



# Classified Employee Handbook

*Together We Achieve*

<b>Classified Employee Handbook</b>	1
<b>Article I - Introduction</b>	3
Employee Expectations	3
Probationary Period	3
Employee Responsibility	4
Annual Mandatory Training	4
Report of Child Abuse IC 31-33-54 et seq.	4
<b>Article II - Personnel Guidelines</b>	4
Changes in Policy	4
Equal Opportunity Statement	4
Hiring Procedures	4
Background Checks	5
Change of Employment Status	5
<b>Article III - Disciplinary Action/Procedure</b>	5
Rules of Conduct	5
Discipline Procedures	7
<b>Article IV - General Employment Procedures</b>	7
Attendance	7
Compensation General Procedures	7
Paydays and Paychecks	7
Pay Periods	8
Payroll Withholding	8
Automatic Deposit	8
Classified Staff Time Sheets	8
Overtime	8
Work Hours and Pay during Inclement Weather	9
Unpaid Days or Leaves of Absence	9
<b>Article V - Paid Leave Days</b>	9
Paid Leave Days	9
Personal Business Days	9
Personal Illness/Family Illness Days	10
Vacation Days	10

Bereavement Leave	10
Executor/Executrix Leave	10
Jury Duty	11
Wellness Center Visits	11
Family and Medical Leave	11
Military Leave	13
Religious Observances	13
<b>Article VI - Employee Records</b>	13
<b>Article VII - Evaluation Procedures</b>	13
<b>Article VIII - Licenses, Certificates and Registrations</b>	14
<b>Article IX - Employee Termination</b>	14
Resignations	14
Dismissal	14
Job Abandonment	15
<b>Article X - Safety and Accident Prevention</b>	15
Safety Rules	15
Restraint and Seclusion	15
Workers' Compensation Insurance and Report of Injury	15
<b>Article XI - Personal Information</b>	16
Change in Personal Status	16
Confidential Information	16
Dress and Appearance	16
Personal Cell Phone Use During Work Hours	17
<b>Article XII - Anti-Harassment Policy</b>	17
General Anti-Harassment Statement	17
Definition of Harassment	17
Reporting Harassment	17
Sanctions for Misconduct	18
<b>Article XIII - Employment Benefits</b>	18
PERF - Public Employees Retirement Fund	18
Annuities	18
Health Insurance (medical, dental and vision)	18
Dental Insurance	19
Vision Insurance	19
Short-Term and Long-Term Disability Insurance	19
Term Life Insurance	19
Employee Assistance Plan	20
Employee Daycare	20
Section 125	20
Voluntary Supplemental Life Insurance	20
Paid Holidays	21
Mileage Reimbursement	21
Uniforms	21
Badges	21

# Article I - Introduction

Welcome to Carmel Clay Schools. We are glad that you are joining our employee family. The classified hourly team includes clerical personnel, administrative assistants, treasurers, maintenance, custodial personnel, instructional assistants, media assistants, computer technicians, Educare staff, food service personnel, bus drivers and other support personnel dedicated to the service and support of educating children.

## A. Employee Expectations

As an employee of Carmel Clay Schools, you are a part of the educational process and will have opportunities to influence students with whom you come in contact. As a result, you must always conduct yourself in a manner expected of someone with the responsibility of educating children. You, like all adults in the school setting, will serve as a role model for students. As a part of our team, you will be relied upon to maintain the health and safety of our children, preserve the property of the community, cooperate with the other members of the team, and be public relations representatives to all that visit our buildings.

To be successful, each employee must:

- have an understanding of his/her assignments and responsibilities;
- follow instructions;
- develop and practice good work habits;
- be courteous at all times;
- strive for neatness and accuracy in all work;
- accept assignments as a challenge; and
- be conscientious and industrious.

This handbook has been prepared to introduce you to Carmel Clay Schools. It will acquaint you with the personnel guidelines that apply to all hourly classified employees of Carmel Clay Schools. It is presented as information only, and its contents should not be interpreted as a contract between Carmel Clay Schools and any of its employees.

It is important to strive for effective communication with all of the team members of CCS. Employees are expected to check the CCS email at least once a day during work hours. CCS accounts / emails that have not been used after 45 days will be disabled.

A copy of this handbook can be found on the Carmel Clay Schools website, and a hard copy can be found in each school building's main office. One of your responsibilities as an employee is to be familiar with all of its contents. This handbook is only a summary of our personnel guidelines. Employees may qualify for some or all of the benefits referred to in this handbook. *See your specific benefit schedule to determine your benefit eligibility.* Please contact the Educational Services Center ("ESC") Human Resources Department if you have any questions regarding this handbook.

## B. Probationary Period

The first sixty (60) days of employment is considered probationary. Employees will not receive any paid days off during the probationary period. In addition, employees are not eligible for any insured benefits until the first day of the month following the conclusion of the probationary period.

## C. Employee Responsibility

It is the responsibility of each employee to become familiar with all rules and regulations set forth by Carmel Clay Schools and to follow those rules and regulations. Each employee must provide his or her immediate supervisor with a telephone number where s/he can be reached at all times. Unlisted numbers will not be published. Any changes to name, address, or phone number should be made in your eSuite account.

## D. Annual Mandatory Training

All new and existing employees must complete the mandatory trainings prior to the required due date.

## E. Report of Child Abuse IC 31-33-54 et seq.

The Carmel Clay School Board is concerned with the physical and mental well-being of all children and will cooperate in the identification and reporting of cases of child abuse and neglect in accordance with law. If a staff member has reason to believe that a student is the victim of child abuse or neglect, that staff member shall immediately make an oral report to local law enforcement or Department of Child Services (DCS) at 1-800-800-5556. After the report is made, the staff member shall immediately notify the building administrator if the building administrator was not with the staff member when the report to law enforcement/DCS was made. If appropriate, the building administrator may also immediately make an oral report to the Superintendent and/or designee. **Please note** - You do not need permission to make a report. As soon as you have a suspicion, you have the obligation to report it.

**An employee who fails to or restricts a report of suspected abuse or neglect as stated in this policy may be subject to disciplinary action up to and including termination. In addition, failure to report may subject the employee to criminal prosecution.** (School Board Policy 8462)

<http://policy.ccs.k12.in.us/policies/329>

# Article II - Personnel Guidelines

## A. Changes in Policy

Carmel Clay Schools are constantly changing; therefore, The Board of School Trustees of Carmel Clay Schools (the "Board") expressly reserves the right to change any policies at any time, including guidelines addressed in this handbook. Notification of changes will be posted on the website or by other appropriate means. Changes will be effective on dates determined by the Board. No supervisor or administrator other than the Superintendent of Carmel Clay Schools has any authority to alter procedures or guidelines.

## B. Equal Opportunity Statement

Carmel Clay Schools is an equal opportunity employer and does not discriminate on the basis of the following "Protected Classes": race, color, national origin, sex (including sexual orientation), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information in its educational programs, activities, or its employment policies and practices.

## C. Hiring Procedures

Open positions will be posted on the Carmel Clay Schools website ([www.ccs.k12.in.us](http://www.ccs.k12.in.us)) and transfer requests should be made to the contact person listed within the posting. All classified personnel shall be considered "district-wide" employees. Salary increases for classified staff are awarded in July.

## D. Background Checks

Carmel Clay Schools reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. Beginning July 2016, Carmel Clay Schools is required by Indiana Code 20-26-2-1.3 to conduct an expanded child protection index check through the Division of Child Services on all new employees. If the employee has lived outside the state of Indiana, it is the employee's responsibility to return the completed report from these states to the Human Resources Department within 60 days of the date of hire.

Effective July 1, 2017, the school district is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for current employees of the school corporation every five (5) years. Carmel Clay Schools covers the renewal cost of the expanded criminal history check for all employees. The employee will initially cover the cost of the expanded child protection index check. Upon completion and with a valid receipt, the employee will be reimbursed for the cost. Carmel Clay Schools reserves the right to obtain criminal record information on any employee at any time.

## E. Change of Employment Status

When an employee is interested in a posted position, s/he should contact the person listed within the posting. Assignments will be made to best meet the needs of Carmel Clay Schools. When an employee changes job classification and/or pay status, any change in benefits will become effective as determined by the Human Resources Department. The employee will receive a new benefit sheet.

If there are any questions concerning benefits, employees should contact the Human Resources Department.

## Article III - Disciplinary Action/Procedure

Carmel Clay Schools strives to fulfill its stated mission and at the same time help employees achieve and maintain the highest standards of productive employment. Disciplinary action, however, may be necessary to address conduct that does not comply with the Carmel Clay Schools Mission Statement, Rules of Conduct, or other conditions of employment.

### A. Rules of Conduct

Rules are needed in any organization so that the operation runs smoothly. The following rules exist because they are essential for the safety, welfare, morale, and general well-being of our students and co-workers. A violation of one or more of these rules may result in a reprimand, suspension, or dismissal.

The following behaviors may subject an employee to **immediate dismissal** or other disciplinary action without previous warning:

- falsifying employment application;
- refusal to do the job assigned, willful disobedience of job instructions and/or orders, or deliberate inefficiency/slow work production;

- severe and/or persistent incompetence;
- excessive absenteeism or tardiness, unauthorized absence, failure to notify supervisor of absence, or quitting early without permission;
- abuse of sick leave or personal leave privileges;
- fighting, immoral behavior, or indecency;
- intoxication or drinking on duty;
- use, sale, or possession of alcohol, drugs, or controlled substances on the job;
- use of tobacco products on Carmel Clay Schools property or in district vehicles, including smokeless tobacco and e-cigarette;
- gambling on Carmel Clay Schools premises;
- engaging in horseplay or other acts endangering self, other employees, or students, or in violation of safety regulations;
- intentional release of confidential information;
- deliberate destruction, damage, or defacement of Carmel Clay Schools property or equipment;
- possession, use and/or discharge of any weapon on the job unless such use is outlined in the job description of the position;
- use of obscene or abusive language;
- theft or attempted theft;
- falsification of payroll sheets or other Carmel Clay Schools records, including, but not limited to, writing time in or out on another employee's payroll sheet;
- soliciting or accepting gifts other than those of small intrinsic value;
- absence without notice or approval of supervisor;
- a threat of any act that would endanger life or property;
- threatening, intimidating, or coercing others including, but not limited to students, parents, visitors, co-workers, or supervisors;
- discourteous, unethical, or insubordinate conduct with others including, but not limited to, students, parents, visitors, co-workers, or supervisors;
- substandard work performance, negligence, loafing or sleeping on the job, or misuse of work time;
- failure to report job-related injuries;
- posting non-approved material on bulletin boards or removing posted material without authorization;
- unauthorized solicitation, in any form, of other employees, students or visitors;
- failure to report an arrest and/or conviction of criminal charges to the Superintendent or designee within two (2) business days of the occurrence;
- conviction of any felony or misdemeanor;
- decrease in number of positions.

Other conduct deemed out of compliance with the mission of Carmel Clay Schools, though not listed, may also be grounds for disciplinary action or dismissal.

Those employees using company vehicles are required to drive vehicles as part of their job functions. If the employee does not have an active driver's license for any reason (suspension or loss of license), then the employee cannot perform their job duties. This could result in termination of employment.

The rules stated above are meant as a guide. Any act or form of behavior not specifically listed which violates the intent of rules as stated in the above section and other acts, incidents, or conduct, which may adversely affect the efficient operation of Carmel Clay Schools or in any way jeopardize the safety,

welfare, morale, or general well-being of employees, students, or visitors, may be grounds for disciplinary action or dismissal.

## **B. Discipline Procedures**

In the event it is necessary to take disciplinary action, the employee's direct supervisor, the building principal, the Superintendent, or the Director or Assistant Director of Human Resources may follow these steps to encourage improvement for an employee who has exhibited poor work habits or prohibited conduct:

- Step 1 Discussion with the employee's supervisor (verbal and/or written documentation)
- Step 2 Written warning
- Step 3 Discharge (termination)

The main purpose of having a disciplinary procedure is to give employees the opportunity to correct and improve their conduct. In some instances, suspension or termination without prior warning may be imposed due to the seriousness of any individual offense. Thus, Carmel Clay Schools reserves the right to suspend or terminate any employee without prior notice and without utilizing the steps outlined above.

## **Article IV - General Employment Procedures**

### **A. Attendance**

Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start time of his/her workday. Supervisors will give classified employees instructions, names and numbers of cell phones and/or voicemail procedures that should be followed. Employees are expected to explain why they will be absent or late and when they expect to report to work. It is the employee's responsibility to ensure proper notification is given. Supervisors should acknowledge receipt of the notification of absence. In absences over three (3) days, employees are required to report the status of their absence to their immediate supervisor and/or building principal.

Each absence must be reported immediately in Frontline Absence Management (AESOP).

An Attendance Incentive Program that rewards employees with monetary bonuses for good attendance is available to hourly classified staff. Please refer to the Benefits Schedules for the various positions to learn the specifics of the program. Please know that continued poor attendance may result in termination of employment.

### **B. Compensation General Procedures**

#### **1. Paydays and Paychecks**

Paydays are generally every other Friday.

Hourly employees' paychecks represent the work weeks of the previous payroll cycle.

Whenever a payday falls on a holiday, employees will generally receive their checks on the previous day. Advances in pay are not permitted. Questions about pay deductions or check distribution, should be directed to the Payroll Department at [payroll@ccs.k12.in.us](mailto:payroll@ccs.k12.in.us).

As a reminder, employees may access their pay history and direct deposit information within their eSuite account.

## 2. Pay Periods

The pay period begins on Sunday and ends fourteen (14) calendar days later on Saturday.

## 3. Payroll Withholding

Withholdings for Federal Income Tax, Social Security, State Income Tax, and Local Option Taxes are made in accordance with federal and state laws. If there is a change in dependency status or withholding levels, it is the employee's responsibility to advise the Payroll Department and complete new federal and state withholding forms. A change in county residency requires the completion of a new WH4. The W4 and WH4 can be updated by downloading forms from the CCS website (Staff > Forms) and sending them to the Payroll Department at ESC.

## 4. Automatic Deposit

All regular employees of Carmel Clay Schools are required to have their checks automatically deposited into their personal bank account. New employees should provide the Payroll Department with the necessary information during the hiring process. When an employee's banking information has changed, s/he **MUST** notify payroll immediately. The direct deposit form can be updated and submitted within the eSuite account.

## 5. Classified Staff Time Sheets

Recording accurate hours worked on the timesheet is an important employment procedure. The time sheet must reflect actual hours worked; these hours must be entered into Frontline Absence Management (AESOP). If the employee is absent, s/he must indicate the reason for the absence as follows:

- Sick/Family Illness
- Personal
- Unpaid (must be approved in advance)
- Professional Development
- Bereavement (must indicate the relationship of the deceased)
- Jury Duty (attach court document that indicates per diem payment)
- Holiday (only if eligible for holiday pay)
- Vacation (only if eligible for vacation pay)
- Worker's Compensation

Each employee is responsible for the accurate recording of time worked on a paper time sheet. If a mistake is made, s/he must immediately notify his/her supervisor or building secretary. Only those employees given supervisory rights may make corrections to a timesheet. Falsification of time records is a violation of the terms of employment and may result in **immediate termination**.

## 6. Overtime

On rare occasions, employees may be asked to work overtime by their supervisor. Prior approval from the employee's supervisor is required for the overtime work. Overtime is paid for all hours paid in excess of forty (40) hours per work week. The rate of pay for overtime is one and one-half (1-1/2) times the normal rate. Employees with two hourly positions will be paid overtime by the weighted average method. Hours worked for each position will be paid at regular rate time including the overtime hours.



Then an average of the two rates will be calculated to determine the half time portion of the overtime.

## 7. Work Hours and Pay during Inclement Weather

Refer to the inclement weather policy for details regarding eLearning days and Two-Hour delays.

## 8. Unpaid Days or Leaves of Absence

Absenteeism can be one of the most serious problems any organization can face. Carmel Clay Schools considers repeated or habitual absences to be unacceptable; as a result, such absences may result in disciplinary action.

Carmel Clay Schools does not routinely grant unpaid personal leaves of absence. However, we realize that there may be situations, such as extended illness, that require special consideration. Employees who believe that their request for unpaid leave is extraordinary or warrants special consideration may apply to the Director or Assistant Director of Human Resources for their requests to be considered individually. ***The requests must be submitted and approved BEFORE the absence. If applicable, travel arrangements should not be made until a determination is made.*** All eligible paid leave days (sick, personal, and vacation) must be exhausted before a day without pay is considered.

The decision to grant an unpaid leave will be based on the length of the requested leave, the length of service, the level of job performance, past attendance, and overall operational needs of Carmel Clay Schools. Employees who are absent using unpaid days for reasons that do not meet the handbook guidelines may be recommended for termination of employment.

# Article V - Paid Leave Days

## A. Paid Leave Days

Leave days are considered a benefit to all employees. The following points pertain to all paid leave days:

- Please refer to the appropriate benefit schedule to determine eligibility for leave days.
- Employees are expected to have all absences covered by appropriate leave days.
- The use of docked days (days without pay) is not permitted.
- Annual allotment of paid leave days will be made July 1st of each year.
- Allocated paid leave days will be prorated to July 1st for all new employees.
- Employees who have been separated from employment for six months or less and return to CCS will retain the same number of days from when they left.
- Days must be taken in either half or full day increments (not hourly).

## B. Personal Business Days

Each employee may be absent from work for personal business without loss of compensation. Arrangements must be made with the immediate supervisor before the leave can be taken except in emergency situations. Unused personal business days will be added to the accumulation of personal illness/family illness for the following school year.

## **C. Personal Illness/Family Illness Days**

Each employee may be absent from work for medical reasons without loss of compensation. Unused illness days will accumulate and may be used in subsequent years. Employees may use up to 10 of their personal illness days (if available) as family illness. In the event of catastrophic illness of a family member an employee may request the use of additional accumulated Personal Illness/Family Illness days. The request for additional days may be granted by the Superintendent if the employee submits a written request explaining the absence.

Sick days cannot be utilized as personal leave or vacation days. At the conclusion of employment, unused sick days will remain in the employee's account. Employees will not be compensated for unused sick days.

## **D. Vacation Days**

Eligible employees will be granted vacation days according to their benefit schedule. A request for using two or more consecutive vacation days should be submitted to the employee's supervisor at least two weeks prior to the intended use, except in the case of an emergency. Carmel Clay Schools reserves the right to restrict the use of vacations in the best interest of the corporation. At the conclusion of employment, unused vacation days will be paid out to the employee.

## **E. Bereavement Leave**

- a. The employee may be absent from work for up to five (5) work days for immediate family. The days do not need to be taken consecutively. These days will be granted with full compensation. If more than one death should occur at the same time in the immediate family, more days may be granted by the Superintendent. Immediate family is interpreted as spouse, child, parent, sibling, grandparent, grandchild and each similar relationship established by marriage (in-law or step) or any person who at the time of death had established the employee's home as his/her permanent residence.
- b. In case of death of extended family: aunt, uncle, first cousin, nephew, niece or close friend the employee may be absent one (1) day without loss of compensation on the day of the service. Two (2) additional travel days may be added upon request.
- c. In case of death of a co-worker or a student, arrangements to attend the bereavement services will be determined by the Superintendent's designee.
- d. Under unusual circumstances the Superintendent may in a particular instance extend the maximum allowance of bereavement days.

## **F. Executor/Executrix Leave**

In the event an employee is named executor/executrix of an estate, the employee may receive up to four (4) paid leave days within 12 months following the death to conduct the business of the estate.

## G. Jury Duty

Jury duty leave with pay will be granted to employees during the time they are absent for such duty. An employee shall pay all jury earnings to the School Corporation within 90 days of the completion of said service. Parking fees, room, meals, and the school approved mileage rate, may be deducted from these earnings upon filing of a signed statement of actual expense. An employee shall not receive more than his/her regular rate of pay, excluding incurred expenses.

## H. Wellness Center Visit

Employees enrolled in Carmel's insurance may utilize the Carmel Clay Schools Wellness Center during work hours. Beginning January 1, 2018, employees may visit the Wellness center up to three times per calendar year during work hours. Your supervisor must be notified prior to the visit. Timesheet must reflect the times you clock out and back in for the appointment.

## I. Family and Medical Leave

The Family and Medical Leave Act (FMLA), as amended, provides that 12 weeks of unpaid/ job protected leave will be granted to an eligible employee for up to twelve (12) weeks. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours for the past twelve (12) months. Employees are required to use all applicable benefit days concurrent with FMLA. A leave may be granted for the birth or placement of a child; where a covered family member is on active duty or called to active duty status; or for the employee's or covered family member's serious health condition. FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. Unpaid leave will also be granted to an eligible employee for up to twenty-six (26) weeks where an employee is caring for a covered family member who was injured while serving in the military. The twenty-six (26) week total limit includes both military caregivers leave and unpaid leave for any other FMLA-qualifying reason.

The employee is required to provide advance leave notice and medical certification according to the Family and Medical Leave Act, as amended. An employee must provide the employer at least thirty (30) day advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If thirty (30) day notice is not practical, such as the lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as possible.

***Please contact the Benefits Department regarding FMLA leave in order to complete the paperwork.***

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

# 1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

## www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

## J. Military Leave

Paid military leave shall be granted of not more than fifteen (15) consecutive or non-consecutive days per calendar year. The staff member shall be entitled to continue to receive his/her pay from Carmel Clay Schools and retain the military pay. Health insurance may be continued for up to 30 days during military training, service or active duty. The staff member is required to pay his/her regular share of premium for continued coverage. The staff member shall include a copy of any applicable military orders in their application for military leave in accordance with Indiana Codes 10-17-4 and 10-16-7. To qualify, an employee must give notice of the training as soon as possible and must provide evidence of completion of training upon returning to work.

When a staff member has options as to when to take military leave, the staff member shall make every effort to minimize their absence from their duties at Carmel Clay Schools.

## K. Religious Observances

Employees requesting leave for religious observances may elect to take these days in full or half – day increments as:

- **Pay days off using personal business days or vacations** (per the accrued leave time allocated based on the employee's classification)
- **Approved docked days.** If electing to utilize approved docked time, the day(s) off must be appropriately documented on payroll timesheets as docked time and indicating the name of the religious holiday.

A leave for religious observances, regardless of how the employee chooses to charge the day, will not impact the receipt of attendance incentive bonus for those that are eligible (Support Staff)

Reasonable accommodations are made for the needs of the employees requesting time off for religious observances. Whether using paid time off or approved docked time, such requests should be made in sufficient time prior to the observance to permit the building/location to address optional needs and ensure that proper coverage is obtained.

## Article VI - Employee Records

Employee records are generally kept confidential pursuant to state and federal law and the policies of Carmel Clay Schools. Access to employee records shall generally be limited to the employee, designated school officials, and personnel supervising the employee. However, some employee information, such as education and training background; previous work experience; employment dates; status of any formal charges against the employee; and the factual basis for a disciplinary action resulting in suspension, demotion, or dismissal, are required to be disclosed to a requester under Indiana public records laws. Designated school officials are the Superintendent, Associate Superintendent, Assistant Superintendent, Director and Assistant Director of Human Resources and other such individuals as authorized by law.

Employees may review the contents of their files by notifying the Director or Assistant Director of Human Resources in writing. An appointment will be scheduled and a member of the Human Resources staff will be present to review the file with you. If the employee believes information is inaccurate, the employee may request a review for possible change or deletion. If such changes are not made, the employee will receive an explanation regarding such a decision.

## **Article VII - Evaluation Procedures**

Annual evaluations will be completed for each employee by the supervisor(s). The supervisor(s) will review each evaluation with the employee, giving the employee an opportunity to discuss the evaluation with the supervisor.

An employee shall have the right to be informed, receive a copy of and respond in writing to any written evaluation. The evaluation shall be signed and dated by the employee to indicate that he/she has seen it; however, such signature does not indicate agreement with its contents. A copy of each evaluation and any employee's written response to the evaluation shall be placed in the employee's personnel file. Failure of the employee to respond in writing to any written evaluation does not mean that s/he agrees with its contents.

## **Article VIII - Licenses, Certificates and Registrations**

Current licenses, certifications, or registrations, when required, must be provided prior to employment. It is the employee's responsibility to provide his/her renewed licensure to the Human Resources Department. Subsequent verification may be requested at any time.

## **Article IX - Employee Termination**

### **A. Resignation**

If an employee finds it necessary to terminate employment with Carmel Clay Schools, a written notice of the resignation is expected ten (10) days in advance of the last intended work day. Supervisors are required to obtain written notice and forward the notice to the Human Resources Department immediately. Voluntarily leaving our employment does not qualify for unemployment benefits. Upon separation of service, employees are expected to return Carmel Clay Schools' property to their supervisor, including identification badges, technology (laptop, iPad), mobile phone, textbooks and/or library books, passes, keys/fobs, and/or uniforms. If the employee fails to return Carmel Clay Schools' property, legal action may be taken against the employee. Employees **MUST** work the last day stated within his/her resignation letter unless documentation to the contrary is received and approved by the Superintendent or designee.

If an employee who resigns has completed the probationary period and returns to CCS within six months, he/she will not be required to participate in the 60-day probationary period again.

### **B. Dismissal**

Classified employees are considered Employees at Will which means that the employer is free to discharge individuals for any reason or no reason at all. Therefore, Carmel Clay Schools reserves the right to terminate employment immediately for the failure of the employee to perform his or her duties in a professional manner and/or for actions which are considered detrimental to the school system.



## **C. Job Abandonment**

If an employee does not report to work or communicate the absence to his/her immediate supervisor or building administrator for three (3) consecutive days, Carmel Clay Schools may terminate the employee due to job abandonment. Carmel Clay Schools will try to make an effort to contact the employee prior to termination.

# **Article X - Safety and Accident Prevention**

## **A. Safety Rules**

Employees should follow these safety rules at all times. Safety rules include, but are not limited to:

- Report unsafe conditions or safety hazards to the building administrator or supervisor immediately.
- Wear footwear appropriate for the job duties, (Shoes with slip-resistant soles should be worn if conditions are potentially wet or icy.)
- Be aware of your surroundings and use caution, especially during wet or icy weather.
- Do not stand on a chair, stool, desk, table or any other substitute ladder; use a stepladder or request assistance when working beyond your reach.

## **B. Restraint and Seclusion**

Carmel Clay Schools believes that every effort should be made to prevent the need for school staff to restrain or place a student in seclusion. However, at times it may become necessary for school staff to restrain or place a student in seclusion in order to prevent the student from harming him/herself or another. The Carmel Clay Schools plan for the use of restraint or seclusion with students can be found on the district's website at [www.ccs.k12.in.us](http://www.ccs.k12.in.us) within Board Policy.

## **C. Workers' Compensation Insurance and Report of Injury**

Carmel Clay Schools is committed to working with our employees to provide a safe workplace. It is our policy that employees should report unsafe actions and conditions to their supervisor. Every employee plays an equal part in the overall health and safety of the employees in our school district. It is important that all employees follow safety rules and are aware of their surroundings.

Workers' Compensation Insurance covers all employees of the Corporation. If an employee is injured while on the job, s/he shall immediately notify his/her supervisor. If the injury occurred on a school bus, the bus driver shall notify the Transportation Director and/or the person designated by the Director. Timely reporting of the accident/injury is imperative. This will ensure that the employee receives the proper medical attention and the claim is promptly reported to the worker's compensation insurer for Carmel Clay Schools.

For work-related accidents and/or injuries, Indiana Code 22-3-3-4 grants the employer or their workers' compensation insurer the right to direct medical care. However, in an emergency, the injured employee will be directed (by a supervisor or administrator) to the nearest hospital. Follow-up care will be directed by the employer/worker compensation insurer.

An employee may only go to the Emergency Room in an extreme medical emergency. The CCS Wellness Center is NOT to be used for work-related injuries.

The following steps must be taken to ensure coverage of expenses related to a work injury:

1. The employee **must** notify their supervisor of any injury the day of the incident. **Even if the employee does not wish to seek treatment. Failure to report a workplace injury in a timely manner could result in the employee being responsible for all associated expenses.**
2. The employee must call the **24/7 Nurse Triage Line (844-454-1143)** for all work injuries. **Even if the employee is declining treatment.** (All Supervisors, Administrators, and Buildings have this information)
3. The **24/7 Nurse Triage Line** will coordinate care if the employee needs to be seen by a medical provider. Appointments are scheduled before/after work hours whenever possible.
4. It is the responsibility of the employee to inform his/her supervisor immediately of any restrictions to his/her regular work duties. The employee must communicate regularly with his/her supervisor regarding work status.
5. If an employee receives care for a work-related injury from an unauthorized provider without prior approval, s/he may be responsible for the resulting charges.
6. The employee is expected to comply with the treatment recommendations of the medical provider.
7. To assist in preventing future accidents and injuries, Carmel Clay Schools will thoroughly investigate all work-related injuries. A full description of the activity will be obtained to determine how to prevent a recurrence, including implementing corrective measures.

For questions contact the Benefits Department at 317-844-9961.

## Article XI - Personal Information

### A. Change in Personal Status

Employees are expected to complete a Change of Address/\*Name Form as quickly as possible when there is a change of name, address, telephone number or family status. ***Change of Address/\*Name changes are submitted through eSuite on the district website.***

\*Please note: Name changes are submitted through eSuite, but do not officially change until either a driver's license and social security card or a passport with the new name are verified by CCS Human Resources staff.

### B. Confidential Information

All information about students and/or employees should be treated with the strictest confidence. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a student or employee's family, financial condition, or personal situation is strictly confidential and must not be shared.

### C. Dress and Appearance

Cleanliness and appearance are expressions of an employee's personal pride and reflect Carmel Clay Schools' high standards of good grooming. Employees are expected to show good taste, avoiding extremes of dress and personal grooming which might be unsafe or that interfere with job performance.



## **D. Personal Cell Phone Use During Work Hours**

While the district recognizes that it is occasionally necessary for employees to make or receive personal telephone calls and texts during work hours, it is expected that employees restrict their personal telephone use to emergency situations or times when students are not present. Excessive personal telephone use during student class time may result in progressive discipline actions.

All bus drivers and other Corporation employees are prohibited from using a cellular telephone, electronic device, or telecommunications device to type, transmit or read a text message or an electronic mail message while operating a motor vehicle including a school bus to transport Corporation students, except in the case of a bona fide emergency. In cases of a legitimate emergency, if possible, the driver should move to the side of the road, stop the vehicle, and activate his/her 4-way flashers before using the cellular telephone, electronic device, or telecommunications device.

## **Article XII - Anti-Harassment Policy**

### **A. General Anti-Harassment Statement**

In order for all students and employees to enjoy an environment free from all forms of discrimination, Carmel Clay Schools prohibits the harassment of any student or employee by any person. It is contrary to our policy for any student or employee to be subjected to harassment, including bullying, in the workplace or in a school setting. Carmel Clay Schools is devoted to preventing and diligently addressing all forms of harassment, particularly cases based on sex, religion, race, color, national origin or ancestry, age, disability, and/or any other legally protected characteristic. Harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive and is therefore prohibited per Board Policies.

### **B. Definition of Harassment**

Harassment may take many forms, including verbal acts and name-calling, graphic and written statements, unwanted sexual advances, or other conduct that may be harmful, humiliating, or physically threatening. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents; it may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit an employee's ability to perform his/her job functions or a student's ability to participate in or benefit from the services, activities, or opportunities provided by Carmel Clay Schools.

### **C. Reporting Harassment**

Any person who alleges harassment by an employee or student in the school corporation may file a complaint directly to his/her immediate supervisor, building principal, assistant principal, guidance counselor, or to the Associate Superintendent. Reports of harassment can be submitted in writing on forms supplied by Carmel Clay Schools or the school official to whom a verbal complaint is made will reduce the complaint to writing using the School's form. Please refer to Board Policy to find a detailed list of procedures to follow when reporting any form of harassment.

Reports must identify the person(s) charged with harassment and state all the facts of the situation known. All reports will be thoroughly investigated by Carmel Clay Schools' officials. The report, the completed investigation, and the recommendation of the Superintendent will be presented to the Board. The Board may take action as deemed necessary. Carmel Clay Schools will take all reasonable steps to investigate and respond to the complaint in a manner consistent with a request for confidentiality from the alleged target of the harassment. If the alleged target insists that his or her name not be disclosed to the harasser, the Corporation's ability to respond may be limited. The Corporation however, will consider at all times its responsibility to provide a safe and nondiscriminatory environment for students and staff.

The reporting of alleged harassment will not reflect upon the individual's status nor will it affect future employment, work assignments, or standing.

#### **D. Sanctions for Misconduct**

A substantiated charge against an employee of the school corporation will subject the employee to disciplinary action, including but not limited to reassignment, suspension, or discharge, consistent with applicable statutory and contractual obligations. Filing a malicious or knowingly false report or complaint of harassment, or engaging in retaliation toward an individual who filed a complaint will also subject an employee to disciplinary action.

### **Article XIII - Employment Benefits**

#### **A. INPRS - Indiana Public Retirement System**

Classified employees on the benefit schedules listed below are required to participate in the Indiana Public Retirement System (INPRS, otherwise referred to as PERF). The employees will contribute the mandatory 3% contribution. Carmel Clay Schools will contribute to the mandatory employer contribution as determined annually by INPRS.

Eligibility for retirement benefits, which include a pension and annuity, is determined by two factors – age and years of creditable experience. To receive the mandatory employer contribution at retirement, the employee must have completed ten (10) years in a PERF eligible position. The employee may withdraw their mandatory contribution upon termination of employment.

Employees on Schedules A, B, C and F are required to enroll in PERF. Full Time Food Service Employees and Bus Drivers have the option to join PERF. Once you join PERF, you may not withdraw from PERF while employed.

#### **B. Annuities**

All employees are permitted to participate in a 403(b)-tax deferred retirement program through Valic. Funds contributed by the employee into a 403(b) account are immediately vested.

#### **C. Health Insurance (medical, dental and vision)**

*Please refer to benefit schedules to determine eligibility and details as benefits vary according to the positions.*

Employees in an eligible position, may enroll in an affordable health insurance plan through Carmel Clay Schools. Employees become eligible effective the first of the month following 60 days from date of hire. Carmel Clay Schools' contribution to health insurance varies depending upon the job classification of the employee and the Benefits Schedule for the position.

If a new employee does not choose Carmel Clay Schools' health insurance during the initial enrollment period, the employee must sign a waiver of coverage and will not be eligible to enroll unless the employee has a HIPAA\*\* special enrollment event OR until the next open enrollment period. HIPAA special enrollment events include, but are not limited to, birth, adoption, marriage, divorce, death, loss of coverage due to termination of employment, reduction of hours or spousal carve-out. An employee who experiences a HIPAA special enrollment event must notify the Benefits Department as soon as possible. Employees must request and return appropriate forms within 30 days of the event.

There is no compensation in lieu of the board's contribution to health insurance.

Certain employees who retire under INPRS Rule of 85 may be eligible to continue health insurance after retirement from Carmel Clay Schools under the following conditions:

- The retiree must pay one hundred percent (100%) of the health insurance premium in semiannual increments; and
- The health insurance coverage will terminate when the retired employee cancels the coverage, dies, becomes eligible for Medicare, or Carmel Clay Schools cancels the coverage due to non-payment of premiums.

## **D. Dental Insurance**

Dental insurance must be elected in conjunction with the medical. (If applicable)

## **E. Vision Insurance**

Vision insurance must be elected in conjunction with the medical. (If applicable)

## **F. Short-Term and Long-Term Disability Insurance**

Eligible full-time employees will be enrolled in both short-term and long-term disability plans which provide income protection. The cost of these plans is \$1.00 each (\$2.00 per year) and the Board shall pay the remainder of the premium.

## **G. Term Life Insurance**

Depending on the Benefit Schedule, eligible employees receive a term life insurance plan. The Board shall pay all but \$1.00 per year for each employee eligible to be covered by the Group insurance carrier for income protection insurance coverage pursuant to the Group insurance policy purchased by the Board.

Carmel Clay Schools contributes one hundred percent (100%) of the annual premium for this term life insurance policy.

## **H. Employee Assistance Plan**

The Employee Assistance Program (EAP) provides confidential counseling services to all employees and their dependents of Carmel Clay Schools. St. Vincent Stress Center offers up to 7 visits (per occurrence) at no cost. To schedule an appointment, please call 317-338-4900.

## **I. Employee Daycare**

On-site/near site child care/pre-school is offered to employees of Carmel Clay Schools. This program serves children ages 6 weeks – 5 years whose parents are employed by Carmel Clay Schools. Edu-Care offers outstanding educational environments including kindergarten curriculum in the 4/5-year-old classrooms. Currently, there are two centers; one located at Clay Middle School and the other at Carmel Middle School. For additional information on this program, please contact the Edu-Care Director or Assistant Director at Carmel Middle School (317-846-7331 ext. 6497).

## **J. Section 125**

The benefits provided to employees by Section 125 of the Revenue Act of 1978, shall be made available to employees who qualify for Carmel Clay Schools' health insurance program. This employer sponsored plan allows employees to pay for certain qualified expenses on a pretax basis. These out of pocket expenses can be broken into three categories: insurance premiums, out of pocket medical expenses and dependent care expenses. Enrollment takes place in the Fall of each year for a January 1 effective date. Employees who experience a HIPAA qualifying event mid-year and would like to amend their prior election should contact Carmel Clay Schools' Benefits Department.

In addition, Carmel Clay Schools offers voluntary insurance through Aflac (employees must work a minimum of 17.5 hours a week to be eligible):

- Accident Insurance
- Cancer Insurance
- Short-Term Disability Insurance

## **K. Voluntary Supplemental Life Insurance**

Employees working 17.5 hours or more per week are eligible to participate in the program.

## L. Paid Holidays

Year-round employees shall receive paid holidays based upon their job classification. Paid holidays that fall on the weekend will be observed during the week as determined by the Superintendent. The following are paid holidays, if the employee's position is scheduled to work before and after the holiday:

New Year's Eve	Memorial Day	Thanksgiving
New Year's Day	Juneteenth	Day After Thanksgiving
Martin Luther King Day	July 4th	Christmas Eve
President's Day	Labor Day	Christmas Day

To be eligible to receive compensation for holidays, the employee must be in paid status the day/shift prior to and the day/shift following the holiday.

When an employee resigns, in order to receive holiday pay the employee must be actively at work the day/shift after the holiday.

## M. Mileage Reimbursement

Reimbursement for authorized travel must be submitted within thirty (30) days of occurrence. To be eligible for mileage reimbursement, the employee must have authorization through his/her supervisor prior to the occurrence.

Reimbursement Guidelines are located on the Carmel Clay Schools website. This is located on the Staff page and selects Forms. Please contact the Business Department with questions.

## N. Uniforms

Uniforms are paid for by Carmel Clay Schools and thus is a taxable benefit. Uniforms are provided to the following positions: custodians, computer technicians, maintenance and mechanics. Uniforms are selected by the Board and each employee is expected to wear the employer provided work clothes. Upon separation of employment, all uniforms should be returned to the Educational Services Center prior to receiving your last paycheck. Please contact your Supervisor with questions.

## O. Badges

Upon employment, you will receive an employee badge. Your badge will be used for security identification as well as your access into building locations. Although your initial badge is provided free of charge, lost, broken or damaged replacement badges will cost five dollars (\$5.00). Please contact the HR Department for a replacement.



# Carmel Clay Schools Classified Employee Handbook

This handbook is designed to supply information on corporation policy, guidelines, and information relative to employee health, safety, welfare and conduct. **Please read it carefully.** Complete Board Policies may be accessed on the Carmel Clay Schools' website ([www.ccs.k12.in.us](http://www.ccs.k12.in.us).) If you have questions after reviewing the information, please contact your immediate supervisor.

## Acknowledgement

I have received the Carmel Clay Schools Classified Employee Handbook and understand that it is my responsibility to review this handbook in its entirety.

I understand that I am an at-will employee and the Carmel Clay Schools Classified Employee Handbook is not a contract of employment; therefore, it is subject to change.

My signature below ensures that I agree to familiarize myself with the contents of the handbook. My signature also acknowledges my recognition that I am an at-will employee and that Carmel Clay Schools may terminate my employment at any time and bypass discipline policies if the situation warrants.

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Employee Signature

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Printed Name

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Date

cc: HR Department