WA-NEE Community Schools

A TRADITION OF EXCELLENCE: PREPARING TODAY'S STUDENTS FOR TOMORROW'S CHALLENGES

CLASSIFIED HANDBOOK

2026-2027

BOARD APPROVED 07/13/2026

TABLE OF CONTENTS

Mission Statement 1

Introduction 1

Equal Employment Opportunity 1

Board Policies 1

Employee-At-Will 1

Uniforms 1

Background Checks & Pre-Employment Drug Screen 2

Fair Labor Standards Act (FLSA) 2

Overtime Compensation –Hourly Employees 2

Defined Work Week 2

Employee Service Records 2

Record of Time 2

Reporting of Absences 2

Weather Related School Closures/Delays 3

Closures 3

Delayed Starts 3

Evaluations 3

Resignation of Employment 3

Health Insurance Eligibility Defined Look Back Period 3

Family Medical Leave Act (FMLA) 4

Eligibility 4

Worker's Compensation 4

Pay Increases 5

Employment Wage and Benefit Eligibility 6

Benefit Packages 9

Extra-Duty Schedule: 9

Explanation of Benefits 10

Health 10

Health Savings Account 10

Section 125 10

Dental 10

Vision 10

Life 10

Long Term Disability 10

Telehealth 10

Tax Sheltered Annuity 11

Leaves and Absence Forms 11
Sick leave 11
Personal leave 11
Bereavement Leaves 11
Vacations 12
Jury Duty 12
Holidays 12
Unpaid Days Off 12
Retirement 13
Severance Pay 13
Bus Drivers 14
Regular Route Driver: 14
Part-Time Bus Driver: 14
Substitute Bus Driver: 14
Classified Employee Evaluation Form 16

Mission Statement

A Tradition of excellence: Preparing today's students for tomorrow's challenges

Introduction

Welcome to Wa-Nee Community Schools. This handbook is intended to outline Wa-Nee Community School's employment practices and policies. This classified handbook summarizes current school corporation salary and benefit information.

By adopting this classified handbook, the Wa-Nee School Board of Trustees has consolidated various employment procedures to aid in administration amongst classified employees. This handbook should be used as a set of guidelines only. The procedures and policies in this handbook may be modified by the Board of Trustees at any time. This handbook supersedes and replaces all prior classified handbooks.

Equal Employment Opportunity

WCS is an equal opportunity employer. Hiring, promotion, transfer, compensation, benefits, discipline, termination and all other employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, citizenship/immigration status, veteran status or any other protected status. WCS will not make any posting or employment decision that does not comply with applicable laws relating to labor and employment, equal employment opportunity, employment eligibility requirements or related matters. Nor will WCS require in a posting or otherwise U.S. citizenship or lawful permanent residency in the U.S. as a condition of employment except as necessary to comply with law, regulation, executive order, or federal, state, or local government contract.

Board Policies

The policies and administrative guidelines of Wa-Nee Community Schools can be found at www.wanee.org in the Bylaws and Policies link under School Board. The specific policies concerning employment are covered in the 4000 series. Classified employees are under the direct supervision of their immediate supervisor and all issues should start with the immediate supervisor.

Employee-At-Will

Employees are employed at the will of the school corporation and are subject to termination at any time, for any reason not prohibited by law, with or without cause or advanced notice.

*except for an employee who is under a contract that specifically exempts the employee from Indiana's employment at will doctrine.

Uniforms

All staff of Wa-Nee Community Schools serve as role models for the students. Wa-Nee Community Schools expects all employees to dress professionally and appropriately relative to their specific job duties and responsibilities.

Custodial, maintenance, and bus driver personnel are required to wear a clean WCS uniform daily. Upon employment, for these departments, the school corporation will provide five (5) uniforms. Uniforms are defined by the department administrator. Beyond the original five (5) uniforms, once the uniform is deemed unfit to wear to work, the employee will return the uniform in exchange for a new uniform.

Background Checks & Pre-Employment Drug Screen

WCS conducts background checks on all potential employees. Potential employees are responsible for the cost of an expanded background which meets the federal and state requirements for a school employee. A completed background check is necessary prior to the first day of work.

The Board shall assume responsibility for the costs associated with obtaining one expanded criminal background check per current employee every five (5) years up to a maximum cost of ($100).

All applicants tentatively selected for a position with the Wa-Nee Community School Corporation will be required to submit to drug screen for illegal drug use prior to appointment. Each applicant shall be notified that appointment will be contingent upon a negative drug test result. Applicants shall be directed to an appropriate collection facility. The School Corporation will pay for one pre-employment drug screening. If the applicant does not provide a sufficient urine sample and must return for an additional test, the cost of the subsequent screening will be the responsibility of the applicant.

Fair Labor Standards Act (FLSA)

Overtime Compensation –Hourly Employees

Employees covered under the Fair Labor Standard Act (FLSA) must be paid time and one-half their hourly rate for all hours actually worked over forty (40) hours during the defined seven (7) day work week. Overtime rates apply to work permitted or required at the request of the employee or the employee's supervisor. FLSA requires overtime only if the employee works more than forty (40) hours during the seven (7) day work week. If an employee works beyond his/her normal workday and receives comparable time off during that seven (7) day period, the law does not require overtime pay. For purposes of calculating overtime, only hours worked are counted. Paid or unpaid time not worked, including but not limited to, vacation, sick leave, personal leave, holidays and unpaid meal periods do not count toward the 40-hour overtime threshold.

Overtime must be approved in advance by immediate supervisor. An employee who becomes aware of a possible need to work additional hours in advance should seek flextime during the same week as a first option with their supervisor's approval. If flextime is not an option due to work circumstances, overtime must be approved by supervisor. All overtime shall be paid at the rate of one and one half the regular hourly rate. Overtime is granted for work beyond 40 actual hours worked per week.

Defined Work Week

Work week is defined as the seven (7) day period beginning 12:00 midnight Sunday through 11:59 p.m. Saturday.

Employee Service Records

Record of Time

Each employee is required to have a record of hours worked. All hourly employees are expected to clock in and clock out. Time records are legal documents, employees need to ensure that the time worked is correct and reported only by the employee.

Reporting of Absences

Absence requests should be submitted ahead of time for prearranged leaves and promptly upon return from all others.

Weather Related School Closures/Delays

Closures

1) Twelve month classified staff are expected to work their normal hours on delay days and on days when school is closed. If an employee is not able to report to work, the employee must notify his/her supervisor. A vacation day or personal business day must be used to cover this absence, if available; otherwise, the employee shall be docked for lost time.

2) School year employees should not report to work on weather related or emergency cancellations. Cancelled days are made up per the school corporation's calendar.

Delayed Starts

1) On weather related delay days, employees should adjust their time accordingly (example: adjust arrival by 2 hours if a 2-hour delay is called). Time sheets must reflect only actual hours worked.

2) In the event school is delayed or canceled after the established time for the employee's schedule to begin and work has begun, the employee will be compensated for actual hours worked. Bus drivers will be compensated an hourly rate.

Evaluations

Each employee will be evaluated by their building administrator or supervisor on a minimum of an annual basis. An employee shall have the right to be informed and receive a copy of and respond in writing to any written evaluation. The evaluation shall be signed and dated by the employee to indicate that he/she has reviewed it. A copy of each evaluation and any employee's written response to the evaluation shall be placed in the employee's personnel file.

Resignation of Employment

If you are terminating employment with Wa-Nee Community Schools, you must submit written notification to the Business Office as soon as possible. Once the resignation is accepted, the employee's insurance benefits will terminate at the end of the month in which they resign.

Health Insurance Eligibility Defined Look Back Period

If, based on the facts and circumstances at the employee's start date, it cannot be determined whether the employee is reasonably expected to work on an average of at least 30 hours of service per week, eligibility is determined as follows:

Active Variable Hour Employees who have been employed for a full 12 month Standard Measurement Period (SMP) will be determined either full-time or part-time based on the weekly average of hours worked over the entire SMP. The Standard Administrative Period (SAP) immediately follows the SMP and will be used to review results and lock in full-time or part-time status for the following 12 months Standard Stability Period (SSP).

Newly hired Variable Hour Employees will begin the Initial Measurement Period (IMP) on the first day of the month following the date of hire. IMP will last a full 12 months followed by a 1 month Initial Administrative Period (IAP). Full-time or part-time status will last for the full 12-month Initial Stability Period (ISP) which begins immediately following the IAP.

Wa-Nee Community Schools declares the following:

- Standard Measurement Period for ongoing employees:
  - October 1 - September 30 (12 months)
- Standard Administrative Period:
  - October 1 – November 30 (61 days)
- Standard Stability Period for ongoing employees:
  - December 1 – November 30

Family Medical Leave Act (FMLA)

Wa-Nee Community Schools provides leave of absence to eligible employees for certain family and personal medical reasons. This policy is intended to comply with a Federal Law known as the Family and Medical Leave Act of 1993 ("FMLA"). Employees shall have the right to both the appropriate family and medical leave and the appropriate designated benefits provided by the family and medical leave act ("FMLA").

Eligibility

An "eligible" employee of Wa-Nee Community Schools may request FMLA leave. To be "eligible," an employee must have worked for WCS as of the date the requested leave is to begin for:

i) at least 12 months, and
ii) at least 1,250 hours during the previous 12 months

An eligible employee is entitled to a total of 12 work-weeks of leave (based on the normal hours per week) during a 12-month period. A 12-month period for purposes of FMLA leave is a "rolling" 12-month period measured backward for each employee from the date they use FMLA leave.

Employees must exhaust all accrued leave days prior to taking an unpaid leave unless otherwise requested by the employee and approved by the Board of Trustees.

Please contact the Business Office for additional information and procedures regarding FMLA.

Worker's Compensation

An employee who is absent from work due to an injury incurred in the course of employment may elect to use accrued sick leave to supplement the difference between the employee's wages and their Worker's Compensation wage benefit. However, in no case may an employee receive both full sick pay and Worker's Compensation wage replacement benefits for the same time period.

All work related injuries or illnesses must be reported to the employee's supervisor as soon as possible. Employees must follow all established Workers' Compensation procedures, including completing required forms, cooperating with the School Corporation and its insurance carrier, and seeking treatment from designated medical providers when required. Under Indiana law, the employer or its insurance carrier may direct medical care for work related injuries.

Failure to follow reporting requirements or established procedures may result in delays in processing the claim and could lead to a denial of Workers' Compensation benefits, in accordance with applicable law.

Pay Increases

Employees who meet the eligibility requirements for both of the following factors will be entitled to move to the next tier beginning July 1, 2026*.

*Substitute Teachers are exempt to the previous (see page 7).

1. Evaluation – To be eligible for a pay increase, the employee must have received an evaluation rating of effective or highly effective on the annual performance evaluation.
2. Experience – To be eligible for a pay increase, the employee must have been compensated for 120 days during the fiscal year beginning July 1 and ending June 30th and must continue to be employed by Wa-Nee Community Schools during the next school year. Fiscal period begins on July 1 and ends on June 30.

Employment Wage and Benefit Eligibility

Position	Days Worked	Hours	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7	Tier 8	Benefits*
Clerical											
Hourly											
HS Principal Secretary & Treasurer	260	8	$17.70	$18.85	$20.00	$20.65	$21.30	$21.95	$22.60	$23.50	A
Principal/Vice Principal Secretary	200-210	8	$17.10	$17.55	$18.00	$18.50	$19.05	$19.60	$20.10	$20.80	B
Building Treasurer	200-210	8	$17.10	$17.55	$18.00	$18.50	$19.05	$19.60	$20.10	$20.80	B
Guidance Secretary	200-210	8	$17.10	$17.55	$18.00	$18.50	$19.05	$19.60	$20.10	$20.80	B
Athletic Secretary	200-210	8	$17.10	$17.55	$18.00	$18.50	$19.05	$19.60	$20.10	$20.80	B
Secretary (Office Assistant)	180-192	8	$16.10	$16.40	$16.70	$17.00	$17.30	$17.60	$18.00	$18.70	B
Executive Asst. to Superintendent	260	8	$20.10	$21.55	$23.00	$24.00	$25.00	$26.00	$26.90	$27.85	A
Deputy Treasurer	260	8	$20.10	$21.55	$23.00	$24.00	$25.00	$26.00	$26.90	$27.85	A
Payroll Clerk	260	8	$20.10	$21.55	$23.00	$24.00	$25.00	$26.00	$26.90	$27.85	A
Business Office Clerk	260	8	$20.10	$21.55	$23.00	$24.00	$25.00	$26.00	$26.90	$27.85	A
Curriculum Secretary	260	8	$17.10	$17.55	$18.00	$18.50	$19.05	$19.60	$20.10	$20.80	A
Salary											
Transportation Assistant	260	8	$41,924	$44,873.75	$47,824	$49,862	$51,900	$53,938	$55,979	$57,950	A
Maintenance & Grounds											
Hourly											
Assistant Director of Maintenance	260	8	$20.75	$21.20	$21.65	$22.15	$22.70	$23.20	$23.75	$24.60	A
HS Head Custodian	260	8	$20.75	$21.20	$21.65	$22.15	$22.70	$23.20	$23.75	$24.60	A
Head Custodian	260	8	$19.65	$20.00	$20.35	$20.85	$21.40	$21.95	$22.55	$23.40	A
Maintenance Technician	260	8	$20.50	$20.95	$21.40	$21.90	$22.40	$22.95	$23.50	$24.40	A
HS Shift Custodian Leader	260	8	$19.30	$19.75	$20.00	$20.45	$20.90	$21.35	$21.80	$22.55	A
Shift Custodian**	260	8	$18.30	$18.65	$19.00	$19.45	$19.90	$20.35	$20.80	$21.55	A
Custodian	260	8	$17.70	$18.10	$18.50	$18.95	$19.40	$19.85	$20.30	$21.00	A
Part-Time/Substitute Custodian	Varies	<6	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	N/A
Food Services											
Salary											
Corporation Food Service Director	210	8	$43,473	$45,547	$47,617	$49,572	$51,526	$53,481	$55,443	$57,395	B
Hourly											
Building Café Manager	187	8	$19.40	$19.75	$20.10	$20.65	$21.20	$21.75	$22.30	$23.05	B
Asst Manager	187	8	$17.70	$18.10	$18.50	$18.95	$19.40	$19.60	$20.30	$21.00	B
Elementary Manager (3 Schools)	187	8	$24.30	$24.65	$25.00	$25.55	$26.10	$26.65	$27.20	$27.60	B
Elementary Manager (2 Schools)	187	8	$21.80	$22.15	$22.50	$23.05	$23.60	$24.15	$24.70	$25.10	B
Head Cook (Elementary)	187	8	$17.50	$17.75	$18.00	$18.30	$18.60	$18.90	$19.20	$19.60	B
Cook (FT)	180	>6.5-8	$16.10	$16.35	$16.60	$16.90	$17.20	$17.50	$17.80	$18.50	B
Cook (PT)	180	4-5.9	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	D
Cook (Less than 4 hours)	180	<4	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	N/A

Position	Days Worked	Hours	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7	Tier 8	Benefits*
Café Substitute	Varies	Varies	$15.55	$15.55							N/A
Extra-Curricular											
Hourly											
Interpreter	Varies	Varies	$19.40								N/A
School Apprentice	Varies	Varies	$7.50								N/A
Instructional Support Services											
Hourly											
Specialized Instructor	182	7-8	$17.00	$17.30	$17.60	$17.90	$18.20	$18.50	$18.85	$19.50	B
Specialized Instructor (PT)	182	<6	$17.00	$17.30	$17.60	$17.90	$18.20	$18.50	$18.85	$19.50	N/A
Instructional Assistant	180	6.25-6.5	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	D
Title I Assistant	180	6.25-6.5	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	D
Special Education Assistant	180	6.25-6.5	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	D
ESL Assistant	180	6.25-6.5	$16.50	$16.80	$17.10	$17.40	$17.70	$18.00	$18.30	$19.00	D
Life Skills Assistant/SOAR Asst	180	6.5	$16.50	$16.80	$17.10	$17.40	$17.70	$18.00	$18.30	$19.00	C
Part-Time Assistant	180	<6	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	N/A
Future Educator Apprentice	180	<6	$10.00		$12.50					$15.00	N/A
Substitute Teacher/Sub. Asst. (Pg 7)	Varies		$95.00-$115/day								
Non-Instructional Support Services											
Hourly											
Nurse (FT)	193	7	$23.80	$24.30	$24.80	$25.30	$25.80	$26.30	$26.80	$27.75	B
Nurse (PT)	Varies	Varies	$23.80	$24.30	$24.80	$25.30	$25.80	$26.30	$26.80	$27.75	N/A
Substitute Nurse (LPN or RN)	Varies	Varies	$23.00								N/A
Energy Specialist	Varies	Varies	$16.20								
Salary											
Corporation Nurse	203	8	$41,924	$44,873.75	$47,824	$49,862	$51,900	$53,938	$55,979	$57,950	B
Mental Health Counselor	Varies	8	Based on Contract								
Speech Language Pathologist	183	8	Based on Contract								
Director of Athletic Performance	260	8	Based on Contract								

Position	Days Worked	Hours	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5	Tier 6	Tier 7	Tier 8	Benefits*
Transportation											
Hourly											
Mechanic Technician	260	8	$31.10	$32.60	$34.10	$34.60	$35.10	$35.60	$36.10	$37.25	A
Bus Monitor	180	Varies	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	D
Extra-Curricular Routes/Hourly Rate	Varies	Varies	$18.75								N/A
Route/Daily											
Regular Route Driver	180	Varies	$87.30/Day								B
Part-Time Route Driver	180	Varies	Route Rate								N/A
Substitute Bus Driver	Varies	Varies	Route Rate								N/A
Summer Bus Cleaner	Varies	Varies	$16.00								N/A
Technology											
Hourly											
Technology Specialist	260	8	$15.55	$15.85	$16.10	$16.40	$16.70	$17.00	$17.30	$17.85	A
Summer Technology Assist	Varies	Varies	$15.00								
Salary											
Systems Administrator	260	8	$64,179	$66,737	$66,285	$66,752	$70,239	$71,717	$73,204	$75,765	A
Information Management Specialist	260	8	$50,722	$52,275	$53,828	$55,712	$57,596	$59,481	$61,365	$63,527	A
Testing & Technology Support Spec.	260	8	$50,722	$52,275	$53,828	$55,712	$57,596	$59,481	$61,365	$63,527	A
Desktop Support Technician II	260	8	$50,722	$52,275	$53,828	$55,712	$57,596	$59,481	$61,365	$63,527	A
Desktop Support Technician	260	8	$37,185	$37,743	$38,300	$39,758	$41,215	$42,672	$44,140	$45,694	A

Substitute Teacher Pay Incentive

The daily rate for a substitute teacher/substitute assistant who serves as a substitute for a period of 50 days shall increase to $115 per day on day 51 and for the remainder of the school year. Substitutes that earn the 50+ day increase from the prior school year shall begin at the $115 per day starting the following school year. Substitutes that served less than 50 days in the previous school year will start pay at tier 1.

All Licensed teachers hired as Substitute Teachers will start at tier 2, $115 per day.

Benefits	Sick	Family Ill	Personal	Vacation	Bereavement	Jury Duty	Holidays	PERF	Health	Life	LTD	Dental	Vision	Severance	Telehealth
A	10	10	3	Y	Y	Y	10	Y	Y	Y	Y	Y	Y	Y*	Y
B	7	7	2	N	Y	Y	2	Y	Y	Y	Y	Y	Y	Y*	Y
C	7	7	2	N	Y	Y	2	Y	N	Y	Y	Y	Y	N	Y
D	7	7	2	N	Y	Y	2	N	N	Y	Y	Y	Y	N	Y
E	10	10	3	N	Y	Y	N	Y	Y	Y	Y	Y	Y	N	Y

Benefit Packages

Paid time off will be allocated on July 1 of each school year.

* Employees hired before December 31, 2017, will be grandfathered in for severance eligibility. All employees hired on or after January 1, 2018, will not be eligible for this severance benefit.

**Shift Custodians are second shift custodians. Start times varies per building.

Extra-Duty Schedule:

Assignment / Stipend	Amount
Substitute Caller	$5,900
Cell Phone Stipend	$ 650

Explanation of Benefits

Health

The School Board shall contribute to a single or family medical plan for all employees in this benefit level who wish to have coverage. The Board will contribute at the rate of 80% (eighty percent) per year toward a single or family plan premium. Employees hired after January 1, 2010, may only enroll in the approved Group Hospitalization and Major Medical Single or Family High Deductible Health Plan (HDHP).

Health Savings Account

All employees that enroll in a high deductible single plan will receive $500 annually deposited into an HSA account. All employees that enroll in a high deductible family plan will receive a $1,500 annual deposit into an HSA account. The deposits will be divided out over 12 months and deposited accordingly.

Section 125

Section 125 is a benefit provided by the Internal Revenue Act of 1978, as amended by the Internal Revenue Act of 1986, and shall be made available to all employees in this leveled benefit. Any cost of participating in this benefit will be the responsibility of the employee. Employees are eligible to set up supplemental insurance plans through our section 125 provider.

Dental

The corporation offers a single or family dental plan to those employees working 20 or more hours per week. The employee is responsible for 100% of the premium if elected.

Vision

The corporation offers a single or family vision plan to those employees working 20 or more hours per week. The employee is responsible for 100% of the premium if elected.

Life

The board will contribute to a term life insurance policy in the amount of $30,000 for each employee working 25 or more hours per week. If the employee elects the policy, the charge to the employee is $1.00.

Long Term Disability

A long-term disability policy shall be provided to those employees working 25 or more hours per week. The program will provide (2/3) of the base salary to the employee for the time specified in the agreement. The payments will only begin beyond a 180-day disability absence period. If the employee elects the policy, the charge to the employee is $1.00.

Telehealth

All employees working 20 or more hours per week may contact the Business Office for more information pertaining to a telehealth benefit. Telehealth is a private, secure, fast and easy way to see a doctor, 24/7/365. You can use your smartphone, tablet or computer for the visits.

Tax Sheltered Annuity

Upon written request, employees may have deducted from their paycheck contributions to a tax-sheltered annuity. Such annuities must be one that is presently being offered by Wa-Nee Community Schools.

Leaves and Absence Forms

Sick leave

The Board will provide a total of seven (7) days leave each year for personal or family illness for each employee based on the benefits schedule (page 7). Sick leave days may accumulate to 85 days and may not be taken in less than one-half day units.

The Board will provide a total of ten (10) days leave each year for personal or family illness for each employee based on the benefits schedule (page 7). Sick leave days may accumulate to 85 days and may not be taken in less than one-half day units.

Family is defined as spouse, child, father, mother, sibling, mother-in-law, father-in-law, grandchild, person living in employee's immediate household, or anyone for whom the employee can provide proof of legal responsibility. A person who has been living as a lifelong member of the household of the employee shall also be considered as a member of the family. Two (2) days may be used for the birth of a child or grandchild or the adoption of a child.

An employee shall provide medical documentation in the event that he/she must take a leave of absence that is greater than five (5) consecutive days or exceeds ten days in any month.

Personal leave

Personal Leave will be granted at the rate of two (2) days per year for each employee based on the benefits schedule (page 7). Personal leave days may accumulate to 4 days and may not be taken in less than one-half day units.

Personal Leave will be granted at the rate of three (3) days per year for each employee based on the benefits schedule (page 7). Personal leave days may accumulate to 5 days and may not be taken in less than one-half day units.

The staff member agrees that personal leave days will not be used immediately prior to or following school vacations to extend the holiday vacation*. Unused personal leave days will transfer to sick leave.

*Exception: In the event of an E-Learning Day, staff members are able to request approval for use of a personal leave day.

Bereavement Leaves

For the death of an immediate family member (father, mother, brother, sister, husband, wife, son, daughter, grandchildren, daughter-in-law, son-in-law, father-in-law, mother-in-law, grandparent, grandparent-in-law, brother-in-law, sister-in-law, stepchildren or step-parents) the employee is entitled to be absent without loss of pay on any of five (5) work days within a ten (10) calendar day period commencing on the day of the death. An additional five (5) consecutive days of leave with full compensation shall be granted by the superintendent in the case of a death of a teacher's spouse, child, or fiancé living within the same immediate household.

For the death of another relative (niece, nephew, uncle, aunt, or cousin) the employee shall be entitled to not more than one (1) calendar day without loss of compensation.

Vacations

Twelve-month full-time employees shall be granted ten (10) days paid vacation per fiscal year for the first year of employment. Each July 1 thereafter one (1) additional day shall be granted until a maximum of fifteen (15) days are earned per year. Employees working less than one year earn vacation days at a prorated calculation.

The corporation will not pay for any unused vacation days. Any unused vacation days will be lost after June 30 of each year.

In the event that a twelve-month full-time employee uses vacation days during his/her fiscal year but resigns before the end of the year, used vacation days may not exceed the proportionate share of days actually worked. The corporation may withhold from the employee's final check for repayment of such excess vacation days. For example, an employee who works for three (3) months may take only 2.5 days of paid vacation (25% of 10 days). If the employee has taken three (3) days of vacation during those three (3) months before resigning, the corporation may withhold 0.5 day of pay from the final check.

All vacation is to be approved in advance from the employee's immediate supervisor.

Jury Duty

Each employee who is called to jury duty during any one day shall receive the difference in pay for time lost and the amount received as jury pay. When an employee is released from jury duty before the end of the employee's workday, he/she must report to his/her work assignment for the remainder of the workday. A certificate of attendance and proof of pay are necessary for the completion of payroll to be paid properly.

Holidays

Eligible employees working less than twelve-months are paid for the following two (2) holidays:

Thanksgiving Day	1 day	Christmas Day	1 day

Twelve-month full-time employees are eligible for the following ten (10) paid holidays:

New Year's Day	1 day	Thanksgiving Break	2 days
Memorial Day	1 day	Christmas Break	2 days
July 4th	2 days	New Year's Eve	1 day
Labor Day	1 day		

Holidays are subject to being adjusted during the pay period by the department administrator based on needed workload.

Unpaid Days Off

Time off without pay requests are reviewed on a case-by-case basis and must be approved by your supervisor and the Superintendent at least two days prior to the requested absence.

The Board, where unusual circumstances warrant, may grant an employee a leave of absence without pay upon written request and upon good cause for a period not to exceed one year.

Retirement

Employees hired before December 31, 2017, will be grandfathered in for severance eligibility. All employees hired on or after January 1, 2018, will not be eligible for this severance benefit.

Severance Pay

All eligible employees who retire after age 54 from Wa-Nee Schools and who has 10 years of consecutive service with the Wa-Nee Schools will be eligible for the severance benefit calculated for each year of full-time service at the rate of:

– 12-month employee	min of 40 hr/per/week	$250
– 11-month employee	min of 37.5 hr/per/week	$200
– 10-month employee	min of 37.5 hr/per/week	$175
– 9.5-month employee	min of 37.5 hr/per/week	$150
– 9-month employee	min of 30 hr/per/week	$125
– Regular Route Driver		$75

All eligible employees leaving the school corporation with twenty (20) or more years of service in the Wa-Nee Community School Corporation shall be eligible for an additional severance benefit of $25.00 for each day of accumulated sick leave with a maximum of $2,125.

Either of these severance benefits require notification to central office thirty (30) days prior to the retirement unless waived by the superintendent or his designee.

Bus Drivers

Regular Route Driver: A school bus driver who commits to driving morning and afternoon routes for all school days as set forth in the school calendar. A regular route driver may be eligible for the benefits described in this policy.

Part-Time Bus Driver: A driver who drives only a morning or an afternoon route. Benefits do not apply.

Substitute Bus Driver: A substitute school bus driver will be paid the same base route and/or shuttle rates as regular route and/or part-time bus driver as set in this policy. Benefits do not apply.

	Base Route	Shuttles; Route and Time additions	Route miles >20 miles	Hourly Rate	Annual bus wash and wax	Bus Storage	Electric Use	CDL Physical Expense	CDL Skills Test
Rates	$43.65	$2.75-$43.65	$0.25/mile	$18.75	$100.00	$25/ mo.	$0.20/ hour	Up to $100.00	Up to $150.00
Special Education									
Tier 1			Tier 2			Tier 3			
$197.00			$210.00/day			$227.00/day			
(extra routes paid at base route/shuttle rate)									
Performance Adjustments (Regular Route Drivers)									
Tier 1 1-4 years of experience*			Tier 2 5-9 years of experience*			Tier 3 10+ years of experience*			
$1.00 / day			$2.00 / day			$3.00 / day			
*Experience is calculated based on the completion of a full school year as a regular route driver for Wa-Nee.									

A regular route driver will be compensated for 187 days each year. Regular route drivers will commit to driving 180 student days. Such compensation shall be in 26 equal payments on the regular payroll dates. Daily rates are established by the Director of Transportation based on routes, shuttles and additional time/stop assigned to the route. Two (2) of the 187 days are paid holidays. Five (5) of the 187 days cover time spent for vehicle, route, and student management, etc. Two (2) mandatory safety meetings totaling four (4) hours per year are included in the 187-day worksheet. Failure to attend mandatory meetings may result in pay deduction at the route rate. Non-mandatory meetings are paid at the current hourly rate. If approved, unpaid days will be deducted at the full daily rate during the pay period in which the unpaid day occurred. Refer to the driver agreement for more information.

Head Start driver will be compensated per the Head Start Calendar and is considered a regular route driver for the purpose of benefits mentioned above.

Drivers will be paid an hourly rate for Extracurricular and Learning Trips. Hourly trips are paid from the depart time listed on the trip sheet until the return time. Drivers should add 30 minutes to the trip time to compensate for pre and post-trip responsibilities. The minimum time submitted for an Extracurricular or Learning Trip shall be two (2) hours. A driver may be asked to drive a trip which will require the driver to be reassigned from the regular route

or routes for that trip. In such cases, a one (1) hour deduction will be made to adjust for the missed route.

Driving for maintenance purposes or other trips, as assigned by the Director of Transportation, may be paid at the hourly rate.

School buses shall be washed and waxed each year. A school bus driver or other approved person may be reimbursed for thoroughly washing and waxing the bus prior to the opening of school. The bus must be cleaned and waxed to the satisfaction of the Director of Transportation.

Whenever possible, the regular route driver operating corporation-owned equipment should keep the bus under cover. When such storage is provided by the driver, the driver may be reimbursed for bus storage, when approved by the Director of Transportation.

A driver may be reimbursed for electricity used at their personal expense for the plugging in of a school bus when approved by the Director of Transportation. Documentation, submitted by April 1st of each year, is required for proof of payment.

The cost for a CDL Physical may be reimbursed, when approved by the Director of Transportation. Any additional cost for testing or fees will be the driver's responsibility. See appropriate laws and policy. A receipt and proof of payment must be submitted for reimbursement.

The cost for one (1) CDL skills test may be reimbursed, when approved by the Director of Transportation, per driver after one year of service with Wa-Nee. A receipt and proof of payment must be submitted for reimbursement.

Classified Employee Evaluation Form

Wa-Nee Community Schools
Classified Employee Evaluation Form

A Tradition of Excellence: Preparing today's students for tomorrow's challenges.

Name of Employee:_____ Date:_____
Position: _____

Please Use the Following Scale When Ranking Each Item

Documentation of reasons shall be listed below for each score of 2 and below

	Unacceptable	Needs Improvement	Basic	Satisfactory	Excellent	score
1. Follows directions of supervisor	1 Frequent reminders of expectations are needed/directives are completed with negativity	2 Minimum expectations & directions are followed. Occasional prompting is needed	3 Minimum expectations and directions are followed	4 Consistently follows all expectations and directives without need for prompting	5 Consistently follows all directives; positively assists supervisor to ensure others follow directives as well	
2. Attendance & punctuality	1 Non-attendance or tardiness is problem; consistently causes issues	2 Frequent absence or tardiness has caused problem for team	3 Occasionally absent or tardy	4 Consistently present and punctual	5 Models and positively influences the attendance and punctuality of others	
3. Ability to function as a team	1 Cannot function as a team – negative presence	2 Limited contributions to the team	3 Some positive contributions to the team	4 Frequently contributes positively to the team	5 Frequently contributes and assumes positive leadership role in team	
4. Communication Skills	1 Lacks written and verbal communication skills	2 Often errors in grammar or written communication	3 Communication skills are adequate for position	4 Able to communicate clearly and effectively	5 Exceptional skills in written and verbal communication	
5. Interpersonal Relations	1 Interpersonal relations are often inappropriate and evoke negative responses from others	2 Interpersonal relations are periodically lacking and may evoke negative responses from others	3 Interpersonal relations are acceptable	4 Interpersonal relations are effective, sincere and improve the overall climate of the corporation	5 Models interpersonal relations that are exemplary/influences others to improve the overall climate of the corporation	
6. Demonstrates initiative	1 Reluctantly completes additional responsibilities only when asked	2 Completes additional responsibilities only when asked	3 Periodically completes additional responsibilities without prompting	4 Consistently seeks out additional responsibilities to assist the corporation	5 Voluntarily assumes leadership roles and positively empowers his/her team to take additional action	
7. Adheres to corporation policy	1 When inconvenient, corporation policy is not followed	2 May unknowingly not follow corporation policy	3 Consistently adheres to corporation policy	4 Consistently adheres to corporation policy; assists colleagues in following policy as well	5 Consistently adheres to corporation policy; assists colleagues in following policy; when necessary respectfully advocates for change	
8. Demonstrates pride and ownership in completing responsibilities	1 Responsibilities are not completed consistently	2 Responsibilities are completed but often times at an unacceptable level of quality	3 Responsibilities are completed at an acceptable level of quality	4 Responsibilities are completed consistently at a high level of quality	5 Responsibilities are completed consistently at a high level of quality; additional opportunities are routinely sought	
9. Presents a professional demeanor	1 Consistently immature/ inappropriate	2 Demeanor is periodically unprofessional	3 Demonstrates acceptable professional demeanor	4 Consistently presents highly professional demeanor	5 Consistently models and influences high professional standards	
10. Job knowledge	1 Insufficient level of knowledge to complete minimal responsibilities/no help has been sought to learn	2 Help has been sought but additional growth is needed to complete minimum responsibilities	3 Adequate level of knowledge to complete minimum requirements	4 Level of knowledge allows for completion of responsibilities at a high level	5 Expert level of knowledge – consistently a resource to others	

Written comments by evaluator:

_____ Highly Effective: I recommend continued employment; Move to next tier (41+)

_____ Effective: I recommend continued employment (36-40)

_____ Improvement Necessary: I recommend probationary employment. A determination of continued employment shall be made upon the completion of an improvement plan followed by a second evaluation. (30-35)

_____ Insufficient Progress on Improvement Plan: I do not recommend continued employment

_____ Ineffective: I do not recommend continued employment (less than 30)

_____ _____
Signature of Evaluator/Supervisor Date

I have seen and reviewed this performance evaluation with my immediate supervisor.
I understand my signature does not constitute agreement or disagreement with the evaluation.

_____ _____
Signature of Employee Date

*Attachment: Job Description