

TECHNOLOGY DEPARTMENT HANDBOOK

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TECHNOLOGY DEPARTMENT

CLASSIFICATIONS

Class III - Inventory & Technical Assistant

Class IV - Technology Supervisor

Class V - Computer Operator

Class VI - Computer Repair Technician

Class VII - Information System Manager

Class VIII - Network Engineer

Class IX - Electronics Technician

INSURANCE Single or Family Plan (same as teachers') – See New Master Contract Article 14
Long-term Disability

Health Insurance

The Board shall make available a single or family membership for all technology staff employed by the School City of Hammond in a health insurance plan.

Hospitalization/Medical Employees (same as teachers')

Major Medical Included in the above

Vision Included in the above

Major Dental Included in the above

Term Life \$70,000 with Accidental Death Benefit which doubles the amount.
Employee contributes \$1.00 per year.

PROBATION 90 days probation

OVERTIME

Overtime will be paid at the rate of one and one half (1-1/2) times the calculated hourly rate (annual salary divided by 2080 hours) as authorized by the supervisor. Double time will be paid for authorized work on holidays.

WORK SCHEDULE

As set by immediate supervisor – generally a forty (40) hour week.

LEAVE PROVISIONS

[Effective July 1, 2022 through June 30, 2023] If a technology employee provides proof of having received the Covid- 19 vaccine and is directed by the administration to quarantine, and following the CDC and SCH protocols, due to a positive test for Covid-19, due to the technology employee experiencing symptoms of Covid-19 or due to exposure, during the technology employee's workday to a student and/or other school personnel that tested positive for Covid-19, the Superintendent shall authorize the technology employee to get paid for a period of up to five (5) calendar days without the use of paid personal illness leave.

In addition, if a vaccinated technology employee is diagnosed with a prolonged illness due to Covid-19, the superintendent shall have the discretion to allow the technology employee to be absent for an extended period of time without the use of sick leave.

Personal Illness:	Thirteen (13) days a year with unused days carried over to the next year – no limit on the number of days that can be accumulated.
Personal Business:	Three (3) days per year with unused day carried over to the next year as personal illness days.
Family Illness:	Five (5) days per year in case of <u>serious illness, major surgery, or serious accident</u> involving an immediate member of the family. Immediate family: wife, mother, father, sister, brother, son, daughter, grandparents, grandchildren, father-in law, mother-in law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any blood relative living in the home.
Bereavement Leave:	In case of death of immediate family (as defined above) five (5) consecutive calendar days immediately following the death. In case of death of other than immediate family – one (1) calendar day may be granted to attend the funeral.

VACATION TIME

According to the following schedule:

Employees who have been employed less than nine (9) months as of June 30, shall be entitled to one (1) day's vacation for each month employed to be taken the next work year starting July 1.

a. Nine (9) months service to seven (7) years as of June 30:

Ten (10) days to be taken July 1 to June 30

b. Seven (7) years to fifteen (15) years as of June 30:

Fifteen (15) days to be taken July 1 to June 30

c. Fifteen (15) years to twenty (20) years as of June 30:

Twenty (20) days to be taken July 1 to June 30

d. Twenty (20) years or more as of June 30:

Twenty-five (25) days to be taken July 1 to June 30

PAID HOLIDAYS

New Year's Eve	
New Year's Day	Fourth of July
Martin Luther King's Birthday	Labor Day
President's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day

Other days as set by the Superintendent of Schools for administrators, secretaries, custodial workers, craft workers, and Technology Department who work a full year schedule.

In the event students are scheduled to be in attendance on a holiday, that day will not be a paid holiday, and an alternative day off will be scheduled.

In the event of an emergency, technology employees required to work on a designated holiday where students are not in attendance shall be paid at double time rate in addition to the employee's regular rate of pay.

PENSION PLAN

Participation in the Public Employee Retirement Fund program paid by School Corporation.

RETIREMENT SEVERANCE PAY

Qualifications: Minimum of ten (10) years employment.
At least fifty (50) years of age. Written notification of intent to retire filed one year in advance.

Formula: After 10 year, 25% of accumulated sick leave.
After 11 years, 25.5% of accumulated sick leave.

After 12 years, 30% of accumulated sick leave.

After 13 years, 32.5% of accumulated sick leave.

After 14 years, 35% of accumulated sick leave.

After 15 years 37.5% of accumulated sick leave
and so on . . .

Maximum of fifty (50) days of sick leave as
retirement severance pay.

PAYMENT FOR UNUSED SICK LEAVE

Ten (10) dollars per day shall be granted for each full day of unused sick from one (1) to one-hundred (100) days, and twenty (20) dollars per day shall be granted for each full day of unused sick leave in excess of 100 days up to an aggregate maximum of two thousand (\$2000.00).

RETIREMENT PLAN

Effective January 1, 2008, the Board agrees to establish and maintain a qualified retirement plan pursuant to Section 401(a) of the U.S. Internal Revenue Code [hereinafter referred to as the "401(a) plan"] for all employees. Effective January 1, 2008, the Board will contribute an amount equal to one percent (1%) of each employee's regular straight time daily pay into the 401(a) plan on behalf of each employee.

The contributions to the 401(a) plan on behalf of an employee will vest with that employee after the employee completes five (5) consecutive years of service with the School City of Hammond. For purposes of this Article, one (1) year of service shall be defined as a minimum of one hundred twenty (120) days worked in a given school year. If at the time the employment relationship with the School City of Hammond is severed an employee has not completed five (5) consecutive years of service, the amount in that employee's account shall revert back to the School City of Hammond.

At the time an employee severs his/her employment relationship with the School City of Hammond, the value of all contributions to the employee's 401(a) account plus an assumed rate of return equal to a fixed rate account of the 401(a) plan (agreed to by the parties) shall be deducted from the total amount of retirement severance pay to which the employee would be entitled pursuant to the Retirement Severance Pay Language. The annual rate of return shall be determined each July 1 and shall be used for the succeeding twelve (12) month period. The remaining retirement severance pay shall be paid out pursuant to the Retirement Severance Pay Language.

If the 401(a) account is larger than the employee's retirement severance pay pursuant to the Retirement Severance Pay Language, the employee will receive the 401(a) amount only.

TECHNOLOGY SALARY SCHEDULE
JULY 1, 2022

	Invent. & Tech. Asst. III	Tech. Super. IV	Comp. Oper. V	Comp. Repair Tech. VI	Info. Sys Mgr. VII	Network Engineer VIII	Comp. Netwk Tech. & Elec Tech. IX
<u>STEP</u>							
0	\$18.79	\$41.84	\$29.69	\$23.96	\$38.29	\$40.52	\$27.94
1	\$19.14	\$42.55	\$30.05	\$24.31	\$38.86	\$41.06	\$28.29
2	\$19.61	\$43.27	\$30.41	\$24.78	\$39.41	\$41.65	\$28.73
3	\$20.08	\$43.99	\$30.81	\$25.25	\$39.96	\$42.20	\$29.29
4	\$20.64	\$44.73	\$31.19	\$25.81	\$40.52	\$42.76	\$29.94
5	\$21.17	\$45.44	\$31.58	\$26.34	\$41.06	\$43.31	\$30.58
6	\$21.83	\$46.20	\$31.97	\$27.00	\$41.65	\$43.89	\$31.25
7	\$22.50	\$46.91	\$32.34	\$27.67	\$42.20	\$44.45	\$31.89
8	\$23.04	\$47.65	\$32.76	\$28.21	\$42.76	\$45.03	\$32.56
9	\$23.69	\$48.55	\$33.29	\$28.86	\$43.31	\$45.59	\$33.17
10	\$24.36	\$49.46	\$34.04	\$29.53	\$43.89	\$46.16	\$33.61

Effective January 1, 1993 – 3% PERF paid by School Corporation

In order for an employee to be eligible for a retroactive pay raise during the 2022 – 2023 school year, the employee must still be employed January 1, 2023.

ONE TIME STIPEND

In addition to any compensation to which a technology employee shall be entitled pursuant to the salary schedule for technology employees, a one-time stipend in the amount of \$3,613.51 shall be paid to a technology employee who was employed by the School City of Hammond and received compensation for ninety (90) days or more during school year 2022-2023, who is still employed by the School City of Hammond as of January 1, 2023. A technology employee receiving a one-time stipend may take the one-time stipend as a separate check or may direct the money be placed in the technology employee's Health Savings Account (HSA).