

MSD OF BOONE TOWNSHIP SUPPORT STAFF HANDBOOK 2023-2024



MSD OF BOONE TOWNSHIP

Mr. Jeff Brooks, Superintendent
307 South Main Street
Hebron, IN 46341
Office: (219) 996-4771 (Option 8)
Fax: (219) 996-5777

Office Hours: 8:00 a.m. – 4:00 p.m.

HEBRON ELEMENTARY SCHOOL

Mr. Timothy Prikkel, Principal
307 South Main Street
Hebron, IN 46341
Office: (219) 996-4771 (Option 5)
Fax: (219) 996-5777

Student Day: 8:20 a.m. – 3:05 p.m.
Office Hours: 7:30 a.m. – 3:30 p.m.

HEBRON MIDDLE SCHOOL

Mr. Matt Beahm, Principal
307 South Main Street
Hebron, IN 46341
Office: (219) 996-4771 (Option 6)
Fax: (219) 996-5777

Student Day: 7:50 a.m. – 2:40 p.m.
Office Hours: 7:00 a.m. – 3:00 p.m.

HEBRON HIGH SCHOOL

Mr. Aaron Owney, Principal
509 South Main Street
Hebron, IN 46341
School Office: (219) 996-4771 (Option 7)
Fax: (219) 996-5777

Student Day: 7:45 a.m. – 2:35 p.m.
Office Hours: 7:00 a.m. – 3:00 p.m.

Approved by the MSD of Boone Township
Board of School Trustees on August 9, 2022
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INTRODUCTION

Welcome to the MSD of Boone Township. We are excited to have each and every one of you on our team of dedicated employees serving the needs of our students and staff of our Hebron school community. In the pages to follow, you will find helpful information regarding our school corporation's policies and practices. Please take time to familiarize yourself with this handbook and follow the guidelines noted here. Should you have any questions regarding information contained in this handbook at any time, please speak with your supervisor, building principal, and/or a member of the administrative team.

MISSION STATEMENT

To educate and prepare today's students for tomorrow's challenges.

VISION

MSD of Boone Township is an integral part of the Hebron community and a place where employees, parents and community share responsibility for ensuring that students receive a variety of educational opportunities. Positive and memorable school experiences help develop students' confidence and self-esteem which are critical to their development as contributing members of society. Students are provided a curriculum that is relevant, engaging, accessible, and filled with unique experiences. Moreover, students feel safe and respected by those who are passionate, engaging, and who create a sense of awe, curiosity, and enthusiasm for learning.

Belief and/or Value Statements

MSD of Boone Township believes:

- in empowering students with the tools, time, and support to reach their fullest potential and sharing that responsibility with students, parents, community, and employees;
- that learning is a lifelong process;
- building positive relationships between employees and students creates a healthy learning environment;
- in providing a relevant curriculum that is engaging, accessible, and filled with unique educational experiences across all disciplines;
- in developing students' abilities for problem-solving, thinking critically, working collaboratively, and expressing themselves appropriately;
- in building strong, positive community relationships;
- effective communication is essential in building trust among all stakeholders;
- in fiscal accountability and transparency as it responsibly allocates funds to meet the district's educational and operational obligations;
- the appropriate use of technology is integral for meeting educational objectives and for teaching responsible digital citizenship;
- co-curricular and extra-curricular activities promote personal growth, leadership and positive, collaborative relationships; and
- in encouraging the professional growth of its employees.

MSD of Boone Township values:

- a mindset that promotes academic, emotional, and social growth;
- traditional, digital, work, service and project-based learning opportunities for all students;
- high moral and ethical behavior;
- recruiting and retaining highly effective employees;
- the integral role of the community in helping build a supportive educational environment; and

- an orderly, secure, safe, clean, and energy efficient school campus.

NON-DISCRIMINATION POLICY

It is the policy of the MSD of Boone Township not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a veteran in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2 Title 6 and 7 of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title 9 (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act.

TITLE IX

Inquiries regarding compliance with and/or to file a complaint under Title IX should be directed to:

Mr. Jeff Brooks, Superintendent
MSD of Boone Township
307 South Main Street
Hebron, IN 46341

Americans with Disabilities Act and Section 504

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the School to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's program and facilities. Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed by the school staff. Parents, who believe their child may have a disability, should contact the Building Principal.

Inquiries regarding compliance with Section 504 should be directed to:

Mr. Jeff Brooks, Superintendent
MSD of Boone Township
307 South Main Street
Hebron, IN 46341
Or
Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-1100

PURPOSE OF THE HANDBOOK

This handbook has been prepared to give employees general information about personnel policies, procedures, and other information pertaining to employment with MSD of Boone Township. When a change in a policy or practice occurs, employees will receive updated information for the handbook.

This handbook replaces all previous handbooks, practices, procedures, or policies, either written or unwritten, which have previously been in effect. To assure that every employee is aware of any revisions and has received the most recent version of this handbook, employees will be asked to complete and sign a handbook acknowledgement form confirming receipt of the newest version. (Electronic or paper form will be available).

Designed as a communication tool for all employees, the materials in this handbook do not necessarily cover every situation or question that may arise, but attempts to address day-to-day information of general applicability to everyone. The MSD of Boone Township superintendent and/or Board of Trustees reserve the right to make changes at any time, with or without notice, and to interpret these policies and procedures at the discretion of the superintendent.

Communication is one of the most important tools we have for being successful in the workplace, and MSD of Boone Township wants to make sure that employees have every opportunity to discuss workplace ideas and concerns. In order to make sure that communication flows in the proper direction, employees should always talk with their immediate supervisor before taking a concern to someone else within the organization. Good communication must start there. If, for some reason, an employee is not comfortable addressing the concern with his/her supervisor, s/he is encouraged to schedule a meeting with the business manager located in the administration center. Employees are encouraged to follow the chain of command first, which follows the district organization chart in administrative guidelines.

Final interpretation and implementation of any of the statements in this handbook are vested solely with the superintendent who reserves the right to use discretion in determining the best course of action in any given situation. Therefore, employees should not interpret any written or verbal statement or promise by a co-worker, supervisor, or anyone other than the superintendent as a change in the contents of this handbook.

This handbook is not intended to create a contractual relationship with anyone employed by the Board of School Trustees of MSD of Boone Township. Further, no representative of MSD of Boone Township, other than the superintendent of schools, has the authority to enter into an agreement of employment for any specified period of time or to make any agreement contrary to the foregoing. This handbook is considered an official statement of the school district policy, not a contract with the school district, and is subject to change.

EMPLOYMENT

Board of School Trustees

All personnel are employed by the Board of School Trustees upon the recommendation of the superintendent of schools.

Probationary Period

All newly hired, classified personnel will be placed on a 60 (sixty) calendar day, probationary period. The probation period is used to determine if the employee is suited for, and satisfied with the assigned position. Benefits eligibility will begin after the 60 (sixty) calendar day probationary period.

Your hire date is determined by the date the Board of School Trustees approved your recommendation unless otherwise specified in the Board minutes.

At-Will Employment Status

Support staff personnel are those employees of the MSD of Boone Township who are not required to have a teaching license issued by the Indiana Department of Education in order to perform a specific duty in the school district. Support staff members are hired as at-will employees, which means that either party (school district or employee) may terminate employment at any time for any reason or no reason. The exception to this definition will be those personnel who are under contract with the school district.

Employees are requested to provide a written letter of resignation at least two (2) weeks prior to the last day of work. If no written letter of resignation is received, the administration will recommend to the Board of School Trustees to terminate the employment, place a letter of termination in the employee's personnel file, and send a copy of the letter to the former employee.

Applications for Employment

Applications for all available positions should be made through the MSD of Boone Township web site at www.hebronschools.k12.in.us. The school corporation currently utilizes an online system for all posted employment opportunities. To apply for a position within the MSD of Boone Township, please visit the web site, and click on Employment. To be eligible for appointment to a support staff position with the MSD of Boone Township, the applicant must be trustworthy and of good moral character. The school corporation relies on the accuracy of information contained in the employment application and obtained throughout the hiring process. Any misrepresentations, falsifications, or material omissions of any information may result in the school corporation excluding the individual from further consideration for employment or, if the person has been hired, termination of employment.

Criminal History Information

To help ensure a safe environment, Indiana state law, effective July 1, 2009, requires each individual hired for support personnel employment to provide, at his/her expense, an expanded criminal history report. An email will be sent to new candidates to start this process on the Safe Hiring Solutions website to complete the application. Information obtained from the expanded criminal history will not be released or disseminated. All employees are obligated to update their Expanded background check with Safe Hiring Solutions every 5 (five) years at their expense.

Handbook Acknowledgement

All support personnel are required to read this Support Staff Handbook and sign and return the acknowledgement to the Business Office. (Electronic or paper form will be available).

Direct Supervisors

The superintendent delegates the responsibility of general supervision, employing, and assigning of personnel. The principal, assistant principal, and/or director is responsible for actual supervision, assignment of duties, reporting absences, compliments, complaints, and other information for support personnel assigned to his/her office or building. A district organizational chart is available in Central Office.

Evaluation of New Employee

All support staff employees will be evaluated by the supervisor during the first year of employment.

Employee Uniforms (Maintenance, Custodians and Food Service)

Within 90 days after being hired, new employees will be issued new uniforms (long-sleeve and/or short-sleeve). Employees will be issued new uniforms as needed after their first year. Uniforms must be worn every day, year round, while the employee is working. Uniforms must be laundered and in good repair (pants must not be faded, torn, have holes, frayed, tight fitting, or worn low riding). Employees in these departments must wear non-slip shoes.

Workplace Dress

Employees who do not have a designated uniform shall dress in a professional manner as designated by their supervisor or department supervisor. Professional clothing shall promote a safe working environment and will not be disruptive to the learning environment. [See Policy #4216.](#)

DOT Physical

Bus driver applicants (New Bus Drivers) will be responsible for the cost of their Department of Transportation (DOT) Commercial Driver's License (CDL) physical exam. Bus drivers (current employees) who are seeking to renew their Department of Transportation (DOT) Commercial Driver's License (CDL) physical exam will have the cost of the exam paid for by the School Corporation (one time only). The results of the DOT physical must be provided to the district Transportation Director prior to being hired or renewed.

Access to Personnel Files

MSD of Boone Township maintains a personnel file on each employee. The personnel file includes information such as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of the school corporation. Generally, only supervisors and administrative personnel of the school corporation who have legitimate reason to review information in a file are allowed to do so. Employees who wish to review their personnel files should contact the business office. With reasonable advance notice, employees may review their personnel files in the main office in the presence of an individual appointed to maintain the files and sign and date the sign-off sheet within their file.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the school corporation business office of any changes in his/her personal data. Home and email addresses, telephone numbers, name changes, marital status, names of dependents, beneficiary designation, emergency contact information, educational accomplishments, and other such data should be accurate and current at all times. Each employee needing to notify of a change in personnel data shall make a list of any such changes and attach them to a newly completed IRS W-4 form (which may be obtained at the business office) and will then return the completed form to the business office.

TRAINING

Universal Precautions

It shall be the policy of the MSD of Boone Township to provide simple and effective precautions against transmission of disease in the school environment and to comply with Indiana law. All employees are required to complete the employer-provided training on the Global Compliance Network web site regarding Universal Precautions, Bloodborne Pathogens, and Infection Control in the School within ten (10) days of first active employment. When an employee has direct contact with blood or body fluids, the employee shall use the universal precautions as specified by the State Board of Health.

If an employee fails to complete the universal precautions training, the employee shall be subject to sanctions deemed appropriate by the Board of School Trustees, including disciplinary action up to and including possible termination of employment.

Hazard Communication

All new custodial and maintenance personnel working in district buildings with known asbestos are required to receive asbestos training including instruction on the potential hazards of asbestos, work procedures on or near asbestos-containing building materials, response procedures for minor fiber release, the building asbestos management plan, and a tour of the building to identify the asbestos-containing building materials. All custodial and maintenance personnel who work in or may have access to such known asbestos service areas are required to have asbestos training on the Global Compliance Network site. A record of an employee's participation in the training shall be maintained.

MSD of Boone Township shall provide necessary employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Such employees will be trained on proper Material Safety Data Sheet usage. All custodial and maintenance personnel areas are required to have training on the Global Compliance Network site. An attendance record of an employee's participation in the training shall be maintained.

Drug-Free Workplace

All employees are required to read the material entitled "Drug- Free Workplace Communication" and to abide by the drug-free terms as stated in the communication. [Policy #4122.01: Drug Free Workplace](#).

Sexual Harassment (Prevention of)

MSD of Boone Township requires all employees to read [Policy #4362: Anti-Harassment](#). If, at any time, during employment, an employee witnesses or is concerned about any type of harassment, including sexual or any other type, s/he should immediately report his/her concern to his/her immediate supervisor or member of the administration team.

WORKING CONDITIONS AND SCHEDULE

Workplace Civility

For any organization to be effective, a positive and supportive attitude must exist among its members. A staff member has the right to express his/her point of view on relevant work-related issues among the staff, and no staff member shall suffer retribution or disciplinary action for input or feedback provided in a civil manner. It is important that communication is kept open and that problems are handled quickly and without disruption to the workflow. The following behaviors include some guidelines, but are not limited to, as to what would be considered a violation of the rules of civility and thus, should be avoided:

- Treating others in a disrespectful or discourteous manner.
- Exhibiting passive-aggressive behaviors and failing to take responsibility for one's own actions.
- Using email or other communication tools to harass or to incite others to harass, violate rules, or act unprofessionally.
- Engaging in tirades and temper tantrums, including shouting and finger pointing.
- Bullying others.
- Disrupting meetings or displaying inappropriate behavior at meetings, including talking when someone has the floor.
- Using profanity or abusive language toward anyone.
- Rumoring, gossiping about, or damaging a coworker's reputation.

Staff Conflict Resolution

If an employee has a problem with another, he/she must use appropriate problem-solving strategies and follow proper channels. Appropriate procedures for problem resolution follow.

- Discuss the problem individually with the employee in question to seek amicable resolution.
- If the problem is not resolved, explain the problem to the immediate supervisor and meet jointly with the employee to resolve the problem.
- If this step is inappropriate or ineffective, present the problem to the appropriate administrator for assistance in resolving the issue.
- All employee groups are expected to work together consistently, collaboratively, and cooperatively with respect.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale and performance of all employees and directly affect the professional image the school corporation presents to staff members, students, parents, and visitors. During working hours, employees are expected to present a clean, neat, and professional appearance at all times, dress according to the requirements of their positions, and dress in a manner which will not distract other employees or students. Pants and other clothing items must not be faded, torn, holey, frayed, tight fitting, or low riding. Employees who report for work inappropriately dressed will be sent home and directed by their supervisor to return to work in proper attire. Under such circumstances, employees will not be compensated for their time away from work. Employees should consult with their immediate supervisor or the superintendent if they have any question as to what constitutes appropriate attire.

Work Calendar

All support staff employees are employed to work on an established calendar basis. The immediate supervisor will establish specific working conditions. Any concerns about these conditions should be brought to the attention of the immediate supervisor or through the chain of command flow.

Disciplinary Process

If an employee fails to follow the established guidelines or violates the rules and policies of the MSD of Boone Township, the employee will be subject to disciplinary action up to and including termination of employment. Reprimands, warnings, and/or discipline of support staff shall be issued in an appropriate and professional manner.

Disciplinary action is typically taken for one of two reasons: (1) when an employee does not meet generally accepted standards of good conduct as referenced in this handbook, or (2) when an employee does not satisfactorily perform assigned job tasks.

In the event that a disciplinary action becomes necessary, MSD of Boone Township uses a progressive coaching/disciplinary procedure as outlined below. This corrective/disciplinary action can begin at any step in the process depending upon the seriousness of the offense. Those offenses, which are considered to be misconduct of an extreme nature or extremely poor work performance, may result in immediate termination of employment.

Step One: Verbal Warning:

Under Step One, your supervisor will meet with you to discuss an unsatisfactory performance or behavior issue and how it can be improved. Together, you will develop an action plan for improving the performance and/or behavior within a specified period of time.

Step Two: Written Warning:

If the unacceptable behavior or poor performance continues, or if the unacceptable behavior or poor performance is serious in nature, the supervisor will meet with you to discuss the unsatisfactory progress on those goals identified in Step One, on the seriousness of the misconduct, or on the poor performance. Step Two will include a documented corrective action notice with steps for improvement.

Step Three: Final Written Warning (with possible suspension):

When an employee has failed to correct misconduct or performance problems following a verbal reminder and/or a written reminder, or when behavior is so seriously undesirable that MSD of Boone Township believes s/he should leave the workplace immediately, a final written warning will be issued. Depending on the circumstances, suspension from work may result. The superintendent, along with the business manager and immediate supervisor, will make a final decision regarding the length of time of suspension or the possibility of discharge after an investigation of the facts.

Step Four: Discharge:

Step Four is the final step in the corrective/disciplinary action process. An employee who fails to improve his/her behavior or performance or whose misconduct is so severe in nature that it threatens the well-being of MSD of Boone Township or the safety and well-being of fellow employees, students, and visitors, will be terminated from employment.

Reassignment/Transfer

Reassignment within the school district may at times become necessary to maintain or improve the efficient operation of the school district. Therefore, the supervisor/designee may reassign support staff personnel by building or work shift at any time. The employee will be notified in writing of the change at the earliest possible time. Personnel who wish to communicate a desire for reassignment must do so in writing to the appropriate supervisor. Any member of the support staff may request a transfer to any other position which is available in the school corporation for which s/he is qualified for by following the application process outlined in the job posting.

Disability Disclosure

Employment opportunities are based on an individual's ability to do the job. We recognize and are committed to our moral and legal obligation to employ qualified disabled individuals. It is our goal to make reasonable accommodations, when necessary, to aid in the employment and advancement of disabled workers who are qualified to perform the essential functions of a job that would not impose an undue hardship on the corporation with respect to costs and expenses, operational needs, well-being of families, or safety considerations. Employees of the school district are expected to fulfill the duties of their assigned jobs at all times. Employees should disclose any disability, which would require an accommodation so the school district may determine if reasonable accommodations can be made which will enable the employee to continue working.

Employment Physical

All employees are expected to disclose any known health or physical exceptions prior to employment and any health or physical problems that develop after employment, which may affect their position and ability to complete the essential functions of their job. When the superintendent deems it appropriate and necessary, current employees may be required to take medical/psychological examinations to determine fitness for duty as a condition of continued employment. Such examinations will be scheduled at reasonable times and intervals and performed by a licensed physician/psychologist at the school corporation's expense. If the question of physical or mental/emotional fitness is the determining factor in the continued employment of any employee, the decision shall not be made until after reasonable accommodations have been explored, and the administration and examining physician/psychologist confer relative to the physical and/or mental/emotional condition of the employee.

Annual Evaluation

Support staff may receive an annual evaluation as a review of their work performance for the previous year. The superintendent will designate the evaluator for each support staff position.

Anniversary Date/Experience Increments

All support personnel employees will have July 1 as an anniversary date for salary computations. Those who begin employment between July 1 and January 1 of any fiscal year will have one (1) year added to their experience increments schedule the following July 1 providing they have a favorable evaluation. Employees who begin employment between January 1 and June 30 of any year will have their experience increments computed from July 1 the following year.

Salary Determinations

The Board of School Trustees determines the starting salary rates. Annual stipends and/or base increases will be determined by the Board of School Trustees on an annual basis. Criteria for distribution of the stipend and/or base increase will be determined by the Board of School Trustees.

Timekeeping System

All hourly employees will record time by use of a district-adopted timekeeping system. All hourly employees will be required to log their lunch time on their time cards.

Time Records Review/Approval

All time records are to be reviewed and approved by the employee's immediate supervisor prior to submission for payroll processing. Altering or falsifying time records or recording time for another employee may result in disciplinary action up to and including termination of employment. Time records for all hourly employees shall reflect time worked to the nearest quarter-hour. Time records reflecting eight (8) minutes or more into the quarter-hour shall receive credit for the next quarter-hour (approved overtime only). Employees are discouraged from punching in (8) minutes before and/or (8) minutes after their scheduled start and end times. Employees leaving their workstations before the designated end of the workday may be docked a minimum of

one quarter-hour. Employees habitually leaving early may be terminated.

Work Week Defined

Unless otherwise indicated by the administration center, the official workweek of the school district will end at the end of the designated workday on Saturday no later than midnight, and the new workweek will begin immediately thereafter.

School Closings/e-Learning Days (Amended 02/14/23)

When a weather emergency creates hazardous travel conditions, the school corporation may announce a closure, delayed start time, early dismissal time, or remain open for only basic services.

In the event of an e-Learning Day due to weather or any other emergency, all support staff will be eligible for up to two (2) paid e-Learning days per school year as designated by the superintendent (the first two e-Learning days called by the Superintendent).

The following instances will need to be approved by the Superintendent:

If a maintenance, custodial, Central Office, Business Office or IT employee can come in to work on an emergency weather day (e-Learning Day) that is called by the Superintendent, a vacation day will be added (no more than two (2) days) to be used by June 30th of same year. This does not include scheduled Virtual Days.

Should the number of weather days be exceeded in a school year, administration may allow certain departments or employees to come in for pre-determined training or assignments. In this case, employees will be paid for the hours they work. Contracted employees will count these days toward their required number of workdays for the year. These instances will be communicated to employees by their supervisors and must be approved by administration.

Approved Length of Workday

The number of hours worked per day and per week by support personnel will be set by the administration. Changes in the length of the workday or workweek must be approved by the supervisor and/or Superintendent. Time records should be an accurate reflection of time worked on a daily basis. Modified work schedules where compensatory time will be earned for the building administrator or supervisor must approve time worked in excess of the approved workday in advance.

Assignment of Shifts for Events Out Side Standard Schedule

The supervisor of the department will request volunteers for the special coverage. If no suitable employee requests to volunteer for the event, the supervisor will then request an employee on duty for the shift based on qualifications and training for the special coverage event. As per the Use of Facilities Rules and Regulations form, employees will receive \$20.00 - \$24.00 per hour, depending on the duty they are covering.

Overtime Defined

Overtime is defined as authorized, compensable physical work time in excess of forty (40) hours per week as per the Department of Labor standards. All overtime must be approved by the superintendent as far in advance as possible. This approval must be documented in writing or email by the immediate supervisor to the superintendent. Any supervisor who requires a member of the support staff to work in excess of a regular eight-hour work day will first consider modifying the regular work schedule within the same week to assure overtime is not accrued. Overtime will only be approved on rare occasions.

Time and a Half

Hours physically worked over forty (40) hours per week will be paid at one and a half times regular wages to non-exempt support personnel. In lieu of wages paid at time and a half, the district will permit compensatory time off at the rate of time and a half for each overtime hour worked. Up to a maximum as designated by law.

Leave time and vacation days are not counted toward the accrual of the forty (40) hours in a seven-day workweek as established by the employer in the calculation of overtime. (Source: Department of Labor).

Attendance and Punctuality

To maintain a safe and productive work environment, the school corporation expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the school corporation. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the tardiness or absence. Poor attendance and excessive tardiness are disruptive to the successful operation of the school corporation. Either may lead to disciplinary action up to and including termination of employment. The school corporation retains the right to require written verification of an absence whether it be from a healthcare provider or other source as designated by the supervisor. Patterns of repeatedly calling off resulting in the inability to perform job duties adequately may result in disciplinary action up to and including termination of employment. In the case of excessive absences in a school calendar (i.e., July 1 – June 30), the employee shall meet with his/her supervisor or an administrator to discuss the reasons for the absences. If appropriate, an improvement plan shall be developed to promote better attendance. The improvement plan shall include procedures should the employee's attendance continue to be unsatisfactory. The administration reserves the right to waive this procedure when the reasons for the absences are known, legitimate, and documented (i.e., covered under FMLA, workman's compensation, hospitalization, etc.).

Volunteer Time

Employees may volunteer to work at school events provided the work is clearly at the employee's option, is in a different capacity from the primary employment, and is work performed on an occasional or sporadic basis. An employee may not volunteer to provide the same type of service s/he is employed to perform for the school corporation. Such work will be treated as regular work and subject to hourly employment compensation.

Rest Periods and Lunch

The hours and break times for full-time and part-time support staff employees shall be defined by the immediate supervisor. Lunch is unpaid if the employee is relieved of all working duties for that time. Daily paid break times in 15-minute increments will be provided for eligible employees. The employee's supervisor shall have the right to determine the schedule for the breaks, hours, and shifts to be worked per day/week based on the needs of the corporation. The work schedule, including breaks and lunch periods, may be changed from time to time to meet varying conditions of business. Schedule adjustments or changes by the employee will not be allowed without the prior written consent of the employee's immediate supervisor.

The following break and lunch schedule will be utilized by supervisors as a guideline:

- Employees working four (4) hours or more may be given one (1) 15-minute paid rest period.
- Employees scheduled six and one-quarter hours or more may be given one (1) unpaid 30-minute duty-free lunch.
- Employees scheduled eight (8) hours or more may be given two (2) 15-minute paid rest periods and one (1) unpaid 30-minute duty-free lunch. Rest periods and lunch periods may be combined upon approval of the supervisor.

Non-Disclosure/Confidentiality

All school corporation employees work in an environment where the confidentiality of students and employees must be preserved at all times. The protection of confidential information is vital to the interests, credibility, and success of the school corporation. All information associated with the school corporation in any manner should be treated as strictly confidential. The reproduction of written materials, accessing unauthorized computer or electronic records, or the disclosure of employee home telephone numbers or addresses is strictly prohibited.

Use of Internet/Email/Telephone

Most employees of the school corporation will have access to school corporation Internet, email, and telephone services, as well as other school corporation-owned technology equipment and services. The use of such technological equipment and services is a privilege and not a right. The information network system is owned by the school corporation and is to be used for educational or school corporation business purposes only. Employees are expected to access their school email accounts at least on a daily basis.

Each employee must assume personal responsibility for the use of his/her school computer accounts. Consequently, employees should not disclose passwords or otherwise make computers or facilities available to unauthorized individuals (including co-workers, family, or friends). Moreover, the possession or collection of others' passwords, long-distance codes, printing codes, postage codes, or other secure identification is prohibited. Use of a school corporation telephone is permitted for business purposes only.

It is important to remember that all data, email, voice mail, or other types of electronic and/or printed information obtained during the normal course of work are the property of the MSD of Boone Township. At times, it may be necessary for certain authorized personnel to access a user's system in order to maintain or prevent damage or to ensure compliance with other MSD of Boone Township guidelines.

Employees should have no expectation of privacy when it comes to the use of corporation technology.

Social Media in the Workplace

The use of social media web sites is increasingly common for everyone, including employees of MSD of Boone Township. The term "social media" is commonly given to online tools, which allow users to interact with each other in some way, such as sharing information, opinions, knowledge, and/or interests. Social media involves the building of communities or networks and encouraging participation and engagement. Examples include, but are not limited to, Facebook™, blogspots, LinkedIn™, Flickr™, etc. These communications tools have the potential to create a significant impact on organizational and professional reputations. To assure safeguards are in place to properly portray, promote, and protect the organization as well as the personal and professional reputations of those using social media, MSD of Boone Township requires that:

- Staff members shall only engage in electronic communication with students via email, texting, social media, and/or online networking media such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc. when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- Officially recognized social media accounts and web pages will be reviewed and approved through the administration center.
- Each social media account will have responsible administrators assigned.
- Each officially approved account must include a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.
- Inappropriate, offensive, injurious, threatening, and illegal content may be removed by identified account administrators or at the direction of the superintendent and/or assigned social media policy staff, and possibly referred to law enforcement personnel.

- Employees who violate this policy may be subject to discipline up to and including termination of employment. If the actions of the employee are severe enough, law enforcement may be informed as well.

Use of Equipment and Vehicles

When using school corporation equipment, vehicles, and other property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. In addition, all employees must have in their possession a currently valid driver's license when operating any school corporation vehicle. The district will submit the driver's license information to its designated insurance provider for approval as an authorized driver of corporation vehicles. Employees are expected to use school corporation property and vehicles for authorized, official business purposes only.

Employees should notify their direct supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of potential problems could prevent deterioration of equipment and possible injury to employees or others. The direct supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, destructive, negligent, or unsafe use of school corporation equipment or vehicles, as well as excessive or avoidable traffic or parking violations, can result in disciplinary action up to and including termination of employment.

Security Inspections

Desks, lockers, file cabinets, and other storage devices may be provided for the convenience of employees, but they remain the sole property of the school corporation. Accordingly, they, as well as any articles found with them, can be inspected by a supervisor or superintendent's designee at any time with or without prior notice.

Solicitation

In an effort to assure a productive and harmonious work environment, employees will not participate in distribution of non-work-related literature, printed materials or imprinted products, sell products, solicit money contributions, or solicit for any organization or cause during working time, unless specifically authorized by the superintendent. This policy applies to employees, visitors, and other non-employees who are on MSD of Boone Township's premises at any time. Questions regarding this should be directed to the superintendent.

Non-Smoking

MSD of Boone Township is designated "smoke free." Smoking and the use of tobacco products, including e-cigarettes, are prohibited in any building or any other area of campus. An employee found smoking or using tobacco in a prohibited area may be subject to disciplinary action up to and including termination of employment.

BENEFITS AND LEAVE INFORMATION

All personal and sick days will be computed from July 1st to June 30th and updated in their personnel file in July of each year. New employees will have their leave days prorated based on the number of months actually worked during the period between July 1st and June 30th. See **Appendix A** for specifics by position.

Sick Leave

Sick days may be used for personal illness or for illness in the immediate family requiring the employee's presence.

The employer will require a physician release after five (5) consecutive absences from work before being allowed to return to work.

Unused sick days will accumulate each year with a Cap / Maximum amount (see **Appendix A**).

Personal Business Leave

MSD of Boone Township provides eligible staff the use of personal business leave days each year, or as designated by their board- approved contract. Although employees are not required to communicate the reason for their use of personal leave time, MSD of Boone Township reserves the right to deny all requests that, in its opinion, do not meet the definition of personal business leave time.

Personal business leave time will be used in increments of four (4) hours or ½ of a normal scheduled working day. Use of personal business leave directly before or after a holiday, school vacation, or in-service day is strongly discouraged.

Unused personal business days will be added to the total of accumulated sick leave on an annual basis.

Vacation

Those employees who are considered twelve-month support staff employees are eligible for paid vacation time, after one (1) year of service on their anniversary hire date, subject to the experience increment as outlined below.

Vacation accrual shall be earned on the following schedule:

- Five (5) days after one (1) year of employment,
- Ten (10) days after two (2) years of employment,
- Fifteen (15) days after five (5) years of employment,
- Twenty (20) days after fifteen (15) years of employment.

Beginning July 1, 2022, vacation days will not roll over and/or accumulate. The employee has one year (12 months) to use their vacation days or lose them. No payments will be made in lieu of taking vacation time.

Bereavement Leave:

Bereavement leave days, without loss of pay, can be used for the death of family members or friends per calendar year. The employee shall receive full compensation for a certain period of business days (see below) beyond such death. A business day shall be interpreted as any day on which the MSD of Boone Township is open to conduct school business.

5 (five) days for Immediate Family that includes spouse, children, grandchildren, sister, brother, mother, father, step-family relationships that parallel those of immediate family members and any other member of the family unit living in the same household no matter the degree of relationship either by blood or marriage. Any in-laws within the immediate family description shall be deemed Immediate Family.

3 (three) days for Extended Family that includes aunt, uncle, niece, nephew, and grandparents.

If there is a need for 1 (one) or 2 (two) additional days for an Extended Family death, the request must be in writing, addressed to and approved by the superintendent prior to the additional days requested.

1 (one) day for a friend or family member not listed above.

Supporting documentation will include a Certificate of Attendance from the establishment of the service or an obituary, if no service was conducted. The document must be turned in to the payroll department for your Bereavement Leave to be approved.

Holidays

Holidays are designated by position according to the chart in Appendix A. If a holiday falls on a non-work day, the supervisor will designate the holiday observance. Support personnel who work on a scheduled holiday (requires supervisor prior approval) will not receive any additional holiday pay. However, support personnel may schedule in advance a regular work day off in lieu of the holiday to receive holiday pay.

Days off without Pay

No employee shall take unpaid leave without authorization of the superintendent or his/her designee. Such leave will be highly discouraged and will only be considered for approval in instances of once in a lifetime special situations. Requests for unpaid leave must be made in writing to the superintendent at least two (2) weeks prior to the requested dates and should not extend for more than five (5) days of unpaid leave. Requests are considered on an individual basis and may not be approved. Time off without approved leave shall be subject to discipline. All paid time accrual must be exhausted before unpaid time off will be authorized.

Insurance Benefits for Eligible Support Staff

- **Health/Dental Insurance:** MSD of Boone Township offers a group health and dental insurance program through the district provider. At the time of hire, and during any open enrollment period, all eligible employees are provided the opportunity to enroll in this plan. At that time, and on an annual basis, a summary plan description outlining the details of the plan along with monthly premium costs is provided to employees. Questions regarding this benefit should be directed to the benefits representative located at the administration center.
- **Life Insurance:** All eligible employees and contracted support staff are entitled to life insurance. This insurance policy is a term-life policy on the employee only with an Accidental Death and Dismemberment (AD&D) rider.
- **Vision:** All eligible employees and contracted support staff are entitled to Vision Insurance.

PERF — Public Employees Retirement Fund

All eligible employees are required to participate in the Indiana Public Employees' Retirement Fund. The employee pays three percent (3%) of their annual salary, and the district pays a percent as determined annually by the Indiana Public Employees' Retirement Fund.

Workers Compensation

All employees with an eligible Worker's Compensation claim shall be covered by Worker's Compensation. Upon commencement of Worker's Compensation benefits, the employee shall be placed on an unpaid leave of absence until the cessation of Worker's Compensation benefits.

Accident Report

When an accident occurs at work, an accident report must be received by the business office as soon as possible but no later than 24 hours after the occurrence. The proper accident report form may be obtained from the nurse or business office or the immediate supervisor. The health provider for all work-related injuries is WorkingWell located at Franciscan Point (located ½ mile east of I-65 and Highway 231), 12800 Mississippi Parkway, Suite A204, Crown Point, Indiana; Phone: (219) 662-5500; Hours: M-F 8:00 a.m. to 6:00 p.m.

Call-Off/Call-Back Procedures

A call off from work must be communicated to the immediate supervisor as soon as the employee knows s/he cannot perform the required tasks due to illness. When an employee needs to be on sick leave, the employee must call the appropriate school corporation office or supervisor according to his/her department guidelines or not later than ninety (90) minutes before the beginning of the shift (other time considerations may be made by

the immediate supervisor). Proper call-off procedures would include speaking to the direct supervisor or receiving acknowledgement from the supervisor (or his/her designee) that the call off was received. It is the responsibility of the employee to confirm acknowledgement of the call off to the supervisor.

Family and Medical Leave Act

The MSD of Boone Township will comply with the provisions of the Family Medical Leave Act of 1993 (herein referred to as “FMLA”). By law, FMLA is available to eligible employees who have worked for a minimum of twelve (12) months and have worked at least 1,250 hours prior to the request for FMLA. FMLA provides for up to twelve (12) weeks of unpaid time off (shall run concurrently with available paid time off) to eligible employees for the birth of a child or the placement of a foster child; to care for a seriously ill spouse, child, or parent; or due to the employee’s own serious health condition. Intermittent or reduced schedule leaves are available for up to twelve (12) weeks of leave in a year for a serious health condition of the employee which makes him/her unable to perform the functions of his/her job or to care for the employee’s spouse, child, or parent who has a serious health condition. The method for determining the 12-month leave period shall be the 12-month period measured forward from the date any employee’s first FMLA leave begins. An employee using FMLA shall receive the same health, life, and dental insurance as active employees. Questions regarding FMLA should be directed to the corporation treasurer.

Military (and Military Caregiver) Leave

MSD of Boone Township provides leaves of absence without pay for military or reserve duty responsibilities. Employees who are called or volunteer for active military duty, the Reserves, or the National Guard, or who have immediate family members being deployed or returning home should notify their immediate supervisor as early as possible. MSD of Boone Township will observe all federal and state laws in determining eligibility for reinstatement.

Jury Duty/Legal Proceedings

Support personnel will receive their daily salary less the per-diem earned as a witness or for jury duty when they are subpoenaed. The employee will need to make arrangements with the corporation treasurer to reimburse the corporation the per-diem amount. An un-subpoenaed witness shall use a personal business day or take a non-paid day in order to appear.

Personnel who are subpoenaed to testify before a judicial tribunal or governmental body due to their position with the school corporation shall be compensated for the difference between the school corporation pay and the pay received for the performance of such obligation. This paragraph shall not be applicable to situations when the employee has an interest in the proceedings adverse to MSD of Boone Township or when the employee is testifying in a proceeding that is for the personal benefit of the employee.

403(b) Account

Any support staff members may participate in an employee 403(b) tax-sheltered annuity. Contact the business office at the administration center for more information.

WORKPLACE SAFETY

Accident and Injury Reports

All work-related incidents and injuries must be immediately reported to your immediate supervisor and on the current Accident and Injury Report form. Student and staff accident forms are available in the Finance Office.

Forms must be filled out by the employee, school nurse or supervisor in charge as soon as possible on the day of the incident. A copy is to be sent to the administration office to the attention of the business department by the following day. Please be as accurate as possible in completing the forms. All questions must be answered.

If a question is non- applicable, write N/A on the line for that question. When the form is completed, please return it to the office for building administrative review and signature. The health provider for all work-related injuries is WorkingWell located at Franciscan Point (located ½ mile east of I-65 and Highway 231), 12800 Mississippi Parkway, Suite 204A, Crown Point, Indiana; Phone 219-662-5500; Hours: M-F 8:00 am - 6:00 pm.

In case of an accident in a corporation vehicle other than a school bus, contact your supervisor immediately and follow procedures for accident and injury reports.

Emergency Conditions

Emergencies require immediate action. In the event of an emergency, the posted Staff Guide to Emergency Response must be followed (available in each room/area of schools in the district). Employees must become familiar with the Staff Guide to Emergency Response and posted escape routes at each work site.

APPENDIX A Benefit Schedule

Classified Employee Benefit Schedule	Sick & Personal Leave Days					Vacation Days For 12 month employees only				X indicates position qualifies for benefit. See charts below for levels.					
	Sick Days	Max amount of sick days to accumulate	Personal Days	Bereavement Days	Holidays	Vacation days after 1 year	Vacation days after 2 years	Vacation days after 5 years	Vacation days after 15 years	Health Insurance	Dental Insurance	Vision Insurance	Life Insurance	PERF	Severance
12 Month employees - More than 29 hours per week	9	90	3	X	X	5	10	15	20	X - 1	X - 1	X - 1	X - 1	X	X - 1
12 Month employees - 29 hours or less per week	8	80	2	X	X	5	10	15	20			X - 1	X - 1	X	X - 1
10 Month employees - More than 29 hours per week employees -	8	80	2	X	X					X - 1	X - 1	X - 1	X - 1	X	X - 1
Elementary Librarian - not to exceed 130 hours or 7800 minutes per month	7	75	2	X	X							X - 1	X - 1	X	X - 1
Full Time Nurse	7	75	2	X						X - 1	X - 1	X - 1	X - 1	X	X - 1
Transportation Director	7	75	2	X						X - 1	X - 1	X - 1	X - 1	X	X - 1
Safety Director	7	75	2	X						X - 1	X - 1	X - 1	X - 1	X	X - 1
Misc. / 180-190 Days / not to exceed 130 hours or 7800 minutes per month	7	75	2	X								X - 2	X - 2	X	X - 1
Aides & Rtl (Grant) / 180 Days / not to exceed 130 hours or 7800 minutes per month	7	75	2	X								X - 2	X - 2		X - 2
Food Service	6	60	2	X								X - 3	X - 2	X	X - 2
Bus Drivers	6	60	2	X								X - 3	X - 2	X	X - 2
Recess/Lunch Aides & Bus Aides	2	20	1	X											X - 2
Holidays															
12 month employees = 12 days															
New Years Day, MLK Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (3 Days-day before, day of and day after), Christmas Eve, Christmas Day and New Years Eve.															
10 month employees = 10 days															
New Years Day, MLK Jr Day, President's Day, Memorial Day, Labor Day, Thanksgiving (3 Days-day before, day of and day after), Christmas Eve and Christmas Day.															
Insurance Levels															
Health		Dental		Vision		Life		Additional Clause							
1		80% paid by Corporation		80% paid by Corporation		50% paid by Corporation		50% paid by Corporation (\$50,000 policy limit)		Employees hired prior to July 1, 1999 may maintain insurance benefits at their previous level of benefit.					
2		N/A		N/A		50% paid by Corporation		50% paid by Corporation (\$50,000 policy limit)							
3		N/A		N/A		N/A		50% paid by Corporation (\$50,000 policy limit)							
Severance Level															
Severance Level		After fifteen (15) years, up to and including twenty (20) years, the employee will receive:				For twenty-one (21) years or more, the employee will receive:				After ten (10) years or more of employment, the employee shall be entitled to pay in the amount of:					
1		\$200 (two hundred dollars) per year of service				\$400 (four hundred dollars) per year of service				One-half of accumulated sick leave at the prevailing, daily rate of pay. (the computation for this benefit will be figured to the nearest half-year, but no smaller fraction thereof.)					
2		\$100 (one hundred dollars) per year of service				\$200 (two hundred dollars) per year of service				One-half of accumulated sick leave at the prevailing, daily rate of pay. (the computation for this benefit will be figured to the nearest half-year, but no smaller fraction thereof.)					

APPENDIX B

Where Do You Go with a Question or Concern

MSD OF BOONE TOWNSHIP FOR STAFF WHERE DO YOU GO WITH A QUESTION OR CONCERN?

Do you have questions or concerns about your paycheck, benefits, operations of the building, etc.?
We believe the people closest to your question or concern have the best and quickest response for you.

Please refer to the chart below to assist you.

Please use the Help Ticket system for the IT Dept.

When in doubt about a particular starting point for a question or concern, contact the Superintendent's office for further information.

ALL STAGES & CORRESPONDENCE MUST BE WRITTEN IN AN EMAIL.

PAYCHECKS	FINANCE: INSURANCE, HR, etc.	BUILDINGS & GROUNDS	OTHER
Initial Stage	Initial Stage	Initial Stage	Initial Stage
Supervisor	Corp. Treasurer	Supervisor	Supervisor
Questions or concerns regarding your paycheck should be directed to your Supervisor.	Questions or concerns regarding your health insurance, benefits, etc., should be directed to the Corp. Treasurer.	Questions or concerns regarding Buildings & Grounds should be directed to your Supervisor.	Questions or concerns regarding any other areas should be directed to your Supervisor.
Second Stage	Second Stage	Second Stage	Second Stage
Your Supervisor will discuss your question or concern with the Payroll Dept.	If more information is needed or you still have questions and/or concerns, the Corp. Treasurer will schedule a discussion with the Superintendent.	The Supervisor will discuss your question or concern with the appropriate Dept. Head or Administrator.	The Supervisor will discuss your question or concern with the appropriate Dept. Head or Administrator and contact you by email with an answer.
Third Stage	Third Stage	Third Stage	Third Stage
If the Supervisor cannot resolve the question or concern, the Supervisor & Payroll Department will schedule a discussion with the Superintendent.	The Superintendent will discuss your question or concern with the Corp. Treasurer.	If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with the Superintendent.	If more information is needed or you still have questions and/or concerns, a discussion should be scheduled with the Superintendent.
Final Stage	Final Stage	Final Stage	Final Stage
The Payroll Department will contact you, by email, with the final resolution to your question or concern.	The Corp. Treasurer will contact you, by email, with the final resolution to your question or concern.	The Dept. Head or Administrator will contact you, by email, with the final resolution to your question or concern.	The Dept. Head or Administrator will contact you, by email, with the final resolution to your question or concern.