

Effective 1/1/2025

Hamilton SE Schools  
13485 Cumberland Road  
Fishers, IN 46038

### **2024-2025 260-Day Custodians/Other Services Schedule**

Days - \$16.60\*/hr. - \$18.88/hr.

Nights - \$17.22\*/hr. - \$19.57/hr.

### **2023-2024 260-Day Head & Lead Custodians**

Days - \$17.76\*/hr. - \$20.20/hr.

Nights - \$18.43\*/hr. - \$20.95/hr.

### **2023-2024 260-Day Building Maintenance**

Days - \$19.09\*/hr. - \$21.29/hr.

Nights - \$19.81\*/hr. - \$22.06/hr.

\*All employees new to the position starting with the 2024-25 school year will be hired at the Beginning Pay. In hard to fill positions, direct job-related experience may be considered for starting pay.

Beginning with the 2024-25 school year, increments on the schedule will no longer apply. Each year, employees hired before July 1<sup>st</sup> may be eligible for an increase the following January 1<sup>st</sup> based on available funds.

8 ½ hour work day including 30 minute paid lunch and 2 - 15 minute unpaid breaks

#### **Supervisor Increase:**

Head custodians – High School/Riverside Campus	\$2.75
Head custodians – Junior High	\$1.60
Head custodians – Intermediate	\$1.40
Head custodians – Elementary	\$1.20
Head grounds	\$1.20
Lead Shift HS custodian	\$0.80
Lead 2 <sup>nd</sup> Shift JH/Int. custodian/Floating Head Custodian	\$0.40
Team Leader Summer Cleaning Crew	\$1.00
Sub custodians	\$9.50
Extended sub	\$10.00
Seasonal help	\$13.00
Part-time and temporary employees are paid at Beginning Pay	

#### **Wage related benefits**

The work year is 260 days.

A 5.0% employer match to a 403(b) based on base wages.

## 260 Day Employees Benefits Attachment Sheet

1. Full Time - Work hours will be set by the supervisor. The typical workday will be eight hours. The typical work week will be 40 hours. No overtime will be allowed without the approval of the employee's immediate supervisor.  
  
Part Time - Work hours will be set by the supervisor.
2. Vacation Days - (For full time employees) A paid vacation of 10 days will be granted after six months of continuous employment. Vacation days are given each year on the anniversary date of the first day of employment in a vacation eligible position. After five years of continuous service to the corporation a total of 12 days will be granted. After ten years of continuous service to the corporation a total of 15 days of vacation will be granted. After fifteen years of continuous service to the corporation a total of 17 days will be granted. After twenty years of continuous service to the corporation, 20 days of vacation will be granted. Vacation days must be used within a 13-month period. In all cases of separation from service, (voluntary, involuntary, retirement) an employee's remaining balance of vacation days will be paid on the final paycheck.
3. Leave benefits such as sick, personal, bereavement, and paid holidays are available upon hire date. Persons working at least 6 hours per day are eligible for sick, personal, and bereavement days. For persons hired "mid-year," leave allocations will be prorated based on the portion of the year employed. Leave allocations will also be pro-rated for persons working less than seven hours per day.

Sick Leave - Ten days of sick leave per year will be provided for absences due to personal illness or medical appointments which cannot be scheduled outside the regular work day. Unused sick leave may accumulate to a maximum of 60 days. A maximum of six sick leave days may be used each year for illness of an immediate family member. New sick leave allocations will be made on the first working day after July 1. When an employee's accumulated sick leave exceeds two-thirds of the maximum at the end of any school year, the employee may elect to receive payment for up to 16 unused sick leave and/or personal leave days over 40 at the rate of \$25 per day. One day of sick leave may be used for a required court appearance.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

Personal Days - Three days per year may be requested for use as a personal business day by support staff, provided:

- a. The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
- b. If not used, this day will accumulate as sick leave for the following year.

In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.

Paid holidays - Thanksgiving (two days), the day before or after Christmas, Christmas day, the day before or after New Year's Day, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, July 4, and Labor Day. Office closure will be designated by the Superintendent.

In addition to our previous paid holiday policy, the Administration Office will be closed December 24<sup>th</sup> through January 1<sup>st</sup>, allowing all 260 day employees additional days off between Christmas and New Year's. If you or your department are required to work during this time, you will be granted alternative Holiday Days up to (3) corresponding to the days worked during this time. The expectation is for employees to not work Christmas Eve, Christmas Day, New Year's Eve, or New Years Day unless it is an emergency approved by a supervisor. The total amount of Holiday Days must be used before the last day of spring break. If your days are not used by the last day of spring break, they will be forfeited.

Bereavement Leave - In the event of death within the employee's immediate family, that employee may be absent up to five working days without loss of pay. These days may be taken up to one month following date of death. "Immediate family" shall include spouse, children, parents, mother-in-law, father-in-law, stepparent, stepchildren, or adoptive children in the household. Three days shall be allowed for grandchildren, grandparents, brothers, brother-in-laws, sisters, sister-in-laws, or a blood relative residing in the same household. One day of sick leave may be used to attend the funeral of an aunt, uncle, niece, or nephew and persons similarly related by marriage. One day of sick leave may be used to perform an active role in a funeral service (e.g. pallbearer, organist, singer, eulogist etc.)

Jury Duty - Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employee's to keep.

4. Insurance - Enrollment must take place within 31 days of hire date. All insurance benefits will be effective based on the following:

First official day of employment is on or before the 10<sup>th</sup> of the month – Benefits begin the first day of the following month (For example, an employee who starts on October 10<sup>th</sup> will start receiving benefits on November 1<sup>st</sup>.)

First official day of employment is the 11<sup>th</sup> of the month or later – Benefits begin the first day of the month following the next month. (For example, an employee who starts on October 11<sup>th</sup> will start receiving benefits on December 1<sup>st</sup>.) Employees must work at least 4.5 hours per day or 22.5 hours per week to be eligible. The corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1). Rate schedules will be available each year.

Dental - For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Term Life Insurance – The face value of the life insurance policy is up to \$15,000 for full-time employees. Employees who are less than full-time, but who work at least 4 ½ hours a day will receive insurance up to the amount of \$7,500. The premium of the term life insurance will be paid by the corporation with a 25¢ cost per year to the employee.

Vision Insurance – For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Long-Term Disability – For full-time employees, the school corporation will make a long-term disability plan available with a 60 percent long term disability benefit. Premium is 25¢ per year.

Short Term Disability - Available upon hire with employee paying the full cost.

5. Public Employee's Retirement Fund (PERF) - The school district shall make the employer's contribution for employee's participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.
6. Mileage - Upon Board approval of the properly filed mileage claim form, individuals will be reimbursed at the rate approved by Board Policy D11.02 when asked to use their own vehicles for approved school business.
7. Upon retirement employees will receive a stipend equal to \$32.50 times the number of unused sick leave and personal leave days plus \$32.50 times the number of years employed in Hamilton SE Schools. To qualify a person must actually retire and make application for PERF benefits and be at least 62 years of age or have 20 years of service with the corporation. This is not meant to be a "severance" benefit. Proof of retirement (receiving PERF payments) will be required. Personnel who do not qualify for retirement are not eligible for reimbursement for unused sick or personal days. Personnel may only retire from HSE once to receive reimbursement for unused sick or personal days and years of service.

Employees who leave employment with HSE for any reason and receive a stipend for unused sick and personal leave days and are rehired during the same school year will not receive additional leave days until the following school year.

Employees who leave employment with HSE for any reason and did not receive a stipend for unused sick and personal leave days and are rehired during the same school year will receive pro-rated leave days based on the portion of the year employed.