

WEST NOBLE SCHOOL CORPORATION

Classified Employee Benefit and Compensation Guide

July 1, 2026 - June 30, 2027

The West Noble School Board recognizes the contribution that Classified Employees make toward achieving the goal of providing the best educational opportunities for West Noble Students. In order to promote the hiring and retention of effective employees, this document attempts to bring relevant information and policies together in a convenient document for ease of use of the employee. In any and all cases of discrepancies, the Board policy supersedes this handbook.

For any Classified Staff member that is returning after a Reduction in Force or after being reassigned to a different classified position or is simply being rehired after an absence from West Noble within twelve (12) months of being released or being absent, then benefits accrued at the time of leaving will be reinstated per the Superintendent's recommendation and appropriate Board action and approval.

Salary will be based on the level assigned at time of hire. Benefits will be determined by the position being filled. WNSC is on a bi-weekly pay cycle and pay dates are on Friday. Electronic timesheets are submitted for pay.

A school bus driver is defined, as for determining salary and benefits, is an employee licensed to operate a Class C or D bus for a morning and afternoon daily route, vocational route or special needs route. This may also include teachers or staff in the buildings who drive a half route each day.

Philosophy and Values

Our students are treasures entrusted to us for a limited time. It is our responsibility to use the time well and help each student make as much progress as is possible in that time. We accept students at whatever levels they are at and with whatever skills they possess; and we commit to doing everything reasonably possible to help them grow. We will continually ask ourselves, "What is the best I can do for my students today?" and then proceed to do it.

Employees are tremendous givers. They give their time, their money, their talents and their hearts to impact the future of the communities' children. While the topics/curriculum is decided by the state and district, it is the employee who uses his/her imagination, creativity, and knowledge of the students to design thoughtful and engaging lessons. Education is both a science and a craft. Good employees should be highly esteemed for their contributions to the lives of so many.

Expanded Criminal History

Indiana Code 20-26-5-10 requires all school corporations, charter schools, and accredited nonpublic schools to adopt and administer a policy requiring each applicant for non-certified or certificated employment to obtain an expanded criminal history

check. The definition of “expanded criminal history check” found at IC 20-26-2-1.5 includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states. All new hires must complete the national criminal history background check.

Work Experience

Administration may recommend a beginning wage higher for a new hire than the approved beginning wage for a classification/position based on related work experience and skills.

Overtime & Compensatory Time

An employee must have prior approval of their supervisor or Superintendent to work overtime. A form will need to be completed and is in your building office. Overtime will be paid at 1 ½ times the regular hourly rate for hours worked over 40 each week. If requested and approved, an employee may accumulate compensatory time instead of being paid overtime.

An employee may not accumulate more than 40 hours of comp time from July 1 to June 30. Any unused compensatory time at the end of the employees’ contract year will be paid off.

Back to School Night (BTSN), and similar events authorized by a supervisor, are eligible for compensatory time. If you plan to take time off during the last staff day off in place of working BTSN, then you must track it as comp time throughout the year. Then use that comp time on the last staff day for whatever hours you leave early. Be sure to check your work calendar on the Employee Access Center to verify work days and non-working days throughout the school year.

Hours will be rounded in the following way: If the rounding point is 7 and the interval is 15 then Every 15 minutes the first 7 minutes will round down and the following 8 minutes will round up.

ABSENCES/LEAVES

There are no ‘Deduct’ days without Superintendent approval. If a Classified Employee has used all of their allotted days and additional days are required at an unpaid rate, the employee must submit their request in writing to the Superintendent for approval. Recognizing that Paid Time Off (PTO) days are credited to the employees account on July 1st; if necessary, the account will be adjusted the following year for an employee who was on leave. Each 45 days that the employee worked will earn 25% of the allotted days.

Bereavement and Funeral Leave

Up to five (5) consecutive school days of absence, without loss of pay, within 8 days of the death, commencing with the first day requested by the classified staff member, shall be granted a classified staff member for a death in the immediate family, including miscarriage. Immediate family shall include: current spouse, child, sibling, parent, grandparent, or grandchild. Immediate Family also shall include any other person who qualifies by IRS regulation as a dependent or person placed in the household by the court. For bereavement only, the definition of the immediate family shall also include siblings of the classified staff's current spouse, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law and grandchildren of spouse

Up to three (3) consecutive school days of absence, without loss of pay, within 8 days of the death, commencing with the first day requested by the classified staff member shall be granted a classified staff member for a death of a niece, nephew, aunt, or uncle. The 8-day rule may be waived by the Superintendent in extreme circumstances.

PTO days may be used to extend bereavement without limitations.

If attendance for the visitation and/or funeral requires extended travel or if the classified staff member is involved in funeral arrangements for someone other than immediate family, the classified staff member may request additional leave from the Superintendent.

One (1) funeral day without loss of pay may be granted to a classified staff member for the death of someone outside of the above listed criteria with Superintendent approval. Bereavement and funeral leave rules apply during summer school for classified staff.

Virtual Learning Days & Delay Schedules

Virtual Learning Days as a result of inclement weather have replaced make-up days at West Noble Schools. No loss of wages will occur on Virtual Learning Days as long as you have met the expectations of your supervisor for that day. This could include professional development, participating in virtual learning with your students, or similar tasks. For delay days, the same rule applies. Check with your supervisor in advance for expectations on delay days. Mark time sheets with the delay hours and worked hours if they are different. You will be paid for your delay hours if your supervisor signs your timesheet. This applies to all classified staff.

Flex/Professional Development/Parent-Teacher Conference

Flex/PD/PTC Days are non-work days for some classified staff, including bus drivers, bus monitors, and food service.

Holidays

Classified employees who are employed to work between one hundred seventy-eight (178) and one hundred ninety-nine (199) days a year will be paid for the following holidays: New Year's Eve Day, New Year's Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day

Classified employees who are employed to work between two hundred (200) and two hundred nineteen (219) days a year will be paid for the following holidays: New Year's Eve Day, New Year's Day; Memorial Day; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day

Classified employees who are employed to work between two hundred twenty (220) and two hundred thirty-nine (239) days a year will be paid for the following holidays: New Year's Eve Day, New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Day

Classified employees who are employed to work two hundred forty (240) days or more a year will be paid for the following holidays: New Year's Eve Day, New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day; Friday after Thanksgiving; Christmas Eve day; Christmas Day. Holidays are subject to change to reflect changes in the school calendar.

Jury Duty Leave

An employee may serve jury duty. The Board shall pay the employee his/her full wage less any daily remuneration granted by the court. Remuneration for expenses such as mileage will not be deducted from the employee's pay .

Paid Time Off (PTO)

Classified Staff will be given ten (10) PTO days to use for personal business, personal illness, or family illness. PTO days will be prorated based on hire date using the following schedules:

260 Day Employee PTO Days (July - June)

10 Days --> Hired in July - September
8 Days --> Hired in October - December
6 Days --> Hired in January - February
4 Days --> Hired in March - April
2 Day --> Hired in May - June

School Year Employee PTO Days (August - May)

10 Days --> Hired in August - September
8 Days --> Hired in October - November
6 Days --> Hired in December - January
4 Days --> Hired in February - March
2 Days --> Hired in April - May

PTO days will not require written request or prior permission except to extend a break or supersede any of the following limitations.

No more than three (3) PTO days may be used on consecutive school days not related

to illness without the approval of the Superintendent prior to the start of the leave.

Only 3 days per year may be used to extend a break and must have superintendent approval. Only one school break per contract year can be extended. Breaks are defined as Labor Day, Fall Break, Thanksgiving Break, Winter Break, Spring Break, Memorial Day, and Summer Break.

Classified Sick Bank

The West Noble School Corporation Board of School Trustees shall recognize a sick leave bank to be administered by the Classified Sick Bank Committee subject to the limitations specified below:

A classified staff member may choose to donate one day of their annual PTO days to the sick leave bank. A classified staff member's election shall be irrevocable. A list of those staff members electing to donate one PTO day to the Sick Leave Bank shall be submitted by the Payroll Specialist to the Superintendent's Office by October 1st of each year. Upon retirement, an individual may donate up to ten accumulated sick days to the Classified Sick Bank.

Any classified staff member who is otherwise entitled to sick leave with pay, who elected to participate, and who has exhausted all leave accumulation because of personal illness (including family illness days or physical disability), shall be eligible for Classified Sick Leave Bank credits until he/she has fulfilled the qualifying period for long term disability insurance.

The Classified Sick Bank Committee shall have the responsibility in granting, denying, or suspending grants of days from the bank. The Classified Sick Bank Committee may not grant more than the days necessary to fulfill the waiting period for Long Term Disability of the days granted for staff member illness. A decision made by the Classified Sick Bank Committee may be appealed to the Superintendent.

Administrative Provisions to implement the Classified Sick Bank are as follows:

Purpose: The general purpose of the Classified Sick Leave Bank is to help those classified employees who have used all their own sick leave to meet emergency, illness, injury, or hospitalization of the staff member or a member of the staff member's household as defined by the IRS. The Classified Sick Leave Bank may not be used for routine doctor appointments.

Responsibility: a standing committee of classified staff members shall comprise the Classified Sick Bank Committee. They shall have the responsibility for granting, denying, or suspending grants of sick days from the bank. A member of the committee shall keep records and report to the Superintendent's Office. It shall be the responsibility of the staff member to apply directly to CFOO to request the use of days from the bank.
General Procedure: Any classified staff member may donate three days to the bank at the rate of one day per year for three years. When the accumulated days in the sick leave bank drop below 250, classified staff members shall be required to donate

another day each. Failure to donate when requested will terminate the classified staff member's right to participate in the bank. Those who borrow from the bank shall continue to donate two days per year until their donation is equal to the number they have personally drawn. They can voluntarily pay back more days if they desire. Upon leaving the West Noble School Corporation, the borrower must repay the Sick Leave Bank any accumulated sick days up to the number he/she has previously drawn if at the point of severance the borrower has any accumulation.

Procedure for Borrowing: The applicant, or a member of the applicant's family, will contact the CFOO. The CFOO will then call a Sick Bank Committee meeting. The applicant will be notified of the decision.

If for any reason, repayment of the loan of the Sick Bank cannot be made by the borrowing classified staff member, then said staff member shall repay West Noble in cash for the sick leave days borrowed and not repaid in an amount equal to the daily rate of the staff member who borrowed for each sick leave day and not repaid. Such a repayment shall be at a daily rate of pay in effect at the time of each sick day that was borrowed and shall be due and payable when the staff member is no longer employed by West Noble. For each sick leave day repaid in cash as herein provided, West Noble, as to the time of said repayment, will contribute one sick leave day to said Sick Leave Bank. A classified staff member who passes away or is placed on permanent disability is exempt from repaying the outstanding balance of Sick Leave days owed.

Accumulated sick leave days will not be reduced as a result of holidays and vacations days

Classified employees must provide a doctor's notice of care in order to use accumulated sick leave days. Accumulated sick days used for family illnesses must be documented and approved by the Superintendent.

PTO/Sick Day Payout

Each year, classified employees are granted ten (10) PTO days. At the close of the school year, any classified employee who has a combined twenty-five (25) days of accumulated sick days and has not used their allotted ten (10) PTO days for that school year is eligible to be compensated for up to five (5) days of the unused leave days at the rate of \$75 per day. Notification to opt into the sick day payout will be sent via email to staff by May 1st of each year. If an employee has more than five (5) days of PTO remaining as of June 30th of any given year, those days over five (5) will be added to their accumulated sick day total. If a staff member borrows from the classified sick day bank at any time during the year, no additional compensation will be awarded. If deduct days are used, then the number of PTO payout days will be reduced by the number of deduct days that school year. If an employee resigns before the end of the school year, the PTO days will not be paid out and will roll into their accumulated sick day total.

FMLA (Family Medical Leave of Absence)

In accordance with Federal law, the provisions of the Federal Family and Medical Leave Act (FMLA), 29 CFR, shall be incorporated by reference into this handbook. The operative language implementing the FMLA shall conform to the FMLA and shall not reduce an employees'

entitlement to leave, fringe benefits, or reinstatement provided by the Agreement or by the FMLA. The first twelve (12) weeks of any qualifying leave will be recorded as FMLA leave provided the employee has FMLA leave remaining to cover this time period. The employee shall use their accrued paid leave (PTO and/or accumulated sick leave) concurrently with FMLA leave.

The employee will meet with the superintendent and/or their supervisor prior to the leave to determine an appropriate plan for paid and unpaid leave.

For FMLA purposes, the rolling year method shall be used to determine eligibility for FMLA. FMLA eligibility is established the first time an employee uses FMLA and expires twelve (12) months thereafter. The next year begins the first instance that the employee again uses FMLA. This is called the 12-month measured forward method.

FMLA qualified events:

A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;

B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;

C-1. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or

D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position.

Other details to FMLA (updated 2020) are available from the U.S. Department of Labor.

Longevity Pay – School Year employees –

Employees who are employed for less than 260 days get longevity pay, not vacation days. Longevity Pay is an increased rate and paid out in regular paychecks. If an employee in good standing resigns or retires mid-year, they have already been paid their longevity pay for time worked to that point. Nothing else is owed.

Classified employees who are employed to work between two hundred (200) and two hundred nineteen (219) days a year and a minimum of 35 hours per week are eligible for five (5) days of longevity pay after five (5) years' service in an eligible position and ten (10) days of longevity pay after eight (8) years' service in an eligible position.

Classified employees who are employed to work two hundred twenty (220) or more days and a minimum of thirty-five (35) hours per week are eligible for five (5) days of longevity pay after one (1) year of service in an eligible position, ten (10) days of longevity pay after two (2) years' service in an eligible position, and fifteen (15) days of longevity pay after eight (8) years of service in an eligible

position.

Vacation Days – Full Year employees (260 days)

Classified employees who are employed to work two hundred sixty (260) or more days and a minimum of thirty-five (35) hours per week are eligible for five (5) days of vacation upon hire date, ten (10) days of vacation after two (2) years' service, and fifteen (15) days of vacation after eight (8) years of service. Unused vacation days do not roll over into the new year. Use them or lose them.

Vacation Days will be prorated based on hire date according to the following schedule:

5 Days --> Hired in July - September
4 Days --> Hired in October - December
3 Days --> Hired in January - February
2 Days --> Hired in March - April
1 Day --> Hired in May - June

Upon retirement or resignation in good standing, unused vacation days from the current year will be paid out at the daily rate for that employee. Vacation days will not be paid out in the event of a termination for cause.

Any classified employee who is employed to work 260 days or more and who has continuous employment in the 260-day position for more than 15 years will be given one day of vacation for each year worked between 16 and 20 years. A total of 5 additional days are possible. These vacation days may be used during the school year with prior approval of the building administrator and/or Superintendent.

INSURANCES

Health Insurance

Classified employees are eligible for a corporation contribution to the single plan, provided they are employed for 20 hours or greater hours per week. They are also eligible for a corporation contribution on the family plan if they are employed at least 35 hours or greater per week.

The school corporation will contribute to eligible employees from these classifications a dollar amount that is equal to the amount that is paid by the school corporation for teachers.

Classified employees who are employed as a bus driver are eligible to participate in the group health plan for West Noble employees. The school corporation will

contribute to eligible employees from this classification a dollar amount that is equal to the amount that is paid by the school corporation for a single health plan for teachers.

Life Insurance

Classified employees who are employed for a minimum of one hundred and eighty (180) days a year and are employed for at least 17 1/2 hours per week will be provided life insurance. Bus drivers are included. Eligible employees will be covered for twenty-five thousand (\$25,000) dollars.

Long Term Disability (LTD)

Classified employees, except bus drivers, who are employed to work a minimum of seventeen and one-half (17 1/2) hours per week will be covered for Long Term Disability (LTD).

ANNUITIES AND PAYROLL DEDUCTIONS

403(b)

Each employee may elect to make a tax deferred contribution to a plan described in section 403(b) of the Internal Revenue Code up to the maximum limits of the code. The list of Board approved vendors is available from the Central office.

INPRS/PERF (Public Employee Retirement Fund)

Classified employees who meet the requirements of the PERF board are members of the Public Employee Retirement Fund. The School Corporation will pay the mandatory 3% employee contribution.

Classified staff members are allowed to make voluntary payroll deduction contributions to the PERF annuity account in 1% increments up to a maximum limit of 10%. Contact Payroll for additional information.

PROFESSIONAL DEVELOPMENT

Professional Growth Incentive

Classified employees may apply for a one hundred (\$100) dollar stipend for each semester hour of college credit or its equivalent up to a maximum of two thousand (\$2,000) dollars that is earned after their date of employment with West Noble School Corporation. To earn professional growth reimbursement this training must have prior approval by the employee's supervisor and superintendent. It must be related to the duties and responsibilities of the employees in their roles at West Noble.

The employee should fill out the Professional Growth Request form prior to

enrolling in the course(s) to receive credit for this training. The employee should turn the form into their building principal for approval. The principal will then forward the request to the Superintendent for final approval. The request for credit should be made prior to the start of the employee contract year. Credit received during the year will be added to the next contract.

Conference, Workshops and Travel

A. The Board of Education will reimburse an employee for mileage at the rate set by the IRS for professional travel if the employee has received prior approval. An employee may be reimbursed for mileage or travel expenses, for conferences approved by the Superintendent via the approved conference request application. If transportation is offered (school vehicle or car-pooling) and the employee rejects it, then reimbursement may be denied.

B. Requests for permission to attend professional meetings must be made on Leave Request Form and must be filed and approved at least two (2) weeks prior to the meeting. If the professional leave is out of state, the Professional Travel form must be completed by the employee and approved by the Board of Education prior to the professional leave meeting (requires 3-week notice). Any exceptions must be approved by the Superintendent or his/her designee.

C. Travel & meal reimbursement guide is found on the [WNSC Employee Information Web Page](#)

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE TRANSPORTATION WORKERS

Bus Drivers (Must be at least 21 years old):

The West Noble School Board will issue contracts to school bus drivers under the following provisions and items:

1. Contract Days – **186 (depending on Flex Days)** paid days consisting of:

178 up to 180 student days (Depending on Flex Days)

1 summer safety day

1 driver “back to school” meeting

6 holidays

2. Salary: Driver’s salary for operating a Class C or D (yellow) will be based

on the following scale:

Single Route Loaded Daily Miles	Annual Salary		Dual Route Loaded Daily Miles	Annual Salary
1-14.9	\$15,500		1-14.9	\$20,500
15-29.9	\$16,800		15-29.9	\$21,800
30-39.9	\$18,100		30-39.9	\$23,100
40-48.9	\$18,750		40-48.9	\$23,750
49-56.9	\$19,400		49-56.9	\$24,400
57-63.9	\$20,000		57-63.9	\$25,000
64-69.9	\$20,700		64-69.9	\$25,700
70-74.9	\$21,400		70-74.9	\$26,400
75-79.9	\$25,000		75-79.9	\$27,000
80+	\$26,000		80+	\$27,750
Vocational	\$23,300			

Drivers operating a Class A white activity bus will be paid \$14.50 per hour.
Substitute drivers will be paid a minimum of 2 hours daily.

Drivers operating a Class A Yellow Microbus requiring a yellow card will be paid
\$16.50 per hour

Vocational and Modified Day Drivers operating a Class C or D yellow bus will be
paid \$17.50 per hour

Super Sub drivers will be paid an annual salary of \$27,750. This will cover up to
two AM routes and two PM routes. Additional mid-day routes will be paid
as a sub for that route. If the day can be flexed to accommodate AM and
mid-day routes, or mid-day and PM routes, that should be the priority.

Starting January 1, 2025, Special Education drivers operating a Class C or D
yellow bus will receive a salary of \$40,608.00 for a 7.5-hour day based on
engaged (loaded) time and any other directive from the Director of
Transportation.

Summer School drivers will be paid \$85.00 per day.

Year-end bus cleaning needs will be determined by the Transportation Director.
Approved drivers can receive \$80 for each bus cleaning.

A driver will receive \$300.00 for referring a licensed/qualified individual who is
hired as a full-time West Noble bus (route) driver. The \$300.00 will be paid
when the new hire receives their third pay.

A non-West Noble bus driver who completes CDL training and licensure, and substitutes for West Noble 3 times will receive \$200.00.

A non-West Noble bus driver who is hired and assigned a route will receive a \$500.00 bonus after receiving their third pay.

After-School Shuttles:

A driver will be paid forty (\$45.00) dollars per day. Drivers will be paid per-diem each pay period from a service record provided by the transportation director or his/her designee. Extra-Curricular driving is excluded.

Extra-Curricular Driving (Athletic Events, Field Trips, Etc.):

- A. For school sponsored trips drivers, coaches/sponsors are excluded, will be paid:
 - \$18.00 per hour drive and sit time M-F
 - \$19.00 per hour drive and sit time Saturday and Sunday
 - \$20.00 additional stipend if round trip is over 40 miles
 - \$40.00 additional stipend if round trip is over 100 miles
- B. For non-school sponsored trips drivers should be paid eighteen (\$18.00) dollars per hour. Coaches/sponsors are excluded.
- C. A Bus Driver will be paid a 2-hour minimum for any extra-curricular trips canceled after arriving at pick up point.

Drivers who drive for 10 athletic events in a year will receive a non-transferable all sports ticket for the high school. Persons receiving tickets will be determined by the number of trips made the previous year. Drivers who are scheduled to drive for all events of a given sport will also receive a non-transferable all sports ticket. Should a driver drive 20 or more events during a year, their spouse will receive a non-transferable all sports pass. Both middle school and high school athletic trips will be counted toward the number required for tickets.

Extracurricular Trip Coordinator

- a. 184 days (178 student days and 6 holidays)
- b. Base Pay: \$14.50 per hour.
- c. Pay Schedule: hourly basis and bi-weekly for the actual hours worked
- d. Hours: 20-hours per pay period maximum.
- e. Benefits: Eligible if meets WNSC requirements

State Safety Meeting Reimbursement: Those substitutes who drive on regular bus routes will receive twenty (20.00) dollars for attending the required safety meeting.

Required Physicals: All West Noble bus drivers must have bi-annual physicals

as required by Federal law. Certain medical conditions may require an annual physical (i.e.; high blood pressure). In addition, all West Noble bus drivers must have their blood pressure checked at least once during the school year by a member of the West Noble nursing staff. If the blood pressure is above the accepted blood pressure limits, as set forth the requirements for the CDL, the driver will be required to submit to a complete CDL physical exam. The cost of this exam will be paid for by the West Noble School Corporation.

CDL Trainer: West Noble will provide a CDL trainer to work with CDL candidates. The CDL trainer will be paid \$20.00 per hour.

Bus drivers may be asked to allow CDL candidates to drive their route. Bus drivers will receive an additional \$10.00 per event for supervising trainee driving. There is no additional compensation for times where trainees are observing.

Drug Test: If wait time exceeds 15 minutes, drivers who are required to take the random drug screen may request payment for the excess time required to take the test at the rate paid for extra-curricular trips in 15 minute increments. Drivers may apply for up to one hour per random test. In no situation should an employee receive double compensation from WNSC.

Bus Drivers will also receive the fringe benefits for which they are eligible as listed in this document.

Bus Monitors:

1. Number of Paid Days 184 days (178 student days and 6 Holidays)
2. Base pay will be \$14.50 per hour.
3. Schedule of Pay will be paid on an hourly basis and bi-weekly.
4. Calculation of Pay will be paid for the actual hours worked with students.
5. Minimum of Hours 2-hour minimum per day.
A day is defined as an AM & PM route/trip.
6. Benefits Eligible if meets applicable requirements.

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE CUSTODIAL/MAINTENANCE/MECH PERSONNEL

Must be at least 21 years of age

1. Base pay is \$16.00 per hour.

A building supervisor will begin at \$19.00 per hour.
2. Uniform Allowance – Custodial employees will receive an annual \$200.00 payroll benefit to be used for uniform purchases. Safety items, 5 WN shirts, goggles, and special equipment will be provided at corporation expense.
3. Employed Days - 260 days (includes vacation and holidays)
4. Facility Rental – Any evening or weekend or Holiday rental work/coverage by the employee is paid at 1.5x the employee's hourly rate.

Custodians will also receive the fringe benefits for which they are eligible as listed in this document.

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE FOOD SERVICE PERSONNEL

1. Base pay is \$16.00 per hour.

Assistant Managers will begin at \$17.00 per hour.

A Manager will begin at \$19.00 per hour.

2. Certification - Food Service managers and assistant managers must maintain certification in the American Food Service Association. All other Food Service personnel are encouraged to be certified with the American Food Service Association. The corporation will pay for the certification but will not pay any reinstatement fees.
2. Uniform Allowance - Food service employees who work directly in the kitchen may receive an annual \$150.00 payroll benefit to be used for uniform purchases. . Employees will be provided 5 WN shirts to be worn during the current school year.
3. Contract Days – 186 paid days consisting of:
 - 178 - 180 student days (depending on Flex Days)
 - 2 staff days
 - 6 holidays

Food Service personnel will also receive the fringe benefits for which they are eligible as listed in this document.

WEST NOBLE PROGRAM ASSISTANTS

Employees will be classified as program assistants based on specialized skills and/or additional training necessary for their assignment and/or additional responsibilities related to planning, teaching or supervising students without direct oversight from certified staff.

The wage scale for Program Assistants is as follows:

1. Base pay is \$14.50 per hour.
Program Assistants in Applied Skills & ED classrooms will start at \$15.50 per hour.
2. Highly Qualified - Program Assistants **must** be Highly Qualified by either college training (60 credit hours), allowable IDOE alternative training, and/or passing an approved qualifying exam as provided by the State of Indiana and/or Federal government prior to employment.
3. Employed Days – 184 - 220 work days per assignment and wage summary.

180 student days
4 staff days
+ holidays
+ extra days
4. Qualifying Exam or Para-Pro Test – The Corporation will reimburse the employee for one (1) exam.

Program Assistants will also receive the fringe benefits for which they are eligible as listed in this document.

A program assistant will have lunch defined as a minimum of 30 minutes and scheduled by Administrator/Supervisor.

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE SCHOOL RESOURCE OFFICER

The West Noble SRO position is an exempt position under the Fair Labor Standard Act. The wage scale for a School Resource Officer is as follows:

Salary	base rate of \$20.65 per hour
Work Days	215
Cell Phone Stipend	\$420 annually
Ammunition Stipend	\$750 annually
Uniform Allowance	\$200 annually
Sidearm	Personal or Law Enforcement Agency
Policy	WN and Law Enforcement Agency if Reserve Officer
Vehicle	WN to provide, maintain, and may be driven home only

School Resource Officers will receive the fringe benefits as defined in the "Classified Employee Benefit and Compensation Guide".

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE SCHOOL NURSES

The wage scale for School Nurses is as follows:

Charge Nurse (must be BSN) - 196 paid days – \$31.00 per hour

School Nurse – 193 paid days – BSN – base rate of \$29.00 per hour

RN - base rate of \$27.00 per hour

LPN – base rate of \$24.00 per hour

CNA, RMA, MQA - base rate of \$20.00 per hour

Unlicensed - \$16.00 per hour (must be trained by WNSC Charge Nurse)

A BSN, RN, LPN, CNA, RMA, or MQA must have a valid, current license in order to earn listed wages.

School Nurses will also receive the fringe benefits for which they are eligible as listed in this document.

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE SECRETARIAL PERSONNEL

The wage scale for Secretaries is as follows:

1. Base Pay is \$14.50.

Extra-Curricular Treasurers will receive a stipend of \$1,800 for the year.

2. Employed Days – 184 – 220 work days per assignment and wage summary

180 student days
4 staff days
+ holidays
+ extra days

Secretaries will also receive the fringe benefits for which they are eligible as listed in this document.

EMPLOYMENT FOR WEST NOBLE SUBSTITUTE PERSONNEL

EXPANDED CRIMINAL HISTORY

Indiana Code 20-26-5-10 requires all school corporations, charter schools, and accredited nonpublic schools to adopt and administer a policy requiring each applicant for non-certified or certificated employment to obtain an expanded criminal history check. The definition of “expanded criminal history check” found at IC 20-26-2-1.5 includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states.

Assistants (all types)	\$14.00 per hour
Food Service -	\$13.50 per hour
Secretary -	\$13.50 per hour
Custodian -	\$15.00 per hour
Nurse -	\$15.50 per hour (must be trained by WNSC Charge Nurse) \$20.00 per hour with valid LPN/RN Indiana Certification
Bus Driver -	\$80.00 per AM/PM Route (\$40 per trip) \$60 per trip for single routes above 75 miles Dual Routes will be paid at the same daily rate as the full-time driver of that route. \$180.00 per day (\$60 per trip) for Special Needs Drivers Class C or D bus (yellow) \$40.00 per Activity Shuttle
(must be at least 21 years old)	
Bus Monitors	\$13.50 per hour

Substitute Teachers – \$120.00 per day (Criteria #1 & #2 listed below may be waived annually per School Board approval)

1. Must have 60 credit hours beyond high school
2. Must hold a valid IN Teacher License or Substitute Teacher Certificate.
3. Must provide a Nationwide Criminal History Report.

\$135.00 per day with valid Indiana Teaching License

Summer Employees

Adult (18 years and older) \$15.00 per hour

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE FINANCE & HUMAN RESOURCES

Central Office Receptionist & Deputy Treasurer (Accounts Payable)

Reports to: Chief Financial and Operations Officer
Evaluation: Annually by the Chief Financial and Operations Officer

Base Pay: \$17.00

Contract Length: 260 days

Qualifications: Knowledge of school accounting policies and procedures, including State Board of Accounts (SBOA) guidelines; attention to detail; knowledge of employee benefits; technical knowledge of Microsoft Office Suite, specifically Excel; Familiarity with Indiana Department of Education (IDOE) financial reporting and chart of accounts; proficiency in financial software systems (EFinance Plus); Strong mathematical, analytical, and problem-solving skills; ability to maintain confidentiality and handle sensitive information appropriately; ability to work independently and as a part of a team in a deadline-driven environment

Payroll Specialist & HR

Reports to: Chief Financial and Operations Officer
Evaluation: Annually by the Chief Financial and Operations Officer

Base Pay: \$19.00

Contract Length: 260 days

Qualifications: Knowledge of school accounting procedures; strong understanding of payroll principles, wage and hour laws, IRS regulations; attention to detail; knowledge of employee benefits as they relate to payroll, including retirement contributions (e.g., INPRS), health insurance, and voluntary deductions; technical knowledge of Microsoft Office Suite, specifically Excel; excellent communication skills, both written and verbal; collaborative attitude; knowledge of end of year payroll procedures; ability to meet strict deadlines; ability to maintain confidentiality and handle sensitive information with integrity

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE TECHNOLOGY PERSONNEL

Contract length for classified technology personnel is 260 days and follows the handbook guidelines for PTO, Vacation, and Holiday pay in this document.

Support Technician

Base Pay: \$17.00 per hour

Qualifications: Technical knowledge in Google, Windows, and Active Directory. Google admin certifications are required.

District Hardware Technician

Base Pay: \$20.00 per hour

Qualifications: Technical knowledge both in Google and Windows environment. Repair certifications are required for the current model of Chromebooks.

Network Services Technician

Base Pay: \$24.00 per hour

Cell Phone Stipend: \$450 annually

Qualifications: Technical knowledge in Google, Windows, and Active directory. Google Admin certifications and network support certifications and network admin experience are required.

Web Services and Social Media Coordinator

Base Pay: \$20.00 per hour

Cell Phone Stipend: \$450 annually

Qualifications: Technical knowledge in all areas of social media including Meta business suite. Experience taking pictures professionally, building and maintaining a website are required.

EMPLOYMENT AND FRINGE BENEFITS FOR WEST NOBLE STUDENT SUPPORTS PERSONNEL

Contract length for classified student supports personnel follows the handbook guidelines for PTO, Vacation, and Holiday pay in this document.

Student Database Supervisor and State Reporter

Base Pay: \$19.00-per hour

Contract Days: 260

Qualifications: Technical and Administrative knowledge of Student Information System (SIS), IDOE student reporting including technical skills using Data Exchange (DEX) and ED-ID, Technical knowledge of Google and Windows, Advanced skills in Excel and vertical lookup, attention to detail, skills in: troubleshooting, communication, time Management, organization, and project management. Ongoing training is required for state reporting, DEX/ED-ID, and SIS management.

Curriculum & Grants Assistant

Base Pay: \$17.00- per hour

Contract Days: 220

Qualifications: Technical knowledge of Google and Windows, advanced skills using Excel and vertical lookup, Proficient in staff and student informational platforms, infographic creation, technical knowledge of Student Information System (SIS), programmatic systems, programmatic knowledge of Title I, II, III, and IV federal grants, skills in troubleshooting, communication, time management, project management, and attention to detail. Ongoing training required for technical knowledge of programs, student programming (Title grants, High Ability, and English Language Learners), and grant writing.

Board Secretary- Supplemental service agreement (\$4,000)

- 26 board meetings
- Minutes
- Board retreat
- Board Packet
- NEOLA & updates
- ISBA Conference registration, lodging, mileage, meals

Student Supports staff will also receive the fringe benefits for which they are eligible as listed in this document.