



Kankakee Valley School Corporation

CLASSIFIED EMPLOYEE HANDBOOK

Effective July 2021

Errors, omissions and ambiguities will be addressed individually as they are identified within this text. Past practice, common sense, and intent will take priority when conflicts occur. This document is intended to mirror KVSC Human Resource practices currently in effect. It is not intended to promote new policy.

Welcome to Kankakee Valley School Corporation!

You are an important addition to the “Kougar” family and play a crucial role as we work to prepare tomorrow’s future.

The purpose of this Support Staff Handbook is to provide employees with information regarding their employment with the school corporation. It is intended that this handbook become a communication resource document.

Because of different working situations within the school corporation, it is nearly impossible to include every item of information and interpretation regarding individual circumstances that might arise during the school or work year.

Our policies, practices, and benefits are continuously reviewed for updating, and we expect to change them from time to time. Therefore, you should always check with your supervisor for the most current ones. Corporation benefit plans are defined in legal documents such as insurance contracts, official plan texts, and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is a difference in language, the formal language of the plan documents governs not the simple wording of this handbook. Plan documents are available for your inspection in the administration office.

We look forward to your continued association with the Kankakee Valley School Corporation in order that we may offer the best possible educational programs to its students. Support Staff personnel play a vital role in the efficiency of the school corporation; even if your duties may not relate directly to classroom instruction. Your individual contributions to the school corporation are highly valued and appreciated.

Sincerely,

Don Street
Superintendent

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I. THE ORGANIZATION

Vision and Mission Statements

Kankakee Valley students are excited about learning. This excitement is sparked by engaging them in rigorous and relevant learning opportunities that interest and challenge them to think critically while preparing for college, careers and the military.

Our mission is to guide student to become informed, engaged citizens, and curious, lifelong learners.

KVSC District

The KVSC is a public school corporation which provides educational services to residents in the Jasper County Townships of Keener (DeMotte), North Union (Fair Oaks), Wheatfield (Wheatfield), Kankakee (Tefft), and Walker (Kniman). The Kankakee Valley School Corporation is comprised of six schools: Kankakee Valley High School (KVHS), Kankakee Valley Middle School (KVMS), Kankakee Valley Intermediate School (KVIS), DeMotte Elementary School (DES), Wheatfield Elementary School (WES), and the Kankakee Valley Alternative School (KVAS).

Working at Kankakee Valley Schools

Every employee performs an important role in maintaining KVSC as a successful organization fostering positive relations with parents, children and the community. Each of us must work proactively to maintain a positive, fair and productive work environment.

Providing quality educational services to the children of the Kankakee Valley School Corporation is our mandate and the sole purpose for this institution. Therefore, our primary focus needs to be on meeting the needs of children in a responsive, ever-changing technical environment. The Kankakee Valley School Corporation must be flexible and willing to put student needs as the highest priority. Successful organizations tend, inevitably, to be dynamic organizations. In such cases, the staff must be flexible and responsive to change. For KVSC to be successful, all of us, individually and collectively, need to be professionally, morally and ethically responsible.

How the Kankakee Valley School Corporation is Organized

An elected Board of School Trustees governs the Kankakee Valley School Corporation. The Board hires a Superintendent, who is responsible for the overall operation of the organization. That responsibility is delegated to and shared with the Assistant Superintendent and various Directors and Building Principals of the school corporation, who are assigned to various program, administrative, or service functions.

Should you have any questions regarding how your job relates to your school or building assignment, discuss those concerns with your immediate supervisor as soon as possible.

II. EMPLOYMENT PRACTICES

Equal Employment Opportunity

KVSC is an Equal Opportunity Employer. The Kankakee Valley School Corporation does not discriminate on the basis of a person's race, religion, color, age, sex, national origin, creed, ancestry, limited English proficiency, or disability regarding considerations such as recruiting, hiring, training, on-the-job treatment, and promotion. Violations of civil rights law by any KVSC employee are considered to be a very serious matter. Depending upon the particular circumstance, it could lead to immediate termination, corrective action, recommendation for counseling, or additional awareness training. Any concern or complaints related to equal employment opportunity or violation of civil rights must be reported immediately to the Superintendent, who also serves as the Corporation's Civil Rights Coordinator.

Upon a verbal or written complaint, the Assistant Superintendent, acting as the Equal Employment Officer (EEO), will conduct an investigation following formal procedures outlined by the Kankakee Valley School Corporation. It is our intention to fully comply with all applicable Federal and State laws regarding equal opportunity for employment.

All employees engaged to work for Kankakee Valley Schools, both on and off KVSC premises, are expected to fully comply with all Federal and State laws. In addition, KVSC does not intend to condone an employee, student or parent being subjected to any violation of his/her civil rights by individuals or agents of other entities that may be on or off our premises on Kankakee Valley School Corporation related business. If there is a belief that such a violation has occurred, it should be reported to the EEO Coordinator.

Exempt and Non-Exempt Employees

All employees of Kankakee Valley Schools, regardless of whether or not that employee works full or part-time, or are a regular, temporary or special projects employee, are classified as 'exempt' or 'non-exempt' as defined in the Fair Labor Standards Act. Non-exempt employees are hourly employees who are eligible to receive overtime pay for time worked in excess of 40 hours in a work week. Exempted employees are salaried employees.

Work Hours

Business hours at the Superintendent's office are 7:30 AM to 4:00 PM. Individual schools may have varying 'official business' hours, as determined by the Superintendent. Therefore, programs and classes may have different hours among buildings. Business may be conducted before and after these hours. Your working hours will be determined by your supervisor, based on your job description and the associated responsibilities, and the overall work requirements of the organization at your building. Kankakee Valley Schools may change work schedules as circumstances dictate.

Time Keeping Systems

KVSC employees utilize either an automated time-clock or a personal time-sheet as directed by the immediate supervisor. The purpose of the time keeping system is to have an accurate and efficient payroll management system. It provides the information needed to support an audit of the Kankakee Valley School Corporation.

All classified personnel should:

- clock-in (or log-in) no sooner than 15 minutes before their assigned work time. An employee may arrive earlier but may not begin performing work related activities prior to logging in.
- clock-out (or log-out) no later than 15 minutes after their assigned work time. An employee may leave later but may not continue to perform work related activities after logging out.
- An employee may or may not log their lunch period. If lunch is not indicated on the time card or log sheet, a thirty-minute unpaid break will be assumed by the payroll department and deducted from the hours worked.

Accurate time cards/sheets are required. Hours worked for each pay period should not be contrived to represent hours not actually worked. If you have any questions or concerns please discuss them with your supervisor or the payroll department.

Overtime and Overtime Pay

Due to the nature of our services and the need to be responsive to our students and parents, there will be times when overtime is required of some or all employees. If the nature of your job classifies you as an 'hourly employee', you must have advance approval from your supervisor to work in excess of your regular workweek. If an emergency situation should arise and the employee is unable to contact his/her supervisor(s), the employee should work the overtime hours to remedy the emergency situation and notify the appropriate supervisor as soon as possible. Non-exempt employees who work more than 40 hours in a week are eligible for overtime pay.

If you work more than 40 hours during any seven (7) day period between 10:00 PM Sunday through 9:59 PM the following Sunday, overtime pay will be paid at the rate of one and one-half times your normal hourly pay rate. Your supervisor may ask you to take time off during a week that you have or will work more than your regularly scheduled work day. KVSC does not provide compensatory time (comp time) for time worked in excess of your regular work week.

Non-worked, but paid time, such as vacation, paid time off days, jury duty, official closing, and bereavement pay is NOT counted toward the 40 hours in a work week for purposes of overtime. Paid holidays will count for the purpose of overtime.

Exempt employees are expected to perform all aspects of the job as required, including work scheduled outside normal business hours, without overtime or compensatory time.

Personnel Records

A confidential personnel file is maintained for every employee. Your record will include your current home address and a telephone number where you can be reached, plus the name and telephone number (and notification procedures) of a person to contact in case of an emergency.

Your file may include the following:

- job application and resume (if requested)
- INS form I-9
- criminal background check
- wage/salary information
- job responsibilities and performance reviews

- changes in employment status
- acts of commendation
- corrective or disciplinary actions
- federal and state tax information
- record of training and professional development (if provided or required by KVSC)
- termination information, including an exit interview form

Personnel files may not be removed from the office where they are regularly maintained. If you wish to review your personnel file, arrangements will be made to allow supervised perusal of your records. Please make the request by contacting either your immediate supervisor or the KVSC Superintendent. Employees may have a copy of any and all documents in his or her personnel file. The employee is responsible, however, for the cost of copying the material.

Employee records are extremely confidential and normally Kankakee Valley Schools do not knowingly respond to any inquiry about an employee's employment records for credit purposes without the employee's WRITTEN PERMISSION to do so, or by court order. If your employment with Kankakee Valley Schools ends, KVSC will only provide dates of employment, position(s) held and rate of pay, regardless of written permission.

Pre-Employment Testing and Screening

Depending on several circumstances, including: The nature of the job for which an individual may apply; the skills associated with certain jobs; whether or not the person in the job may be involved in handling money or financial records; an applicant's previous employment; or other circumstances, Kankakee Valley Schools may conduct certain tests or checks, including, but not limited to:

- criminal history check
- educational experience/transcripts
- previous employment
- measuring specific job skills or abilities
- records of convictions
- eligibility for bonding
- illegal substance screening

KVSC can require drug testing for any employee injured on the job, or suspected of being under the influence of alcohol or drugs.

Valid Driver's License & Drug Screening

Employees who drive Corporation owned vehicles on a regular basis are required to have the validation of their driver's license checked annually.

Kankakee Valley Schools require all final candidates for bus driver positions to be tested for the presence of illegal substances and drugs for which the candidate does not have a prescription. Employment opportunities for bus driver positions are contingent upon negative test results. KVSC may also screen any other job applicant for presence of illegal substances and/or drugs for which the applicant does not have a prescription. If a drug screen is required of an applicant, employment is contingent upon negative test results.

Teacher Aide Requirements

All instructional aides are required to comply with the Every Student Succeeds Act (ESSA). Every Instructional Aide at DES & WES must pass the "Parapro Assessment" or have the necessary college hours, or a degree to be considered for employment. These requirements must be fulfilled before employment.

Filling Open Positions

Kankakee Valley Schools intend to post all open positions, at the Administration Office, and on the KV website. Transfer requests should be made to the contact person listed within the posting. Whenever practical and when in the best interest of Kankakee Valley Schools, present employees who are the most qualified may be given first consideration for vacancies or promotions. Kankakee Valley Schools may transfer employees from one job to another, in order to meet organizational needs.

Unpaid Leave of Absence

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

Kankakee Valley Schools do not routinely grant unpaid leave of absence. However, there may be individual circumstances when an unpaid leave may be granted, based on the length of the

requested leave, employee's current length of service, the level of job performance, and organizational circumstances. Unpaid leaves of absence are requested in writing through the immediate supervisor and are subsequently approved by the Superintendent or Board of School Trustees after consultation with the appropriate administrators. The request must be submitted at least five (5) school days prior to the requested absence. In an emergency situation, contact your supervisor as soon as practical, then follow-up with a written explanation of your reason for absence and a request for unpaid leave. All eligible paid leave days (sick, personal business and/or vacation) must be exhausted before a day without pay is considered. No sick or personal business days will be awarded during an unpaid leave; if the employee returns to work, sick and personal business days will be pro-rated. Employees who are absent using unpaid days for reasons that do not meet the handbook guidelines may be recommended for termination of employment.

Outside Employment or Compensation

KVSC expects the assigned duties and responsibilities with Kankakee Valley Schools will take priority over any outside employment or consulting activity. Work scheduled, required travel, and other commitments related to KVSC employment may not be rearranged to accommodate any outside employment related activity. Whether you work full-time or part-time, your position with Kankakee Valley Schools may be jeopardized if any outside employment has a negative impact on your performance at Kankakee Valley Schools.

Responsibility for Hiring

The KVSC Board of School Trustees hires all employees and approves salary schedules, legal contracts, and At-Will Agreements. Recommendations for employment are presented to the Board by the Superintendent or other directors and administrators.

Background Check Re-Screens

Effective July 1, 2017, KVSC is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for current employees of the school corporation every five (5) years. KVSC covers the renewal cost of the expanded criminal history check for all employees. Continued employment is contingent upon the findings of the criminal history re-screen.

Probationary Employment Period

All new Classified employees will be placed on a one (1) -year probationary period. During the probationary period, the immediate supervisor may conduct two (2) formal evaluations including a job performance statement. If evaluations are conducted, a copy of each evaluation will be given to the employee and a second copy placed in his or her personnel file. The evaluations should include specific items of his or her job performance which need to show improvement. At or near the end of the probationary period, the immediate supervisor may submit a recommendation for either continued employment or termination. During this probationary period new employees will receive full benefits or entitlements granted to the employment position.

Travel

Your immediate supervisor may require you to travel for school related business. If this travel is accomplished within your normal hours of employment, no additional compensation will be provided. If there is a need for you to extend your employment hours in order to accomplish your employment responsibilities, including travel time, compensation will be provided in accordance with the policies and practices for overtime compensation.

You may receive mileage reimbursement if:

- 1) prior approval is granted by the Superintendent or Assistant Superintendent.
- 2) the appropriate forms are properly submitted to the accounts payable office in a timely manner.
- 3) a KVSC vehicle is not available.

Conflict of Interest

Kankakee Valley Schools' policy concerning conflict of interest regarding KVSC employees, as a general guideline, is to follow the Indiana Ethics Commission laws regarding state employees, unless there is a specific law concerning conflict of interest regarding public school employees. In addition, State law prohibits you or any member of your immediate family from accepting 'kickbacks' on purchases made by Kankakee Valley Schools.

In general, these laws cover situations concerning gifts, honoraria, meals, etc., and in situations where a conflict of interest, or an appearance thereof could arise. (Refer to the section on "Gifts and Gratuities" in the Employee Relations section on page 13 of this Handbook)

Indiana Code 35-44-1-3 states: (a) A public servant who knowingly or intentionally has a pecuniary interest in; or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D felony.

If you are uncertain about these matters, please contact your supervisor, or the Superintendent for guidance.

Job Performance

Your supervisor may formally evaluate your performance and discuss his or her performance expectations for the future annually or as needed. This is a joint process in which you and your supervisor need to contribute equally. A written summary of your performance evaluation will be provided to you and a copy placed in your personnel file. All evaluations will remain in the personnel file for the tenure of your employment. Your supervisor may also meet with you informally, to discuss concerns or commendations related to your job performance. Such informal meetings may or may not be included in your personnel file as determined by your immediate supervisor.

Unsatisfactory Performance

If you are having difficulty performing your job in a satisfactory manner, your supervisor will advise you of such and will inform you of steps for improvement. The purpose of this work review is to help you identify what action must be taken to improve your performance. If you continue to perform at an unsatisfactory level, you may be terminated. Normally, the following steps of progressive corrective action will be followed:

- 1) a personal discussion with your supervisor, which your supervisor will document in writing (verbal warning).
- 2) a written warning (may be repeated, based on circumstances).
- 3) a final warning.
- 4) a discharge.

There may be instances when the severity and impact of unacceptable job performance causes serious financial losses or other problems to the school corporation. In such cases, one or more of the aforementioned steps may be bypassed. If this happens, the severity of problem, your work record and job performance, and your length of service with Kankakee Valley Schools will be considered before corrective action, including discharge, is taken.

You may be terminated without advance notice for unacceptable behavior or serious misconduct including, but not limited to the following:

- theft or other dishonesty
- physical violence (or threats of such)
- harassment
- conviction or arrest for a serious misdemeanor or felony crime
- threats to anyone associated with Kankakee Valley Schools or the services KVSC provides
- violation of the drug-free workplace policy
- coming to work while under the influence of alcohol or consuming alcohol at work
- committing unsafe acts
- repeated behavior that is disruptive to the work of other employees to include habitual absenteeism
- carrying or storing a weapon on KVSC property
- gambling on KVSC property or during work time
- unauthorized use or misappropriation of KVSC property, materials, and equipment
- other violations as determined by the Superintendent or Board of School Trustees
-

Repeated Problems

If you receive written corrective action of any type more than once in any twelve-month period of time, you may be terminated without further warning or advance notice. In all cases, Kankakee Valley Schools may suspend you with or without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, you may be terminated or reinstated. Suspension may be with or without pay, as determined by the Superintendent.

Termination for falsification of records: Kankakee Valley Schools may terminate any employee who falsifies any KVSC record or report, including, but not limited to, time records and an employment application, regardless of the date of discovery. KVSC may suspend the employee with or without pay to investigate circumstances involving a violation of this rule.

Termination for positive drug or alcohol test: Any employee who tests positive under an approved drug and alcohol testing program may request a split-specimen test (at the employee's expense). If the split-specimen test also results in a positive reading, employment will be terminated immediately. At this time, the only approved drug and alcohol testing program is for KVSC bus drivers.

Complaint and Appeal Procedure

If you have a question or concern about any of our policies or practices, or if you may be having a problem with your supervisor, you may talk to the administrator in your chain of command. If the problem or concern is related to your immediate supervisor, the Kankakee Valley School Corporation will work with you to get your supervisor involved in this process. However, if necessary, you may use the Kankakee Valley Schools' Complaint and Appeal Procedure to formally appeal complaints, corrective action, or organization practices. You may appeal the application of any policy, but not the policy itself. This procedure is intended to assure fairness and equitable treatment of all employees. It is not intended to be a frivolous exercise or to be used without careful thought. Since it is important that all of us work together to resolve differences, you are encouraged to use the Complaint and Appeal Procedure as a last resort.

'At-Will' Statement and Termination of Employment

All classified employees are considered 'At Will' employees who serve at the discretion of the School Board. 'At Will' basically means the employee's work hours and work schedule reflects a 'need' by the school corporation; that is, if the school corporation does not 'need' the employee to work for whatever reason, the school corporation may reduce the normal work hours or adjust the work schedule to meet the 'needs' of the institution. Kankakee Valley School Corporation reserves the right to adjust work schedules of any Classified employee conducive to the 'needs' of the school's educational programs.

'At Will' employees do not acquire or qualify for tenure status, nor do they retain employment rights beyond those provided through federal and state equal employment policies and statutes. While the Kankakee Valley School Corporation recognizes the value of retaining experienced employees and the high cost resulting from frequent turnover, the Kankakee Valley School Corporation will make every effort to minimize the need for and incidence of, termination of employees, either voluntarily or involuntarily. You may resign at any time and the employment of any person may be terminated at any time with or without cause or advance notice.

1) Voluntary Resignation

You may resign at any time by notifying your immediate supervisor in writing. The Kankakee Valley School Corporation does ask that if you are an exempt employee, you should give at least four (4) weeks' notice; and, if you are non-exempt, you should give at least two (2) weeks' notice. If an employee has remained an employee in good standing for one (1) complete calendar year, he/she will receive payment for all earned, but unused vacation days with the final paycheck.

2) Termination

- a) **Unsatisfactory Performance and/or Poor Attendance:** Your employment may be terminated involuntarily for continued unsatisfactory performance. You will be afforded due process as defined in the federal and state EEO statutes.
- b) **Unacceptable Behavior:** There are several behaviors, which are totally unacceptable for Kankakee Valley School employees. They are identified and discussed on pages 9-10.
- c) **Repeated Problems:** If you receive written corrective action of any type more than once in any 12-month period of time, you may be terminated without further warning or advanced notice.

Kankakee Valley Schools may suspend an employee with or without pay, to investigate circumstances involved in unacceptable behavior. Depending on the outcome of the investigation, the employee may be terminated, extended suspension with pay, suspended without pay, or reinstated.

- 3) **Reduction in Force (RIF):** If KVSC decides to reduce its workforce, employees to be terminated will be given as much notice as possible. In the event of a RIF, the Kankakee Valley School Corporation will consider length of service with the organization to the extent that necessary work can be performed efficiently. However, those persons who have special skills or abilities, or who are critical to our on-going operations and programs may be retained regardless of length of service with KVSC. If you are notified of your termination because of a RIF, you may choose to leave prior to your stated termination date without forfeiting entitlement to any earned benefits. If you are terminated due to a RIF, you may be subject to recall.

Leaving Employment from Kankakee Valley Schools

If an employee finds it necessary to terminate employment with KVSC, a written notice of the resignation is expected fourteen (14) days in advance of the last intended work day. Voluntarily leaving our employment does not qualify for unemployment benefits. Upon separation of service, employees are expected to return KVSC's property to their supervisor. Including:

- Identification badges,
- Technology (laptop, iPad)
- Mobile phone
- Keys/fobs
- Any and all other KVSC property not listed above.

The employee will be sent a letter, to their home address, regarding the following:

- Requesting that the KVSC be kept up to date of any changes to their mailing address and/or telephone number. It is important that KVSC have the proper mailing address for IRS W-2 tax forms, the U.S. Postal Service will not forward annual tax information.
- Information about health, dental, vision and/or life insurance and your rights concerning continued participation in our health insurance plan.
- Information about any retirement program in which you were qualified to participate.

III. EMPLOYEE RELATIONS

People are our most important asset. Without good employees, Kankakee Valley Schools cannot produce the quality and quantity of educational services, which our community has come to expect. Therefore the Kankakee Valley School Corporation works very hard to employ people who care about our children and parents, the organization, and their co-workers, and who want to work as part of a team to achieve our Mission. The Kankakee Valley School Corporation intends to provide a work place environment where each employee is treated honestly and fairly.

The Kankakee Valley School Corporation operates with a chain of command system. If you have a question or concern about any of our policies or practices, or if you are having a problem with your supervisor, you may request a meeting with the next level of supervisor in the chain of command. If that problem or concern is related to your immediate supervisor, the Kankakee Valley School Corporation will work with you to get your supervisor involved in this process.

Attendance and Tardiness

If you know you will be late for work, notify your supervisor prior to the start of your work day. If you are late, discuss with you supervisor the feasibility of making up the time. This may or may not be possible. Repeated and continued absences or tardiness may eventually result in termination. Your supervisor may require you to provide a physician's statement concerning your inability to work if you are absent for five (5) or more consecutive days as well as a return to work statement. If you are absent from work for three (3) consecutive days, and you do not contact the school corporation during this time, you may be terminated immediately. It is important for you to keep your supervisor informed. Do not be absent from work without contacting your supervisor. It is the immediate supervisor's responsibility to inform the Payroll Department if an employee is off five (5) consecutive days so that FLMA paperwork can be sent to them

Employment of Relatives

KVSC does not have a prohibition against employing relatives; however, if the Board of School Trustees votes to approve the hiring of one family member to be in a position as an immediate supervisor to another family member, the next administrator in the chain of command will conduct all evaluations for both subordinates. The evaluating supervisor, upon his/her recommendation to the Superintendent, may require one or both of the affected employees to be reassigned. If no alternative assignment is possible, the evaluating supervisor will submit a recommendation for termination of at least one of the two affected employees.

Harassment

It is Kankakee Valley Schools' policy for all its employees, students, parents, visitors, and vendors to have the right to work, be educated, and do business in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive.

a. Sexual Harassment

The Kankakee Valley School Corporation believes that sexual harassment is a form of disrespect and misconduct which undermines the integrity of the individual as well as the employment relationship. No employee, child, parent, visitors, or vendor, either male or female, should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, which is personally offensive, causes low morale, and which, therefore, interferes with work effectiveness. It includes unwanted physical contact, verbal or visual sexual advances, unwanted touching, requests for sexual favors, and other sexually oriented conduct, which is offensive or objectionable to the recipient, but not limited to; derogatory or suggestive comments, slurs or gestures; and offensive posters, cartoons, pictures, or drawings. Such behavior may result in corrective action, up to and including dismissal.

b. Other Forms of Harassment

Harassment is behavior that is not welcome, is personally offensive, lowers morale, and interferes with work effectiveness. No employee, child, parent, visitor, or vendor should be subjected to unsolicited and unwelcome overtures or conduct, either verbal or physical. KVSC will not tolerate any employee engaging in conduct or language based on race, sex, ethnic background, age, religion, or disability which could interfere with another employee's work performance or create an intimidating, hostile, or offensive working environment.

Our stated position on harassment applies to all employees while performing work for Kankakee Valley Schools, both on and off our premises. In addition, the Kankakee Valley School Corporation does not condone harassment by our employees; nor do we intend to allow employees to be subjected to harassment by individuals or agents of other entities that may be on or off our premises and on KVSC related business.

If you think you have been harassed, sexually or in any other way, you should bring that matter to the Superintendent, your supervisor, or any other member of management immediately. Following your complaint, the Superintendent will ask you to complete a complaint form. The Superintendent will initiate a CONFIDENTIAL investigation to gather all facts about your complaint. After the investigation has been completed, appropriate management will make a determination regarding the resolution of the case.

You will not be retaliated against in any way because you have complained in good faith about harassment or because you have been a witness in a harassment investigation. However, if KVSC determines that a complaint has been made in bad faith, corrective action may be taken, up to and including termination.

Professional Conduct and Appearance

While you are engaged in performing work for Kankakee Valley Schools, the KVSC expects you to conduct yourself in a professional and business-like manner when interacting with fellow employees, students, and other persons who are engaged in a business or professional relationship with Kankakee Valley Schools. You are expected to dress appropriately for your work assignment. This includes wearing clothes that are clean, in good taste, and present a neat appearance.

If your supervisor believes that your attire is inappropriate, you may be sent home, without pay, to change into more appropriate attire. Failure to comply with a reasonable request will result in disciplinary action.

Gifts and Gratuities

Kankakee Valley School employees may not accept gifts, gratuities, or favors, including such items as: discounts, loans, commissions, rebates, or other compensation from individuals, companies, or organizations doing business with or desiring to do business with Kankakee Valley Schools. Although the acceptance of nominal gifts is discouraged, gifts (with a face value of \$25.00 or less), such as calendars, pens, coffee mugs, etc., may be accepted only if the gift, in fact or appearance, could be deemed to affect your professional judgement and decision making.

Community Relations and Public Representation

In all community and public activities, your actions or statements may be interpreted as a reflection on Kankakee Valley Schools. It is Kankakee Valley Schools' hope that such reflection will always be positive.

There may be an occasion when Kankakee Valley Schools might receive unusual public or media attention, or you may be contacted by a member of the media for information about Kankakee Valley Schools or for an interview. In such a case, only the Superintendent or an appointed designee is authorized to discuss with any member of the media or an elected body (other than the School Board) matters related to the policies, practices, or activities of Kankakee Valley Schools, or to assume the role of official spokesperson for Kankakee Valley Schools.

Jury and Witness Duty

Kankakee Valley Schools will continue to pay employees at their regular rate of pay for the period of time for jury duty, if you are scheduled to work and if you provide court documentation of your time in court, on jury call or on jury duty. Arrangements should be made with the supervisor. You must report to Kankakee Valley Schools all pay received from the court, less any reimbursement for food, parking, and travel expense. This amount will be deducted from your next regularly scheduled pay check.

You are expected to notify your supervisor as soon as you receive a notice for jury duty.

Kankakee Valley Schools does not provide any pay for serving as a witness in any legal proceeding, unless you are testifying on behalf of Kankakee Valley Schools. You will be paid your normal wages if required to testify on behalf of KVSC. If you are called to testify on behalf of another party, you will need to request leave as a personal business day or vacation day, if you wish to be paid. You may also request unpaid leave for time away from work for such witness appearance.

Use of Kankakee Valley School Property and Materials

All Kankakee Valley Schools property, including the building, equipment, vehicles, office supplies, and materials are intended for Kankakee Valley School business use only. These items include, but are not limited to, office supplies, postage and stamps, telephones, fax machines, copiers, computers, tools, busses, and other vehicles and equipment.

Kankakee Valley School Corporation property should not be used for personal gain. Old equipment/parts remain property of Kankakee Valley School Corporation and shall not be

removed from school property, even if broken or damaged until a legal disposal method has been approved. Items may be sold, recycled, scrapped or declared as junk and discarded by Kankakee Valley School Corporation only after a proper determination has been. The funds for scrapped material that were purchased with school funds should be returned to KVSC through proper methods.

Cell Phone Use

KVSC discourages the use of cellular telephones for personal use during the work day, and insists that personal calls be for emergency purposes only. Excessive use of personal communication devices may be deemed detrimental to the mission of the corporation and disciplinary action may be taken to correct any abuse.

KVSC prohibits employee use of cell phones or similar devices to do anything other than make/receive phone calls while driving a corporation vehicle. Employees may not use cell phones or similar devices to send/read text messages, surf the internet or send/receive emails while driving. Employees must stop their vehicles in a safe location in order to use a cell phone or similar device in this manner.

Personal Items on Kankakee Valley Schools Property and Grounds

Kankakee Valley Schools' policy is that offices are also part of Kankakee Valley Schools' public space and must comply with the intent of civil rights law and not offend anyone by virtue of his/her race, religion, sex, national origin, ancestry, etc. Personal items should not demonstrate a particular political persuasion or party. KVSC will request that inappropriate items be removed from the premises. Air Quality Standards do not allow an employee to bring personal products or chemicals for cleaning into the building for use. Only corporation provided products are to be used.

Kankakee Valley Schools does not accept responsibility for loss or damage to personal property. The Kankakee Valley School Corporation properties are considered to be a 'smoke free' environment and, as such, all smoking or use of smokeless tobacco products including chewing tobacco is forbidden. Failure to comply with the policy may result in disciplinary action.

Military Leave

If you are a regular full-time or part-time employee and your employment is interrupted in order to serve with the United States Armed Forces or the Indiana National Guard, either on active or reserve training duty, you will be eligible for a military leave with all the rights of re-employment established under Federal and Indiana law. Kankakee Valley Schools also complies with Federal law in the event that you are required to participate in annual training for your military reserve or National Guard obligation.

Please notify your supervisor of your scheduled annual training so arrangements can be made for the time you will be away from work.

Official Closings

Only the Superintendent or an individual designated to act in the absence of the Superintendent has the authority to close any KVSC building or facility due to inclement weather, power failure, or other emergency. A designated administrator will notify predetermined media outlets to announce such closings. Some persons may be requested to work in order to maintain the building(s), and will be paid for such time. Unless you are required to work, you will not be paid for the time you would have been scheduled to work.

If you are scheduled to work, but are unable to get to work due to inclement weather, and Kankakee Valley Schools remain open, you must use any available leave time in order to be paid for that day. Kankakee Valley Schools may close its offices but substitute another workday or work place to compensate for the lost day.

If there is a delay in the official start time of the school day (e.g., a one (1)-hour delay or a two (2)-hour delay), adjustments to individual schedules will be made by your immediate supervisor. An employee must log actual starting and ending work times. If a delay is called, the starting time on the log sheet or time card should reflect the delayed start.

Students, Parents, Vendors, and Guests

The Kankakee Valley School Corporation expects students, parents, vendors, and guests to be treated courteously and with the same respect given to your co-workers. If you have any concerns or problems with any person or persons, please discuss that concern or problem with your supervisor immediately.

Breaks and Break Areas

All of our buildings contain some type of 'break' area for employee use. Everyone is expected to pitch in to keep such rooms clean, including the refrigerator and tables. Please follow these rules, or any posted rules, for maintaining this common convenience area.

Lunch periods, which are unpaid, may vary in length, depending on the job function or work area. Your supervisor will advise you of the length of your regular lunch break. Lunch, or any other meal, is to be eaten in a common area or a break room (if one is provided) for health purposes.

The lunch period may not be shortened in order to shorten length of the workday, unless special arrangements have been made with your supervisor to address a specific situation.

Bereavement

All classified employees are entitled to the following bereavement leave days with pay. In the case of death(s) within the immediate family, the employee shall be provided with bereavement leave of five (5) consecutive working days. The immediate family shall be interpreted as spouse, children, step-children, sister, brother, mother, father, step-mother, step-father, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, or any other member of the family unit in the same household, no matter what degree of relationship. If more than one (1) death in the immediate family should occur, five (5) working days shall be granted for each.

Two (2) working days shall be granted for the death of a brother-in-law, sister-in-law, aunts, and uncles. One (1) working day shall be granted for funerals of other family members.

Notify your supervisor or another supervisor, as soon as possible, if you need leave for a death in the family. Kankakee Valley Schools may ask you to verify your relationship with the deceased through an obituary or the funeral home.

Upon request, an exception to policy may be submitted to the Superintendent. At his/her discretion an exception to this policy may be granted with or without pay, based on individual and geographical circumstances.

Solicitations and Distribution

Kankakee Valley Schools' employees may not distribute literature to, or solicit information or resources from co-workers at any time that Kankakee Valley Schools are compensating either person.

IV. YOUR COMPENSATION WITH KANKAKEE VALLEY SCHOOLS

Compensation Rate of Pay

The employee must work 2/3 of the year to advance on the salary schedule.

Frequency

Kankakee Valley School employees are paid every other Friday unless otherwise notified due to special circumstances. However, there may be situations that result in our inability to meet the normal pay schedule.

Paychecks will be issued according to the Board approved School Calendar with the following exceptions:

- 1) If the pay date falls on the last Friday in December and results in a 27th check for that calendar year, the check will be issued on the first Friday of the New Year.
- 2) If New Year's Day falls on a Friday and a payday, that check will be issued on Monday, January 4 of the New Year, unless otherwise approved.
- 3) If a Friday payday is on Good Friday, Independence Day, or Christmas, the paycheck will be issued on the Thursday preceding the aforementioned holidays.

Kankakee Valley Schools work week is from 10:00 PM Sunday through 9:59 PM the following Sunday. Your earnings will not be distributed to any other person unless the Kankakee Valley School Corporation has your permission to do so. Kankakee Valley Schools provides payroll payment through electronic direct deposit of your earnings into your account, if requested through the payroll department.

Be it furthermore understood that banking holidays and school holidays are not necessarily synonymous. If a banking holiday occurs on a school business day, deposits may or may not be credited to the designated accounts on the banking holiday and in fact, may be deposited on the next banking day.

Deductions

From each payroll the Kankakee Valley School Corporation will make all deductions required by federal, state, and local law, including federal, state, and local income taxes, social security taxes, and any other required county or city tax. Court-ordered payments will also be withheld in accordance with state and federal law.

Errors

If the amount of your pay (gross or net) appears to be in error, notify the Deputy Treasurer immediately. If an error has occurred in your pay, you may be held responsible for reimbursing Kankakee Valley Schools for any accidental overpayment made to you. If there is an error made not in your favor, KVSC will make the correction on the next scheduled pay date.

Advances

Kankakee Valley Schools does not make loans or payroll advances to employees. Payroll checks are not distributed in advance of the regularly scheduled pay dates.

Your Benefits

Most benefits for which you are eligible through Kankakee Valley Schools are ~~actually~~ a tax-exempt form of compensation. Under federal and state law, you are not taxed on the value of these benefits provided by Kankakee Valley Schools, with few exceptions. Depending on various circumstances, Kankakee Valley Schools may change the benefits it offers, the benefit provider, or the proportion of the cost of benefits paid by Kankakee Valley Schools. Contact the HR/Benefits Coordinator for accurate information regarding eligibility of benefits. All benefits are subject to modification, amendment, or termination at any time by Kankakee Valley Schools, without notice. For specific details, be sure to read the detailed information provided to you in plan documents, which outline the extent of coverage and exclusions under each individual plan.

Health Care

Employees in an eligible position, may enroll in an affordable health insurance plan through Kankakee Valley School Corporation. Employees become eligible effective the first of the month following thirty (30) days of employment. KVSC's contribution to health insurance varies depending upon the job classification of the employee.

If a new employee does not choose KVSC's health insurance during the initial enrollment period, the employee must sign a waiver of coverage and will not be eligible to enroll unless the employee has a qualifying event, or until the next open enrollment period. HIPAA qualifying events include, but are not limited to, birth, adoption, marriage, divorce, death, loss of coverage due to termination of employment, reduction of hours.

Life Insurance

The Board shall provide full payment of a \$50,000 life insurance policy with double indemnity for each employee that meets the life insurance eligibility requirements of thirty (30) hours per week. However, the life insurance benefits will be reduced based on the age of the employee as contained in the schedule in the life insurance contract document. The Board shall select the company to furnish the above life insurance.

Sickness

If you are sick or disabled, and unable to work, you must use sick, personal business, or vacation days if you wish to be compensated for the time you would have worked. If your inability to work extends for more than five (5) days, Kankakee Valley Schools reserves the right to require you to provide a certificate from a physician of your illness or disability, as well as subsequent update reports as to your expected return to work. If you are unable to return to work after twelve (12) months of disability, your employment with Kankakee Valley Schools may be terminated.

Long Term Disability (LTD)

KVSC offers LTD insurance to provide continuation of income for all 12-month Classified employees who qualify according to the providers' contract document. The amount of the additional income is established by the insurance provider according to your base pay at the time of disability. Medical certification and the long-term disability carrier determine eligibility for this benefit. Benefits may be integrated with Social Security Disability; however, the additional income provided by this insurance will not exceed your wage rate at the time of disability.

There is no cost to the employee for this coverage

Vacation

Classified employees who work 260 days/year **and** 8 hours/day are eligible for the following paid vacation benefits as of July 1 each year:

- After 1 year of service: 5 vacation days
- After 2, 3 & 4 years of service: 10 vacation days
- After 5 or more years of service: 15 vacation days

Classified employees who work 260 days/year **and** 7.9 to 5.8 hours/day are eligible for the following paid vacation benefits as of July 1 each year:

- After 1 year of service: 5 vacation days

Employees who work less than a full year, or are returning from an unpaid leave, will have their vacation days pro-rated according to the number of days worked in the previous fiscal year (July 1 – June 30).

Please request your vacation as far in advance as possible. Your supervisor's ability to approve vacation is based on work schedules and the number of people requesting vacations for the same time. If more than one (1) person request vacation for the same time, the person who requested the dates first will receive preference for the requested time. The Superintendent may identify any 'black out' periods during which no vacation may be approved, for the entire organization or personnel in designated programs or buildings.

If a legal holiday, recognized by Kankakee Valley Schools, occurs during your scheduled vacation, it will not be counted as a vacation day.

You may carry vacation days over from one year to the next and accumulate without maximum. If eligible, you will be paid according to your hourly wage at time of termination for all accumulated vacation days.

If you become sick while on vacation, you will be expected to use the vacation days that were scheduled, unless the sickness required medical treatment and you could not benefit from the vacation in any way. Any request for use of sick days during vacation is discretionary and requires documentation from a practicing physician, the recommendation of the Supervisor, and the approval of the Superintendent.

Holidays

Kankakee Valley Schools observes nine (9) holidays a year as listed below:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day

Full-time 12-month employees receive all nine (9) paid holidays. Lunch Program employees receive all paid holidays that fall within the school year. Classified employees who work less than 260 days receive no paid holidays. If a holiday falls on Saturday, the holiday will be

observed on the work day prior. If a holiday falls on a Sunday, the holiday will be observed on the work day after. If your immediate supervisor requires you to work all or part of a holiday, your pay will be determined at overtime pay (time and a half) for all holiday hours worked regardless of the number of hours worked during the seven (7)-day work week. If you work in excess of 40 hours during the holiday pay period, you will also receive overtime pay (time and a half) for all hours worked in excess of 40 hours. You will not be paid for holidays while on disability (work-related or non work-related) or any approved leave of absence. You may be provided a religious holiday (time off) in addition to those listed, with at least a two (2)-week written notice to your immediate supervisor. Accrued vacation time or a personal day may be used for the additional religious holiday with pay, or it may be taken without pay.

Family and Medical Leave

Family and Medical Leave Act (FMLA) is available for serious health conditions of the Employee or of the Employee's family members. During approved leave to the extent paid accumulated sick leave days are available, paid sick days shall be applied. FMLA leave will run concurrent with paid sick days and personal days. When a child is born, the non-birthing parent shall be afforded leave pursuant to the Family and Medical Leave Act. The Corporation shall continue its contribution to all insurances for the duration of the twelve (12) week FMLA leave. For the purposes of FMLA, a year shall be defined as a rolling year looking backward. While on Paid Leave, the Board shall continue its contribution to insurance premiums during all paid leaves of absence.

Section 125

Section 125 of the IRS Code allows employees to pay for the costs related to the monthly premiums of the employer's group health and dental insurance plans on a pre-tax dollar on a voluntary basis. If you participate in this plan, costs for premiums will be handled through the normal payroll deductions from your pay. A Section 125 agreement form must be completed each year. Contact the Deputy Treasurer for information. In Indiana, these costs are exempt from federal, state, and FICA taxes. Because these monies do not have any FICA liability, they also are not credited toward an employee's eventual Social Security retirement benefit.

Retirement

Kankakee Valley Schools currently provides a retirement plan for all employees who are regularly scheduled to work 1,000 hours or more each year. Qualifying employees become eligible to participate in the retirement plan after six (6) months of employment in an eligible position. Both the employee and Kankakee Valley Schools contribute to the plan with the following level of participation:

Employee - 3.0% mandatory

Employee Optional – up to 20.0% voluntary (effective July 1, 2020)

Employer - 5.0%

Contributions are made through payroll deduction. You have the option of changing your fund allocation (investment options) anytime during the year.

All contributions you make to your account are vested in your name immediately. Monies contributed by KVSC are vested after ten (10) years, beginning with the date of hire in an eligible position. Monies contributed by Food Services are vested after five (5) years beginning with the date of hire in an eligible position. Food Service employees should consult with the Food Service Director for plan details.

Retirement or Disability Severance Plan

Kankakee Valley Schools provides a severance pay benefit at the time of retirement if you have been employed by KVSC for at least 15 years at the time of retirement and you are at least age 55. The plan pays you a lump sum of \$100.00 for each year of KVSC service, \$20.00 for each accumulated sick day, plus your current hourly salary times eight for each accumulated vacation day. You will be eligible for this benefit if:

- you submit a letter of retirement to the Superintendent. KVSC respectfully requests the retirement letter at least sixty (60) days prior to the date of retirement.
- you are currently employed upon your death. The benefits will become part of your estate and subject to the estate laws and documents.

In all cases, the severance payment becomes a part of your final pay.

Unemployment Compensation

Kankakee Valley Schools is responsible for employee unemployment compensation as determined by the applicable State agencies. Each case may be challenged by KVSC; however,

the State agency's decision is final for both the School Corporation and the employee requesting unemployment compensation.

Worker's Compensation

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

Workers' Compensation Insurance covers all employees of the Corporation. If an employee is injured while on the job they shall immediately notify his/her supervisor, school nurse and the building administrator. If the injury occurred on a school bus, the bus driver shall notify the Transportation Director. This will ensure that the employee receives the proper medical attention and the claim is promptly reported to the worker's compensation insurer for KVSC.

For work-related accidents and/or injuries, Indiana Code 22-3-3-4 grants the employer or the workers' compensation insurer the right to direct medical care. If medical attention is required the supervisor, administrator or HR/Benefits Coordinator will direct the employee to the appropriate facility for care. Follow-up care will be direct by the employer/workers' compensation insurer.

The following steps should be taken to help with the processing of the injury report:

1. Notify the school nurse and administrator of the injury immediately when the incident occurs.
2. If medical treatment is required, the employee shall only use approved providers prior to seeking treatment. Most care will be coordinated through Franciscan WorkingWell Crown Point.
3. The nurses or administrator will fill out the Indiana Workers' Compensation First Report of Employee Injury, Illness Form (State Form 34401) the day the injury occurs. The form can be obtained at the nurse's office in all buildings. The nurse will email or fax a copy of the report to the HR/Benefits Coordinator immediately following the incident. The original form must be sent via interoffice mail to the HR/Benefits Coordinator.
4. An Authorization for Treatment form will be faxed to WorkingWell from the Corporation Office.
5. If an employee has any restrictions to his/her regular work duties, KVSC will make arrangements for those restrictions according to the doctor's written summary.

6. If an employee receives care for a work-related injury from an unauthorized provider without prior approval, they may be responsible for the resulting charges.
7. The employee is expected to comply with the treatment recommendations of the practitioner.

Social Security

All KVSC employees are covered by the Federal Insurance Contributions Act (FICA), which is designed to provide retirement income and healthcare after an age defined by federal law. This is commonly referred to as Social Security, and is funded by equal contributions from both the employee and employer. The Congress of the United States determines how much money must be contributed for you and by Kankakee Valley Schools every year. Kankakee Valley Schools are required to deduct your contribution from your earnings. That deduction and Kankakee Valley Schools' contribution are forwarded to the Internal Revenue Service.

Medicare Contributions

Part of the above contribution to FICA is designated by the federal government to pay for your healthcare benefits through Medicare after you become age 65.

403(b) Tax Deferred Annuities

Any KVSC employee is eligible to participate in a voluntary 403(b) tax deferred annuity plan administered by the School Corporation. The employee may request payroll deduction be remitted to one of the authorized 403(b) vendors as an employee contribution. No matching employer contribution is committed to this program. It is purely voluntary and open to any KVSC employee drawing a salary with the exemption of KVSC students.

Continuation of Benefits

If you participate in Kankakee Valley Schools' group health insurance plan, and your employment is terminated with Kankakee Valley Schools for reasons other than gross misconduct, you may continue to participate in Kankakee Valley Schools' group health insurance plan for a defined period of time according to COBRA guidelines. You may also continue your life insurance benefits, at your own expense.

Change of Marital Status, Dependent Status or Beneficiary

Please notify the HR/Benefits Coordinator when you have any change of address so your tax forms and other required documents can be mailed to your current address. In addition, if there are other changes, such as marital status or the number of dependents which may affect your tax status or your benefit plans, the HR/Benefits Coordinator can assist you in this matter. Also, you may want to periodically review whether or not you want to change the beneficiary for any of your benefits.

Perfect Attendance

Each Classified employee who has perfect attendance for the school year will receive \$150.00 after the close of the school year. Professional leaves, field trips and jury duty days will not count against the perfect attendance.

V. CHANGES TO THIS HANDBOOK

This handbook is not a contract. It has been prepared to provide you with an outline of our policies, rules, and current employee benefits. Flexibility is important in the area of personnel policies and benefits to allow for growth and change. For that reason, the policies and benefits described in this Handbook may be discontinued or revised by Kankakee Valley Schools, at any time, in light of experience or changing conditions. Changes will be communicated to all employees by various means including, but not limited to, mailings, paycheck attachments, bulletin board postings, notices, and announcements. If you have questions about provisions of this handbook, first contact your immediate supervisor. If he or she is unable to answer your questions to your satisfaction, please call the office of the Superintendent for clarification.

KVSC Classified Employee Benefits

Job Classification	Days/Year	Hours/Day	Health Insurance	Life Insurance	Long Term Disability	Sick Days Per Year	Personal Days Per Year	Vacation Days	Paid Holidays	Retirement Plan
<u>Bookkeepers & Secretaries</u>	215	7.5	No	Yes	No	7	2	No	No	Yes
	205	7.5	No	Yes	No	7	2	No	No	Yes
	203	7.5 to 8	No	Yes	No	7	2	No	No	Yes
	195	7.5	No	Yes	No	7	2	No	No	Yes
	190	6.5 to 7.5	No	Yes	No	7	2	No	No	Yes
	185	7.5	No	Yes	No	7	2	No	No	Yes
	144	7.25	No	Yes	No	0	2	No	No	Yes
<u>Bus Drivers & Aides</u>	180	Varied	No	No	No	0	2	No	No	No
<u>Bus Mechanic</u>	260	8	Yes	Yes	Yes	10	2	Yes	9	Yes
<u>Corp/ Treasurer & Secretary</u>	260	8	Yes	Yes	Yes	10	2	Yes	9	Yes
-	240	8	Yes	Yes	No	7	2	No	No	Yes
	220	6	No	Yes	No	0	2	No	No	Yes
	220	5	No	No	No	0	2	No	No	No
<u>Food Services</u>	260	8	Yes	Yes	Yes	10	2	Yes	7	Yes
-	220	8	Yes	Yes	No	7	2	No	6	Yes
-	182	6 to 8	No	Yes	No	4	1	No	6	Yes
	182	3 to 5.5	No	No	No	4	1	No	6	No
<u>Head Building Custodians</u>	260	8	Yes	Yes	Yes	10	2	Yes	9	Yes
<u>Janitors</u>	260	8	Yes	Yes	Yes	10	2	Yes	9	Yes
	260	5.8	No	No	No	7	2	Yes	No	No

KVSC Classified Employee Benefits

Job Classification	Days/Year	Hours/Day	Health Insurance	Life Insurance	Long Term Disability	Sick Days Per Year	Personal Days Per Year	Vacation Days	Paid Holidays	Retirement Plan
<u>Library Clerks</u>	185	7	No	Yes	No	7	2	No	No	Yes
<u>Maintenance</u>	260	8	Yes	Yes	Yes	10	2	Yes	9	Yes
	260	5.8	No	No	No	7	2	Yes	No	No
<u>Nurse</u>	185	7.5	No	Yes	No	7	2	No	No	Yes
<u>Playground Aide</u>	180	2 to 3	No	No	No	0	0	No	No	No
<u>Sweepers</u>	182	8	No	Yes	No	7	2	No	No	Yes
	182	7.5	No	Yes	No	7	2	No	No	Yes
	182	7	No	Yes	No	7	2	No	No	Yes
	182	5.8	No	No	No	0	2	No	No	No
	182	5	No	No	No	0	2	No	No	No
	182	3	No	No	No	0	0	No	No	No
<u>Teachers Aides</u>	180	8	No	Yes	No	7	2	No	No	Yes
	180	7	No	Yes	No	7	2	No	No	Yes
	180	6	No	Yes	No	0	2	No	No	Yes
	180	5 to 5.9	No	No	No	0	2	No	No	No
<u>Tech Personnel</u>	260	8	Yes	Yes	Yes	10	2	Yes	9	Yes
	240	8	Yes	Yes	No	7	2	No	No	Yes
	225	7.5	Yes	Yes	No	7	2	No	No	Yes
	205	7.5	Yes	Yes	No	7	2	No	No	Yes
<u>Transportation Director</u>	260	8	Yes	Yes	Yes	10	2	Yes	9	Yes