NORTH CENTRAL PARKE COMMUNITY SCHOOL CORPORATION

NON-TEACHING PERSONNEL CLASSIFIED HANDBOOK

Effective July 1, 2026

(Updated June 10, 2026)

All agreements, past practices, board actions, and administrative approvals made prior to July 1, 2026 will be null and void as of that date. This handbook should not be construed as a contract between the employee and the North Central Parke Community School Corporation. It is for informational purposes only to help the employee better understand his/her responsibilities and benefits with the corporation.

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PREFACE

The North Central Parke Community School Corporation will employ non-teaching personnel to provide health, secretarial, fiscal management, maintenance, teaching assistance, technology assistance, bus transportation, facilities and grounds, maintenance, custodial services, cafeteria services, and other relevant support personnel to enhance the educational program.

It is the policy of the North Central Parke Community School Corporation to select for employment the best qualified person for each position. Employment will be without regard to race, color, sex, handicap conditions, or national origin, including limited English proficiency.

EMPLOYMENT PROCEDURES

The employment of an applicant for any position with the North Central Parke Community School Corporation shall be made solely in the interest of providing the best available services to the corporation. Full consideration shall be given to the job training, successful experience, and general ability and attitude of the applicant. Persons desiring consideration for employment by the corporation shall complete an application for employment, and submit it to the Central Office care of the Human Resource Director.

SELECTION OF NON-TEACHING PERSONNEL

The Superintendent of Schools shall recommend employment of non-teaching personnel to the Board of School Trustees. The building principals and/or supervisors shall screen candidates having filed applications for non-teaching vacancies and make recommendations for employment to the superintendent.

Screening of prospective employees may include oral and written inquiries, recommendations from past employers, criminal history background checks, and a careful analysis of qualifications required for the work to be performed.

EMPLOYMENT QUALIFICATIONS OF NON-TEACHING PERSONNEL

Each employee must be trustworthy, of good character, capable of performing the assigned duties, and henceforth hold at least a high school diploma or the equivalent and/or have had a successful employment experience that indicates competency in the position qualifications.

Non-teaching employees working with both the instructional staff and administrative staff must be familiar with the educational program and their responsibility to the students. Office personnel who are employed as treasurers must be bonded in an amount to be determined and paid for annually by the Board of School Trustees as required.

ASSIGNMENT OF NON-TEACHING PERSONNEL

Non-teaching personnel shall be assigned to a position by the superintendent, with consideration given to consultations with building principals and/or immediate supervisors.

CLASSIFICATION OF NON-TEACHING PERSONNEL

The superintendent shall determine the job classification of all non-teaching personnel. In determining the classifications, the superintendent shall take into consideration established

policy, years of successful experience, principal's and/or supervisor's recommendations, job responsibilities, and the potential of the prospective employee to perform quality work.

TRANSFER OF NON-TEACHING PERSONNEL

Transfers may be made at the request of the employee or upon initiation by the superintendent or other supervisory personnel for reasons which, in the judgment of the Superintendent, shall serve the best interest of the employee and/or the school corporation. The superintendent's decision shall be final in a transfer situation.

CRIMINAL HISTORY INFORMATION

The Board of School Trustees shall require expanded criminal history information as prescribed by North Central Parke Community School Corporation Board Policy and Indiana statute. The candidate may be required to pay the fee for the extended criminal history check.

SUPERVISION OF NON-TEACHING PERSONNEL

Non-teaching personnel shall be provided supervision to insure effective job performance and improvement. When necessary, in-service training shall be conducted to improve on the job safety, job effectiveness, skills, public relations skills, and other skills necessary for each employee to represent the North Central Parke Community School Corporation to the best of his/her ability. As applicable, employees will receive training in the handling of asbestos, material data safety sheets, OSHA and IOSHA regulations, universal precautions, and custodial procedures.

Employees are to follow the chain-of-command. Problems or concerns should be brought to immediate supervisors followed by each level of administrative supervision.

TERMINATION

Non-teaching personnel will be employed by the corporation on an "at will" basis, and may be terminated at any time. The employer will observe a minimal "due process" procedure to ensure fairness.

The Superintendent may choose to give the employee up to ten (10) working days notice of termination. However, if in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the School Corporation, employment may be terminated immediately upon notice.

RESIGNATIONS

A written (preferred) or verbal resignation shall be submitted to the superintendent or to the employee's immediate supervisor at least ten (10) working days prior to the termination of employment. The Superintendent may waive the required ten (10) day notice if deemed to be in the best interest of the corporation and/or employee.

RESPONSIBILITIES AND DUTIES OF NON-TEACHING PERSONNEL

Non-teaching personnel, as a vital factor in accomplishing the mission of the North Central Parke Community School Corporation, must represent themselves, the schools, and the community with dignity and honor and perform all tasks to the best of their ability.

To provide structure and guidance for employees, job descriptions defining responsibilities and duties, approved by the Board of School Trustees, may be provided. Individuals who hold these positions should expect to have other duties as assigned by their supervisor.

A. Director of Operations (Salaried Supervisory Position)

The Director of Operations, in consultation with the superintendent, shall be responsible for coordinating maintenance work during the school year and in the summer. The Director will work in cooperation with the Building Principals and the Superintendent to provide direction to the custodial staff and will also help custodial staff as needed. The Director is expected to be capable of, and to physically resolve maintenance problems.

Maintenance Personnel

Maintenance personnel shall be responsible for maintenance of buildings, facilities, grounds, and equipment of North Central Parke Community School Corporation. Maintenance personnel will provide custodial services as needed. Maintenance Personnel are under the direct supervision of the Director of Operations.

Custodial Personnel

It is the responsibility of each custodian to perform the duties assigned to him/her in such a manner that the buildings, grounds, and equipment are clean, well maintained, and in good working condition. Custodians are under the direct supervision of building principals and the Director of Operations.

B. Office Personnel

The Board will hire office personnel to facilitate the business and education programs of the corporation and/or individual buildings.

Business Manager and School Corporation Treasurer

The Board of School Trustees shall appoint a treasurer of the governing body and of the corporation who is a person other than the superintendent and not a member of the governing body. The treasurer will be employed to facilitate the business functions of the school corporation.

The Treasurer’s term of appointment shall be for one (1) year beginning July 1, and ending June 30. Sufficient bonds shall be purchased and filed by the corporation.

Human Resources Director and Deputy Treasurer

The Human Resource/Deputy Treasurer will be employed to facilitate the operation of the Central Administrative Office. Primary Human Resources job responsibilities shall include all payroll functions, personnel records, and employment protocols. Deputy Treasurer responsibilities will be those duties which assist the School Corporation Treasurer in facilitating all business functions of the corporation.

The Deputy Treasurer's term of appointment shall be for one (1) year beginning July 1, and ending June 30. Sufficient bonds shall be purchased and filed by the corporation.

Administrative Secretary/Claims Clerk
The Claims Clerk/Secretary, under the direction of the Corporation Treasurer and the Superintendent, shall be responsible for completing purchase orders, claims documentation, help with HR/payroll as needed, and other duties assigned by the Superintendent.

Building Secretaries
Building secretaries will be employed to support and facilitate the educational program in each building. Responsibilities and duties shall be defined by the building principal in cooperation with the superintendent.

ECA Treasurer
The ECA Treasurer will be responsible for ECA accounting for all schools in the district. This position will be responsible for mail runs between the post office, and the school campuses. The treasurer of the extra-curricular accounts shall be appointed by the Board of School Trustees upon recommendation by the superintendent. Bonds shall be purchased by the corporation as required.

C. Technology Personnel
The technology personnel, under the direction of the Director of Technology, shall be responsible for the hardware and software installation, maintenance, and operation of all technology related systems in the buildings.

D. Health Service Personnel
The Nurse(s) shall serve schools in the North Central Parke Community School Corporation and perform health services in accordance with school policy and the laws of the State of Indiana. The nurse(s) shall also conduct training programs for all staff to provide information about blood-borne pathogens, universal precautions, hepatitis B, COVID-19, and other topics as needed or required by the State of Indiana. The Nurse(s) shall report to the Building Principals and the Superintendent.

E. Instructional Assistants
The primary role of Instructional Assistants is to work with students. These assistants may be employed to assist certified personnel in meeting the needs of students. Responsibilities and duties shall be defined by the building principals.

F. Transportation Coordinator
Maintain corporation buses, including, but not limited, bus inspections, maintaining fuel levels, checking oil, fluids, lights, cleaning buses as needed, spot inspections for any problems, transporting to repair shop as needed, assisting in preparations for inspections, and on occasion substitute bus driving. Coordinate all bus route related activities and work with drivers to maintain the best transportation solutions for students.

The coordinator ensures the maintenance of all corporation buses, including, but not limited to, checking/replacing fluid levels, oil, lights, cleaning buses as needed,

conducting spot inspections for problems, transporting vehicles to repair shops as needed, etc. Ultimately, they will oversee the comprehensive transportation system for the corporation including coordinating with drivers, planning and assigning routes, coordinating ECA routes, etc. Other duties as assigned-see job descriptions for additional details. This position will be under the supervision of the Corporation Superintendent.

Bus Drivers/Bus Aides
Bus Drivers will be employed by North Central Parke Community School Corporation to drive corporation-owned buses that run bus routes transporting students to and from school, shuttle runs, vocational routes, or to drive special needs student routes. Responsibilities and duties shall be defined by the superintendent.

ECA Drivers
Yellow card-carrying drivers who have been approved by the corporation with all appropriate licensing credentials will be employed as needed to drive students for extra-curricular activities such as, but not limited to, field trips and athletic contests. ECA Driver's will receive a minimum of $40 for the first 2 hours. Additional hours will be paid at $20 per hour, with a total daily maximum payable of 12 hours a day.

G. Cafeteria/Director of Food Services
The Director of Food Services shall be responsible for directing all functions, finances, and personnel in the food service department of the corporation. The Director of Food Services will work in cooperation with the building principals and the superintendent.

H. Non-Certified Athletic Director/Administrative Assistant
The Non-Certified Athletic Director/Administrative Assistant will have the same responsibilities and duties as a certified teacher performing the same duties. The AD/Admin. Asst. will be under the supervision of the building principal. He/she will be responsible for the planning, supervision, monitoring, operating, and implementing the athletic program. Administrative assistant duties will include student supervision and discipline as directed by the building principal.

I. Speech Language Pathology Assistant(s) (SLPAs)
SLPAs will work under the direction of the SLP(s) in coordination with building principals.

J. ASL Interpreter/Language Facilitator
The language facilitator is a salaried position. This individual will utilize American Sign Language (ASL) with students. The language facilitator will work under the direction of the building principal(s).

SALARY/BENEFITS

Salaries and fringe benefits of non-teaching personnel shall be reviewed and determined annually by the Board of School Trustees. The Superintendent shall make recommendations on salary and fringe benefits for the non-teaching staff to the Board of School Trustees to go into effect July 1.

The Board reserves the right to address salary and fringe benefits at times other than those listed above. The Superintendent or Human Resource Director shall provide the employee with salary, fringe benefits, and job-related information.

A. Designation of Full Time, Reduced Time, and Part-time Employees

A1: Full Time Employees work 180 days or more per year, and 30 or more hours per week, based upon a twelve-week average, totaling more than 1,000 hours per fiscal year.

Full-time employees are eligible to participate in health insurance, life insurance, LTD insurance, leave days, retirement benefits, and PERF (Public Employees Retirement Fund).

A2: Reduced Time Employees work 180 days or more per year and between 26-30 hours a week, totaling more than 1,000 hours per year.

Reduced-time employees are eligible for life insurance, LTD insurance, retirement benefits, leave days and PERF (Public Employees Retirement Fund). Note: These employees are not eligible for corporation provided health insurance.

A3. Part-time Employees are those that work 25 hours or less per week and the total is **less than** 1,000 hours per year.

Part-time employees have no leave days, PERF contributions, or any other type of benefit except as follows: Bus Drivers/Bus Aides are eligible for life insurance, and Leave days. Employees working 25 hours a week are eligible for life insurance and LTD insurance; however, they are not eligible for health insurance.

B. Days and Hours of Service by Position

The number of work days and hours per year is included in the final pages of this handbook. (Some positions may be adjusted to meet needs of school)

Daily work hours are exclusive of a 30-minute lunch break for employees. Lunch breaks shall be 30 minutes in length for all job classifications. **Note: Any employee with a job classification requiring work of 5.50 hours per day or more will be required to take a lunch break.**

Work hours may be adjusted based on changes in work days caused by calendar changes.

Pay Dates

All non-teaching personnel will be paid on a fiscal year basis. Under no circumstance shall non-teaching staff members be pre-paid. There will be 26 pay dates per year.

Payments shall be in accordance with established hourly rates or executed agreements. Deductions will be made for federal, state, and county taxes, Medicare, and social security, and any voluntary deductions. Voluntary deductions will be over 24 equal pays. All staff members are encouraged to participate in Direct Deposit.

Note: The pay week period shall start on Friday and end on the following Thursday. The work year will start on the week of July 1 and end on the week of June 30.

INSURANCE

Health: All qualifying full time and other designated Trust Approved non-teaching personnel will have the option of participating in a group health insurance program. The School Corporation will pay 50% of the annual cost of the corporation approved Health Insurance plan for "full-time employees" enrolled in the group, who work less than 190 days per school year.

The School Corporation will pay 75% of the annual cost of the corporation approved Health Insurance plan for "full time employees" enrolled in the group, who work 190 days or more per school year. Employees who work 190 days or more per school year are also entitled to receive a contribution to their HSA similar to that of full-time certified staff. The NCPSC Board of School Trustees shall determine all health-related contributions on an annual basis, and approval shall coincide with approval of the Noncertified Handbook.

Changes to current employee insurance benefits will take effect at the start of the new plan year.

Life: The corporation will pay 100% of the annual premium for all employees who are eligible. This will be for a $25,000 term life insurance policy. Life insurance plan provisions take precedent over any corporation benefits.

LTD: The corporation shall provide a Long-Term Disability insurance policy at no cost to all employees who are eligible. LTD policy plan provisions take precedent over any corporation benefits.

Other Insurance Guidelines: The premium amount may not be received in lieu of not enrolling in the group insurance plans.

Eligible employees may participate in group dental and/or vision plans if offered by the corporation. Such plans shall be voluntary and 100% employee paid.

Section 125

A Section 125 Flexible Benefits Plan shall be available for eligible employees. Such Section 125 Flexible Benefits Plan shall be used for the list of items contained in the plan. Participation in the Section 125 Plan shall be optional for each individual employee.

403(b) Availability

All non-certified employees are eligible to participate in a 403(b) annuity program provided by the school corporation. Employees can contribute up to the maximum allowable per 403(b) regulations. Payroll deduction is available for the three vendors approved by the school corporation (currently Corebridge, American Fidelity, and Edward Jones). There is no contribution provided by the school corporation.

PERF (Public Employees' Retirement Fund)

NCPSC shall pay the 3% contribution to PERF for eligible employees. Such payments on behalf of the employees shall not exceed 3% per eligible employee and will be paid in addition to the regular NCPSC (employer's) contribution. Employees are also eligible to participate in voluntary after-tax and/or pre-tax contributions to PERF which must follow strict PERF guidelines.

Social Security/Medicare

Employees contribute the federally mandated percentage (currently 7.65%) of his/her salary and the School Corporation contributes the same percentage toward the employee's Social Security account.

Employee Injuries

All work-related injuries and/or illnesses shall be immediately reported to the employee's immediate supervisor. Emergencies, injuries, and/or illnesses shall be reported to the Superintendent's office within twenty-four (24) hours. Pertinent and authentic information for required insurance reports shall be provided by the employee.

Any employee injured on the job that requires medical attention may be required to use a school corporation designated physician/medical facility for evaluation and treatment.

Retirement Supplement

This benefit is available to all eligible non-teaching employees whose salary is wholly funded by the North Central Parke Community School Corporation's education fund and/or the cafeteria fund. Bus drivers may not apply for this benefit unless working in multiple positions that would equal full time employment for benefits, and have been approved by the Board of School Trustees (for example ½ time cafeteria and ½ time custodian). Years of service generated from non-general fund sources shall qualify when calculating eligibility time requirements.

Full-time employees and eligible general fund reduced time employees

Employees who have a minimum of ten (10) years of uninterrupted service (including Rockville and Turkey Run service), and who are eligible for PERF benefits shall receive a retirement supplement computed as follows:

a. The retiring employee shall be paid thirty ($30) dollars per day for each day of accumulated sick leave up to the maximum allowable days.
b. The retiring employee shall receive $45 dollars for each full year of employment in the North Central Parke Community School Corporation.
c. The retiring employee shall be paid up to a maximum of 20 unused vacation days at a rate of $50 per day.

Maximum Allowable Days
Twelve (12) Month Employees - 90
Eleven (11) Month Employees - 90
Ten (10) Month Employees - 90
Nine (9) Month Employees - 90

Example:

A twelve (12) month employee who has worked for the corporation a total of 20 full years, and has a total of 90 days of accumulated sick leave:

$30 per day x 90 days of accumulated sick leave = $2,700
$45 x 20 full years of service = $900

TOTAL SEVERANCE PAY = $3,600

Payment for such benefit shall be subject to the following conditions:

(A) The non-teaching employee must have been an employee of the NCPSC at least ten (10) consecutive full years.

(B) The non-teaching employee must have submitted an application to the Public Employee's Retirement Fund (PERF) and be in compliance with all eligibility requirements for such retirement benefits.

LEAVES

Personal Leave: All full time and reduced time Non-Teaching personnel employed by the North Central Parke Community School Corporation shall be granted, upon request, three (3) days annually with pay to conduct personal business.

Personal leave days may not be taken the day before and/or after a school holiday or vacation except in case of a documented emergency or as approved by the superintendent. Such non-emergency absences will be without pay.

Holiday/vacations include July 4th, Labor Day, Fall Break, Thanksgiving Break, Winter Break, President's Day, Spring Break, Memorial Day, and FLEX days, except as required in event of make-up days caused by inclement weather or other reasons for outage.

Personal leave days shall be pro-rated (l/l2 of the total leave allotment per month rounded to the nearest 1/2 day) from the employment anniversary to July 1st at which time the employee will be given a full allotment. For example, if a twelve (12) month employee were to be hired during the month of January, the method used to determine the number of personal leave days to be allotted would be as follows:

January through June represents six (6) months or 1/2 of a year.1/2 X a full allotment of three (3) personal days = 1.5 day. Therefore, this employee would qualify for one-and one-half personal days until July 1st when they would receive a full allotment of three days. In order for the month to count as a month of employment, the employee must be hired on or before the 15th.

For calculation purposes, the employment anniversary date will be used to establish the pro-rated number of personal leave days for which the employee is eligible prior to their first full year of employment.

All unused personal days at the end of the fiscal year shall be added to accumulated sick leave days; therefore, the balance will be zero on June 30th each year.
All personal leave requests must have prior approval from the immediate supervisor, principal, and/or superintendent. Except in cases of emergency, personal leave requests are to be made at least twenty-four (24) hours in advance.

Bereavement Leave:
All full time and reduced time non-teaching employees shall be granted up to five (5) consecutive scheduled work days with pay for each death in the immediate family (spouse, children, parent, brother, sister, mother-in-law, father-in-law, step children, grandchildren, or others who reside at the home of the employee). One (1) day of

bereavement leave shall be granted in the event of death of relative other than an immediate family member.

Bereavement leave is separate from sick leave and is not accumulative.

SICK LEAVE (for all non-certified except bus drivers)

Sick Leave for the personal illness (or health related appointments) or disability of a qualified full time and reduced time employee or the family illness of an immediate family member (the term immediate family shall be construed to mean parents, spouse, and children (includes step family members)) shall be credited annually to qualified employees on the following basis:

Paid Work Days (includes Paid Holidays)	Annual Sick Leave Days	Maximum Accumulation
250 days per year (12 month)	12	90
231 but < 250 (11 month)	11	90
210 but < 231 (10 month)	10	90
< 210 (9 month)	9	90

The annual sick leave days are in addition to the maximum accumulation on a yearly basis. For example, if a 12-month employee has accumulated 90 days, he/she will receive 12 days at the beginning of the fiscal year giving him/her 102 days for that year. At the end of the year, the maximum will be no greater than 90 days.

Each employee shall be given a written account of accumulated sick leave on each pay stub. This accounting will be current through the prior pay date. For calculation purposes, the employment anniversary date will be used to establish the pro-rated number of sick leave days for which the employee is eligible prior to their first full year of employment. The method used to pro-rate sick leave days shall be the same method used to pro-rate personal leave days as explained elsewhere in this handbook.

Any employee taking three (3) or more consecutive sick leave days may be asked to provide a doctor's verification prior to returning to work. The administration reserves the right to ask for doctor's verification from any employee who routinely exhausts all sick leave days each year.

Non-certified employees who accumulate over 90 sick days in the current year, may be paid $50 per unused day up to a maximum of $750. Said stipend will be paid after June 30th each year.

Corporation Yellow Bus Route Drivers will be guaranteed to be compensated for 181 days. These individuals will be allowed 8 paid sick routes per year (one day equals 2 routes). These may be utilized for eLearning days or drivers may sell their routes back at the end of each school year for $40 per route or $80 per day. Days will not accumulate, and shall be cashed in after June 30.

JURY DUTY

When called for jury duty, an employee shall be compensated by the Corporation at regular salary. Any compensation received by the employee for jury duty shall be remitted to the Corporation. Any mileage payment received shall be retained by the employee. Personal leave cannot be taken for this purpose.

MILITARY OR LEGISLATIVE DUTY LEAVE

Leaves of absence for military service or legislative duty may be granted by the Board of School Trustees in accordance with Indiana statutes.

VACATION **

Only eleven (11) and twelve (12) month employees (who work 7-8 hours per day) are eligible for vacation day pay.

These employees shall receive their prorated portion of days immediately, will be eligible to use those days immediately, will accrue 10 vacation days on July 1st each year.

Eligible Employees who have worked 10 years of continuous service shall be eligible for fifteen (15) days of vacation each year with full pay. No employee shall be eligible for more than 20 consecutive days of vacation at one time unless approved in writing by the superintendent.

If an employee who meets retirement qualifications, and submits a letter of retirement as required, they will be paid for unused days in accordance with the directives of this handbook. Any employee who resigns or is terminated shall not receive payment for their accrued days.

Employees have the option to cash in 5 days from their vacation balance each year at $50 per day. This buy-back shall occur in July of each calendar year. Central Office must be notified in writing by July 15th each year.

Staff cannot use Personal Days to extend their vacation leave or a holiday break, except as approved by the superintendent or their direct supervisor, if the vacation leave is immediately before or after the following: July 4th, Labor Day, Fall Break, Thanksgiving Break, President's Day, Spring Break, and Memorial Day.

** The school corporation reserves the right to provide additional vacation days in place of compensatory time for salaried non-teaching staff.

HOLIDAYS

Only eleven (11) and twelve (12) month employees shall be eligible to receive paid holidays. All other employees will be excused from duty on the vacation and holiday periods listed on the annual school calendar; those will be unpaid days (dates may be altered due to school cancellations).

The paid holidays for eleven- and twelve-month employees shall be as follows:

July 3	Independence Day
September 7	Labor Day
November 25	Thanksgiving Break
November 26	Thanksgiving Break
November 27	Thanksgiving Break
December 24	Christmas Break
December 25	Christmas Break
January 1	New Year's
February 15	President's Day
May 31	Memorial Day

Note: On years in which the total number of work days is greater than 260 (Leap Year), employees will be given one non-paid day as determined by the superintendent.

INCLEMENT WEATHER

When school is closed due to inclement weather, custodial personnel, maintenance personnel and superintendent's staff will be required to report to work as directed by their supervisors after consultation with the Superintendent. Work hours may be adjusted on inclement weather days for maintenance/custodial staff so the buildings and grounds can be prepared for safe arrivals.

ELEARNING

In the event of an eLearning day, all non-certified staff may choose to use any of their remaining leave days. For example, using a sick or personal day on a day when school is not held in person.

REGULAR WORKING HOURS

The non-teaching staff will work the hours designated by their immediate supervisor subject to the total required hours for the position. Periodic adjustments to starting and ending times may be made in order to help meet the needs of students and/or the Corporation.

All employees are expected to be at work except for those circumstances as described in the sections on Leaves. Leave without pay will not be granted except as approved by the superintendent. The standard work day/shift for each job classification will be determined by the superintendent and/or principal to meet the needs of the corporation. **Any deviation from the work day hours must receive prior approval from direct supervisors or the superintendent.**

TIME CLOCKS

All hourly non-teaching staff must "clock in and out" each day using the time clock device. Time clocks round to the nearest quarter hour.

Specific guidelines will be provided to each employee regarding the use of the time clocks.

COMPENSATORY TIME

There may be times when employees need to work additional hours to meet the needs of the school district. In such cases, the employee will be asked to work the hours and take compensatory time at a later date. Compensatory time must be pre-approved and documented in writing with the building principal and/or superintendent signing the documentation. *Compensatory time shall not accumulate to greater than five (5) days.*

OVERTIME PAY

There may be times when it is in the best interest of the school corporation to pay overtime instead of compensatory time. In such cases, over-time at the rate of 1 and ½ times the regular pay will be paid for hours over 40 worked hours per week (excludes holidays, vacation days, leave days, etc.). Overtime must be pre-approved by direct supervisors or the superintendent.

TOBACCO FREE CAMPUS

North Central Parke Community Schools is a tobacco free campus; therefore, no employee is allowed to use tobacco products or e-cigarette type products in any school corporation building, on school corporation grounds, or in any school vehicle. Employees who fail to comply with this regulation may face disciplinary action.

DRUG/ALCOHOL TESTING

The school corporation reserves the right to require random drug/alcohol testing or designated drug/alcohol testing if the supervisor has a reasonable suspicion that an employee is under the influence of any drugs or alcohol. All procedures, rules, regulations, and guidelines regarding Drug/Alcohol Testing shall be as per the provisions outlined in the North Central Parke Corporation Policy Manual under Policy 3022.

EVALUATIONS

Non-Teaching staff members are to be evaluated at least every other year by their supervisor/ building principal.

OTHER POLICIES AND PROCEDURES

Non-Teaching staff are expected to follow all school board policies and procedures. A copy of the corporation policy manual is available on the corporation website.

SUBSTITUTE PAY

19 yrs. of age or older for PK-5 21 yrs. of age or older for PK-12 With Bachelor's Degree or Higher, or an Associates in Education/Childcare	$85 per day $85 per day $105 per day
Non-Certified Substitute	$12.00 per hour
Nurse Substitute	$100 (7-hour day)
Certified Staff Covering a Class Period	$15 per period/prep
Substitute Travel Fee	$ 5 per day
Vocational Route	$100 per day

Yellow Bus Regular Route	$130 per day ($65 per route)

2026-2027 Classified Pay & Benefits

(updated 6-10-26, effective 7-1-26)

Position	Hourly Range noted) 25-26	Daily Hours	Days	Holidays	26 Pays	Life Ins 25K (25 hrs) Class 3	Life Ins 25K (15 hrs) Class 4	Long Term/Dis (25 hrs) Class 3
Bus Driver Aide (2 hr. min)	$15.00	5.00	180	0		X		X
Bus Driver Rt. (per day)	$130.00		181	0	X		X	
Bus Driver Shuttle (per day)	$55.00		180	0	X			
Bus Driver Voc Rt. (per day)	$100.00		172	0	X		X	X
Business Mgr/Corp. Treasurer	$31.00	8.00	235	10	X	X		X
Admin Secretary/Claims Clerk	$23.50	8.00	235	10	X	X		X
Tech Support Specialist	$19.00	8.00	202	0	X	X		X
Custodian/Maintenance	$18.00	8.00	250	10	X	X		X
ECA Bus Driver (min plus) *	$20.00			0				
ECA Treasurer	$20.90	8.00	195	0	X	X		X
Elementary Secretary	$19.90	8.00	195	0	X	X		X
Food Services Director	$21.50	2.00		0	X			
HS & Guidance Secretary	$19.90	8.00	210	0	X	X		X
HR/Deputy Treasurer	$29.25	8.00	235	10	X	X		X
IA – PK	$15.55	7.00	180	0	X	X		X
IA – Title and SPED	$15.05	5.75	180	0	X	X		X
IA – Functional Room/Life Skills	$15.55	8.00	181	0	X	X		X
IA – Library	$15.25	7.00	180	0	X	X		X
MS Secretary	$19.90	8.00	202	0	X	X		X
Network Administrator	$32.25	8.00	225	0	X	X		X
Nurse 1 (RN)	$33.65	7.50	182	0	X	X		X
Nurse 2	$31.50	7.00	181	0	X	X		X
Public Relations	$20.90	5.75	190	0	X	X		X
School Year Custodian	$18.00	4.00	191	0				
Speech Language Aide 1	$21.35	7.00	181	0	X	X		X
Student Help	$13.00			0				

*ECA Drivers receive $20.00 per hour, maximum 12 hours per trip, minimum of 2 hours per trip.

Salaried Positions

Position	Salary	Proposed	Days	Vacation	26 Pays	Life Ins	LTD
ASL Facilitator	$40,500	$41,500	180 (7.5 hr))				
Athletic Dir/Adm Asst	$70,561	No Change	217		X	X	X
Director of Operations	$75,000	No Change	250	10	X	X	X
PK Director **	$46,722	NC till Bargaining	190		X	X	X
Speech Lang. Pathologist ***	$63,000	NC till Bargaining	181		X	X	X
Transportation Coordinator	$50,000	$52,000 ($1/hour)	250	10	X	X	X

** Preschool Director; PERF, sick, pers days same as certified staff
*** SLP – 50K Life Ins, Health Ins, TRF, sick, pers days same as certified staff