



JAC-CEN-DEL COMMUNITY SCHOOLS

EVERY CHILD, EVERY CHANCE, EVERY DAY

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SUPPORT STAFF

Jac-Cen-Del Community School Corporation
and
Jac-Cen-Del Education Support Staff
July 1, 2020 to June 30, 2021

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AUTHORIZED STAFF INCLUDED IN THIS BOOK

- Bus Drivers
- Office Personnel
- Maintenance and Custodial Staff
- Instructional Aides
- Food Service Workers
- Pre-School Aides
- Latch Key Workers
- Student Employees
- Required Degreed Specialists: Child Advocates, School Nurse, School Resource Officer

AUTHORIZATION AND HOURS

All hours, number of days worked per year, and rate of pay must be authorized by the School Board. This authorization must be recorded in the minutes of a board meeting. Approval of this compensation packet constitutes that authorization. Board authorized staff and pay scales are considered as maximums. Administrators may not assign more than the number of people authorized by the Board nor may they change the rate of pay. The Superintendent has the authority to approve additional hours.

Board authorization is evidenced by payroll information sheets prepared for each employee. A copy of this sheet is given to each employee and to his or her supervisor. It is the responsibility of supervisors to monitor days and hours. Each employee should check the computation of the payroll information sheets for accuracy.

All overtime work shall be approved by the supervisor before it occurs unless there is an emergency. All time and overtime work will be documented and on file with the supervisor.

TIMEKEEPING

All support personnel must record their hours worked either by time clock and/or time sheets furnished by the Central Office.

WORK DAY

Wages are earned and will be paid only for days worked, authorized leave days, authorized holidays, or paid vacations. (See chart on pages 11-14)

EXPENSE REIMBURSEMENT

All expenses reimbursed by the school corporation must be authorized and approved prior to attendance. Conference requests must be on the form provided by the Central Office and approved by the Superintendent.

Claims for reimbursement of expenses incurred attending an approved conference must be on the form provided by the Central Office. Reimbursable expenses are necessary meals, and travel ONLY if the school van is unavailable.

Employees who, as part of their regular duties, are required to use their personal vehicle for school business may be reimbursed for mileage up to allotted annual limit. However, if a school vehicle is available it must be used. Said employees must keep a record on a regular mileage form, file said form with the Corporation Treasurer/Deputy Treasurer for payment at the rate set by the School Board, and have prior approval from their supervisor.

PROBATIONARY PERIOD

Hourly employees that are hired new to Jac-Cen-Del Community School Corporation will be on a probationary period for thirty (30) **working** days from date of hire.

Probationary pay will be 10% less than the established full rate unless specified differently by their supervisor and approved by the school board. Probationary personnel shall be evaluated at the end of the 30 working day probationary period and recommended for full employment status, termination, or extension of the probationary period.

If approved for hire, the employee's rate of pay will go to full rate. The number of paid days off the individual will be eligible for will be computed from the date of hire. Their hire date will be recorded as the start of their probationary period.

Medical, health and dental benefits shall be effective on the first billing date after the date of board approved hire (if hired on the first, effective date is the date of hire) as long as the application form is received within 31 days of the effective date of the coverage.

During a probationary period, employees will NOT receive:

- Paid time off (this includes holidays, sick, vacation, personal, bereavement, etc.)
- PERF benefits.

The Superintendent will review extenuating circumstances.

PUBLIC EMPLOYEES RETIREMENT FUND

Full time support personnel will participate in the Public Employees Retirement Fund. The program operates under the following conditions:

- An employee must work 730 hours or more per calendar year to be eligible.
- All full time employees will be enrolled in PERF from the date of hire.
- The school corporation will pay the employer and employee shares.
- Members retiring must have ten (10) years of service at 65 or 15 years of service at age 50 to draw monthly benefits.
- A member can receive all of his/her own contributions, plus interest, if he/she withdraws before retirement.
- Retirement benefits are based on years of service and the total amount contributed to the fund by both the employee and the employer.

SOCIAL SECURITY

The contributions to social security are withheld and sent directly to the Social Security Fund.

If you have income from another school corporation in Indiana from whom social security tax has been withheld during a calendar year, this deduction is counted and your deductions discontinued when the amount required has been withheld. Deductions from sources other than Indiana schools beyond that required are not refunded but may be used as a credit on your federal income tax at the end of the year.

The Jac-Cen-Del Community School Corporation is required to contribute to the Social Security Fund the amount prescribed by the Internal Revenue Service.

WORKMEN'S COMPENSATION

Workman's Compensation insurance is provided for all employees for injury incurred on the job. Any on-the-job injury, regardless of how minor it might seem at the time, must be reported within twenty-four hours to your supervisor.

LIABILITY INSURANCE

This insurance is provided by the school corporation for the protection of all employees and volunteers while performing duties for the school corporation.

FAMILY LEAVES OF ABSENCE

In accord with Federal law, the School Board shall provide up to twelve (12) work weeks of unpaid leave to all staff members working 1,250 hours or more during the ensuing twelve (12) month period commencing with the first day of qualifying leave for one of the following reasons (As per policy #4430.01).

- The birth or care of a child.
- The adoption or foster care of a child.
- The care of a spouse, son, daughter, or parent if such individual has a serious health condition.
- A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.).

When exercising FMLA benefits:

- You will be required to use your available paid sick, vacation, and personal days during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.
- Employees will be required to pay their portion of their health, dental, and vision premiums directly to the corporate office, once a month, during the duration of their leave.
- Employees will not earn paid time off during their FMLA leave and future paid days off will be pro-rated.
- Holidays will not be paid during an FMLA absence unless accrued paid time is being used and you work the day before and the day after the holiday.

TAX DEFERRED ANNUITIES

Several years ago Congress provided that school employees might choose to designate a part of their salary to be set aside by their employer and paid directly to a company which provided a deferred or tax sheltered annuity. The purpose of a tax-deferred annuity is to defer that portion set aside from being included in current income subject to income tax. The holder of the contract would pay this money at retirement when his annual income would presumably be less. It is a legal way to defer paying income taxes on current earnings.

Jac-Cen-Del Community School Corporation will withhold the amount and pay directly to the company the amount authorized by you. The Corporation will pay no part of the contributions. Annuity withholdings are a three-way agreement with the employee, the employer, and the annuity company and must be written as such. Changes can be made only by consent of three parties. The Corporation makes no recommendation or endorsement of companies providing tax-deferred annuities.

- Changes in withholdings can be made if the corporation is notified in writing.

PAID HOLIDAYS – 260 DAY EMPLOYEES ONLY

8 paid holidays are granted to **260 days a year** support personnel. Temporary, 18-pay personnel, and substitute personnel will not be paid holiday pay.

Fourth of July	Labor Day	Thanksgiving Day	Day after Thanksgiving
Day before Christmas	Christmas Day	New Year's Day	Memorial Day

Note:

Generally, holidays falling on Saturday will be celebrated on Friday and holidays falling on Sunday will be celebrated on Monday. The administrator/supervisor may change this Saturday/Sunday procedure as necessary. As a rule, holidays will not be scheduled as work days, however, the administrator/supervisor reserves the right to assign personnel to work during holidays, and times of shut down due to unforeseen circumstances, such as emergencies, scheduled activities, etc.

LEAVES

Vacation, Sick, Personal, Bereavement, Pregnancy, Jury and Unpaid Leave

All personnel, listed in this book, and who qualify for paid vacation, sick, or personal time will have these days added to their balances on July 1 of each year.

New 260 day employees will be awarded 15 vacation days the first July following their date of employment.

A. PAID VACATION - 260-day support personnel only.

Employees receive 15 vacation days each year in July that are to be used from July 1 to June 30 of that school year. Any days not used during this time period will be forfeited at the end of each vacation period.

Days are not given based on prior year's employment rather given up front for the year currently being worked.

The employee shall schedule vacations with his immediate supervisor who will give a written record to the Superintendent.

Termination of service either voluntary or involuntary cancels all right to vacation.

Note: Vacation leave will be equal to the number of hours normally worked per day.

LEAVES (CONTINUED)

Vacation, Sick, Personal, Bereavement, Pregnancy, Jury and Unpaid Leave

B. SICK LEAVE

Support staff employees will receive a leave of absence, without loss of compensation due to personal illness or quarantine of the employee, for a number of days annually as listed on the appropriate employee chart. Any unused days shall accumulate year-to-year to a total which is also listed on the employee charts.

An employee is permitted to use sick leave for family illness. These days can be used in one-half (1/2) increments. "Family" is defined as spouse, child, mother, father, or persons domiciled within the household or persons for whom the employee is the primary caregiver.

C. PERSONAL LEAVE

Each employee shall be entitled to the annual number of personal business days as listed on the employee charts, without loss of compensation for the transaction of personal business and/or conduct of personal or civic affairs during each year of the employee's employment with the Corporation.

A maximum of 1 personal day may be used for one occurrence per school year to extend a break or holiday. Personal leave days may be used in one-half day increments.

Any personal days not used during period will be forfeited.

D. LEAVE NO PAY

Leaves of absences without pay, for any reason may be granted, at their discretion, by the Superintendent, upon their review of the situation on a case-by-case basis. ***Under no circumstances will an unpaid day be granted if there is any available balance of sick or personal days on the employee's balance.***

E. BEREAVEMENT LEAVE

An employee shall be granted a leave of absence without loss of compensation for the purpose of making funeral arrangements, attending the funeral or visitation and for attending to your duties if you are the executor or personal representative of the decedent's estate. The number of days approved vary depending on relation as listed below.

No bereavement pay will be extended if:

1. Employee is not attending services
2. Death occurs while an employee is not actively working, on a scheduled holiday, on scheduled break, or on other scheduled paid or unpaid day off.

- **Immediate family** - 5 days
spouse, child, father, mother, brother, sister, father-in-law, grandchild, mother-in-law, son-in-law, daughter-in-law
- **Grandparent** - 3 days
- **Brother-in-Law / Sister-in-Law** - 2 days
- **Uncle, Aunt, First Cousin, Niece, and Nephew** - 1 day
- **Pallbearer** - 1 day

LEAVES (CONTINUED)

Vacation, Sick, Personal, Bereavement, Pregnancy, Jury and Unpaid Leave

F. PREGNANCY LEAVE

Disabilities caused or contributed to by pregnancy, miscarriage, legal abortion, childbirth and recovery therefrom, shall be treated as temporary disabilities for all job-related purposes. Accumulated sick leave shall be available during periods of such disability when the employee is unable to work due to her pregnant condition. The employee's attending physician must certify that her pregnancy prevents her from working for a specified length of time, if the employee is to be eligible for sick leave benefits. Disability leave beyond any accumulated sick leave shall be available, without pay, consistent with State Law, for such reasonable further period of time as an employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions thereto.

G. JURY DUTY

In the event an employee is summoned to jury service or is subpoenaed to a witness in court, such employee shall receive his/her regular compensation during the time away from work. If a jury duty extends beyond a one week period, the employee will be required to turn their check from the court system into the central office.

INSURANCE: MEDICAL, DENTAL, AND VISION

Employees are eligible for medical, dental and life insurance as stated in those sections only if they are a full time employee as defined by The Affordable Care Act (ACA). Medical, dental, and vision benefits shall be effective on the first billing date after the date of hire (if hired on the first, effective date is the date of hire) as long as the application form is received within 31 days of the effective date of the coverage.

If an employee is enrolled in insurance benefits they will have deductions withdrawn from any checks they receive with a large enough net pay to do so. This includes summer employment checks.

LIFE INSURANCE

Term life insurance and accidental death and dismemberment are provided by Jac-Cen-Del Community School Corporation in the face amount indicated on the benefit chart until such time as the contract with the subject carrier reduces such benefit amount according to the carrier's "Reduction Formulas". At that time the employee's life benefit amount provided by the school corporation will be reduced by the amount provided with such reduction schedules.

SUPPLEMENTAL INSURANCE

Employees are offered the opportunity to sign up for a variety of different supplemental insurance plans through our Third Party Administrator. All policies will be deducted through payroll at full cost to the employee.

TERMINATION OF BENEFITS

Termination of service, voluntary or involuntary, cancels all rights to insurance programs being paid for by the corporation. COBRA benefits are available as per the Health Insurance Portability Act of 1996.

COMPENSATION

A. EXTRA DUTIES

The Jac-Cen-Del Community School Corporation Board of Trustees recognizes and is willing to provide compensation to support staff employees who are willing to perform extra duties that would be in the best interest of the school corporation. These extra duties must be performed beyond the normal working day.

In order to qualify for this compensation, the Superintendent must approve the program and make recommendation to the School Board for their approval.

B. OVERTIME

Employees covered by the Fair Labor Standards Act (FLSA) will receive overtime pay for actual hours worked in excess of 40 in a workweek at a rate of one and one-half times their regular rates of pay. The FLSA does not require overtime pay for over 40 hours worked on Saturdays, Sundays, or holidays, or weeks when other paid days (sick, vacation, personal, etc.) are used.

C. STUDENT EMPLOYEES / SUMMER STAFF

Students of Jac-Cen-Del may be employed at a rate of \$7.50 per hour. A \$.50 per hour increase will be granted for each year of experience over the amount received the previous year.

College students who qualify for the summer work study program may be employed at a minimum rate of \$10.00 per hour. A \$.50 per hour increase will be granted for each year of experience. College students who do not qualify for the work study program will be paid at a rate of \$7.50 per hour plus an increase of \$.50 per hour for each year of experience.

Student/employees will not be eligible for benefits

RETIREMENT

A. SEVERANCE PAY

Non-certified staff members, who sever their active service with the school corporation after attaining the age of fifty-five (55) years, shall be granted severance pay for their accrued but unused sick leave days, subject to the following conditions:

1. The employee must have fifteen (15) or more years of continuous service with the school corporation prior to severing employment.
2. Said severance pay shall be at the rate of thirty-five dollars (\$35) per day for each day of accumulated sick leave.
3. Said severance pay shall be paid within thirty (30) days of the employee's last work day.

B. INSURANCE

Employees meeting retirement guidelines, have the right to continue in the medical and life insurance plans at the employees' expense, if retiring prior to being eligible for Medicare or Medicaid coverage. Dental and vision coverage cannot be continued

DISCIPLINARY ACTIONS

DISCIPLINE

The "Corporation's" own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with Jac-Cen-Del Community Schools is based on mutual consent and both the employee and the "Corporation" have the right to terminate employment at will, with or without cause or advance notice, the "Corporation" may use progressive discipline at its discretion.

The following procedures are designed to help and encourage all employees to achieve and maintain standards of conduct, attitude, safety, attendance, and job performance. The aim is to ensure that all matters relating to discipline are investigated properly, considered reasonably, and dealt with fairly.

EXAMPLES OF OFFENSES

Below are examples (but not exclusive too) some reasons disciplinary action can be taken up to termination of employment:

Tardiness	Disobedience	Alcohol, drug or weapons on school property
Absenteeism	Poor performance	Theft
Insubordination	Damage to corporation property	Safety non-compliance
Unethical conduct	Poor attitude	

STEP 1 - VERBAL WARNING

In cases of minor infringements, the supervisor/manager of the employee concerned will warn the employee verbally of the aspects of work or conduct which are below standard, stating clearly that this is a warning, advising on the improvements which must be made and that if the required improvements are not made then the next step in the procedure is a written warning. The employee will be given a memo confirming the warning and a copy will be placed in his/her personnel file.

STEP 2 - WRITTEN WARNING

If the employee has another infraction, the employee will be given a written warning. This warning will inform the employee of the aspects of conduct or performance which are below standard, stating clearly that this is a written warning, advising on the improvements which must be made and that if the required improvements are not made then the next step in the procedure is a final written warning. The employee will be given a copy of the warning and a copy will be placed in his/her personnel file. This written warning will be reflective in salary increases.

STEP 3 - FINAL WRITTEN WARNING

If the employee has another infraction, the employee will be given a final written warning. This warning will inform the employee of the aspects of conduct or performance which are below standard, stating clearly that this is a final written warning, advising on the improvements which must be made and that if the required improvements are not made then the next stage in the procedure is dismissal. The employee will be given a copy of the warning and a copy will be placed in his/her personnel file. At the time of the infraction, employee will be asked to leave the workplace and return the day after a full day away. This time off will be a non-paid disciplinary lay-off. Consideration will be given to imposing a penalty of a disciplinary suspension with or without pay for a period of time as an alternative to a final written warning. This warning will be reflective in salary increases.

STEP 4 - DISMISSAL

If, despite the warnings/action taken in accordance with Steps 1, 2 and 3 of this Procedure, the employee's conduct/performance is still not acceptable to the company, then he/she will be dismissed. The General Manager/Supervisor will make this decision. Consideration will be given to imposing a penalty of a disciplinary suspension with or without pay for a period of time or demotion or redeployment, as an alternative to dismissal in appropriate cases.

BENEFIT CHARTS PER CLASSIFICATIONS

OFFICE PERSONNEL

Hourly Employees	Hours Day	Annual Days	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.
Secretary Principal HS ECA Treasurer	7.5	205	6	90	2	\$250	Yes	\$37,000
Secretary Principal EL ECA Treasurer	7.5	205	6	90	2	\$250	Yes	\$37,000
Receptionist EL	7.5	205	6	90	2	\$250	Yes	\$37,000
Secretary Guidance	7.5	205	6	90	2	\$200	Yes	\$37,000
Secretary AD/Attendance	7.5	205	6	90	2	\$200	Yes	\$37,000
Elementary Receptionist	7.5	205	6	90	2	\$200	Yes	\$37,000

BENEFIT INFORMATION

If employee is considered full-time corporation benefits for medical insurance premiums:

- Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
- Employee Only HSA Plan #2 - \$5,076 annually
- Employee/Spouse, Employee/Children and Family - \$3,300 annually

SPECIALIST

Hourly Employees	Annual Days	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical & Dental
Student Advocate	185	8	90	3	\$200	Yes	\$34,000	As Per Teacher Master Contract
School Nurse	185	8	90	3	\$200	Yes	\$34,000	
Resource Officer	185	8	90	3	\$200	Yes	\$34,000	

- Substitute pay for specialist to be paid at certified substitute rate

TECHNOLOGY

Hourly Employees	Days	Sick Days Year	Sick Days Accum.	Personal Days	Vacation Days	Mileage Allotment	PERF	Life Insur.	Medical
Technology Aide	225	7	90	2	N/A	N/A	Yes	\$34,000	See Below
Technology Support	260	8	90	2	15	N/A	Yes	\$34,000	

If employee is considered full-time corporation benefits for medical insurance premiums:

- Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
- Employee Only HSA Plan #2 - \$5,076 annually
- Employee/Spouse, Employee/Children and Family -\$4,212 annually

INSTRUCTIONAL / PRESCHOOL AIDES

Hourly Employees	Hours Day	Annual Days	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
Instructional Aides	6-8	183	5	90	2	N/A	Yes	\$34,000	See Below
Preschool Instructor Non Special Ed	8	185	7	90	2	N/A	Yes	\$34,000	
Nurses Assistant	3	183	N/A	N/A	N/A	N/A	Yes	\$34,000	

If employee is considered full-time corporation benefits for medical insurance premiums:

- Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
- Employee Only HSA Plan #2 - \$5,076 annually
- Employee/Spouse, Employee/Children and Family - \$3,300 annually

SUB PAY

Teachers / Aides / Specialists	\$80 per Day / \$90 Retired Teacher
Note: If a certified teacher takes over for a long term leave they will be paid starting teacher pay after their 15 th consecutive day of work.	
Maintenance and Cafeteria	\$11.50 per Hour
Bus Driver	\$85.60 per Day
Custodial Weekend and Holiday After Games	\$15.00 per Hour

MAINTENANCE/CUSTODIAL PERSONNEL

Hourly Employees	Hours Day	Annual Days	Sick Days Year	Sick Days Accum.	Personal Days	Vacation Days	PERF	Life Insur.	Medical
Custodial	8	260	8	90	2	15	Yes	\$50,000	See Below
Maintenance	8	260	8	90	2	15	Yes	\$50,000	See Below
½ Janitorial ½ Special Ed Bus Aide	8	260	8	90	2	15	Yes	\$50,000	See Below

An additional custodian will be authorized to work up to fifteen (15) hours a week during the school year at the custodial hourly wage at the discretion of the Director of Maintenance.

An additional custodian will be authorized to work a forty (40) hour week during the summer at the custodial hourly rate. No additional benefits will be granted to these assignments.

If employee is considered full-time corporation benefits for medical insurance premiums:

- Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
- Employee Only HSA Plan #2 - \$5,076 annually
- Employee/Spouse, Employee/Children and Family -\$4,212 annually

FOOD SERVICE PERSONNEL

Hourly Employees	Hours Day	Annual Days	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
Cafeteria Manager	7	187	5	60	2	N/A	Yes	\$34,000	See Below
Assistant Manager	6.5-7	182	4	60	2	N/A	Yes	\$34,000	
Cook	6+	182	1	NA	1	N/A	N/A	N/A	N/A
Cook Assistant	0-6	182	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- Cafeteria Manager and Assistant Manager Only
 - Employee Only PPO Plan and HSA Plan #1- \$3,300 annually
 - Employee Only HSA Plan #2 - \$5,076 annually
 - Employee/Spouse, Employee/Children and Family -\$3,300 annually

BUS DRIVERS

Hourly Employees	Hours Day	Annual Days	Rate Per Hour	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
Regular Bus Routes (#1-#15)	4	183	\$85.60 Day	4	50	N/A	N/A	Yes	\$24,000	See Below
Special Ed Driver (#17)	4 to 8	183	\$21.40 Hour	4	50	N/A	N/A	Yes	\$24,000	See Below
Extra-Curricular Driving	-	-	\$20.00 Hour	-	-	-	N/A	N/A	N/A	N/A
Extra-Curricular Waiting	-	-	\$10.00 Hour	-	-	-	N/A	N/A	N/A	N/A
Career Center Route	-	-	\$29.50 Day	-	-	-	N/A			
Pre-School Route	-	-	\$29.50 Day	-	-	-	N/A			

Bus Drivers are paid for 183 days per year including all days' school is in session plus summer safety meeting, school bus inspection, and orientation.

Corporation benefits for medical insurance premiums:

- o Employee Only - \$1,196 annually
- o Employee/Spouse, Employee/Children and Family -\$1,716 annually

HOURLY EMPLOYEES

Hourly Employees	Hours Day	Annual Days	Rate	Sick Days Year	Sick Days Accum.	Personal Days	Mileage Allotment	PERF	Life Insur.	Medical
Latch Key Workers	As Needed	N/A	\$50 Per Night	N/A	N/A	N/A	N/A	N/A	N/A	N/A
After School Detention	3-4	N/A	\$20.00 Per Hour	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Saturday School	3	N/A	\$25.00 Per Hour	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Remediation / Tutoring	4	N/A	\$35.00 Per Hour	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- o Stipend for Latch Key Coordinator \$1,400 - ½ Paid in May and ½ Paid in December