

2026-2027 Teaching Staff Salary and Benefits

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

The principal and teachers (full-time and part-time) shall be appointed by the Board after a careful consideration of their spiritual, academic and physical qualifications. They shall be appointed for such terms and with such salary and other conditions (except as expressly provided) as the Board may determine. All members of the teaching staff:

- a. must declare their unconditional agreement with Articles II and III of this Constitution;
- b. must be full members, in good standing of a Bible-believing Protestant Church. A majority must be members at a Reformed Church.

The staff members are required to sign a contract each year on a form prescribed by the Board of Trustees, consistent with the Constitution.

The Board shall have power to discharge or suspend a staff member, and such discharge or suspension may be based upon unfitness for work, instruction which conflicts with the fundamentals and the purposes of the society and/or failure to lead a Christian life. Any such discharge or suspension shall be made only after a due and proper statement of charges has been given to the staff member, and if said staff member requests a hearing before the Board of Trustees, said hearing shall not take place until ten (10) days since the date of the statement of discharge or suspension. The Board of Trustees shall give a decision in writing to said staff member within five (5) days after the hearing.

Instruction given to the children shall be in accordance with the educational laws of the State of Indiana, as they apply to private, society-controlled schools, insofar as said educational requirements do not conflict with the principles and purpose of this organization. The Board of Trustees and the Head of School shall determine the program of studies for each teacher and class.

Qualifications

Teaching staff qualifications are outlined in the Highland Christian School Policy Manual. The following summaries are these qualifications as approved by the Board of Trustees:

1. Member of a Protestant Bible-believing Church.
 - All administrators and teaching staff must signify their unconditional agreement with Articles II and III of this Constitution as well as the Foundational Beliefs of Highland Christian School and Policy on Human Sexuality as part of their employment contract.
 - A majority of the teaching staff must be full members, in good standing, of a Reformed church with the remaining teaching staff being full members, in good standing of a Reformed church or a Bible- believing Protestant church.
2. Manifest a Christian lifestyle.
3. Agreement of Foundational Beliefs and Policy on Human Sexuality.
4. Adherence to the Highland Christian School Code of Ethics.
5. Exhibit professional conduct in all matters.
6. Maintains an exemplary relationship with students and staff.

Education and Licensing Requirements

All employees are required to maintain valid licensing and certification as applicable to their role.

1. Head of School, Academic Principal and Assistant Principal - Masters degree of Education or higher
2. Teacher and Dean of Students - Bachelors degree of Education or higher
3. Technology, Marketing, Finance, Admissions or Facilities personnel - Bachelors degree in related field
4. Part-Time or Evening Custodian; Secretary and Classroom Aide - high school diploma or higher
5. Bus Drivers - high school diploma or higher along with valid CDL license and annual physical examination

Salary and Benefits

Overview

HCS reserves the right to modify or eliminate benefits without notice under conditions of law. 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 and/or individual employee contract.

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, pay will be distributed before the holiday.

Full-Time Teaching Staff

Full time, certified teachers are contracted and paid on a yearly basis. Contract values are based on a salary schedule established by the HCS Board as follows:

1. Medical Insurance

a. 100% of the Board selected insurance package for the employee will be paid by the employer. 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.

2. HCS offers employees the opportunity to participate in the HCS Employee Retirement Plan, a 401(k) Plan. The terms and conditions of the Plan including the provisions regarding eligibility to participate in the Plan, levels of participation, and the like are available in the Summary Plan Document available from HCS. For the 2026-2027 school year, Highland Christian will match up to 6% of an employee's contribution.

3. LTD insurance (long term disability), HCS self-funded STD insurance (short term disability), Term life, and employer's share of Social Security and Medicare. Vision insurance is available at cost. Dental insurance is available with the board covering 80% of the employee premium and 50% of the dependent premium. Flexible and Health Spending Accounts are available dependent on the medical plan chosen.

4. Access to workshops, conventions, and professional growth opportunities

5. 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.

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This credit is capped at \$1,500 per family. The credit will be pro-rated for partial year employment.

6. Ten “sick days” can be used for matters of health and wellness, four of which may be used for personal matters.

Part-Time Teaching Staff

Part-time teaching staff are paid a prorated percentage of full-time teaching base salary. A half-step will be provided for every year of employment for teachers working between .50 - .99 FTE. Part-time steps can accrue a total of 5 years of experience.

1. 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.

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.

2. An employee funded 401K plan is available. Employer match is available only when an employee is greater than 50% FTE. For the 2026-2027 school year, Highland Christian will match up to 6% of an employee’s contribution.

3. 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.

4. Employer’s share of Social Security and Medicare

5. Access to workshops, training programs, and enrichment activities related to the assignment.

6. A prorated allocation of “sick days” and “personal days” based on the percentage level of employment.

7. 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.

Teacher Absence and Leave Policy

Being party to a contract, the teacher is duty-bound to fulfill all the obligations of such a contract as a professional person. Recognizing, however, that situations do occur that sometimes make it impossible for a teacher to perform his or her duties, the board has adopted this policy to make sure the parties involved clearly understand the conditions for a teacher's absence or leave. In the event you cannot conduct your class because of sickness, notify the Administrative Assistant the night prior to your absence but no later than 6:30 a.m. of that day. School days prior to vacation periods are full, important, useful times for education. Approval for personal days will generally not be given at the beginning or end of a vacation period or during the first or last week of the semester.

1. Sick Days and Personal Days

Contracted employees at Highland Christian School are allotted 10 sick days, four of which can be allotted as personal days, per year. Sick days are accumulated up to 30 days for the purpose of carrying through until the STD disability insurance becomes effective - provided through Highland Christian's self-funded program. If an employee requests personal leave, beyond four days and this is approved by the building administrator, the employee will lose one sick day and have the substitute cost deducted from his or her paycheck. Approval for the use of such days will generally not be given at the beginning or end of a vacation period or during the first or last week of the semester.

2. Deaths and Funeral Leave

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.

3. 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.

4. Maternity and Paternity Leave

- a. 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.
- b. 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.
- c. 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.

Excused Absences Resulting in Some Loss of Salary

1. Sick days beyond the number of allowed days will result in loss of salary. If a teacher is unable to perform his or her professional duties after exhausting the number of sick days to which he or she is entitled, salary will be deducted equivalent to the number of days absent until the teacher becomes eligible for disability income.
2. A teacher may be granted leave without pay for emergency matters other than those specified above provided approval has been received from the Administrator. During this period, the teacher's contracted pay will be reduced to pay for the necessary substitute teacher covering classroom responsibilities.

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.

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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.

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 for 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).

Should a teacher obtain their first master's degree, the teacher will move from the BA to MA pay scale at the onset of the following school year.

Educational Assistance

HCS will pay the expenses of a teacher who is asked by the School Board to attend a workshop, institute, or particular course in order to implement a change or addition in the curriculum. Furthermore, staff may request to attend professional conferences that benefit their work at HCS. All requests must be submitted in writing and completed a minimum of four weeks prior to the conference. Approval will be decided by the Head of School or Academic Principal and communicated in a timely manner.

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26-27 Compensation Model		
Experience	BA	MA
Base	\$47,411.70	\$49,696.83
.5 Years	\$47,921.70	\$50,301.83
1 Year	\$48,431.70	\$50,906.83
1.5 Years	\$48,941.70	\$51,511.83
2 Years	\$49,451.70	\$52,116.83
2.5 Years	\$49,961.70	\$52,721.83
3 Years	\$50,471.70	\$53,326.83
3.5 Years	\$50,981.70	\$53,931.83
4 Years	\$51,491.70	\$54,536.83
4.5 Years	\$52,001.70	\$55,141.83
5 Years	\$52,511.70	\$55,746.83
5.5 Years	\$53,021.70	\$56,351.83
6 Years	\$53,531.70	\$56,956.83
6.5 Years	\$54,041.70	\$57,561.83
7 Years	\$54,551.70	\$58,166.83
7.5 Years	\$55,061.70	\$58,771.83
8 Years	\$55,571.70	\$59,376.83
8.5 Years	\$56,081.70	\$59,981.83
9 Years	\$56,591.70	\$60,586.83
9.5 Years	\$57,101.70	\$61,191.83
10 Years	\$57,611.70	\$61,796.83
11 Years	\$58,631.70	\$63,006.83
12 Years	\$59,651.70	\$64,216.83
13 Years	\$60,671.70	\$65,426.83
14 Years	\$61,691.70	\$66,636.83
15 Years	\$62,711.70	\$67,846.83
16 Years	\$63,731.70	\$69,056.83
17-19 Years	\$64,751.70	\$70,266.83
20+ Years	\$66,551.70	\$72,266.83