

Support Staff Salary and Benefits

The following information is applicable to the members of the Highland Christian School support staff. This information provides further explanation of the wages and benefits available to these positions. Please be aware and sensitive to the fact that benefits applicable to your position, similar to wages, should be discussed only with the Head of School and not shared among your colleagues.

All employees are required to successfully pass a criminal background check. Employees must be physically capable of performing the duties required of their position. They must demonstrate a love for children and manifest a Christian lifestyle.

Wages and Benefits

Overview

HCS reserves the right to change or modify benefits plans. The benefits listed herein are intended to be a general description only. Details of specific benefits are outlined in the documentation for the benefit program.

Payroll Schedules

Employees are paid twice a month. Regardless of shift schedule, the workweek begins Monday and ends Sunday. Paydays are the 15th and final day of the month. In the event payday falls on a holiday, paychecks will be distributed before the holiday.

Support Staff

Support Staff at HCS include the following positions: Executive Confidential Secretary, Secretary, Custodians, Teacher Aides, Before and After Care Staff, Bus Drivers and other non-contracted employees paid on an hourly basis.

Work Schedules and Tracking Time

All employees being paid on an hourly basis will report to work at the scheduled time for their shift as determined by their supervisor. Hours should be tracked by the quarter hour. (Ex: 8:07 rounds to an 8:00 start time, but 8:08 rounds to an 8:15 start time.) Schedules will be made available to the Business Manager for retention. Hours worked will be indicated on the schedule for work for payroll purposes. Your supervisor will validate these hours prior to submission to the Business Manager for payroll purposes.

Wages

Wages are determined for each position by the HCS School Board and maintained by the Administrator. Increases are considered on an annual basis - in accordance with the HCS Budget.

Overtime is compensated for non-contracted hourly employees according to Federal standards for any employee working over 40 hours in a week. Furthermore, overtime hours must be approved from the school administrator prior to completion.

Full time (52 weeks @ 40 hours)

1. Wages as established by the HCS Board.
2. Medical Insurance
 - a. 100% of employee insurance coverage will be covered. Employee can choose to opt-out and receive \$2,500 in lieu of medical insurance - \$1,250 in May and \$1,250 in December.
 - b. Access to dependent coverage is available if dependents do not have other primary coverage. In this event, the board will cover 50% of the premium.
3. 6% 401k Match
4. HCS self-funded STD insurance (short-term disability), LTD insurance (long term disability), Term life, Vision option at employee cost, dental option with employer paying 80% of employee premium and 50% of dependent premium, Flex and Health Savings plans are available dependent on health plan chosen, employer's share of Social Security and Medicare.
5. Access to workshops, training programs, and enrichment activities related to the assignment.
6. Tuition credits will be given to children of full-time staff members at 10% of the base tuition cost for Kindergarten-8th grade expenses. Part-time employees will receive a 5% tuition credit. This credit is capped at \$1,500. The credit will be pro-rated for partial year employment.
7. There are ten "sick days" per year; four may be used as personal.
8. Sick days are accumulative to 30 days at which time the disability provision becomes effective. Disability payments will begin with the sixth week of absences from work on account of illness or accident and continue for a maximum of five months.
9. Eight paid holidays per year: New Year's Day, Good Friday, Martin Luther King Jr. Day or President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Overtime is based on hours worked, not on paid holidays.
10. Full-time employees are eligible for vacation after advanced approval by the

Administrator as follows:

- a. one week after completion of one year of service
- b. two weeks after completion of two years of service
- c. three weeks after completion of seven years of service
- d. four weeks after completion of fifteen years of service

Vacation will be paid if taken. All hours of vacation must be taken within the year in which they are earned. Vacation hours not used in the annual period in which they are awarded will be lost. There is no vacation bank or carryover of vacation available.

Part time – 1560 hours and above, less than 2080.

1. Hourly wage as established by the HCS Board.
2. Medical Insurance-
 - a. Access to the board selected package for the employee when the contract is equal to or greater than 75% of a full-time contract. The board will pay the percentage of cost equal to the percentage of full-time employment. Employee can choose to opt-out and receive a prorated portion of \$2,500 in lieu of medical insurance - half in May and half in December.
 - b. Access to dependent coverage is available if dependents do not have other primary coverage The board will pay a portion of the 50% based on the percentage of full-time employment.
3. 6% 401k Match
4. LTD insurance (long term disability), HCS self-funded STD insurance (short-term disability), and Term life - when the contract is equal to or greater than 50% FTE. Vision insurance is available at cost. Dental insurance is available with the board paying the prorated FTE of 80% for the employee premium and 50% of the dependent premium for employees contracted at 75% FTE or greater. Flexible and Health Spending accounts are available dependent on the medical plan chosen.
5. Access to workshops, training programs, and enrichment activities related to the assignment.
6. There are ten “sick days” per year; four may be used as personal. This is prorated based on the percentage of employment.
7. Sick days are accumulative to 30 days at which time the disability provision becomes effective. Disability payments will begin with the sixth week of absences from work on account of illness or accident and continue for a maximum of five months.
8. Eight paid holidays per year: New Year’s Day, Good Friday, Martin Luther King Jr or President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Overtime is based on hours worked, not on paid holidays.
9. Employees working 1560 hours up to 2080 hours are eligible for a prorated vacation after advanced approval by the Administrator as follows:

- a. 25 hours after completion of one year of service
 - b. 50 hours after completion of two years of service
 - c. 75 hours after completion of seven years of service
 - d. 100 hours after completion of fifteen years of service
10. Tuition credits will be given to children of part-time employees. They will receive a 5% tuition credit. This credit is capped at \$1,500. The credit will be pro-rated for partial year employment.

Vacation will be paid if taken. All hours of vacation must be taken within the year in which they are earned. Vacation hours not used in the annual period in which they are awarded will be lost. There is no vacation bank or carryover of vacation available.

Part time - between 1000 - 1559 hours

1. Hourly wage as established by the HCS Board.
2. Access to 6% 401k Match
3. HCS self-funded STD insurance (short-term disability), LTD insurance (long term disability), Term life, Vision option at employee cost, dental option at employee cost, employer's share of Social Security and Medicare.
4. Access to workshops, training programs, and enrichment activities related to the assignment.
5. Tuition credits will be given to children of part-time employees. They will receive a 5% tuition credit. This credit is capped at \$1,500. The credit will be pro-rated for partial year employment.

Part time – under 1000 hours

1. Hourly wage as established by the HCS Board.
2. Access to 401k retirement plan. HCS does not match those under 1,000 hours.
3. Vision and Dental coverage is available at employee cost. Employer's share of Social Security and Medicare.
4. Access to workshops, training programs, and activities related to the assignment.
5. Tuition credits will be given to children of part-time employees. They will receive a 5% tuition credit. This credit is capped at \$1,500. The credit will be pro-rated for partial year employment. An employee must work a minimum of 100 hours a year to qualify for this benefit.

Bus Drivers

Bus Drivers are paid on a per trip basis including meetings as requested by the Administrator or Transportation, and bus fuel-up. Drivers begin their routes at the school and end there as well.

Snow Day or Unexpected Cancellation Compensation

Should school be canceled for cold weather, a snow day, or other school emergency, hourly employees will still be paid for their pre-scheduled hours – up to five days per school year. Hourly employees that can work remotely are still expected to continue work for home or take a personal or vacation day. Substitute teachers are not eligible for this benefit.

Paternity/Maternity Paid Leave

1. Prior to two full years of employment, an additional two weeks of paid maternity leave will be provided to employees who give birth to or adopt a child. These days will begin the first day of leave.
2. Upon two full years of employment, an additional six weeks of paid maternity leave will be provided to employees who give birth to or adopt a child. These days will begin the first day of leave.
3. Regardless of length of employment, spouses of individuals who give birth to or adopt a child will be given five days of paid paternity leave. These days will begin the first day of leave.

Family Medical Leave Act (FMLA)

Paid and/or non-paid leave of absence is a benefit of working at HCS. Hourly and contracted employees that have worked for the organization for over 12 months, with accumulated work hours over 1,250 in the previous 12 month period, are eligible for up to a total of 12 weeks of unpaid leave during any 12-month period for one of the following reasons:

1. for the birth and care of the newborn child of the employee;
2. for placement with the employee of a son or daughter for adoption or foster care;
3. to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
4. to take medical leave when the employee is unable to work because of a serious health condition.
5. To care for a family member during active duty or call to active duty into the Armed Forces.

FMLA shall begin and run simultaneously with any paid sick leave. When paid sick leave has ended the remainder of unpaid FMLA time will continue through the twelve week period. The remaining portion of up to 12 weeks would be without pay. For contracted staff, non-paid days will be calculated based on the contract value (less benefit) divided by 190 teaching days. The total value of non-paid days will be distributed across the contract year, keeping payroll at a fixed dollar amount for the remainder of the contract year.

Jury Duty

Employees who are subpoenaed for jury service and actually serve on a jury shall receive the difference in pay for the time lost and the amount received as jury pay. When an employee is released for the day or a part of a day, the employee shall report to work. Employees shall receive the difference between their normal straight time pay for that day and the payment they receive for jury service for each day on which they report and on which they otherwise would have worked. Employees are required to inform the Administrator of their jury summons at least seven days before the 1st day on which they are required to serve on the jury. Before payment shall be made the employee shall present to the employer proof of their summons for service, and of the time served and the amount of pay received for jury service.

Continuing Education

Regardless of FTE (full-time equivalent), HCS personnel are entitled to a benefit of 65% per credit hour for continuing education in courses that relate and advance their position at HCS. This benefit is capped at nine credits per year given that all requirements are met. To guarantee reimbursement, courses must be pre-approved for reimbursement by the school Administrator by June 1 of the previous school year. The courses taken must be graduate courses and only final grades of a "B" or better will qualify for reimbursement. Furthermore, the employee must remain employed at HCS in the year after receiving reimbursement. If the employee does not continue working at HCS after the new contract begins, the funds must be returned or will be retracted from the final paycheck(s).

Bereavement

When death occurs in the immediate family (father, mother, brother, sister, wife, husband, child, grandchild, grandmother or grandfather) a maximum of 3 days of absence from school will be allowed.