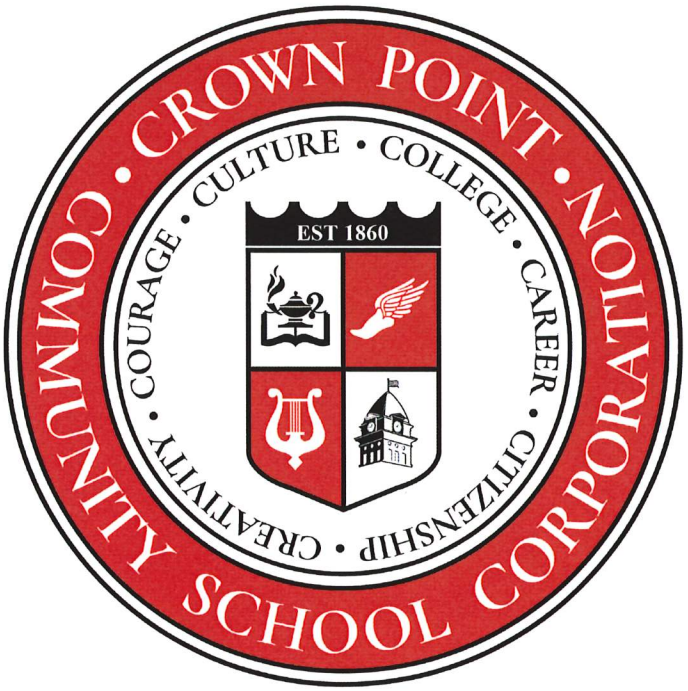



# SUPPORT STAFF HANDBOOK

Revised August, 2022

**CROWN POINT COMMUNITY SCHOOL CORPORATION**

**This handbook is provided to you through your Employee Access Account.**

**Responding to the acknowledgement statement serves as your electronic signature verifying receipt and reading of the Employee Handbook. Further, you electronic signature acknowledges that you have read and reviewed Policy 4413 Overtime and Compensatory Time.**

# CROWN POINT COMMUNITY SCHOOL CORPORATION

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**NOTE: Related Board Policies are noted after the heading and appear as a P. followed by a number. If there is a related Safe Schools Tutorial the heading will also be followed by (SafeSchools). School Board Policies may be found online at http://www.neola.com/crownpoint-in/.**

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This handbook is not intended to describe or create a contractual relationship. Any employment relationship with this employer is "at will," which means that the employee may resign at any time and the employer may discharge the employee at any time, with or without cause. This at-will relationship may not be changed by any written document or by any behavior unless the Superintendent specifically acknowledges the change in writing.

The rules and guidelines in this handbook are in addition to the administration's broad, discretionary authority to maintain safety, order, efficiency and effectiveness. The rules and guidelines do not limit authority. The administration may modify these rules and guidelines as deemed necessary. School Board Policy and/or Indiana Code supersede the rules and guidelines include herein should a conflict exist.

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# SECTION I - WELCOME

## WELCOME

The Crown Point Community School Corporation is a challenging, interesting and fun place to work. This handbook has been written to provide you with answers to questions that you might have regarding our policies and procedures.

The policies and procedures outlined in this handbook are subject to change at the sole discretion of the School Board and Administration. When possible, you will be notified of changes to this book along with receiving updates as policies and procedures change. Should you have any questions, please contact the Human Resources Department for assistance.

We wish you every success in your employment with the Crown Point Community School Corporation, and hope that your employment with us will be a rewarding experience.

## MISSION STATEMENT

The mission of the Crown Point Community School Corporation, a partnership of students, families, staff and community is to provide the highest quality educational program possible that enhances lifelong learning.

## HISTORY

Crown Point's first school was erected in 1837, with an enrollment of 3 students. In the 1860's, under the direction of Reverend Timothy Ball, the Crown Point Institute was established.

By the 1920's, 11 schools served the residents of Crown Point, Center and Winfield Townships. In 1939, the high school began operating at the Joliet Street location where Col. John Wheeler Middle School is now located.

In the 1960's, the separate school systems of Winfield Township, Center Township, and the city of Crown Point, were merged into one School Corporation called the Crown Point Community School Corporation.

In 1974, the School Board authorized the establishment of a transportation system.

In 1980, the old Timothy Ball School was renovated and became the School Corporation's Administrative Service Center.

In 2003, the High school was built at 1500 South Main Street and Jerry Ross Elementary was built at 11319 Randolph Street.

In 2007, Col. John Wheeler Middle School was built on the sight of the old high school on Joliet Street.

In 2009, Eisenhower Elementary was renovated to accommodate more students.

In 2015 The Learning Center was opened on the Wheeler Middle School Campus

In 2019 additional classrooms were added to Lake Street Elementary School to accommodate increasing student enrollment.

The present school corporation is comprised of seven elementary schools, two middle schools, and a high school, and the Learning Center. Each facility has either been renovated or will be undergoing renovation in the near future.

## ORGANIZATION

The Crown Point Community School Corporation (CPCSC) consists approximately **1200** employees serving more than 8400 students and thousands of parents and patrons. The school district covers more than 66 square miles encompassing all of Center and Winfield Townships. The district includes one-half of the town of Cedar Lake, most of the city of Crown Point and the town of Winfield.

Key CPCSC operations include:

Crown Point High School
The Learning Center
Robert Taft Middle School
Colonel John Wheeler Middle School
Dwight Eisenhower Elementary School
Lake Street Elementary School
Douglas MacArthur Elementary School
Solon Robinson Elementary School
Timothy Ball Elementary School
Winfield Elementary School
Jerry Ross Elementary School
Support Service Center
Administrative Service Center

## EMPLOYMENT RELATIONSHIP

This Personnel Handbook is presented for your information. The CPCSC intends to continue offering the benefits contained herein, although the School Corporation reserves the right to change or revoke benefits, temporarily or permanently, if such action is in the best interest of the School Corporation.

The Personnel Handbook is not a contract or promise of employment for any period of time. The relationship between the CPCSC and the employee, unless there is a signed written Employment Contract, is at will and can be terminated by the employee or CPCSC for any reason that is not illegal, or without any reason.

Finally, if any Indiana, Federal law, or School Board Policy is more stringent than in the statements in this Personnel Handbook, the Personnel Handbook is hereby modified to comply with such laws.

## SECTON II – GENERAL EMPLOYMENT PRACTICES

### EQUAL EMPLOYMENT OPPORTUNITY P. 4122

It is the policy of the Crown Point Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, limited English proficiency, or handicap in its employment policies as required by the Indiana Civil Rights Act (I. C. 229-1, I. C. 20-8.1-2) Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973.

This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Merit will determine who is hired and how an employee progresses through the company. This idea is critical to shaping the kind of School Corporation we want to be in the future.

### HARASSMENT/BULLYING P. 4362 (SafeSchools)

Thoughtless, unprofessional or insensitive words and actions that are hurtful, offensive or of a harassing nature to any employee or student have absolutely no place in the workplace. Bullying of other employees, patrons, or students with the intent to harass, ridicule, humiliate, intimidate, or harm others through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Inappropriate behavior should be reported immediately to your department director, building principal, or in his/her absence, the Human Resources Department. Any concerns will be handled with the utmost discretion. It is only through the daily efforts of everyone that CPCSC can provide a supportive and fair environment for all employees.

As an employee of the CPCSC, you must be mindful that students are also entitled to a supportive and fair environment. Accordingly, behavior among students that is inconsistent with the ideals described in the preceding paragraph, should be discouraged and controlled by you. Should you be unable to rectify the problem, you should immediately report the situation to your department director, building principal, or in his/her absence, the Human Resources Department.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator.

### SEXUAL HARASSMENT P. 4362 (SafeSchools)

CPCSC strictly prohibits any employee, male or female, from harassing any co-worker, student, or patron.

Sexual harassment is contrary to the basic standards of conduct between individuals and is prohibited by federal and state regulations. It shall therefore constitute a violation of CPCSC's policy for any employee to engage in any of the acts of behaviors defined below and such

misconduct will subject an employee to discipline up to and including discharge.

**SEXUAL HARASSMENT – DEFINITION P. 4362 (SafeSchools)**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct:

1. Is made explicitly or implicitly a term or condition of employment or
2. Is used as a basis for employment decisions, or
3. Has the purpose or effect of unreasonably interfering with work performance or creating an otherwise intimidating, hostile, or offensive working environment.

This policy applies to all employees of CPCSC; anyone associated with the company, as well as vendors, contractors, trades people, etc., doing business with the company.

Complaints of harassment of any type should be directed to your department director, building principal or in his/her absence, the Human Resources Department. Any such complaint will be treated in strict confidence and will be investigated promptly.

**PROBATIONARY STATUS**

All newly-hired support staff of the CPCSC, other than Exceptional Learner Paraprofessionals are considered probationary employees during the first 60 days of employment. Probation allows both the CPCSC and the new employee the opportunity to determine whether the employment arrangement is satisfactory.

Exceptional Learner Paraprofessionals are considered probationary employees during the first 45 days of employment.

Transportation Department Drivers are considered probationary employees during the first 90 days of employment.

During the probationary period, the supervisor will meet with the employee to discuss his/her progress in learning and performing the assigned tasks of the job. At the end of the probationary period, the supervisor will evaluate the employee and inform the employee as to whether they will continue employment with the CPCSC. The at-will employee may be dismissed at any time if the supervisor determines that his/her performance does not meet CPCSC standards.

## EVALUATIONS P. 4220

The Crown Point Community School Corporation is interested in employing the best possible personnel. In order to maintain a high standard of performance, an annual evaluation will be completed. In addition to the evaluation process, employees are encouraged to seek feedback from their supervisor as to his/her job performance on a regular basis.

Exceptional Learner Paraprofessionals will receive bi-annual evaluations. These evaluations will take place by the end of December and by the end of the school year.

## SENIORITY

Crown Point Community School Corporation values its long-term employees. They represent an investment in time and training on our part, and experience, interest and loyalty on the employee's part.

Seniority is also a consideration in promotion of our employees but is not the sole basis on which promotions are made. Ability and performance in all areas are of more importance.

## POLICY MANUALS

A current policy manual is maintained on line at the Corporation website:
https://www.cps.k12.in.us/leadership/board
This manual contains School Board adopted policies. Many of the sections of this handbook are based on policy and procedure. Since this handbook is a summary of School Board Policy, employees are encouraged to familiarize themselves with these policies. Further, School Board Policy supersedes this handbook in cases where conflict exists. To learn more about the policies, your building principal, department director or the Human Resources Department should be consulted.

## JOB POSTINGS

The Crown Point Community School Corporation believes in hiring the best possible candidate for a position. The School Corporation also supports promotion from within as well as providing employees an equal opportunity for consideration for any position that becomes available. Vacancies are posted on the Human Resource website. Vacancies are also posted on the Human Resources webpage. The posting requirement may be waived by the Human Resources Department. Employees who are interested in a posted position should inform the Human Resources Department, in writing, via email as soon as possible.

Individuals should be employed in their current position for at least six (6) months by the School Corporation before seeking a new position (excludes bus drivers and attendants). This requirement may be waived upon request and approved by the employee's department head/principal and the Human Resources Department.

At the department director's discretion, internal department transfers within the affected

department may be filled without posting. Unfilled or resulting vacancies will follow the regular posting procedures.

## REFERENCES

Requests for references should be referred to the Human Resources Department. As a general rule, Crown Point Community School Corporation does not release detailed information regarding past performance; rather, it provides basic information regarding employment.

## LICENSES, TRANSCRIPTS AND EDUCATIONAL RECORDS

Each employee's personnel file should contain a copy of any relevant licenses, transcripts or proof of education. These documents should be provided to the supervisor recommending a person for employment.

## PAY DAYS

All employees are paid every two weeks on the 5th and 20th of each month by direct deposit to the financial institution of his or her choice. If a payday fall on a bank holiday or weekend, the payday will be advanced to the last school day preceding the holiday or recess; provided, however, the payday will not be advanced more than two (2) days. Pay records will be available online through Employee Access.

## PAYCHECK DEDUCTIONS

Deductions are made automatically for federal and state withholding tax, retirement system contributions, and any employee/family insurance plan premiums not paid by the School Corporation.

The number of dependents claimed for withholding tax deductions can be changed by completing forms available from payroll in the Business Office.

Selected benefits may be paid for via paycheck deductions.

## HOURLY PAY SCHEDULE

The Crown Point Community School Corporation recognizes the value of experience that is gained over time and appreciates the long-term commitment of those employees. In order to determine which of the pay levels an employee has attained, the following provisions apply:

1. Support personnel hired between July 1st and December 31st of the annual work year will be credited with a full year experience for purposes of placement on the hourly rate pay schedule.
2. Employees hired between January 1st and June 30th will not be given experience credit for that period toward advancement on the hourly rate pay schedule (i.e. they will remain at the same experience level for the ensuing July 1st to June 30th period).

3. The Board of School Trustees will consider adjustments to the pay schedule for employees on an annual basis. Adjustments to pay rates will be based on a July 1st to June 30th calendar for 12 month employees unless otherwise noted by the School Board.

For other employee groups, the new rates will take effect with the start of their duties for the ensuing school year.

**WORK SCHEDULE**

The daily schedule varies by position and location. Please see your department head for specific guidelines.

The regular work-week for staff shall consist of five (5) days unless otherwise noted. Hours of work vary by position and location. Please see your department head for specific guidelines. The following positions will work an eight (8) hour day, exclusive of lunch unless otherwise noted.

a) Bus Garage Mechanics
b) Maintenance Personnel
c) Custodial Personnel
d) Central Office Support Personnel (unless otherwise noted)

All paraprofessionals and instructional aides will work no more than a seven (7) hour day, exclusive of lunch unless otherwise noted.

**ADJUSTMENTS TO REGULAR SCHEDULE**

The contribution made by our employees is vital to the efficient operation of the School Corporation. Employees will report to work on all scheduled days and in the event that schools are closed or delayed, twelve (12)-month employees are expected to report to their respective work assignments as soon as safety will allow.

1. Adjustments to starting time and ending time may be determined by the Superintendent of Schools or the Director of your department.
2. Adjustments to the hours worked by the twelve (12)-month employees may be adjusted (reduced) at the discretion of the Superintendent of Schools.

**EMERGENCY CLOSINGS**

Crown Point Community School Corporation appreciates the effort of employees who report to work despite the problems created by snow or other weather emergencies.

Therefore, anyone reporting late due to weather conditions will not have their pay reduced if the delay is reasonable, given the location of home and mode of transportation of the employee. Specifically:

1. On days that schools are closed or delayed, twelve-month employees are expected to report

to their assigned work stations as soon as safety will allow. All other employees (9-10-11 month employees) do not report to work unless school is in session.
2. Due to special circumstances, the Director of Buildings and Grounds may make special assignments for custodial or maintenance personnel.
3. There will be no compensation for days that buildings are closed or delayed and employees do not report for their regular duties.

The scheduling of lost work days due to weather will be determined by the employee's department head.

## 9-10-11 MONTH EMPLOYEES – EMERGENCY CLOSINGS

Generally speaking 9-10-11 month employees work the days that students and teachers are in session. If there is an emergency closing of school employees in this group do NOT report for work. The missed days will be added at the end of the year. This process is comparable to the "make-up" days for snow that is used for students and teachers.

## OVERTIME P.4413 (Included in the Appendix)

The Board of School Trustees discourages overtime work. An employee will not work overtime without the express approval of his/her supervisor. All overtime work must be expressly approved in writing by the superintendent or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or his/her designee. Principals or supervisors may need to adjust daily schedules to prevent employees from working more than 40 hours in a workweek. Accurate and complete time records of actual hours worked during the workweek will be –submitted electronically by each employee to their supervisor. The supervisor will review work records of employees on a regular basis to make an assessment of overtime use. Employees will work the regularly scheduled time unless additional time is granted by their supervisor or the Human Resources Department prior to the additional time requested. Time worked above and beyond the regular schedule shall be compensated by:

1. Trading Time within the work week – the supervisor may allow an employee to leave early or arrive late based on the amount of time worked over. Such time must be taken within the same work week.
2. Compensatory Time (Comp Time) – is paid at a rate of 1.5 hours of comp time (time off) for every hour worked over a 40 hour week. Comp time should be taken within the same month that it is earned. Employees may only accrue a maximum of 40 compensatory time hours.
3. Overtime – is paid at the rate of overtime wages of 1.5 hours for every hour worked over. Overtime is based on having worked a 40 hour week. Sick days or other paid leave days do NOT count towards working a 40 hour week.
4. Additional Time – the supervisor may approve additional time during a week at regular pay up to 40 hours weekly.
5. Policy 4413 Overtime and Compensatory Time is provided in the Appendix. Your electronic signature provided with this handbook acknowledges that you have read and reviewed this policy.

## SUPPORT STAFF CREDIT FOR SERVICE

Crown Point Community Schools recognizes that employees transferring within departments and between departments should receive credit for years of service. The school corporation further recognizes that new employees bring with them skills and experience that is worthy of credit. The school corporation will credit years of service based on the following:

1. Service outside of C.P.C.S.C. may be awarded, if the former position is similar to the position with the school corporation, at a rate of one year for three years not to exceed the second tier. Credit is for pay determination only and not for severance.
2. Service with C.P.C.S.C. may be awarded for those employees who transfer between similar positions at a rate of one year for one year.
3. Service with C.P.C.S.C. may be awarded for those employees who transfer between departments (i.e. custodial to food service), between categories (9 month to 12 month), or to a position of different responsibilities at a rate of one year for two years not to exceed the second tier.
4. A C.P.C.S.C. employee transferring positions may be placed above lane B per the discretion of the Superintendent.

In order to determine which of the pay levels an employee has attained, the following provisions apply:

1. Support personnel hired between July 1st and December 31st of the annual work year may be credited with a full year experience for purposes of placement on the hourly rate pay schedule.
2. Employees hired between January 1st and June 30th will not be given experience credit for that period toward advancement on the hourly rate pay schedule (i.e. they will remain at the same experience level for the ensuing July 1st to June 30th period).
3. The Board of School Trustees may consider adjustments to the pay schedule for employees on an annual basis. Adjustments to pay rates will be based on a July 1st to June 30th calendar for 12 month employees unless otherwise noted by the School Board.

**EMAIL ACCESS P. 7540 and 7540.04**

All employees are asked to review and sign the Corporation Acceptable Use Policy. Each employee is provided with a corporation email address. This address is accessible to the employee from any computer using the web mail system. The employee email ID and password is also used to access the employee only side of the corporation web pages. To do you must click the "sign in" button in the upper right hand portion of the web page. The employee only side of the web page includes the staff directory and a copy of the Support Staff Handbook. Internal job posting are made to the employee only section, while external job posting are made on the public side of the web site.

All employees are expected to check their CPS email accounts at least once a week if not more. Department and Corporation memorandums will often be delivered by email only.

**THE HUMAN RESOURCES WEBPAGE**

The Human Resource webpage is your source for employee information. Signing into the webpage will provide you with a list of employee only menu items. These items include the Support Staff Handbook, the Employees Only Staff Directory, and the internal job postings. Visit the Human Resources webpage often.

## SAFESCHOOLS TUTORIALS

**Emergency Management**
Active Shooter
Crisis Response and Recovery
Emergency Operations Planning: Building the Plan
Emergency Operations Planning: Implementing the Plan
Family Reunification
Incident Command Systems
Managing the Aftermath of Tragedy
Tactical Site Surveys
Terrorism: Awareness and Response
Threat Assessment

**Employment Practices/Supervisory**
Conducting Job Interviews
Discrimination: Avoiding Discriminatory Practices
Internal Controls
Manager Role in Safety and Liability
Managing Difficult Behaviors
Performance Evaluations
Reasonable Suspicion for Drug and Alcohol Use in the Workplace
Retaliation Liability
Sensitivity Awareness
Sexual Harassment: Policy and Prevention
Supervisor's Role in Safety
Termination: Practice and Procedure

**Environmental**
Accident Investigation
Aerial Lift Safety
Asbestos Awareness
Back Injury and Lifting
Chemical Spills and Overview
Classroom Safety
Commercial Mower Safety
Compressed Gas Safety
Confined Spaces
Electrical Safety
Energy Conservation: All Staff
Eye and Face Protection
Facility Emergencies
Fall Protection
Fire and Explosion Hazards
Fire Extinguisher Safety
Forklift Safety
General Safety Orientation
Hand and Power Tool Safety Overview
Hazard Communication: Right to Understand (GHS)
Hearing Loss Prevention
Heat Illness Prevention
Medication Administration: Epinephrine Auto-Injectors
Medication Administration: Glucagon
Indoor Air Quality Awareness
Integrated Pest Management

**Environmental (con't)**
Ladder Safety
Lead Safety Awareness
Lockout/Tagout: Energy Release
Material Safety Data Sheets
Mercury Spills
Office Ergonomics
Personal Protective Equipment (PPE)
Playground Maintenance & Inspection
Respirable Crystalline Silica Awareness
Respiratory Protection
Safety Committee Operations
Safety Data Sheets
Scaffolding Safety
Scent Awareness
Science Lab Safety
Science Laboratory Chemical Spills
Scissor Lift Safety
Slips, Trips and Falls
Stormwater Management Overview
Trenching and Excavation Safety
Utility Cart Safety
Water Damage Prevention
Welding, Cutting and Brazing Safety Awareness
Workplace Injury Prevention

**Health**
AED (Automated External Defibrillators)
Bedbugs in Schools
Bloodborne Pathogen Exposure Prevention-Updated
Cardiopulmonary Resuscitation (CPR)
Common Illness Prevention
Concussion Awareness: Athletics
First Aid
Head Lice
Health Emergencies: Asthma Awareness
Health Emergencies: Choking and the Heimlich Maneuver
Health Emergencies: Diabetes Awareness
Health Emergencies: Hemophilia
Health Emergencies: Life-Threatening Allergies
Health Emergencies: Overview
Health Emergencies: Seizures
HIV/AIDS Awareness
Medication Administration Basics
Medication Administration: Diastat
HACCP: Hazard Analysis and Critical Control Points
Nutrition Basics

MRSA Awareness
Pandemic Flu
Steroid and PED Awareness in Athletics

**Health (con't)**

Stress Management
Student Mental Health
Sudden Cardiac Arrest in Athletics

**Human Resources**

ADA Title II Evaluation and Transition Plans
Americans with Disabilities Act Overview
Athletic Liability
Boundary Invasion
Conflict Management: Managing the Angry Parent
Conflict Management: Staff-to-Staff
Conflict Management: Student-to-Student
Customer Service Overview
Discrimination Awareness in the Workplace
Diversity Awareness: Staff-to-Staff
Diversity Awareness: Staff-to-Student
Drug Free Workplace
Family Medical Leave Act (FMLA)
FERPA: Confidentiality of Records-Updated
General Ethics in the Workplace
HIPAA Overview
Sexual Harassment: Staff-to-Staff
Sexual Harassment: Student Issues & Response
Sexual Misconduct: Staff-to-Student
Title IX and Gender Equity in Athletics
Title VI Overview
Workplace Bullying: Awareness and Prevention
Workplace Violence: Awareness and Prevention

**Information Technology**

Browser Security Basics
CIPA: Compliance with the Children's Internet Protection Act
Copyright Infringement
Cyberbullying
Cybersecurity Overview
Email and Messaging Safety
Online Safety: Predators
Online Safety: Threats of Violence
Online Safety: What Every Educator Needs to Know
Password Security Basics
Payment Card Industry Data Security Standard (PCI DSS) Overview
Protection Against Malware

**Miscellaneous**

Getting Started with SafeSchools Alert

**Nutrition Services**

Civil Rights in Food Service
Food Safety and Kitchen Sanitation
Food Service Equipment: Safe Use
Food Service Equipment: Sanitation
Foodborne Illnesses
School Meal Compliance

**Security**

Arson Awareness and Prevention
Copper Theft Awareness
Crime Prevention through Physical Security
Safety Basics for Security Staff
School Intruders
School Violence: Identifying & Addressing
Visual Weapons Screening

**Social and Behavioral**

Administrative Supervision of Students
Bullying: Recognition & Response-Updated
Child Abuse: Identification & Intervention
Child Abuse: Mandatory Reporting

**Social and Behavioral (con't)**

Communication Styles and Skills
Cultural Competence and Racial Bias
Dating Violence: Identification and Prevention
De-Escalation Strategies
Disruptive Student Behavior
Gang Awareness
Hazing Awareness and Prevention
Human Trafficking Awareness
Making School Safe and Inclusive for LGBTQ Students-Upda
Playground Supervision
Prescription Drug and Opioid Abuse: Impact on Students
Restraint and Seclusion-Updated
Self-Injury and Cutting
Sport Supervision and Safety
Student Drug & Alcohol Abuse
Students Experiencing Homelessness: Awareness and Underst
Youth Suicide: Awareness, Prevention and Postvention

**Special Education**

Special Education Aides: Safety and Injury Prevention-New
Special Education: Lifts and Transfers
Special Education: Safety in the Classroom

**Transportation**

15-Passenger Van Safety
Bus Behavior and Discipline
Child Safety Restraint Systems
City Driving
Crossing Guard Safety
Defensive Driving
Distracted Driving
Evacuation Planning for Students with Special Needs
Road Rage
Transportation Safety
Van Safety
Wheelchair Securement
Winter Driving

# SECTION III – EMPLOYEE RESPONSIBILITIES

## ABSENTEEISM

From time to time, situations arise due to illness or personal/family emergency that causes an employee to miss work. As an employer, CPCSC asks that employees notify their supervisor of an absence in a timely manner, and as soon as possible. An employee who is absent due to illness for three (3) consecutive days may be required to provide written verification from a healthcare provider.

Excessive absences from work can affect our ability to meet the needs of our operation as well as creating additional work for your fellow employees. Excessive absences (other than for circumstances covered by the Family and Medical Leave Act or emergency medical care) may result in appropriate disciplinary action up to and including termination.

## TARDINESS

In order to preserve and maintain effective operations, employees of CPCSC should be present and ready to work by their assigned starting time. Excessive tardiness can be cause for appropriate disciplinary action up to and including termination.

## CONFIDENTIALITY P. 8350 (SafeSchools)

We work in an environment where the confidentiality of information regarding our students and employees must be preserved. Medical information, student progress reports, etc. is shared with employees on a "*right to know*" basis. Any information regarding students or fellow employees should always be considered strictly confidential. Please refrain from discussing confidential matters with other employees or in places where such information can be overheard by unintended parties. The reproduction of written materials or accessing of unauthorized computer or electronic records is also forbidden.

Employee home phone numbers and addresses provided by the School Corporation should always be kept confidential and should not be shared with any person outside the School Corporation.

## CONFLICT OF INTEREST P. 4231

An employee should exercise the utmost good faith in all transactions relating to his/her duties. The employee is held to a strict rule of honest and fair dealings with the School Corporation and its suppliers. An employee shall not use his/her position, or knowledge gained there from, so that a conflict arises between the School Corporation's interest and that of the employee.

Crown Point Community School Corporation respects the right of employees to engage in outside activities which are private in nature as long as these activities do not conflict with the interest of the School Corporation or reflect adversely upon it, or deprive the corporation of the full measure of the employee's working time, attention to assigned duties, and loyalty.

**SMOKE-FREE ENVIRONMENT P. 4215**

The School Corporation, including all of its buildings, grounds and vehicles, is smoke-free. Employees are not permitted to smoke or use tobacco while on school property. The use of tobacco includes cigar, cigarette, pipe, snuff or any other matter or substance that contains tobacco, as well as electronic, "vapor" or other substitute forms of cigarettes.

All employees are asked to help monitor the "*no smoking*" policy. If someone is observed smoking on campus, employees should politely request that the smoker extinguish the cigarette, pipe, cigar or vape. It is the responsibility of all employees to maintain a healthy and safe smoke-free environment.

**ALCOHOL/DRUG-FREE WORKPLACE P. 4122.01**

The School Corporation is committed to providing a safe and healthy work place that enables employees to perform at their most productive levels. Drug and alcohol abuse in the workplace is a threat to the safety and health of our employees and jeopardizes the efficiency of our operations and the quality of our products.

Employees and volunteers serving the School Corporation are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance or alcoholic beverage while 1) at any school premises or site; 2) in any vehicle used for school business or functions; 3) off school property at any school-sponsored or approved event, activity or function where students are under the jurisdiction of the School Corporation; or 4) otherwise engaged in school business.

As a matter of general practice, the School Corporation will employ the procedures stated in these policies; however, it reserves the right to take a different course of action where warranted by particular circumstances or conduct.

Those found to be in violation of School Corporation policy for use of a controlled substance, and who have not previously been found in violation of these policies may be offered the opportunity or requested to participate in an assistance or rehabilitation program approved by the School Corporation in lieu of or in combination with disciplinary action.

Those who fail to successfully complete such a program or are found to be in violation of policy on other grounds listed above, are subject to disciplinary action, including up to discharge. Any such disciplinary action shall be taken in compliance with Indiana and Federal laws.

**USE OF CORPORATION PROPERTY P. 7410, 7510, 7520, 7530, 7540, 7540.04**

Employees are expected to exercise care in their use of School Corporation property and to use such property only for authorized purposes. Negligence or carelessness in the use of School Corporation property may result in appropriate disciplinary action.

Telephones, computers, digital devices, and fax machines serve as important tools and need to be used for official business. Personal calls should be kept to a minimum.

**PROFESSIONAL APPEARANCE P. 4216**

The School Corporation strives to present a friendly yet professional environment for our employees. Should an employee dress in a manner that is offensive or inappropriate, the employee may be sent home (without pay) to change clothes.

**PROFESSIONALISM: GUIDELINES FOR CONDUCT P. 4231 (SafeSchools)**

Organizations need regulations to govern the conduct of employees, maintain smooth operations, and provide general direction. Crown Point Community School Corporation is no exception. These rules, enacted to help maintain safe and desirable working conditions for everyone, are posted for general information.

An employee's supervisor should complete a written report of any improper action.

Crown Point Community School Corporation reserves the right to take action up to and including immediate discharge of at-will employees when, in its opinion, such action is necessary to protect the well-being of Crown Point Community School Corporation or its employees.

It is impractical to attempt to list all types of misconduct that may result in disciplinary action; therefore, the following are only basic guidelines:

Crown Point Community School Corporation expects proper procedures and actions of its employees. These include, but are not limited to:

- being on time;
- showing respect to co-workers, supervisors and visitors;
- reporting personal injuries;
- following normal daily procedures;
- notifying one's supervisor in advance of any tardiness or absence;
- being under the influence of alcohol or deliberate abuse of prescription or illegal drugs;
- refusal to follow directions from one's supervisor;
- disorderly conduct;
- a pattern of negligence in carrying out assigned duties;
- threatening or intimidating another employee;
- concealing defective work;
- deliberate damage of property;
- a violation of School Board Policy, Indiana or Federal law;
- actions that endanger the health and welfare of a child or another employee;
- deliberate negligence in carrying out one's job responsibilities;
- the use of physical force against another individual;

- theft, willful tampering with equipment or computer programs;
- gross insubordination, falsification of records – including time cards;
- unreported absence for three (3) days;
- possession of illegal drugs and alcohol;
- physical or sexual assault or abuse; or
- any other extremely serious action.

When an employee does not abide by these regulations, the employee will be notified that his or her behavior, or lack thereof, is not in accordance with Crown Point Community School Corporation policy.

Violations could lead to disciplinary action including suspension and termination.

When an employee commits an action that is deemed inexcusable, that employee may be subject to immediate dismissal.

The foregoing listing of causes for disciplinary action does not preclude the Crown Point Community School Corporation from disciplining employees for reasons not specifically listed.

**STUDENT SUPERVISION AND WELFARE P. 4213**

Support staff members shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students. These include, but are not limited to:

- Immediately report to a building administrator any accident, safety hazard, or other potentially harmful condition or situation.
- Immediately report any threats of violence by students.
- Alert the building administrator to acts by student that may be perceived as bullying
- Do not send student on personal errands.
- Do not transport student in private vehicles.
- Do not associate or fraternize with students at any time in a manner that may give the appearance of impropriety.
- If a student approaches a staff member to seek advice or to ask questions regarding a personal problem the staff member may attempt to assist by facilitating contact with a certified or licensed individual in the corporation.
- Do not leave students unattended.
- Should accompany students wherever they are assigned and remain with them until supervision is assumed by another responsible person.
- Should organize materials and equipment so as to minimize danger of injury to students or self.
- Staff shall not access social media for personal use on the Corporation's network.
- Staff shall not communicate with students via social media.

- Staff shall not post pictures of corporation employees or tag corporation employees.

**REPORTING CHILD ABUSE P. 8462 (SafeSchools)**

Indiana is a mandatory report state which requires all citizens who suspect child abuse to report to the Department of Child Services. Each staff member shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator, in the presence of the staff member if possible, shall **immediately** call the local child protection agency or the local law enforcement agency.
Department of Child Services Hotline: 800-840-8757

**REPORTING OF CONVICTIONS AND ARRESTS P. 4121**

During the course of his/her employment with the School Corporation, each support staff employee shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintend shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

**PERSONNEL FILES P. 8320**

Crown Point Community School Corporation maintains a personnel file on each employee. The file contains employee work applications, time-off requests, memos acknowledging promotions, letters of commendation and disciplinary action forms. Employees may review their file by contacting the Human Resources Department during regular office hours.
To ensure that personnel files are current at all times, employees should notify the Human Resources Department of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements and emergency contact information.

**PROBLEM RESOLUTION**

When an employee believes that he or she has not been treated fairly, that a policy has not been administered properly, or when a problem has gone unaddressed, the employee may use the following steps to seek resolution or explanation of the problem:

**Step 1-** Matters should generally be addressed <u>first</u> with one's supervisor. If the matter remains unresolved, or if the employee feels uncomfortable in addressing the matter with his/her supervisor, the employee may take that concern to the next step in the resolution process.

**Step 2-** If the employee is not satisfied with the disposition of the matter in Step 1, the employee should request, in writing, a meeting with either his/her department director or building principal. The employee should include in the written request, a brief description of the problem/situation.

The building principal or department director will provide a response to the employee's concerns.

## SECTION IV – LEAVES

### VACATION P. 4433

Full time, 12 month employees are provided with vacation time. Vacation may be taken in one-half or full-day increments. Employees are permitted to take their vacation with the approval of their supervisor. Unused vacation up to a maximum of five (5) days may automatically be carried over annually. No more than five (5) days may ever be carried over.

After the first year of using earned vacation days, each employee shall be entitled to twelve (12) vacation days per year up to and including five (5) years of experience. For years six (6) through ten (10), each employee shall be entitled to eighteen (18) vacation days up to and including ten (10) years experience. After ten (10) years of experience, employees are entitled to twenty-four (24) vacation days. Partial years of service are counted as follows: a start date of January through June – no credit; July through December – full year credit.

Vacation days shall be earned monthly based on date of hire and years of service. Vacation day earnings shall begin after the completion of your first full pay cycle.

**PERSONAL LEAVE P. 4436**

All full time 12 month and full time 9-10-11 month employees receive personal leave days; the specific number of which is addressed in the pay group appendix section of this handbook. Personal leave may be used for the transaction of personal business or for other matters that conflict with one's ability to be at work. Employees are asked to request a personal leave day at least one day in advance whenever possible.

| 12 Month Employees | Instructional Support | 9-10-11 Month Employees |
|---|---|---|
| 3 days per year | 3 days per yar | 2 days per year |

Unused personal leave will be added to an employee's accumulated sick leave at the end of each fiscal year (June 30).

**HOLIDAYS P. 4434**

The School Corporation observes a number of paid holidays during the course of the year. The eligibility and number of holidays depends on the employee's classification. The actual schedule of holidays for your classification may be found in the pay group appendix section of this handbook.

| 12 Month Employees | 9-10-11 Month Employees |
|---|---|
| 13 paid holidays per year | 5 paid holidays per year |

When a holiday falls on a Saturday, that holiday is generally observed on the preceding Friday. When a holiday occurs on a Sunday, the holiday is normally observed on the following Monday.

In order for and Employee to receive pay for a holiday if there was an unpaid day prior to the must receive prior approval from their immediate supervisor/administrator for any days to be considered unpaid prior to taking an unpaid day.

**JURY AND WITNESS DUTY**

Jury duty is a matter of civic responsibility. The School Corporation will pay the difference between the employee's daily pay and the daily juror fee ensuring no loss in pay. Employees may be required to provide proof of both service and remuneration.

Employees who are subpoenaed to court as a witness in a legal proceeding not involving the School Corporation will be excused from work and may use personal leave, vacation or take a day without pay to attend any legal proceeding. Employees are asked to notify their supervisor as soon as possible of any court date, along with a copy of a subpoena or attorney letter requesting their appearance.

**MILITARY LEAVE P. 4437**

Employees who are members of the military reserves or the National Guard and are called to active duty or required military training will receive a leave of absence without pay upon written request.

**MILITARY FAMILY LEAVE P. 4430.01**

Employees whose spouse, child, biological grandchild, or sibling is called to active military duty may request unpaid leave up to 10 working days per year as provided by HEA 1092. The employee must have been employed for 12 months and worked 1500 hours in the immediate previous 12 months in order to be eligible to take the leave. The leave may be taken during one or more of the following periods: during the 30 days before the active duty orders are in effect; when the person is on leave while the active duty order is in effect; or during the 30 day period after the active duty orders ended.

Employees must give at least 30 days notice of the leave unless the active duty orders are issued less than 30 days before the leave is to begin. A copy of the active duty orders must be included with the employee's request if such orders are available.

Paid days other than sick days or medical leave days may be used for this leave if the employer agrees that such days may be used for the leave. The employee's health insurance is to continue during the leave with the employee being responsible for payment of the premium. Upon return to work after the leave, the employee is entitled to be returned to his or her prior position or an equivalent one.

**UNPAID DAYS**

If an employee has exhausted all their allotted leave days and they miss work their time will be recorded as unpaid. Unpaid days should be reported to the supervisor. If more than one unpaid day is recorded the leave should be documented with a doctor's note.

Failure to report to work is grounds for dismissal. Unpaid days represent a failure to report to work. Continued use or abuse of dock days may be considered grounds for dismissal or non-renewal of contract when a contract exists.

**BEREAVEMENT LEAVE**

The Crown Point Community School Corporation understands the grief and emotional strain caused by the loss of a loved one. All full-time employees (work more than 32 hours per week or are employed as a bus driver or full-time nurse) are entitled to miss a maximum of five consecutive work days with full pay and at no loss to any other type of leave should a death of an immediate family member occur. Generally, the bereavement leave will begin on the day following the death unless otherwise authorized by the Human Resources Department. Immediate family shall be defined as parent or guardian, brother, sister, child, spouse, son-in-law, daughter-in-law, parent-in-law, brother-in-law, sister-in-law, grandparents, grandchildren,

grandchildren-in-law or dependents who reside in the household of the employee.

In case of the death of other family members who are not within the definition of immediate family as above, one-day leave may be granted for attendance at the funeral. An obituary or statement from the funeral home may be requested.

**PERSONAL ILLNESS**

The school corporation provides for sick days (except corporation aides and part-time food service employees hired after July 1, 2000) for an employee to use when they are unable to work due to their own illness. Employees are asked to notify their supervisor as soon as possible.

The number of sick days provided depends on the employee's classification which may be found in the pay group appendix section of this handbook.

| 12 Month Employees | Instructional Support | 9-10-11 Month Employees |
|---|---|---|
| 10 days per year | 10 days per year | 8 days per year |

An employee who is absent due to illness for more than three (3) consecutive days or the supervisor believes there is a valid reason for the request may be required to provide written verification from a health care provider.

**FAMILY ILLNESS**

The school corporation provides for family illness day that are to be used when an employee is unable to work due to the illness of a child, spouse or parent. The number of family illness days provided depends on the employee's classification which may be found in the pay group appendix section of this handbook. Family illness days do not accumulate.

| 12 Month Employees | Instructional Support | 9-10-11 Month Employees |
|---|---|---|
| 2 days per year | 2 days per year | 1 day per year |

If the family illness days provided are not sufficient, the employee may request to use up to three (3) personal illness days if available.

**FAMILY AND MEDICAL LEAVE P. 4430.01**

In accordance with the Family and Medical Leave Act of 1993, unpaid leaves of absence for up to twelve (12) weeks may be requested by those employees working more than 1,250 hours in a calendar year for the following reasons:

- Birth of a child of the employee (mother or father)
- Adoption of a child or the placement of a foster child
- Care for a spouse, child or parent who has a serious health condition which requires care by a medical provider for three or more days

- Employee's own serious health condition that requires care by a medical provider for three or more days

Medical leave is unpaid leave unless the employee has unused sick time which will not be counted as part of the twelve (12) weeks of leave. Medical insurance benefits (medical, dental and vision) during this leave are provided for at the same rate/cost as is normally provided to the employee during regular work periods.

The amount and/or availability of family or medical leave will be calculated by counting back twelve months from the date leave is requested or the date CPCSC determines that you are eligible for family or medical leave.

You are entitled to twelve (12) weeks unpaid leave during that twelve-month period. The twelve weeks of leave may be taken in one block or intermittently during that time. Intermittent leave must be taken in ¼ days. Please see the Human Resources Department for further details.

**PART-TIME EMPLOYEE FAMILY AND MEDICAL LEAVE P. 4430.01**

Employees who work less than 1250 hours per year are not covered under the federal Family and Medical Leave Act.

**EXTENDED MEDICAL/DISABILITY LEAVE OF ABSENCE P. 4430**

After exhausting all other leaves, should the need arise, support staff employees may request an additional medical or disability leave of absence until the beginning of the new school year. request from their position with the Crown Point Community School Corporation. All leaves are subject to approval by the Superintendent and School Board of Trustees. A physician's statement verifying the medical problem or disability must be submitted at the time of application. The corporation reserves the right to require an independent medical evaluation by a physician of mutual agreement Applications for the leave shall be made no later than ten (10) calendar days prior to the effective date of the leave, except in case of medical emergency or chronic medical problems. The application must state the beginning and expected return date from the leave.

Once the employee is prepared to return to work, a licensed physician's statement indicating that the employee's health is satisfactory for return to active service, will be required from the employee.

The Crown Point Community School Corporation reserves the right to require a second medical physical at the corporation's expense if there is a question about the employee's ability to perform the duties of his/her position.

Once approved this leave of absence is an unpaid wage and benefit leave. The employee is solely responsible for total payment of benefit premiums as follows:

- Total Premium Cost: Full payment of premiums for health, dental, vision, life insurance and

long term disability

- Timely Payment of Premiums: Payment is due to the Business Office by the first of each month you are on leave.

Cancellation of benefits may occur upon the default of premium payments. Should cancellation occur, the employee must reapply for enrollment. There is no guarantee that the insurance provider will approve re-enrollment.

**TRANSFER OF BENEFIT DAYS BETWEEN DEPARTMENTS**

When an employee transfers from one department to another, he/she remains as an employee of the Crown Point Community School Corporation. As such, the benefit days earned (except holidays) transfer from the old position to the new position as long as the benefit is available to the employee in the new position. Benefits such as sick time and personal days will be calculated in hours and rounded off to the nearest number of half days.

For example, an employee that transfers from a position in which sick time was earned to another position in which sick time is provided, will have his/her sick time pro-rated by the number of hours accumulated.
Conversely, an employee transferring from a position that receives sick pay to a position that does not provide sick pay, loses his/her sick time earned.

Please contact the Human Resources Department for further clarification.

## SECTION V – BENEFITS

**HEALTH INSURANCE** **P. 4419 and 4421**

Health insurance is afforded to full-time (over 32 hours per week) or employed as a bus driver or a full-time nurse) employees unless the position has been excluded from this benefit. Eligibility and cost varies depending on the employee's status. Please refer to the appendix section of this handbook for further information.

> In the event two eligible employees are married and both are covered by group health insurance specified in this Agreement, then the employee contribution will be one (1) dollar for the full family plan (if the couple is participating in the Full Family Plan) or Employee & Spouse plan (if the couple is participating in the Employee & Spouse plan)

The School Corporation provides an excellent program of medical, dental and vision insurance to its eligible employees. Employee health care insurance costs may be deducted on a pre-tax basis, which results in a saving to the employee. Since policy coverage, network providers and

deductions are subject to change, please consult the summary plan descriptions for each insurance provider or contact the Business Office for further information.

## LIFE INSURANCE

A $25,000 life insurance benefit is provided free of charge to all full-time (over 32 hours per week or employed as a bus driver or a full-time nurse) employees of the School Corporation except aides. A $40,000 life insurance benefit is provided free of charge for computer managers.

## LONG TERM DISABILTY INSURANCE

Full-time employees may enroll in the corporation disability plan. This plan will pay a portion of their wages while disabled. Employees may only enroll for this benefit at the time of hire.

## OTHER INSURANCE OPPORTUNITIES

School employees may purchase a number of other insurance policies offered through an independent provider. These policies provide coverage for a number of circumstances including catastrophic illness and short-term disability. This additional coverage may be paid for through payroll deduction.

## EMPLOYEE ASSISTANCE PROGRAM

From time to time, situations arise where an employee or an employee's family member may need counseling, someone to talk to or other assistance when faced with a personal problem. Assistance is available to all employees (and their immediate family members) through the School Corporation's Employee Assistance Program (EAP). All contacts to the program are confidential. Problem assessment and counseling are among the many services provided. EAP can be contacted at (219) 662-3730 or 800-747-7262 or check with Human Resources for further information.

## PUBLIC EMPLOYEES RETIREMENT FUND (PERF)

The School Corporation contributes an amount equal to 3% of the employee's earnings to the Indiana Public Employee's Retirement Fund for all full-time employees (over 32-hours per week or employed as a bus driver or a full-time nurse) unless otherwise noted.

**Retirement Eligibility:** Employees who have attained age 65 and have at least 10 years of service, age 60 and 15 years of service, or when the rule of 85 applies (at least age 55 and age plus years of service equals 85), are eligible for full retirement benefits.

Employees who are between the ages of 50 and 60 years of age and have at least 15 years of service are eligible for early retirement with reduced pension benefits.

**Withdrawal of Funds:** Employees who leave employment of the School Corporation may withdraw all contributions plus any accrued interest upon application to PERF.

Please contact the Business Office for further information.

### ANNUITIES

All employees may place a portion of their earnings into a 403b. This benefit provides an excellent opportunity for employees to set aside funds on a pre-tax basis for their retirement. Please see the Business Office for more information.

### CREDIT UNION

All School Corporation employees may participate in the Federal Teacher's Credit Union. The Credit Union offers a variety of banking services. Employees may elect to directly deposit a portion of their paycheck into their Credit Union account(s).

### SECTION 125G FLEX ACCOUNT

This benefit allows employees the opportunity to set aside funds to cover non-reimbursed medical costs and childcare. Deductions are made out of one's check on a pre-tax basis. A nominal fee may be charged for this benefit.

### FREE ACCESS TO SCHOOL EVENTS

All employees of the School Corporation and one accompanying guest are entitled to free admission to all athletic (except IHSAA sponsored tournaments), drama, music and social activities held at corporation facilities without cost unless otherwise noted. The Staff Pass should be presented upon request to provide proof of free admission.

## SECTION VI – LEAVING EMPLOYMENT

### RESIGNATIONS

Employees are asked to provide the School Corporation (in writing) with a minimum of two weeks notice before leaving the company. Giving as much additional notice as possible avoids placing an undue burden on one's fellow employees.

### TERMINATION

When employees leave employment of the School Corporation, either voluntarily or involuntarily, they are asked to turn over all keys, identification cards, and property belonging to Crown Point Community School Corporation.

## TERMINATION OF BENEFITS

Employees who left the employment of the School Corporation who were active participants in the School Corporation's health insurance plan may be eligible for an extension of benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). These employees will receive written notice detailing their right to continued coverage and the associated costs of these benefits.

## RETIREMENT SEVERANCE P. 4415

Retirement severance is provided to and employee who has worked for the School Corporation for a minimum of 15 consecutive years in a benefit-eligible position and meets the following conditions:

- Is at least 50 years of age;
- Resigns while in good standing with the corporation, and gives at least 60 days notice of his/her intention to resign;
- Not discharged for just cause, did not fail to return from a leave of absence; not deceased;

For purposes of this provision, the term benefit eligible position means: a full time 12 month employee and a full time 9-10-11 month employee in a position for which the employee is offered to participate in our health insurance program and receive paid benefit days.

- Retirement severance will be paid at the rate of $150.00 per consecutive years of service in a benefit eligible position to the Crown Point Community School Corporation up to a maximum of 30 years. Employees eligible for severance will also receive $25.00 for each unused sick day up to a maximum of 225 days.

## ENTITLEMENT TO BENEFIT DAYS UPON TERMINATION

Like most other employers, the Crown Point Community School Corporation will pay any employee for unused and earned vacation upon termination. Employees are not entitled to payment for other unused benefit days

# CROWN POINT COMMUNITY SCHOOL CORPORATION

## Support Staff Disciplinary Action Report

Employee Name _____ Department/Location _____

Date _____

Unsatisfactory Performance / Policy Violated:

_____

Details regarding the incident (including date and location of incident):

_____

_____

_____

_____

_____

Appropriate corrective action taken:

_____

_____

_____

_____

This violation will remain in your file for 1 year from the date of the incident.

Violation of policy or procedure can result in disciplinary action including suspension and termination

_____ _____

Employee Signature Supervisor Signature

_____ _____

Department Head Principal

ROUTING

1. The Direct Supervisor should sign and the employee should sign when the disciplinary action is reviewed. A copy should be sent to the Personnel Office prior to receiving other signatures.
2. The Department Head, if applicable should sign each disciplinary report.
3. The Principal should sign **ALL** disciplinary reports. If there is no Director then the Principal should send the report to the Personnel Office for filing.
4. The Department Director should sign each disciplinary report. The report should then be sent to the Personnel Office for filing.

## OVERTIME AND COMPENSATORY TIME

Working hours for all employees not exempted under the Fair Labor Standards Act, will conform to federal and state regulations. The superintendent or designee will ensure that job positions are classified as exempt or non-exempt and employees are made aware of such classifications. Supervisors will make every effort to avoid circumstances which will require non-exempt employees to work more than 40 hours each week. The workweek for school corporation employees will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

### Overtime and Compensatory Time

The Board of School Trustees discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her supervisor. All overtime work must be expressly approved in writing by the superintendent or his/her designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or his/her designee. Principals and supervisors will monitor employees' work, will ensure that overtime provisions of this policy and the law are followed and will ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time records of actual hours worked during the workweek will be –submitted electronically by each employee to their supervisor. The supervisor will review work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time, is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school corporation. Employees may accrue a maximum of 40 compensatory time hours. Accrual of more than 40 hours of compensatory time will be paid as overtime pay at the rate earned by the employee at the time the employee receives such payment for hours worked in excess of 40. In addition, each June 30$^{th}$ and/or upon leaving the employment of the school corporation, an employee must be paid for any unused compensatory time at the rate of not less than the higher of the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

Employees and Supervisors will be provided with a copy of this policy and employees will be required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy will constitute the written agreement required by federal law for receiving compensatory time.

Adopted:

Legal Reference: 29 U.S.C. section 201 et seq.
29 CFR section 516.1 et seq.

## SPECIFIC NUMBER OF LEAVE DAYS
### 12 Month Employees

The specific number of leave days that your employee group is eligible for are as follows:

Personal Business Days – 3 per year (unused personal leave days from one year will be added to the accumulated sick leave days the following year).

Holidays – 13 per year:

| | | |
|---|---|---|
| New Year's (2 days) | President's Day | Martin Luther King Day |
| Good Friday | Memorial Day | |
| Independence Day | Labor Day | |
| Thanksgiving (3 days) | Christmas (2 days) | |

Personal Illness Sick Days – 10 days per year accumulative without limit.
Family Illness Days – 2 days per year. These days do not accumulate.

## SALARIED POSITIONS

The positions listed below are salaried positions. The salary for these positions is commensurate with skills, education and experience.

| | |
|---|---|
| Business Office:<br>Data Specialist<br><br>Maintenance:<br>HS Maintenance Foreman<br>HS Custodial Foreman<br>K-8 Custodian Foreman<br>Corporation Maintenance Foreman<br>Corporation Grounds/Distribution Foreman<br><br>Transportation:<br>Office Manager<br><br>Health Coordinator | Technology:<br>Technology Manager<br>Network Engineer<br>IT Support Specialist<br>IT Tech Specialist<br><br>Home/School Facilitator<br>MS/HS<br>Elementary<br><br>All Positions Designated as Administrative Support (i.e. Speech Language Assistants, School Psychologist) |

# CROWN POINT COMMUNITY SCHOOL CORPORATION
## CENTRAL OFFICE
## 2021 - 2023
## (EFFECTIVE JULY 1, 2021)

| I. PAY RATES | HOURS/DAY | 2021-2022 A 1 - 3 | 2021-2022 B 4 - 6 | 2021-2022 C 7 + yrs | 2022-2023 A 1 - 3 | 2022-2023 B 4 - 6 | 2022-2023 C 7 + yrs |
|---|---|---|---|---|---|---|---|
| 1. 12 Month Clerical | | | | | | | |
| Substitute Rate (Central Office)* | | 10.41 | | | 11.03 | | |
| Receptionist (Central Office) | 8 | 18.13 | 19.19 | 20.25 | 19.21 | 20.34 | 21.46 |
| Accounts Payable/Purchasing | 8 | 24.79 | 25.90 | 27.11 | 26.28 | 27.45 | 28.74 |
| Employee Benefits/Personnel Ins. | 8 | 24.79 | 25.90 | 27.11 | 26.28 | 27.45 | 28.74 |
| Payroll Processor | 8 | 24.79 | 25.90 | 27.11 | 26.28 | 27.45 | 28.74 |
| Human Resources Secretary | 8 | 23.69 | 24.80 | 26.08 | 25.11 | 26.29 | 27.64 |
| Secretary for Sch Safetyand Curr and Instr | 8 | 23.69 | 24.80 | 26.08 | 25.11 | 26.29 | 27.64 |
| Bldg/Grnds/Secretary | 8 | 23.69 | 24.80 | 26.08 | 25.11 | 26.29 | 27.64 |
| Instruction/Curriculum Secretary | 8 | 23.69 | 24.80 | 26.08 | 25.11 | 26.29 | 27.64 |
| Curriculum Secretary/Grant Spec. | 8 | 24.79 | 25.90 | 27.11 | 26.28 | 27.45 | 28.74 |
| Exceptional Learners Secretary | 8 | 23.69 | 24.80 | 26.08 | 25.11 | 26.29 | 27.64 |
| Technology/Media Office Secretary | 8 | 23.69 | 24.80 | 26.08 | 25.11 | 26.29 | 27.64 |
| Access Control/Project Clerk | 8 | 23.69 | 24.80 | 26.08 | 25.11 | 26.29 | 27.64 |
| Business Office Assistant | 8 | 20.25 | 21.28 | 22.36 | 21.46 | 22.56 | 23.70 |
| Data Specialist | | | SALARIED | | | SALARIED | |
| Digital Media Specialist | | 25.00 | 25.00 | 25.00 | 26.50 | 26.50 | 26.50 |

| 2. Transportation | Hrs/ Day | Days Worked | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Office Manager | 8 | | | SALARIED | | | SALARIED | |
| CDL Annual Stipend | | | | $1,500 | | | $1,500 | |
| Driver Trainer/Data Specialist | 8 | 260 | 23.18 | 23.18 | 23.18 | 24.57 | 24.57 | 24.57 |
| Bus Routing | 8 | 260 | 20.11 | 21.08 | 22.19 | 21.31 | 22.35 | 23.52 |
| Transportation Secretary | 8 | 260 | 18.07 | 18.97 | 20.08 | 19.16 | 20.11 | 21.28 |

* Upon recommendation of the Chief Human Resource Officer, a substitute who serves in the same substitute position for more than fifteen (15) consecutive work days will be paid at a rate equal to the starting wage rate for the position starting with the sixteenth (16th) day.

**CROWN POINT COMMUNITY SCHOOL CORPORATION**
**12 MONTH MAINTENANCE EMPLOYEES**
**2021 - 2023**
**(EFFECTIVE JULY 1, 2021)**

**I. PAY RATES**

| | | HOURS/DAY | 2021-2022 A 1 - 3 | 2021-2022 B 4 - 6 | 2021-2022 C 7 + yrs | 2022-2023 A 1 - 3 | 2022-2023 B 4 - 6 | 2022-2023 C 7 + yrs |
|---|---|---|---|---|---|---|---|---|
| 1. | Substitute Rate (Custodial/Maintenance)* | | 11.66 | | | 12.36 | | |
| 2. | Custodian & Maintenance | | | | | | | |
| | Custodian (hired before July 1, 2000) | 8 | 20.49 | | | 21.72 | | |
| | Custodian (hired after July 1, 2000) | 8 | 15.76 | 16.93 | 18.34 | 16.71 | 17.94 | 19.44 |
| | Elementary Head Custodian | 8 | 20.70 | 21.54 | 22.53 | 21.94 | 22.83 | 23.88 |
| | MS Head Custodian | 8 | 21.52 | 22.45 | 23.36 | 22.81 | 23.80 | 24.76 |
| | HS Maintenance: General | 8 | 20.11 | 20.92 | 21.84 | 21.31 | 22.18 | 23.15 |
| | Ground Superv/Small Engine Repair | 8 | 20.49 | 21.32 | 22.25 | 21.72 | 22.60 | 23.58 |
| | General Maintenance: Cust/Maint Asst. | 8 | 20.11 | 20.92 | 21.84 | 21.31 | 22.18 | 23.15 |
| | General Maintenance: Groundskeeper | 8 | 20.11 | 20.92 | 21.84 | 21.31 | 22.18 | 23.15 |
| | HS Maintenance: Groundskeeper | 8 | 20.11 | 20.92 | 21.84 | 21.31 | 22.18 | 23.15 |
| | Winfield Elem. Head Custodian | 8 | 21.04 | 21.94 | 22.86 | 22.30 | 23.26 | 24.24 |
| | $1000/year stipend for pesticide and fertilizer certification. | | | | | | | |
| | Additional $250/yr. stipend for all head custodians for on-call requirement. | | | | | | | |
| | Additional $.25 per hour for evening shift. | | | | | | | |
| | HS Afternoon Cust. Grp. Leader | 8 | 2,013.78 | | | 2,134.60 | | |
| 3. | Corporation General Maintenance | | | | | | | |
| | Carpenter | 8 | 26.56 | 28.32 | 29.81 | 28.16 | 30.02 | 31.60 |
| | Electrical/Electronics | 8 | 26.56 | 28.32 | 29.81 | 28.16 | 30.02 | 31.60 |
| | Skilled Generalist | 8 | 26.56 | 28.32 | 29.81 | 28.16 | 30.02 | 31.60 |
| | HVAC/Plumber | 8 | 28.93 | 30.49 | 32.33 | 30.66 | 32.31 | 34.27 |
| 4. | Bus Garage | | | | | | | |
| | Head Mechanic | 8 | 32.54 | 33.92 | 35.08 | 34.49 | 35.96 | 37.18 |
| | Mechanic | 8 | 28.69 | 30.86 | 31.98 | 30.42 | 32.71 | 33.90 |

| | | 2022-2023 year 1 | year 2 | year 3 | year 4 |
|---|---|---|---|---|---|
| 5. | Part Time Groundskeeper | 13.71 | 14.31 | 15.60 | 15.96 |

| | | | 2021-2022 | 2022-2023 |
|---|---|---|---|---|
| 6 | Salaried Buildings and Grounds | | | |
| | HS Maintenance Foreman | 260 | SALARIED | SALARIED |
| | HS Custodial Foreman | 260 | SALARIED | SALARIED |
| | K-8 Custodial Foreman | 260 | SALARIED | SALARIED |
| | $1100/year stipend for building water certification | | | |
| | Maintenance and Grounds Foreman | 260 | SALARIED | SALARIED |

****Call out time for employees is minimum 2 hours at time and a half of employees rate
* Upon recommendation of the Director of Personnel, a substitute
who serves in the same substitute position for more than fifteen

# CROWN POINT COMMUNITY SCHOOL CORPORATION
# TECHNOLOGY EMPLOYEES
# 2021-2023
# (EFFECTIVE JULY 1, 2021)

| | WORK DAYS | |
|---|---|---|
| **Technology Staff** | | |
| IT Support Specialist I | 260 | SALARIED |
| IT Support Specialist II | 260 | SALARIED |
| IT Support Specialist III | 260 | SALARIED |
| IT Support Specialist IV | 260 | SALARIED |
| IT Technical Specialist I | 260 | SALARIED |
| IT Technical Specialist II | 260 | SALARIED |
| IT Technical Specialist III | 260 | SALARIED |
| IT Technical Specialist IV | 260 | SALARIED |

Support Specialist vacation time is based on years of experience
Tech Specialist 25 day Admin Vacation, 3 PB, 2 FI, and 10 Sick days.

## SPECIFIC NUMBER OF LEAVE DAYS
### Instructional Support Employees

The specific number of leave days that your employee group is eligible for are as follows:

Personal Illness Days – 10 days per each year of service accumulative without limit.
Family Illness Days – 2 days per year
Personal Business Leave – 3 days per year

## SPECIFIC NUMBER OF LEAVE DAYS
### 9-10-11 Month Employees

The specific number of leave days that your employee group is eligible for are as follows:

Personal Business Days – 2 per year (unused personal leave days from one year will be added to the accumulated sick leave days the following year).

Holidays – 5 per year:

Memorial Day
Labor Day
Thanksgiving (3 days)

Personal Illness Days – 8 days per year accumulative without limit.
Family Illness Days – 1 day per year. These days do not accumulate.

**CROWN POINT COMMUNITY SCHOOL CORPORATION**
**INSTRUCTIONAL SUPPORT**
**2021-2023**

| | | | 2021-2022 | 2022-2023 |
|---|---|---|---|---|
| 1 | **CPCSC School Psychologist**<br>A Level - Doctor of Education and school psychology license (i.e. Ed.D, Ph.D., Psy.D)<br>B Level - 90+ graduate hours with license in school psychology<br>C Level - 60+ graduate hours with license in school psychology<br>Salary is based on 192 days | 194 | SALARIED | SALARIED |
| 2 | **CPCSC HSF/Social Worker** | 199 | | |
| 3 | **CPCSC EE Social Worker** | 194 | SALARIED | SALARIED |
| 4 | **CPCSC Behavioral Specialist** | 204 | SALARIED | SALARIED |
| 5 | **CPCSC Occupational Therapist** | 184 | SALARIED | SALARIED |
| 6 | **CPCSC Physical Therapist** | | SALARIED | SALARIED |
| 7 | **CPCSC Health Coordinator** | 204 | SALARIED | SALARIED |
| 8 | **CPCSC PreSchool Specialist** | 194 | SALARIED | SALARIED |

All staff members on this list and Instructional support staff hired after the 2020-2021 school year, after a salary is determined by the Superintendent the corporation will make a $3,000 contribution each of the first three consecutive years that the employee is employed on a full-time contract with the Crown Point Community School Corporation to a 403(b) plan. In order to receive the annual contribution, the staff member must be evaluated as effective or highly effective. The selection of the investment(s) will be done by the employee. At the completion of the 4th consecutive CPCSC full-time contract, the staff will be vested at 100% in the sums contributed to the 403(b) plan. Any amounts surrendered prior to the vesting will be used to offset future payments by the school corporation. After three consecutive years of employment under a full-time CPCSC contract and being evaluated effective or highly effective $3000 will be added to the staff member's base salary.

For the positions identified as Instructional Support who have a full-time contract and are also employed as of the 2020-2021 school year the following applies with the 2020-2021 school year being considered as the first year of the program: after a salary is determined by the Superintendent the corporation will make a $3,000 contribution each of the first three consecutive years that the staff member is employed on a full-time contract with the Crown Point Community School Corporation to a 403(b) plan. In order to receive the annual contribution, the staff member must be evaluated as effective or highly effective. The selection of the investment(s) will be done by the employee. At the completion of the 4th consecutive CPCSC full-time contract, the staff will be vested at 100% in the sums contributed to the 403(b) plan under this provision. Any amounts surrendered prior to the vesting will be used to offset future payments by the school corporation. After three (3) consecutive years of employment under a full-time CPCSC contract and after being evaluated effective or highlight effective, $3,000 will be added to the staff member's base salary.

For staff members hired into positions identified as Instructional Support who have a full-time contract and are hired after the board approval date, the school year in which they are hired and assuming they are eligible to be evaluated will serve as their start date for eligibility in this program.

**CROWN POINT COMMUNITY SCHOOL CORPORATION**
**9-10-11 Month Employees**
**2021 - 2023**
**(EFFECTIVE JULY 1, 2021)**

***** NOT FOR DISTRIBUTION *****

| | | 2021-2022 | | | 2022-2023 | | |
|---|---|---|---|---|---|---|---|
| **I. PAY RATES** | | A | B | C | A | B | C |
| | | 1 - 3 | 4 - 6 | 7 + yrs | 1 - 3 | 4 - 6 | 7 + yrs |
| Full Day Substitute Teacher Rate | | | $100 per day | | | | |
| Substitute Rate (Bldg. Sec./Media)* | | 10.41 | | | 11.03 | | |
| 1. Clerical: | | | | | | | |
| Secretarial Associate | 207 | 14.59 | 15.05 | 15.84 | 15.46 | 15.96 | 16.79 |
| 2. Media | | | | | | | |
| Paraprofessional (Elementary) | 190 | 18.07 | 18.97 | 20.08 | 19.16 | 20.11 | 21.28 |
| Paraprofessional (MS/HS) | 184 | 18.07 | 18.97 | 20.08 | 19.16 | 20.11 | 21.28 |
| AV/Miscellaneous Secy (HS) | 190 | 18.07 | 18.97 | 20.08 | 19.16 | 20.11 | 21.28 |
| 3. Secretary | | | | | | | |
| MS Guidance Secretary | 214 | 18.07 | 18.97 | 20.08 | 19.16 | 20.11 | 21.28 |
| MS Secretary | 214 | 18.07 | 18.97 | 20.08 | 19.16 | 20.11 | 21.28 |
| 4. Treasurers | | | | | | | |
| Elementary Secy/Treasurer | 214 | 20.11 | 21.07 | 22.18 | 21.31 | 22.34 | 23.51 |
| MS Secy/Treasurer | 214 | 20.11 | 21.07 | 22.18 | 21.31 | 22.34 | 23.51 |
| 5. Crown Point High School Clerical | | | | | | | |
| HS Principal Secretary | 260 | 21.84 | 22.79 | 23.85 | 23.15 | 24.16 | 25.28 |
| HS Treasurer | 220 | 21.22 | 22.26 | 23.34 | 22.49 | 23.60 | 24.74 |
| HS Athletic Secretary | 230 | 20.11 | 21.07 | 22.19 | 21.31 | 22.34 | 23.52 |
| HS Student Fees Manager | 220 | 21.22 | 22.26 | 23.34 | 22.49 | 23.60 | 24.74 |
| HS Registrar | 220 | 21.22 | 22.26 | 23.34 | 22.49 | 23.60 | 24.74 |
| HS Secretary-Media | 220 | 18.07 | 18.96 | 20.07 | 19.16 | 20.10 | 21.27 |
| HS Secretary | 208 | 18.07 | 18.96 | 20.07 | 19.16 | 20.10 | 21.27 |
| Carrying out functions in reception, attendance, guidance, testing, and media. | | | | | | | |
| 6. Nurses | | | | | | | |
| HS/MS Nurse RN | 198 | 30.91 | 31.96 | 32.99 | 32.76 | 33.88 | 34.97 |
| Elem School Nurse RN | 198 | 30.41 | 31.44 | 32.45 | 32.23 | 33.33 | 34.40 |
| School Nurse LPN | 198 | 22.51 | 23.17 | 23.93 | 23.86 | 24.56 | 25.37 |
| Substitute Nurse Rate (Daily)* | | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 |

* Upon recommendation of the Director of Personnel, a substitute who serves in the same substitute position for more than fifteen (15) consecutive work days will be paid at a rate equal to the starting wage rate for the position starting with the sixteenth (16th) day.

## SPECIFIC NUMBER OF LEAVE DAYS
### Cafeteria Employees

The specific number of leave days that your employee group is eligible for are as follows:

Personal Business Days – 2 per year (unused personal leave days from one year will be added to the accumulated sick leave days the following year).

Holidays – 5 per year:

Memorial Day
Labor Day
Thanksgiving (3 days)

Personal Illness Days – 8 days per year accumulative without limit.
Family Illness Days – 1 day per year. These days do not accumulate.

**All new part-time food service employees hired after July 1, 2000 will no longer be eligible for leave benefits.**

# CROWN POINT COMMUNITY SCHOOL CORPORATION
## CAFETERIA EMPLOYEES
## 2021-2023
## (EFFECTIVE JULY 1, 2021)

**All new part-time food service employees hired after July 1, 2000 will no longer be eligible for leave benefits**

| I. PAY RATES | | | 2021-2022 | | | 2022-2023 | | |
|---|---|---|---|---|---|---|---|---|
| | | | A | B | C | A | B | C |
| | | | 1-3 | 4-6 | 7+ | 1-3 | 4-6 | 7+ |
| Substitute Rate* | | | 10.61 | | | 10.61 | | |
| Monitor | | | 11.01 | 11.11 | 11.52 | 11.67 | 11.78 | 12.21 |
| Food Service Aide | | | 11.01 | 11.11 | 11.52 | 11.67 | 11.78 | 12.21 |
| Food Production Aide | | | 11.44 | 11.51 | 11.97 | 12.12 | 12.20 | 12.69 |
| Cashier | | | 11.44 | 11.51 | 11.97 | 12.12 | 12.20 | 12.69 |
| Cook | | | 12.38 | 12.59 | 13.10 | 13.12 | 13.35 | 13.89 |
| Cashier with benefits | | | 11.14 | 11.51 | 11.97 | 12.12 | 12.20 | 12.69 |
| Elementary Mgrs | | | 15.60 | 15.85 | 16.42 | 16.54 | 16.80 | 17.40 |
| M.S. Managers | | | 16.08 | 16.42 | 16.95 | 17.05 | 17.40 | 17.97 |
| H.S. Manager | | | 18.66 | 19.03 | 19.53 | 19.78 | 20.17 | 20.70 |
| H.S. Food Service Coordinator | | | 18.66 | 19.03 | 19.53 | 19.78 | 20.17 | 20.70 |
| Catering Manager | | | 18.66 | 19.03 | 19.53 | 19.78 | 20.17 | 20.70 |
| Manager-in-Training | | | 14.59 | | | 15.46 | | |
| Corporation | Hrs | Days | | | | | | |
| Food Service Coordinator | 8 | 220 | 20.91 | 23.12 | 24.45 | 22.17 | 24.51 | 25.92 |
| Mealtime Coordinator | 8 | 220 | 20.91 | 23.12 | 24.45 | 22.17 | 24.51 | 25.92 |

* Upon recommendation of the Director of Personnel, a substitute who serves in the same substitute position for more than fifteen (15)

**Transportation Employees**
**(Excluding Bus Aide)**

The specific number of leave days that your employee group is eligible for are as follows:

Personal Business Days – 2 per year (unused personal leave days from one year will be added to the accumulated sick leave days the following year).

Holidays – 5 per year:

Memorial Day — Labor Day
Thanksgiving (3 days)

Personal Illness Days – 8 days per year accumulative without limit.
Family Illness Days – 1 day per year. These days do not accumulate.

**Effective the 2012-13 plan year (Oct. 1, 2012), drivers hired prior to July 1, 2012, the employer will pay: $6646.58 towards single medical plan or $14,788.19 towards the family medical plan.**

**For drivers hired after July 1, 2012 who elect to take the corporation health insurance packages (medical, dental, and vision) the employer will pay $5,908.07 towards single coverage or $11,091.14 towards family coverage.**

**Bus Monitor**

The specific number of leave days that your employee group is eligible for are as follows:

Sick Days – 3 days per year with no carry over to the next year.

**CROWN POINT COMMUNITY SCHOOL CORPORATION**
**TRANSPORTATION EMPLOYEES**
**2021-2023**
**EFFECTIVE JULY 1, 2021**

| | | 2021-2022 Rate | | | 2022-2023 Rate | | |
|---|---|---|---|---|---|---|---|
| **I. Pay Rates** | | | | | | | |
| 1. | Substitute Driver Rate | Sub Drivers rate at same level experience with CPCSC | | | | | |
| | | A | B | C | A | B | C |
| | | 1 - 3 | 4 - 6 | 7 + yrs | 1 - 3 | 4 - 6 | 7 + yrs |
| 2. | Regular Driver Rate<br>(4 hour pro-rated rate)<br>(2 hrs. a.m. & 2 hrs. p.m.) | 22.93 | 25.11 | 27.30 | 24.30 | 26.62 | 28.93 |
| | $250 perfect attendance stipend per grading period (starting 11-26-19) | | | | | | |
| 3. | Field Trips | | 16.27 | | | 18.00 | Beg 8/1/22 |
| | For trips on holidays, weekends or out of state trips. Or trip mileage that is 120 miles round trip/Add +.55 cents in '21 and .58 cents in '22 to base field trip pay<br>(If a trip is cancelled at the last minute and the driver shows they get two hours pay) | | 0.55 | | | 0.58 | |
| 4. | Bus Washing | | hourly rate | | | hourly rate | |
| 5. | NonDriving Rate | | 10.83 | | | 11.48 | |
| 6. | Bus Monitor and Sub Monitor | | 14.19 | | | | |
| | | | | | A | B | C |
| | | | | | 1_3 yrs | 4-6 yrs | 7+ yrs |
| | (This employee group is not eligible to receive health benefits, paid holidays, severance or retirement benefits. This group will receive 3 leave days beginning 2007-2008 | | | | 15.76 | 16.52 | 17.06 |
| 7. | Substitute Bus Monitor* | | 14.19 | | | same as bus monitor rates | |
| 8. | Winter Starter | | 15.30 | | | 16.21 | |

* Upon recommendation of the Director of Personnel, a substitute who serves in the same substitute position for more than fifteen (15) consecutive work days will be paid at a rate

Bus Driver recruitment bonus of $250 to be paid when new applicant passes CDL exam, and provides copy of their CDL. $250 additional will be paid after new CDL driver works 90

# CROWN POINT COMMUNITY SCHOOL CORPORATION
# CORPORATION AIDES
# 2021-2023
# (EFFECTIVE JULY 1, 2021)

Title I, Bus Aides, Instructional, Physically Challenged Student Aide, After School Care Aide.

**I. Pay Rates**

| | | Hours | 2021-2022 | 2022-2023 | RDS JOB CLASS | RDS JOB CLASS # |
|---|---|---|---|---|---|---|
| 2 | Paraprofessionals | | | | CLASS AIDES | 27 |
| | -Title I | | 13.42 | 14.22 | | |
| | -Prime Time | | 13.42 | 14.22 | | |
| | -Instructional | | 13.42 | 14.22 | | |
| | -Limited English Proficient | | 13.42 | 14.22 | | |
| | -Exceptional Learners LRE | | 13.42 | 14.22 | | |
| | -Paraprofessionals | | 13.42 | 14.22 | | |
| | -Pre School Paraprofessionals | | 13.42 | 14.22 | | |

| | 2021-2022 | | | 2022-2023 | | |
|---|---|---|---|---|---|---|
| -PBIS | A | B | C | A | B | C |
| | 1-3 yrs | 4-6 yrs | 7+ yrs | 1-3 yrs | 4-6 yrs | 7+ yrs |
| | 18.07 | 18.97 | 20.08 | 19.15 | 20.11 | 21.28 |

| | | | 2021-2022 | 2022-2023 | | |
|---|---|---|---|---|---|---|
| 4 | -Birth To School | 3 | 17.99 | 19.07 | | |
| 5 | MS Alternative Classroom Monitor | | 13.42 | 14.22 | CLASS AIDES | 47 |
| | HS In-School Suspension Monitor | | 13.42 | 14.22 | | |
| 6 | Child Care Caregiver | | 13.42 | 14.22 | CHILD CARE/NO BENEFITS | 28 |
| 7 | Interventionist (teaching license required) | | 32.82 | 34.79 | CERT TUTOR/AIDE | 47 |
| 8 | Child Care Site Leader | | 16.53 | 17.52 | 9 MO CHILD CARE W/ BENEFITS | |
| 9 | Birth to School Coordinator | | 31.49 | 33.38 | | |
| 10 | Cap Liason | | 28.11 | 29.80 | | |
| 11 | Capstone Para | | 16.84 | 17.85 | | |
| 12 | Registered Behavioral Teach | | 18.02 | 19.10 | | |
| 13 | Digital Media Specialist | | 25.00 | 26.50 | | |

This employee group, unless noted otherwise, is not eligible to receive health benefits, leave benefits, paid holidays, severance pay or retirement benefits.

* Upon recommendation of the Director of Personnel, a substitute who serves in the same substitute position for more than fifteen (15) consecutive work days will be paid at a rate equal to the starting wage rate for the position starting with the sixteenth (16th) day.

# CROWN POINT COMMUNITY SCHOOL CORPORATION
# CORPORATION EXCEPTIONAL EDUCATION AIDES
# 2021-2023
# (EFFECTIVE JULY 1, 2021)

This employee group, unless noted otherwise, is not eligible to receive health benefits, leave benefits, paid holidays, or severance pay.

As of December 2019, newly hired intense paraprofessionals will not receive PERF.

**INTENSE PARAPROFESSIONALS**

| | **2021-2022** | | | **2022-2023** | | | | |
|---|---|---|---|---|---|---|---|---|
| | A | B | C | A | B | C | | RDS JOB |
| | 1_3 yrs | 4-6 yrs | 7+ yrs | 1_3 yrs | 4-6 yrs | 7+ yrs | | CLASS # |
| | 14.87 | 15.58 | 16.09 | 15.76 | 16.52 | 17.06 | LEARNER CLASS | 57 |

$250 perfect attendance stipend per grading period (starting 11-26-19)

| | **2021-2022** | **2022-2023** | | |
|---|---|---|---|---|
| LRE Paraprofessional (non intense) | 13.42 | 14.22 | CLASS AIDE | 27 |
| Voc Driver/Job Coach | 16.84 | 17.85 | CLASS AIDE | 27 |

| | Non Cert | Degree | License | Non Cert | Degree | License |
|---|---|---|---|---|---|---|
| Non Cert Pre School Instructor | 17.69 | | | 18.75 | 19.25 | 19.75 |

CROWN POINT COMMUNITY SCHOOL CORPORATION
ADMINSITRATIVE SUPPORT AND EMPLOYEE AGREEMENTS
2021-2023

| | | 2021-2022 | 2022-2023 |
|---|---|---|---|
| **1 CPCSC Speech/Language Assistants (SLA) - Employee Agreement (perf license)** | | | |
| | | NA | NA |
| **2 CPCSC COTA - Employee Agreement (perf license)** | | | |
| | 184 | NA | NA |
| | 184 | NA | NA |
| **3 CPCSC Educational Interpreter- Employee Agreement (perf license)** | | | |
| | 180 | NA | NA |
| **4 CPCSC CAP Attendance Liason** | | | |
| max 25 hrs per week | | $28.11 | $29.80 |

# CROWN POINT COMMUNITY SCHOOL CORPORATION
# MISCELLANEOUS HOURLY RATE SCHEDULE 2021-2023
# (EFFECTIVE JULY 1, 2021)

| AREA | | Rate per Hour | | |
|---|---|---|---|---|
| A. | **Auditorium Supervision** | | | |
| | 1. Auditorium Manager | 14.94 | | |
| | 2. Audio Visual Manager | 14.94 | | |
| | 3. Ticket Sales | 10.56 | | |
| | 4. Student Help | 7.47 | | |
| B. | **Fall Play** | | | |
| | Production Supervisor | 500.00 | per play | |
| C. | **Spring Play** | | | |
| | Tech Supervisor | 500.00 | per play | |
| D. | **C.O.E. Student** | 7.47 | | |
| E. | **Pool Supervision** | | | |
| | 1. Adult | 11.65 | | |
| | **2. Student** | 7.69 | | |
| F. | Printer | 23.16 | | |
| G. | **Summer (Student Workers: Custodial Maintenance, Summer Tech)** | | | |
| | Beginning Summer 2015-2016 | | | |
| | 1. 1st year | 12.00 | | |
| | 2. 2nd year | 12.48 | | |
| | 3.3 rd year | 12.98 | | |
| | 4. 4th year + | 13.50 | | |
| | Adult Supervisor | 20.85 | | |
| | Adult Suprv. Asst. | 11.36 | | |
| | Painting Crew Leader | 15.86 | | |
| H. | **Security Staff** | | | |
| | Security | 30.00 | | |
| | Traffic Staff | 40.00 | | |
| I. | HS After Sch. Detention Supervisor | 25.00 | | |
| J. | HS Weight Room Supervisor | 13.91 | | |
| K. | Choral Accompanist | 18.96 | (18 hrs/wk max) | |
| L. | **HS Athletics** | | | |
| | Ticket Sales* | 40.00 | per event | |
| | Event Supervisor | 65.00 | per event | |
| | Score Board* | 35.00 | per event | |
| | Computer Operator/Hytek* | 45.00 | per event | |
| | Announcer* | 40.00 | per event | |
| | Misc Student Duties | 35.00 | per event | |
| M. | **MS Athletic Events** | | | |
| | Ticket Sales | 30.00 | per event | |
| | Scoreboard | 30.00 | per event | |
| | Security Staff | 65.00 | per event | |
| | Supervision | 40.00 | per event | |
| | *IHSAA sponsored event rates are as designated by IHSAA. | | | |
| N. | **Music** | | | |
| | Musical Conductor | 100.00 | per rehersal | |
| | Guest Conductor | 80.00 | per rehersal | |
| | Individual Lessons | 35.00 | per hour | |
| | Sectional Coach | 35.00 | per rehersal | |
| | Choral Concert Supervision | 45.00 | per event | |
| O. | **Prom** | | | |
| | Security | 20.00 | per hour | |
| | Spotlight | 25.00 | per event | |
| | Quartet | 25.00 | per event | |
| P. | **Academic Club** | 25.00 | per event | 30.00 per event |
| | | 45.00 | per event | 45.00 per event |
| | | 60.00 | per event | |

This employee group is not eligible to receive health benefits, leave benefits, paid holidays, severance pay or retirement benefits.