

MSD of North Posey County
Non-Certified Employee Welfare and Retirement Benefits Policy

I. Definition of Non-Certified Employee

For the purposes of this policy, a *non-certified employee* (also referred to as a classified employee) shall include:

- School Secretary/Treasurer
- Central Office Secretary/Treasurer
- Custodian/Maintenance Assistant
- Maintenance/Custodial Supervisor
- Instructional Assistant
- Nurse
- Bus Driver, Bus Mechanic, Bus Secretary
- Cafeteria Worker/Food Service Director
- Technology Director/Specialists
- Other non-instructional staff as designated by the Board

Non-certified employees are categorized as:

1. **Full-Time Employees** – those working seven (7) or more hours per day / 35 hours per week.
2. **Part-Time Employees** – those working a minimum of fifteen (15) hours and no more than thirty-four (34) hours per week.

II. Welfare Benefits

Paid Time Off – 12 Days

- Employees shall be entitled to twelve (12) paid leave days each year for personal illness, serious illness in the immediate family, personal business, or civic affairs. Employees who do not work a full school year will receive a prorated number of leave days based on the length of their employment.
- Employees who exercise a PTO day before or after a school holiday, shall be charged with using two (2) PTO days unless the time off is due to a documented medical condition or is for Bereavement Leave, Professional Leave, Court Leave, or Jury Duty as defined herein. The school holidays for purposes of this section are: First and last day of school, Fall Break, Thanksgiving Break, Winter Break, Spring Break, Labor Day, MLK Day, and President's Day.
- After three (3) consecutive days of absence, a doctor's statement is required.
- Unused leave, up to nine (9) days annually, may accumulate to a maximum of 192 days.

Bereavement Leave

- **Immediate Family:** Up to five (5) paid days within three (3) months of the death of a spouse, child, parent, sibling, parent-in-law, or any relative residing in the employee's household.
- **Other Family:** Up to two (2) consecutive paid days for the death of a grandparent, grandchild, uncle, aunt, cousin, niece, nephew, brother-in-law, or sister-in-law not residing in the household.

Jury Duty

- Employees who are subpoenaed for jury duty will receive their regular scheduled pay.

Pay Dates

- Pay schedules will be established annually and distributed to all employees.

Paid Holidays (Year-Round Employees Only)

- Paid holidays shall be designated annually by the Board, considering federal regulations and the school calendar.

Health Insurance

- All full-time employees may participate in the district's health insurance plan.
- The Board may contribute to the cost of the plan selected by the employee.
- Cafeteria staff must work at least four (4) hours per day to qualify.
- See group plan summary for details on employer contribution amounts.

Clothing Allowance

Building cooks shall receive an annual clothing allowance of \$75.00.

III. Retirement Benefits

Eligibility

- Employees must be at least fifty-five (55) years of age and have at least fifteen (15) years of service with MSD of North Posey County.
- Notice of intent to retire at the conclusion of the school year should be submitted to the Superintendent by March 1.
- Notice of intent to retire at the conclusion of the first semester should be submitted to the Superintendent by October 1.

Retirement Pay

- **Full-Time Employees:**
 - \$50 for each year of service, **plus**
 - \$30 per day for each unused accumulated leave day.
- **Part-Time Employees:**
 - \$25 for each year of service, **plus**
 - \$15 per day for each unused accumulated leave day.

Payment

- Retirement pay shall be added to the employee's salary for the final year of service and paid as part of the last paycheck.
-

- Adopted June 9, 1997
- Revised: September 8, 2008; June 27, 2011; August 5, 2013; September 28, 2020, October 12, 2020 Latest Revision Board Approved: October 20, 2025