

2024-2025 Instructional Assistants (IA) Schedule**Library, Office, and Teacher Aides without Bachelor's Degree**2024 Pay Rates2025 Pay Rates

\$16.15*

\$16.15

\$16.63

\$16.46

\$16.95

\$16.78

\$17.28

\$17.10

\$17.61

\$17.44

\$17.96

Library, Office, and Teacher Aides with Bachelor's Degree or2024 Pay Rates2025 Pay Rates

\$18.23*

\$18.23

\$18.78

\$18.58

\$19.14

\$18.94

\$19.51

\$19.30

\$19.88

\$19.68

\$20.27

*All employees new to the position starting with the 2024-25 school year will be hired at either \$16.15 or \$18.23 per hour unless previously employed by HSE and returning to the same job category. Placement consideration will be made to those who have similar experience in the same job category or certified teaching experience following the guidelines listed in the Professional Agreement.

Beginning with the 2024-25 school year, increments on the schedule will no longer apply. Each year, employees hired before July 1st may be eligible for an increase the following January 1st based on available funds.

Deaf Interpretation

\$30 per hour

A temporary IA filling in for another IA for 15 consecutive days or more will be paid at the beginning pay rate of the IA schedule from the first day of the assignment.

Additional \$2.00 per hour for self-contained, program class instructional assistants. This includes but is not limited to: Communications & Foundations for Learning, Life Skills, Focus Day School, and 1:1 assignments to students with an IEP. This does not include General Education and Resource instructional assistants.

Wage Related Benefits

A 5.0% employer match to a 403(b) based on base wages.

The work year is typically 181 days, but may vary, for all Instructional Assistants, including Special Education.

Benefits Attachment Sheet

Instructional Assistants

ISR Administrative Assistants, Permanent Substitute Teachers, Permanent Substitute Nurses

1. Work hours shall normally consist of seven or eight hour work days and thirty-five or forty-hour work weeks. Principal, Director of Special Education/ Assistant Director of Special Education, will establish assignments, duties, and beginning and ending hours for their personnel according to the needs of the building to which the employee is assigned. Work days in excess of those regularly assigned shall be approved by the principal, Director of Special Education/ Assistant Director of Special Education, and superintendent or his/her designee. No overtime or compensatory time will be allowed without the approval of the building principal, or Director of Special Education/ Assistant Director of Special Education.
2. Leave benefits such as sick, personal and bereavement, are available upon hire date. Persons working at least 6 hours per day are eligible for sick, personal, and bereavement days. For persons hired "mid-year," leave allocations will be prorated based on the portion of the year employed. Leave allocations will also be pro-rated for persons working less than eight hours per day.

Sick Leave - Five days of sick leave per year will be provided for absences due to personal illness or medical appointments which cannot be scheduled outside the regular work day. Unused sick leave may accumulate to a maximum of 20 days. A maximum of six sick leave days may be used each year for illness of an immediate family member. When an employee's accumulated sick leave exceeds two-thirds of the maximum at the end of any school year, the employee may elect to receive payment for up to 9 unused sick leave and/or personal days over 13 leave at the rate of \$25 per day. One day of sick leave may be used for a required court appearance.

In all cases of separation from service, (voluntary, involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day.

Personal Day - One day per year may be requested for use as a personal business day by support staff, provided:

- a. The request is made in advance (three days if possible). The request must be approved by the immediate supervisor.
- b. If not used, this day will accumulate as sick leave for the following year.

In all cases of separation from service, (voluntary, involuntary, retirement), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day.

Bereavement Leave - In the event of death within the employee's immediate family, that employee may be absent up to five working days without loss of pay. These days may be taken up to one month following date of death. "Immediate family" shall include spouse, children, parents, mother-in-law, father-in-law, stepparent, stepchildren, or adoptive children in the household. Three days shall be allowed for grandchildren, grandparents, brothers, brother-in-laws, sisters, sister-in-laws, or a blood relative residing in the same household. One day of sick leave may be used to attend the funeral of an aunt, uncle, niece, or nephew and persons similarly related by marriage. One day of sick leave may be used to perform an active role in a funeral service (e.g. pallbearer, organist, singer, eulogist etc.)

Jury Duty - Employees may be excused for jury duty. While serving on such duty, the employee shall continue to receive regular pay but shall remit to the school corporation, the amount received for such duty. Allowances for parking, mileage, and meals are the employee's to keep.

3. Insurance - Enrollment must take place within 31 days of hire date. All insurance benefits will be effective based on the following:

First official day of employment is on or before the 10th of the month – Benefits begin the first day of the following month (For example, an employee who starts on October 10th will start receiving benefits on November 1st.)

First official day of employment is the 11th of the month or later – Benefits begin the first day of the month following the next month. (For example, an employee who starts on October 11th will start receiving benefits on December 1st.) Employees must work at least 4.5 hours per day or 22.5 hours per week to be eligible. The corporation's contributions toward health, dental, and vision insurance are effective with the rate change schedules of these plans (January 1). Rate schedules will be available each year.

Dental -For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Term Life Insurance – The face value of the life insurance policy is up to \$15,000 for full-time employees. Employees who are less than full-time, but who work at least 4 ½ hours a day will receive insurance up to the amount of \$7,500. The premium of the term life insurance will be paid by the corporation with a 25¢ cost per year to the employee.

Vision Insurance –For full-time employees, the school corporation will pay all but 25¢ of the single plan premium for the year. Family coverage is available with the employer contributing 80 percent of the premium. For part-time (at least 4 ½ hours a day) the school corporation will contribute half as much as for full-time employees.

Long-Term Disability – For full-time employees, the school corporation will make a long-term disability plan available with a 60 percent long term disability benefit. Premium is 25¢ per year.

Short Term Disability - Available upon hire with employee paying the full cost.

4. Public Employee's Retirement Fund (PERF) - The school district shall make the employer's contribution for employee's participation in PERF. Membership is required for full-time employees as defined in the Board adopted resolution effective July 1, 2004.
5. Permanent Substitute Teachers are eligible for Indiana State Teacher's Retirement Fund if they have obtained at least an Associate's degree and work 120 days in one school year or 60 days in each of two consecutive school years.
6. Mileage - Upon Board approval of the properly filed mileage claim form, individuals will be reimbursed at the rate approved by Board Policy D11.02 when asked to use their own vehicles for approved school business.
7. Upon retirement employees will receive a stipend equal to \$32.50 times the number of unused sick leave and personal leave days plus \$32.50 times the number of years employed in Hamilton SE Schools. To qualify a person must actually retire and make application for PERF benefits and be at least 62 years of age or have 20 years of service with the corporation. This is not meant to be a "severance" benefit. Proof of retirement (receiving PERF payments) will be required. Personnel who do not qualify for retirement are not eligible for reimbursement for unused sick or personal days. Personnel may only retire from HSE once to receive reimbursement for unused sick or personal days and years of service.
8. Employees who leave employment with HSE for any reason and receive a stipend for unused sick and personal leave days and are rehired during the same school year will not receive additional leave days until the following school year.

Employees who leave employment with HSE for any reason and did not receive a stipend for unused sick and personal leave days and are rehired during the same school year will receive pro-rated leave days based on the portion of the year employed.