



**RELATED BENEFITS AND REGULATIONS
FOR
CLASSIFIED DIRECTORS**

**AS REVIEWED BY
THE TRITON BOARD OF SCHOOL TRUSTEES
JANUARY 12, 2026**

| Category | Days | Sick (Accum) | Personal Days | Vacation | Bereavement | Maternity/ Paternity | Holidays | Inclement Weather | Group Health | Group Life | LTD Ins. | Vision Ins. | Dental Ins. | Coat Provided | PERF | Retirement |
|----------------------------|------|--------------|---------------|----------|-------------|----------------------|----------|-------------------|--------------|------------|----------|-------------|-------------|---------------|------|------------|
| Director of Technology | 260 | 10 (100) | 3 | PAID | YES | YES | YES | YES | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | N/A | YES | YES |
| Director of Transportation | 260 | 10 (100) | 3 | PAID | YES | YES | YES | YES | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | YES | YES | YES |
| Director of Maintenance | 260 | 10 (100) | 3 | PAID | YES | YES | YES | YES | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | YES | YES | YES |
| Business Manager | 260 | 10 (100) | 3 | PAID | YES | YES | YES | YES | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | N/A | YES | YES |
| Food Service Director | 200 | 10(100) | 3 | N/A | YES | YES | YES | YES | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | ELIGIBLE | N/A | YES | YES |

LEAVES

SICK LEAVE

Sickness is defined by the Corporation as the illness of the employee.

An employee may use up to ten (10) sick days for the sickness of a spouse, child, parent, grandparent, grandchild, or any relative or dependent living in the employee's home. Employees may petition the Board for use of extra days for family illness.

Employees will receive ten (10) new sick days at the beginning of the year (January 1st).

For new hires the days will be prorated based on the hire date.

Any unused days at the end of the year (December 31st) will be rolled over to the next year.

Sick days may accumulate to a maximum of one hundred (100) days.

MATERNITY/PATERNITY LEAVE

Five (5) days of paid maternity/adoption leave or two (2) days of paid paternity leave will be allotted after the birth/adoption of the child. All or any portion of additional leave taken while under a doctor's care because of pregnancy may be charged, at her discretion, to her available sick leave.

PERSONAL DAYS

Personal days should be used for personal business that cannot be taken care of except on a work day.

Any unused days at the end of the year (December 31st) will be converted to sick leave days.

Half-day increments are applicable. Personal days taken to extend regular school vacations (Fall Break, Thanksgiving Break, Christmas Break, and Spring Break) will be counted as double. Ex: One (1) day used will equal two (2) days lost.

VACATION PAY

Full-time Twelve (12) month Triton Directors will earn their amount of vacation days on the following basis:

- Ten (10) days' vacation will be granted to those employees completing their probationary period of three months.
- Fifteen (15) days' vacation will be granted to those employees completing their first year of continuous service.

Vacation days must be taken by the end of the calendar year (December 31st) of the current year, up to a maximum of three (3) unused days in a calendar year may be carried over to the following year or transferred to sick leave.

| | |
|----------------------|---------|
| 10 days | 15 days |
| After first 3 months | Year 1+ |

BEREAVEMENT LEAVE

Bereavement leave is to be used for the death of a family member. This leave is non-accumulative.

Five (5) days will be granted for the death of an immediate family member. Immediate family is defined as: spouse, mother, father, mother-in-law, father-in-law, sister, brother, son, daughter, grandparent, grandchild, stepchild, legal dependent, or any relative with whom the employee resides.

Two (2) days will be granted for the death of any of the following: brother-in-law, sister-in-law, nephew, niece, aunt, uncle or cousin.

The Superintendent may deviate from the above in an unusual situation.

HOLIDAYS

Year Round (12 month) employees are eligible for the following paid holidays as recognized by the corporation providing they fall within the limits of the employee's contracted or assigned days of employment:

| | | | |
|-----------------------|------------------|------------------------|---------------------|
| Day before New Year's | Memorial Day | Thanksgiving Day | Christmas Day |
| New Year's Day | Independence Day | Day after Thanksgiving | Day after Christmas |
| Day after New Year's | Labor Day | Day before Christmas | |

JURY DUTY

Any Employee who is required to serve on a jury shall be paid at his/her regular rate of pay for the time of such jury service, less any and all jury fees or payment received for such service. This will not include mileage or meal expense while serving jury duty.

Upon receiving any summons or notice to appear for jury service, each employee shall report such fact immediately to the Principal in charge of his/her building, or the employee's immediate supervisor so that appropriate arrangements can be made.

EMERGENCY LEAVE

An employee may petition the Board for emergency leave days outside the regular policy. This will be judged on an individual basis.

COURT LEAVE

Court leave, without pay, shall be granted to any employee when such employee is required to make appearances in any court proceedings.(see personal leave) If such court appearances are required because of the employee's proper performance of his/her duties for and on behalf of the Corporation, such court appearance shall be without loss of pay.

INCLEMENT WEATHER DAYS

If school is cancelled the Superintendent and/or building Administrator shall contact the Directors to determine the work schedule.

HOURS

Hours are to be determined by the Superintendent. Any adjustment to the regular schedule must have prior approval of the Superintendent.

NEW EMPLOYEES

All new employees shall be placed on a ninety (90) day probationary period.

INSURANCE

GROUP HEALTH INSURANCE

Directors are eligible to participate in the Triton group health insurance program.

Employees that enroll in a high deductible health plan are eligible to have a health savings account (HSA) providing the employee meets all requirements of the Internal Revenue Service. Employees that choose to have funds deposited via payroll deduction must complete the necessary enrollment forms provided by the corporation. The corporation does not currently contribute to HSA's; all funds deposited into an HSA are from the employee only.

GROUP LIFE INSURANCE

Directors may participate in the school board approved group life insurance \$50,000 policy with AD and D Benefits paid by the school corporation except \$1 per year. Employees must sign enrollment forms to participate.

LONG TERM DISABILITY INCOME PLAN

Directors are eligible to participate in a group LTD policy paid by the school corporation except \$1 per year. Employees must sign enrollment forms to participate.

VISION INSURANCE

Directors are eligible to participate in a group Vision plan. Employee plan premium is paid by the school corporation except \$1 per year. Family plans are available at an additional cost to the employee. Employees must sign enrollment forms to participate.

DENTAL INSURANCE

Directors are eligible to participate in a group Dental Plan. Employee plan premium is paid by the school corporation except \$1 per year. Family plans are available at an additional cost to the employee. Employees must sign enrollment forms to participate.

WORKER'S COMPENSATION

If an employee is injured while on the job, worker's compensation insurance benefits may be applied for by contacting the superintendent's office for necessary forms and reports. A report must be filed immediately following the injury to allow the insurance company to cover the medical expenses. Central Office must keep a copy of the forms.

LIABILITY INSURANCE

The school district carries legal liability insurance for the protection of all employees who may be charged with negligence, misconduct, or other grounds while performing their assigned duties as a Triton employee.

OTHER MISCELLANEOUS PROVISIONS

COAT PROVIDED

The Directors of Maintenance and Transportation, after successfully completed the probationary period will receive a coat at no cost to the employee.

RETIREMENT & MISC. BENEFITS

PERF

Directors are eligible to participate in the Public Employees Retirement Fund (PERF). The Triton school board has agreed to pay the required employee contribution (3%) plus the employer matching contribution (11.2%) for the positions indicated.

TAX SHELTERED ANNUITY

Participation in a tax sheltered annuity is available to any Triton employee. Information is available in the superintendent's office.

RETIREMENT BENEFITS

Retirement benefits are offered to the positions indicated.

401(A) ANNUITY PLAN (ONGOING) – The board agrees to contribute 1% (one percent) of each individual base salary into each individual's separate 401(a) VALIC account. Each eligible classified staff member will be 100% vested after working a minimum of three (3) consecutive years for Triton School Corporation.

RETIREMENT ELIGIBILITY REQUIREMENTS – BUYOUT

Each eligible staff member that is involved with the retirement buyout in 2003/2004, will have complete vesting rights, but will not have withdrawal rights until satisfying the years of service requirement for the retirement severance benefit. Employees that leave prior to retirement eligibility will forfeit their 401 (a) retirement account, and their VEBA health care account, providing the employee qualified for a VEBA account. Employees that leave prior to severance eligibility will forfeit their 401 (a) account for severance.

Retirement eligibility program qualifications are as follows:

1. The employee must be eligible to receive PERF benefits and meet the “Rule of 85” (as defined by the Indiana Public Employees Retirement Fund in 2003) **and**
2. The employee must have fifteen (15) years of consecutive service to Triton School Corporation immediately prior to retirement.

The retiring employee must submit a written unconditional and irrevocable letter of retirement to both the Board and the Superintendent.

*Please see Collective Bargaining Agreement for further explanation.

EMPLOYEE ASSISTANCE PROGRAM

Each employee and their immediate family members as defined in the health insurance policy are each entitled to four (4) prepaid hours of counseling sessions each year with the Employee Assistance counselor.

In addition, an On-Site Specialist is available as a free service located in each building (Please check with your buildings for scheduled dates).

CIVIL RIGHTS COMPLIANCE OFFICER

The Civil Rights Compliance Officer for Triton School Corporation is:

Mr. Jeremy Riffle, Superintendent
Triton School Corporation
100 Triton Drive
Bourbon, IN 46504
Phone (574) 342-2255
Fax (574) 342-8165

HIPAA OFFICER

The HIPAA Officer for Triton School Corporation is:

Mrs. Ashley Stayton, Payroll Specialist
Triton School Corporation
100 Triton Drive
Bourbon, IN 46504
Phone (574) 342-2255
Fax (574) 342-8165

EQUAL OPPORTUNITY EMPLOYER

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, including employment opportunities.

The Compliance Officer for Triton School Corporation is:

Mr. Jeremy Riffle, Superintendent
Triton School Corporation
100 Triton Drive
Bourbon, IN 46504
Phone (574) 342-2255
Fax (574) 342-8165

Any person that believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the superintendent who acts as the corporation's civil rights coordinator.

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544. OCR.Chicago@ed.gov

AT-WILL EMPLOYMENT

This handbook does not create a contract of employment. The employee or the employer may terminate the relationship at any time, for any reason unless on a signed contract, with or without cause or notice.

NO OTHER BENEFITS ARE AVAILABLE.

Updated 06/04/2025