
TIPTON COMMUNITY SCHOOL CORPORATION
MEMORANDUM

TO: Board of School Trustees
FROM: Kevin Emsweller, Superintendent
DATE: JULY 11, 2018
RE: **Classified Handbook**

One change for clarification is being proposed in the Classified Handbook. On page 13, it talks about the incremental increases provided to employees every five (5) years. It is proposed that we insert the word “continuous” to clarify that this is continuous, non-interrupted service to the school corporation. If an employee resigns from a position and then returns to TCSC employment, their years of service would begin anew with their re-employment.

5-YEAR SERVICE INCREMENTS: Classified personnel will receive 5 year **continuous** service increments as shown below:

Less than 190 days per year	\$500
190-223 days per year	\$600
224 + days per year	\$750

The amount will be added to the next school year’s pay.