

Eastern Greene Schools

Classified Staff Handbook



A quality school full of lifetime opportunities.

INTRODUCTION

Welcome to Eastern Greene Schools! We hope that you will find your work here beneficial and fulfilling. Your employment makes you a part of an important team in which everyone plays a role in the success of our students, staff, schools and the community.

The central office is ready to assist all employees in understanding the expectations and benefits provided by Eastern Greene School Corporation. It is the intent of this handbook to assist our employees in this knowledge. Please do not hesitate to ask for clarification or communicate any thoughts, concerns or needs.

AT-WILL EMPLOYMENT

It should also be noted that this handbook does not create a contract of employment as all Classified Employees of Eastern Greene Schools are deemed at will. This means employees are not guaranteed employment or any particular job or type of work for any specified period of time. Eastern Greene Schools has the right to terminate your employment at any time and for any or no reason and with or without prior notice. While disciplinary action may be taken, nothing in this handbook or its application shall restrict the right of Eastern Greene Schools to terminate employees at will.

EMPLOYEE CLASSIFICATIONS:

260 DAY FULL TIME EMPLOYEE - An employee who is scheduled to work 260 days / 40 hours per week.

180 DAY FULL TIME EMPLOYEE - An employee who is scheduled to work 180 days / more than 32 hours per week.

180 DAY PART TIME EMPLOYEE - An employee who is scheduled to work 180 days / 28 to 32 hours per week.

MISC PART TIME EMPLOYEE - An employee who is scheduled to work less than 28 hours per week. (no benefits available)

CORPORATION BUS DRIVER - An employee who is scheduled to work a morning / afternoon bus route.

EMPLOYEE BENEFITS

Eastern Greene Schools is pleased to offer the following benefits to its employees based on an employee's classification. These benefits are provided within the limits of the law and sound fiscal management and enhance an employee's basic salary/wages.

- **Term Life, Accidental Death & Dismemberment, and Long Term Disability Insurance** - A \$50,000.00 term life insurance policy with accidental death benefits and a long term disability plan (90 day plan) is provided to full time employees, 180 day part time employees and corporation bus drivers. The group insurance policy and the summary plan description set out the terms and conditions of the term life and long term disability.

- **Dependent Life Insurance** - Employees eligible for term life may purchase a \$10,000 life insurance policy for their spouse and/or a \$5,000 policy for dependent child(ren) at their own expense. Underwriting and eligibility requirements are set according to the insurance carrier.

- **American Fidelity** - Employees are required to meet annually with our Section 125 administrator, American Fidelity. American Fidelity offers HSA and FSA accounts, Accident, Life, Cancer, Short Term Disability and other policies which are all optional for our employees and are at the employee's expense.

- **Worker's Compensation Insurance** - All employees are covered. Any injury while on the job should immediately be reported to your supervisor and the central office. Worker Compensation claims must follow strict guidelines and failure to do so will result in the employee being responsible for any charges.

- **Health, Dental and Vision Insurance** - Available to all full time employees. The School Corporation shall pay a percentage of the cost for these plans. The group insurance policy and the plan summary description set out the terms and conditions. Rates and information are available from the Central Office.

- **C.A.R.P. (Corporation Annuity Retirement Program) with VALIC**. Employees may elect to have a portion of their pay contributed to a 403(b) plan. Contribution of 3 % or more will be matched by the corporation up to 3% of pay for the first year and 6% all succeeding years. Employees will be fully vested after 5 year of service.

- **Paid Holidays** - 260 day full time employees receive 8 paid holidays a year. (Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Memorial Day and Independence Day)

- **Paid Vacation** - 260 day full time employees shall be granted the allotted amount of vacation days based on the guidelines below. Employees are not entitled to pay in lieu of taking vacation days except that terminating employees are entitled to be paid for all earned, unused vacation. Vacation days are granted annually on January 1st. Employees must submit requests for vacation days to their supervisor for approval.
 - First year of employment - 5 days (prorated based on hire date)
 - January following hire date - 2 weeks vacation.
 - January following 5th anniversary hire date- 3 weeks vacation
 - January following 10th anniversary hire date - 4 weeks vacation

TIME OFF

- **Sick/Personal Days** - Full time employees will be given 9 sick and 4 personal per school year. Part time employees and Corporate bus drivers will be given 8 sick days and 2 personal days per school year. Days will be credited in July and prorated according to the school calendar year. Personal days over 6 days will be converted to sick days. Sick days may accumulate up to 100 days.
 - Sick days should only be used for the following:
 - Illness of self
 - Illness of spouse
 - Illness of child(ren)
 - Illness of any relative or dependent living in the employee's home
 - Illness of parent/parent-in-law
 - An Employee who is absent for three or more consecutive work days for illness must present a doctor's statement upon their return to work.

Sick and Personal days may not be used to extend school vacation, break, and/or recess periods unless approved by the Superintendent. All days are forfeited if an employee terminates.

- **Loss of Pay Days** - A day without pay occurs when an employee misses a regularly scheduled workday and has no available sick, personal, or other appropriate leave pay to use on that day. All available sick and personal days must be used before an employee will be allowed to take time without pay. Loss of Pay days must be approved by a supervisor in advance.

Recurring workdays taken without pay, outside the context of a leave request, may result in disciplinary action up to and including termination.

- **Bereavement Days** - Each eligible employee shall be entitled up to 5 funeral days in the event of death in the immediate family. Immediate family includes spouse, child (natural, adopted, foster, or step) or parent (step-parent or parent-in-law)

3 funeral days will be granted for the death of a sibling, brother-in-law, sister-in-law, grandparent or grandchild.

1 day will be granted for the death of a(n) uncle, aunt, niece, nephew or cousin.

An employee's relationship to the deceased must be stated in the absence. A newspaper article or funeral home announcement must be turned into your supervisor on return.

- **Jury Duty** - Employees will be granted time off for mandatory jury duty. A copy of the court notice must be uploaded to the absence. The employee is expected to report to work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor informed about the amount of time required for jury duty.

- **Family Medical Leave Act (FMLA)** - An employee is eligible for FMLA if they have been employed by the School Corporation for at least 12 months and have worked at least 1,250 hours in the past 12 months. The employee must also complete a timely leave request and submit any documentation required in order to approve the leave. The request must comply with the current laws, rules and regulations of the FMLA.

While on leave the employee must use all accumulated sick, personal and vacation leave prior to going unpaid. If an employee wishes to keep current in any group insurance plans the employee will need to make special arrangements for payment to the central office.

If a leave is due to an employee's health concerns written certification must be provided by a certified health professional stating that the employee has recovered sufficiently and can resume their regularly assigned duties, with or without reasonable accommodation in order for the employee to return to work.

- **Sick Leave Bank (SLB)**- The Eastern Greene Classified Sick Leave Bank is intended to assist full time classified employees with financial needs during a severe illness or leave. It is not to be used to replace wages lost but rather aid the member financially until they can return to work or other assistance is obtained.
 - **Member Enrollment/Contributions** -
 - Any Full Time Classified employee may voluntarily donate 1 or more day(s) to the Sick Leave Bank by September 1st of each school year to join.
 - New members may join at the time of Hire.
 - Only current members may draw from the bank.
 - Current members are not required to contribute annually unless the total number of days in the bank drops below 100.
 - Employees cannot donate their days to any individual employee or member.
 - Employees who resign or are terminated may not donate their days to the sick leave bank.
 - An employee who uses sick bank days is required to pay back the balance of those days at a rate of three days per year until the balance is paid in full.
 - **Qualifying Event**
 - If a member uses all of their accumulated sick, personal and vacation days during the school year, they may request in writing to the chairman of the committee to withdraw sick days from the S.L.B. Confirmation of the employee's condition by a physician may be requested.
 - A normal pregnancy would not be approved for Sick Leave Bank days. However, serious complications to the pregnancy may qualify.
 - Days will not be granted if the employee is receiving other monetary assistance such as workmen's compensation, disability or social security assistance.
 - **Process**
 - The committee will review and act upon any request for SLB days and will grant or reject the request.
 - A committee member will notify the member of the decision and may request additional information.
 - An employee will not be granted more than 30 days from the SLB except in extenuating circumstances.

- Committee
 - The Superintendent shall appoint 4 members from the active classified members participating in the Sick Leave Bank.
 - The HR Clerk shall serve in an advisory capacity on the committee to aid in the process of any payroll or leave day questions or concerns. The Clerk will also be responsible for all record keeping of the SLB.
 - Any member who does not agree with the decision of the Committee may appeal in writing to the Superintendent. A final decision will be rendered once the Superintendent has spoken with the member and the Committee.

- **Retirement**- All eligible support staff members who present evidence of retirement from active service will be granted severance in accordance with the following provisions.
 - To be eligible, an employee must be at least 55 years of age and have 15 years of service with the school corporation.
 - Any unused vacation will be paid.
 - All unused sick days, up to the maximum allowed, will be paid at the employee's daily rate. If the employee has no sick days remaining, a minimum of \$200.00 severance will be provided by the employer.
 - All unused personal days, up to the maximum allowed, will be paid at the employee's daily rate
 - Notice of retirement must be given to the Superintendent in writing 1 month in advance and is irrevocable.

COMPENSATION AND PAYROLL PROCEDURES

Pay Period - Staff is paid on a bi-weekly basis for the 2 weeks worked prior to the pay week. The work week runs from Saturday through Sunday.

Work Hours - The appropriate work hours/schedule for each position will be shared at the time of employment. Any employee working more than 5 hours is given a 30 minute lunch break. Deviation from the normal work schedule must be approved by the supervisor/principal.

Defined Work Week - The defined work week begins Sunday morning through the end of the day Saturday.

Time Clock Procedures - All hourly employees are required to "clock in" at the beginning and "clock out" at the end of their workday. Employees should clock out and then back in (if applicable) should they need to leave campus for an appointment or extended break. A 30 minute lunch break will be automatically deducted after 5 hours is worked. Employees must use an official Kiosk, web site or mobile app to record their time. Additionally staff must review their timesheet weekly and submit it as their official record of hours worked. Time will be rounded to the nearest quarter hour increment to calculate daily hours earned. Failure to "clock in" or "clock out" must be reported to your supervisor as soon as you become aware and could result in loss of wages or disciplinary action.

Clock Problems - If an employee is unable to punch in or clock out because of a time clock malfunction, it is the employee's responsibility to immediately notify their supervisor who will notify the payroll department to manually clock the employee in and/or out.

Overtime - All overtime must be approved by the supervisor and Superintendent prior to working, except in emergency situations. Overtime will be compensated for any time worked over 40 hours in one week. Overtime will be compensated at one and one-half times the employee's regular hourly rate. Paid hours not actually worked - vacation, sick days, personal days, and holidays - will not be counted toward the 40 hours worked.

Direct Deposit - It is mandatory that all employees participate in direct deposit. Payroll deposit statements will be distributed via a secure document delivery system. Historical payroll statements and tax statements will also be available online.

Change of Address/Telephone Number - All changes in address and telephone numbers should be communicated to your immediate supervisor and the central office.

Inclement Weather, E-Learning and Closed Days - When Schools are closed due to inclement weather or other conditions, employees should report as follows. Any employee choosing not to work for weather-related reasons will do so at a loss of pay unless they use applicable paid time off for the absence.

- 260 Day Full Time Employees: Report to work as soon as they can safely do so.
- 180 Day employees and Bus Drivers: Non-work day unless otherwise notified by supervisor.
- E-Learning days - Time should be emailed to the payroll clerk and approved by your supervisor.

Delayed Start - When school is delayed due to inclement weather or other conditions, employees should report as follows:

- 260 Day Full Time Employees: Report as soon as they can safely do so. It is imperative that maintenance/custodial staff maintain as close to a normal schedule as possible on delayed start days since their services are needed to ready the building for student arrival.
- All other staff can report with the delay.

Planned E-Learning Days - Is a non-work day for Bus Drivers and Instruction Assistants. All other staff should report as normal.

EMPLOYMENT POLICIES & PROCEDURES

Job Duties and Responsibilities - Each employee's immediate supervisor is responsible for explaining job responsibilities and performance standards expected of a classified employee. An employee may also receive a general job description setting forth the essential functions of the position. Please be aware that a classified employee's job responsibilities may change during their employment. In addition, an employee may be asked to work on special projects or to assist with other work necessary or important to the operation of the school corporation as a whole. Each employee's cooperation and assistance in performing such additional duties is expected. The school corporation reserves the right, at any time, with or without notice, to alter or change responsibilities, reassign or transfer job positions, or assign additional duties.

Personal Conduct - The School Corporation respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the School Corporation. Nonetheless, employees should keep in mind that, even while off duty, they represent the School Corporation to the public and should strive to preserve the School Corporation's

reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as a School Corporation employee. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the School Corporation, including termination of employment, if such conduct is determined by the Administration to be harmful to the School's image, inconsistent with expectations of our employees, or otherwise adversely affects the School Corporation's legitimate interests.

- General Rules and Regulations – The School Corporation believes that its employees are and will continue to be good citizens, both in the community and on their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, students, parents, patrons or the School Corporation. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. The degree of discipline in each case, up to and including discharge, will be determined by the severity of the situation involved.

If during the course of an employee's employment a performance problem is detected, his/her supervisor will attempt to discuss the problem with the employee and offer assistance needed to remedy the situation. If the performance problem continues, the Administration may take disciplinary action as it in its sole discretion deems appropriate, including but not limited to oral warnings, written warnings, written probation, unpaid suspension and termination of employment.

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged.

- Performance Rules
 - Always make your best effort in performing your job duties.
 - You are expected to meet reasonable standards of efficiency, productivity and performance.
 - Do not leave your assigned work area during working hours without advance permission from your supervisor.
 - Always work until the end of your scheduled shift or the beginning of your meal periods.
 - Always be at your assigned work station ready to work at the start of your shift and at the end of your meal periods.
- Behavior Toward Others
 - Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or Administrator, the use of abusive or threatening language toward such individuals, or any conduct that undermines supervisory authority.

- Do not threaten, intimidate, coerce, provoke, interfere, or fight with employees, supervisors, Administrators, Board members, students, parents, school visitors or patrons at any time.
- Do not make false or malicious statements about employees, supervisors, Administrators, Board members, students, parents, school visitors or patrons at any time.
- The use of profane or abusive language is not permitted in any situation.
- Property of Others
 - Do not abuse, misuse, damage, destroy, sabotage or steal School Corporation property, supplies, equipment, or the property of employees, supervisors, Administrators, Board members, students, parents, school visitors or patrons.
 - The use of School Corporation equipment and supplies for personal use is not permitted.
- Honesty
 - Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, or other record of the School Corporation or its insurance carriers.
 - Do not alter, misuse, or remove from School property, without proper authorization, confidential information of any nature.
 - Do not falsify employee time records by recording hours as worked that are not actually worked. Likewise, all employees are expected to record all hours actually worked. Do not complete any employee time records other than your own.
- Condition of School Property
 - Do not create or contribute to unsanitary conditions on School property; do not litter.
 - Keep your work area safe and clean at all times.
- Other Rules
 - The possession of guns, knives or other lethal weapons on School property is strictly prohibited.
 - Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on School property at any time without appropriate authorization to do so.
 - Always report any mistake by yourself or another person that could affect the School Corporation's operations.

Workplace Apparel – We always are concerned with the impression we make on others as representatives of the School Corporation. In accordance with this concern, employees should strive at all times to ensure that their clothing and appearance are professional and contribute to a pleasant school atmosphere for both coworkers and visitors. Employees are encouraged to consult with their immediate supervisor whenever necessary regarding acceptable dress for their work areas.

Attendance Policy – Punctual and regular attendance is an essential function of each employee’s job at the School Corporation. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, his or her work must be performed by others.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized School business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, an employee must call in advance of his or her regular starting time on any day on which the employee is scheduled to work and will not report to work.

Chronic or excessive absenteeism may be grounds for discipline up to and including termination of employment.

Internet Usage, E-mail, and Social Media Policy – Employees have a responsibility to maintain the School Corporation’s positive public image and to be ethical and lawful in their use of the School Corporation’s Internet access and e-mail system. Internet access is provided to many classified employees to benefit the School Corporation through connection to worldwide information resources. Internet access should not be used for personal gain, for advancement of personal, political, or religious views, or for the solicitation of non-School business. Further, employees’ use of the Internet must not result in the disruption of the School Corporation’s network operations or interfere with personal productivity at work.

Employees are responsible for the content of all text, audio, or images they place or send over the e-mail and Internet systems. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Employees are prohibited from transmitting, receiving, or storing any information that may violate applicable copyright laws and from using the School Corporation’s e-mail system and Internet access for any illegal purpose.

All messages created, sent, or retrieved over the School Corporation’s Internet and e-mail are the property of the School Corporation and should be considered public information. The School Corporation reserves the right to access and monitor all messages and files on the computer system at any time. All communications are subject to disclosure to law enforcement officials or other third parties without prior consent of the sender or the receiver.

School employees should refer to Board Policy 7540.04 and 7544 on the use of Social Media. These policies can be found on the school website by clicking on “district”, then clicking on “board of education”, and then clicking on the blue link that says “board policies”. You can then search for

those two policies. The following statement is contained in policy 7540.04 and should be adhered to:

“An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.”

Any violation of the internet, email, or social media policy may result in disciplinary action up to and including termination, as well as referral to law enforcement authorities if appropriate.

Equal Opportunity Employer - Eastern Greene Schools is an Equal Opportunity Employer and will not discriminate against anyone on the basis of sex, age, race, color, natural origin, disability or religion.

Any person who is aware of any alleged violation of this policy should report such concerns to his/her immediate supervisor or the Superintendent as soon as possible. The School Corporation will thoroughly investigate and promptly resolve all such complaints in strict compliance with all applicable laws. Any employee violating this policy or retaliating in any way against complainants under the policy will be subject to discipline, up to and including termination of employment.

Sexual Harassment - It is the policy of the School Corporation to provide an environment free from sexual and sex-based harassment. It is against the policy of the School Corporation for any employee, whether a supervisor or co-worker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment.

Sexual and sex-based harassment may include: Requests for sexual favors; Unwanted physical contact, including touching, pinching or brushing the body; Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions and threats; Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling or obscene gestures; and Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature).

Any employee who believes he or she has been sexually harassed should report the conduct immediately to the employee's immediate supervisor or to the Superintendent. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely a manner as possible. Any employee of the School Corporation who has been found, after appropriate

investigation, to have sexually harassed another employee will be subject to disciplinary action up to and including discharge.

Anti-Harassment Policy - In providing a productive working environment, the School Corporation believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age and disability. It is the School Corporation's policy to provide an environment free from such harassment.

It is against the policy of the School Corporation for any employee, whether a supervisor or co-worker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of the individual's relatives, friends, or associates, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following: Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age or disability. Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the Corporation's premises, or that is circulated in the workplace.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to the employee's immediate supervisor or to the Superintendent. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any employee of the School Corporation who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including discharge.

Lay-offs – If a reduction in force occurs, the Supervisor and/or Superintendent will determine the reason and the personnel to be laid off on an individual basis.

Resignation- Two weeks notice of resignation shall be required for all Classified Employees. A notice of resignation is irrevocable upon receipt by the Central Office.

Job Abandonment - An employee will be deemed to have voluntarily resigned from employment should he or she fail to report to work and fail to notify their supervisor for 2 consecutively scheduled work shifts.

Acknowledgement of Receipt of Classified Staff Handbook

I acknowledge that I have received a copy of the Classified Staff Handbook distributed by Eastern Greene School Corporation. I certify that I have read the handbook and am familiar with its contents. I understand that it is my responsibility to contact my supervisor and/or the central office if I need clarification of any part of the information provided.

I also acknowledge that I have read and understand the *Attendance Policy* as stated on page _____. I am aware of the importance of being present at work when scheduled and that chronic absenteeism may be grounds for disciplinary action including the possibility of termination.

My signature below indicates that I will abide by all school policies and rules, and that I understand that my position is an “at will” employment position that can be terminated at any time by either party. This hand book does not create an employment contract and I understand that normal, reasonable, and customary breaks from work do not qualify for unemployment benefits.

X _____ Date: _____