>st</sup>) will be converted to sick leave days.

Half-day increments are applicable.

### **VACATION PAY**

During the 1<sup>st</sup> year of employment, 6 days will be pro-rated based on date of hire through Dec 31 (year 1).

Jan 1<sup>st</sup> after the date of hire, 8 days will be awarded. (year 2)

Jan 1<sup>st</sup> after completing year 2, 10 days will be awarded. (year 3)

Jan 1<sup>st</sup> after completing year 8, 15 days will be award (year 9)

### **BEREAVEMENT LEAVE**

Bereavement leave is to be used for the death of a family member. This leave is non-accumulative.

Five (5) days will be granted for the death of an immediate family member. Immediate family is defined as: spouse, mother, father, mother-in-law, father-in-law, sister, brother, son, daughter, grandparent, grandchild, stepchild, legal dependent, or any relative with whom the employee resides.

Two (2) days will be granted for the death of any of the following: brother-in-law, sister-in-law, nephew, niece, aunt, uncle or cousin.

The Superintendent may deviate from the above in an unusual situation.

### **HOLIDAYS**

Year Round (12 month) employees are eligible for the following paid holidays:

Day before New Year's	Memorial Day	Thanksgiving Day	Christmas Day
New Year's Day	Independence Day	Day after Thanksgiving	Day after Christmas
Day after New Year's	Labor Day	Day before Christmas	

\*School Year employees are eligible for the following paid holidays providing they fall within the limits of the employee's contracted or assigned days of employment (Calendar):

New Year's Day	Labor Day	Day after Thanksgiving
Memorial Day	Thanksgiving Day	Christmas Day

Employees that perform work on any of the scheduled holidays, will receive regular pay along with holiday pay.

### **JURY DUTY**

Any Employee who is required to serve on a jury shall be paid at his/her regular rate of pay for the time of such jury service, less any and all jury fees or payment received for such service. This will not include mileage or meal expense while serving jury duty.

Upon receiving any summons or notice to appear for jury service, each employee shall report such fact immediately to the Principal in charge of his/her building, or the employee's immediate supervisor so that appropriate arrangements can be made.

### **EMERGENCY LEAVE**

An employee may petition the Board for emergency leave days outside the regular policy. This will be judged on an individual basis.

### **COURT LEAVE**

Court leave, without pay, shall be granted to any employee when such employee is required to make appearances in any court proceedings. (see personal leave) If such court appearances are required because of the employee's proper performance of his/her duties for and on behalf of the Corporation, such court appearance shall be without loss of pay.

### **INCLEMENT WEATHER DAYS**

If school is delayed two (2) hours or less or in the case of early dismissal due to inclement weather or other factors beyond the control of the employee, the employee will be paid for their actual hours worked. If school is cancelled for the day, the employee will not be paid for the day.

If school is cancelled, the Superintendent and/or building Administrator shall contact the positions indicated to determine the work schedule.

## **HOURS**

Hours are to be determined by the Superintendent and/or Direct Supervisor. Any adjustment to the regular schedule must have prior approval of the Superintendent and/or Direct Supervisor.

## **NEW EMPLOYEES**

All new employees shall be placed on a ninety (90) day probationary period. New hires will receive the benefits of leave and holiday pay, after successful completion of the probationary period, per position indicated.

## **INSURANCE**

### **GROUP HEALTH INSURANCE**

The positions indicated are eligible to participate in the Triton group health insurance program.

Employees that enroll in a high deductible health plan are eligible to have a health savings account (HSA) providing the employee meets all requirements of the Internal Revenue Service. Employees that choose to have funds deposited via payroll deductions must complete the necessary enrollment forms provided by the corporation. The corporation does not currently contribute to HSA's; all funds deposited into an HSA are from the employee only.

NOTE: Bus Drivers and Grandfathered Cafeteria employees can opt to enroll in a family health plan, however, the Corporation's share of the premium will be the amount contributed toward a single health plan.

If both spouses are employed in a position that qualifies for the health insurance benefit, the corporation will pay the approved spousal rate set by the board.

### **GROUP LIFE INSURANCE**

Employees may participate in the school board approved group life insurance \$50,000 policy with AD and D Benefits paid by the school corporation except \$1 per year. Employees must sign enrollment forms to participate.

### **LONG TERM DISABILITY INCOME PLAN**

The positions indicated are eligible to participate in a group LTD policy paid by the school corporation except \$1 per year. Employees must sign enrollment forms to participate.

### **VISION INSURANCE**

The positions indicated are eligible to participate in a group Vision plan. Employee plan premium is paid by the school corporation except \$1 per year. Family plans are available at an additional cost to the employee. Employees must sign enrollment forms to participate.

### **DENTAL INSURANCE**

The positions indicated are eligible to participate in a group Dental Plan. Employee plan premium is paid by the school corporation except \$1 per year. Family plans are available at an additional cost to the employee. Employees must sign enrollment forms to participate.

## **WORKER'S COMPENSATION**

If an employee is injured while on the job, worker's compensation insurance benefits may be applied for by contacting the superintendent's office for necessary forms and reports. A report must be filed immediately following the injury to allow the insurance company to cover the medical expenses. Central Office must keep a copy of the forms.

## **LIABILITY INSURANCE**

The school district carries legal liability insurance for the protection of all employees who may be charged with negligence, misconduct, or other grounds while performing their assigned duties as a Triton employee.

## **OTHER MISCELLANEOUS PROVISIONS**

### **EMPLOYEE REFERRAL BONUS**

Any Triton staff member who recommends a person who successfully completes the requirements and becomes a fully licensed bus driver will receive a \$250 stipend once the new driver has been hired by the school board and has completed six (6) months of school year employment.

### **TRANSPORTATION PROVISIONS**

See additional documentation pertaining to full-time bus drivers and substitute drivers. (See pages 8 & 9)

## **RETIREMENT & MISC. BENEFITS**

### **PERF**

Employees working at least 600 hours per year in the positions indicated are eligible to participate in the Public Employees Retirement Fund (PERF). The Triton school board has agreed to pay the required employee contribution (3%) plus the employer matching contribution (11.2%) for the positions indicated.

### **TAX SHELTERED ANNUITY**

Participation in a tax sheltered annuity 403(b) is available to all Triton employees. Information is available in the superintendent's office.

### **RETIREMENT BENEFITS**

Retirement benefits are offered to the positions indicated.

**401(A) ANNUITY PLAN (ONGOING)** – The board agrees to contribute 1% (one percent) of each individual base salary into each individual's separate 401(a) VALIC account. Each eligible classified staff member will be 100% vested after working a minimum of three (3) consecutive years for Triton School Corporation.

## **RETIREMENT ELIGIBILITY REQUIREMENTS – BUYOUT**

Each eligible staff member that is involved with the retirement buyout in 2003/2004, will have complete vesting rights, but will not have withdrawal rights until satisfying the years of service requirement for the retirement severance benefit. Employees that leave prior to retirement eligibility will forfeit their 401 (a) retirement account, and their VEBA health care account, providing the employee qualified for a VEBA account. Employees that leave prior to severance eligibility will forfeit their 401 (a) account for severance.

Retirement eligibility program qualifications are as follows:

1. The employee must be eligible to receive PERF benefits and meet the “Rule of 85” (as defined by the Indiana Public Employees Retirement Fund in 2003) **and**
2. The employee must have fifteen (15) years of consecutive service to Triton School Corporation immediately prior to retirement.

The retiring employee must submit a written unconditional and irrevocable letter of retirement to both the Board and the Superintendent.

\*Please see Collective Bargaining Agreement for further explanation.

## **EMPLOYEE ASSISTANCE PROGRAM**

Each employee and their immediate family members as defined in the health insurance policy are each entitled to four (4) prepaid hours of counseling sessions each year with the Employee Assistance counselor. In addition, an On-Site Specialist is available as a free service located in each building (Please check with your buildings for scheduled dates).

## **CIVIL RIGHTS COMPLIANCE OFFICER**

The Civil Rights Compliance Officer for Triton School Corporation is:

Mr. Jeremy Riffle, Superintendent  
Triton School Corporation  
100 Triton Drive  
Bourbon, IN 46504  
Phone (574) 342-2255  
Fax (574) 342-8165

## **HIPAA OFFICER**

The HIPAA Officer for Triton School Corporation is:

Mrs. Ashley Stayton, Payroll Specialist  
Triton School Corporation  
100 Triton Drive  
Bourbon, IN 46504  
Phone (574) 342-2255  
Fax (574) 342-8165

## **EQUAL OPPORTUNITY EMPLOYER**

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, including employment opportunities.

The Compliance Officer for Triton School Corporation is:

Jeremy Riffle, Superintendent  
Triton School Corporation  
100 Triton Drive  
Bourbon, IN 46504  
Phone (574) 342-2255  
Fax (574) 342-8165

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the superintendent who acts as the corporation's civil rights coordinator.

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544. [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

## **AT-WILL EMPLOYMENT**

This handbook does not create a contract of employment. The employee or the employer may terminate the relationship at any time, for any reason unless on a signed contract, with or without cause or notice.

**NO OTHER BENEFITS ARE AVAILABLE.**

Updated 06/12/23



## TRANSPORTATION PROVISIONS

### **ECA & FIELD TRIP REQUIREMENTS**

- A. Bus driver time shall start 15 minutes before the pickup time and end 15 minutes after the drop off time. Last drop off shall be the bus garage.
- B. If a driver is "engaged to be waiting", which applies to most of the trips, then the driver **must** remain at the event and wait for the return trip. The driver will be paid for the continuous hours during the event.
- C. "Waiting to be engaged" will apply to day long meets and overnight trips. The driver will be paid from the time the bus leaves until the bus returns to the bus garage at the hourly bus pay rate, excluding eight hours per night for sleep and with no overtime rate.

The sponsor will inform the driver of the departure time. The driver may **not** leave from the activity site until the time of the return trip. The care and well-being of the bus is the responsibility of the driver while on the trip. All arrangements will be made and agreed upon by both parties prior to taking the trip.

Bus driver lodging, if needed, is the sponsor's expense.

### **SUBSTITUTE DRIVERS**

It is the responsibility of the regular driver to arrange for a substitute driver and to complete all of the necessary paperwork. The leave request form should be submitted immediately. The Transportation Director will make substitute arrangements for the regular driver only if an emergency exists.

### **LICENSE REQUIREMENTS TO MAINTAIN**

All full-time drivers and approved substitutes will receive a \$200 annual stipend for the responsibility and costs to maintain a valid Indiana CDL. Full-time drivers shall receive their stipend at the beginning of the school year and substitutes shall receive their stipend upon completing a minimum of three (3) routes.

## TRANSPORTATION PROVISIONS

### **NEW DRIVERS**

New drivers will be eligible for reimbursement of expenses to obtain their school bus endorsement upon their one (1) year anniversary of date of hire as a bus driver for Triton School Corporation. Reimbursable expenses are:

- A. Mileage to attend the Preservice Safety Class.
- B. Pre-employment drug screen.
- C. CDL permit and licensing fees.
- D. One (1) CDL skills test at testing facility. If more than one (1) skills test is needed, the individual is responsible for those costs.

Note: An expanded criminal history background check must be completed for all new hires. This cost is paid by the employee and is not reimbursable.

New contract drivers with a CDL with school bus endorsement will be eligible for a \$500 stipend upon hire and once the following requirements are met:

- A. Must successfully complete the Preservice Safety Class.
- B. Must pass a pre-employment drug screen.
- C. Must have the proper license for driving a school bus in the state of Indiana.
- D. Must complete four (4) hours observation of a certified driver on a school bus.
- E. Must complete eight (8) hours driving under the supervision of a certified driver on a school bus.
- F. Must drive at least five (5) bus trips (substitute for route driver or drive other activity trips).