

# MT. VERNON

## COMMUNITY SCHOOL CORPORATION



### Classified Staff Employee Handbook

*ALL EMPLOYEES MUST ACKNOWLEDGE THAT THEY HAVE READ THIS HANDBOOK AND AGREE TO ABIDE BY ITS PROVISIONS. THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED OF EACH EMPLOYEE AS A CONDITION OF CONTINUED EMPLOYMENT. SUCH ACKNOWLEDGEMENT WILL BE DONE EACH SCHOOL YEAR THROUGH THE SAFE SCHOOL'S PROGRAM ON THE SCHOOL CORPORATION'S WEBSITE.*

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# WELCOME

Welcome to Mt. Vernon Community School Corporation! We are delighted that you have chosen to join our school corporation and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Mt. Vernon Community School Corporation's goals.

Your Classified Personnel Employment Handbook is designed to inform you of our general employment expectations, fringe benefit programs, and employment policies. It is your responsibility to become knowledgeable of this information. Mt. Vernon Community School Corporation (MVCSC) has the right to administer, interpret and alter the Employee Handbook provision at any time as needed. Please take time to review the policies contained in this handbook.

In addition to the handbook, it is expected that all MVCSC employees read and abide by all MVCSC School Board Adopted Bylaws & Policies. A copy of those can be found on the corporation web site at [www.mvcsc.k12.in.us](http://www.mvcsc.k12.in.us). Failure to do so may result in disciplinary action up to and including termination of employment. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.

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## **EMPLOYMENT AT WILL**

Employment at Mt. Vernon Community School Corporation is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Superintendent of the school corporation. This means that either the employee or the school corporation may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, expressed or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no company representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Mt. Vernon Community School Corporation employees have the right to engage in or refrain from such activities.

# **EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY**

## **Equal Opportunity**

Mt. Vernon Community School Corporation provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

## **Affirmative Action**

It is the policy of MVCSC to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by the company where appropriate.

As part of MVCSC's equal employment opportunity policy, the school corporation will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

Employees and applicants shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor of the company to ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies is a disciplinary offense.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

### **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

To ensure equal employment opportunities to qualified individuals with a disability, Mt. Vernon Community School Corporation will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require reasonable accommodation should contact the Human Resources Department.

Any employee who believes he/she has received treatment inconsistent with the policies set forth above may take any or all of the following steps:

Contact the assistant superintendent, who is the designated school corporation ADA coordinator, at 317-485-3100, to obtain additional information about the school corporation's program, service, activity, or employment practice that is the basis for concern.

File a grievance with the ADA coordinator. The ADA coordinator will provide information on the school corporation's procedure for handling complaints based upon ADA rules and regulations.

File an appeal. Appeals of decisions or other actions of the ADA coordinator are permitted under the grievance procedures. If the ADA coordinator does not adequately respond to a grievance to the complainant's satisfaction, the grievance will be forwarded to the school corporation's ADA grievance committee for review and for appropriate action. Decisions of the grievance committee may be appealed to the Board of School Trustees of the Mt. Vernon Community School Corporation.

### **Commitment to Diversity**

Mt. Vernon Community School Corporation is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the school corporation and are valued for their skills, experience, and unique perspectives.

### **Media Relations**

Because broadcast and print media are important stakeholders, MVCSC has developed a media relations policy that strives to provide clear communication to media while meeting state and federal privacy laws. MVCSC receives multiple requests each year from the news media seeking to interview staff and/or students. All media inquiries should be directed to the Community Relations Director who serves as the liaison between the media and our school district. If the expertise of a school corporation employee is required, the Director of Community Relations will identify the appropriate employee to be interviewed by the media. The Superintendent (and Community Relations Director or designated staff) will serve as the spokesperson(s) for the district. As an employee of MVCSC, staff may represent the district in videos/pictures that are shared with the media and used for marketing purposes, unless the employee notifies the Director of Community Relations that they do not want to be photographed that school year. Staff are discouraged to contact the media directly, but are encouraged to share news ideas with the Director of Community Relations.



## **Harassment and Complaint Procedure**

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Mt. Vernon Community School Corporation's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Mt. Vernon Community School Corporation's students, employees, volunteers, or vendors by any person is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Mt. Vernon Community School Corporation will take all steps necessary to prevent and eliminate unlawful harassment.

**Definition of Unlawful Harassment.** "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

**Definition of Sexual Harassment.** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

**Complaint Procedure.** Any employee, vendor or vender who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may complain directly to your immediate supervisor, building administrator, Assistant Superintendent, HR Office Manager, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality. If the investigation confirms conduct contrary to this policy has occurred, Mt. Vernon Community School Corporation will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

**Retaliation.** No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

# CONFLICTS OF INTEREST AND CONFIDENTIALITY

## **Conflict of Interest**

**MVCSC** expects all employees to conduct themselves and corporation business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations.

Under the Indiana Criminal Conflict of Interest Statute, you are required to declare a conflict of interest if you, your spouse, or any dependent (including dependents by marriage) receive any financial benefits as a result of doing business with the MVCSC. You must fill out a form which is available at the MVCSC Administration Building.

## **Confidentiality**

The protection of confidential business and student information is vital to the interests and success of Mt. Vernon Community School Corporation. Confidential information is any and all information disclosed to or known by you because of employment with the school corporation that is not generally known to people outside the school corporation about its business and students. An employee who improperly uses or discloses confidential business or student information will be subject to disciplinary action up to and including termination of employment.

All inquiries from the media must be referred to the Community Relations Director. Furthermore, MVCSC prohibits employees from discussing with any member of the media or an elected body (such as a Town Council or the Indiana Legislature) any internal matter relating to MVCSC, including its policies, practices, business or activities unless it is a part of the employee's job description or the employee has been authorized by the superintendent. This prohibition does not include matters of public concern and is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

# GENERAL TERMS OF EMPLOYMENT

## Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Mt. Vernon Community School Corporation classifies its employees as shown below. Mt. Vernon Community School Corporation may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly within a measurement period\* and who maintain continuous employment status. Examples include:

An employee working 7 hours a day for 180 days - 1260 hours/43.4 weeks = 29.03 hours/week

An employee working 7 hours a day for 183 days - 1281 hours/44 weeks = 29.11 hours/week

An employee working 7 hours a day for 195 days - 1365 hours/46.4 weeks = 29.41 hours/week

An employee working 7 hours a day for 200 days - 1400 hours/47.4 weeks = 29.54 hours/week

\* **Measurement period** = the number of weeks from the first day of work until the last day of work within a school year.

Part-time employees are eligible for some of the benefits offered by the company and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Temporary, Part-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Eligibility Requirement for A Year of Service Credit.** Employees must have worked at least 120 days at MVCS during the previous school year.

### **Conditions of Employment**

Before a support staff employee can be hired and placed on payroll, the following items shall be collected:

1. Complete Application
2. Criminal Background Check Form (see below)
3. Withholding Tax Exemption Forms (W-4 and WH-4)
4. Employment Eligibility Verification Form (I-9)
5. Race/Ethnicity Form
6. Direct Deposit Form
7. Criminal Background Check

Because of the strong commitment of the Board to hire individuals who do not pose a risk of physical, emotional or psychological harm to children, the MVCSC will conduct a thorough criminal background check.

All employees of MVCSC will be required to complete a background check upon employment and once every five years, thereafter. A background check fee (approximately \$35-40 depending on the number of counties lived in by the employee) will need to be paid for by the prospective (or active employee). If, at any time, the background check discloses any misrepresentation on the individual's initial application or other employment related documents, any felony conviction, or any misdemeanor convictions involving violence, theft, dishonesty, fraud, abuse, drugs or sexual misconduct, a prospective employee may not be considered for employment and a currently active employee may be terminated. Questions or concerns regarding background checks should be directed to the HR Department.

### **Employment of Relatives and Domestic Partners**

Relatives and domestic partners may be hired by the school corporation if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements. Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available.

### **Access to Personnel Files**

Employee files are maintained by the Human Resources department and are considered confidential. Administrators and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon request will generally be permitted within 3 days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the

department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

### **Separation of Employment**

With any support staff position, separation from employment may be initiated by a termination, resignation, reduction-in-force or retirement. On or before your last day of employment, a representative from the Human Resource Department should conduct an Exit Interview, at which time you will be required to return all MVCSC property including but not limited to keys, IDs, uniforms, laptops, etc. Employees who fail to return MVCSC property may be turned into Collections for the current cost to replace the property.

**Termination.** Upon termination, you will be paid for time worked. You will receive pay for any unused vacation time, if available. Neither sick days nor personal days will be paid out upon termination. Accrued leave should not be used to extend employment.

**Reduction-In-Force.** Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done in accordance with past and present performance evaluations. Upon a reduction-in-force, you will be paid for time worked. You will receive pay for any unused vacation time, if available. Neither sick days nor personal days will be paid out upon reduction-in-force. Accrued leave should not be used to extend employment. If you lose your position due to a reduction-in-force, you may begin applying immediately for any posted position which becomes available.

**Resignation.** If you resign from employment with MVCSC, you must do so in writing and notify your supervisor at a minimum of 10 days in advance. Upon resignation, you will be paid for time worked. You will receive pay for any unused vacation time, if available. Neither sick days nor personal days will be paid out upon resignation. Accrued leave should not be used to extend employment.

**Retirement.** If you plan to retire from employment with MVCSC, you must do so in writing and notify your supervisor at a minimum of 30 days in advance.

The criteria for retirement from MVCSC is as follows:

- i. Employee has reached fifty-five (55) years of age or older
- ii. Employee has a minimum of ten (10) or more years of service with MVCSC. A full year of service equals 120 work days or more per year.

# WORKPLACE GUIDELINES

## Introductory Period

As a newly hired support staff employee, you are required to satisfy an introductory period continuous for 60-working days from the date of hire. The introductory period is used by MVCSC to ensure all newly hired employees have skills and other qualifications needed to succeed. It also allows you time to evaluate whether or not you are a good match for the position and the corporation

During the introductory period, your supervisor will carefully evaluate your performance. At the end of the introductory period your supervisor reserves the right to extend the introductory period if necessary. Upon successful completion of the 60-working day introductory period, you will be considered a permanent support staff employee. However, this notification does not modify any at-will relationship between MVCSC and you in any way and does not guarantee employment for any definite period of time.

Upon successful completion of the 60-working day introductory period, you will be allocated your leave days according to the sick and personal day allocation schedule on page 38 and 40, respectively. Any absences that occur within the 60-working day introductory period will result in an adjustment of when that 60-working day window ends.

## Attendance

Punctual and regular attendance is an essential responsibility of each employee at MVCSC. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA).

**"Absence"** is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

**"Excused absence"** occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient accrued paid time off (PTO) to cover the absence.

**"Unexcused absence"** occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor at least 2 hours prior to the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy. Employees with three or more consecutive days of excused or unexcused absences may be required to

submit proof of physician's care in the form of a doctor's note. Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

### **Tardiness and Early Departures**

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled work hours must notify a supervisor immediately.

**Disciplinary Action.** Excessive absenteeism and tardiness will result in disciplinary action. Your supervisor reserves the right to skip any step in the progressive discipline process.

### **Job Abandonment**

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

### **Personal Appearance**

MVCSC and its employees are in the public eye. Community members may make judgments about the effectiveness of MVCSC based on their observations of MVCSC employees. As part of an effort to maintain a workplace environment that functions well and is free from unnecessary distractions and annoyances, MVCSC requires employees to maintain a neat and clean appearance that is appropriate for an educational environment.

Any staff member who does not meet the attire or grooming standards set by his or her supervisor will be subject to corrective action and may be asked to leave the premises to change clothing. Hourly paid staff members will not be compensated for any work time missed because of failure to comply with designated workplace attire and grooming standards.

### **Performance Review/Evaluations**

The performance appraisal process provides a means for discussing, planning and reviewing the performance of each employee. All full-time and part-time employees are provided an annual performance appraisal at the end of each school year. Each classified staff member's immediate supervisor is responsible for conducting the timely and equitable assessment of your performance and your contribution throughout the school year. Each employee will be given a completed copy of the evaluation and a copy will be retained in the employee's personnel file. If you are a new employee, your supervisor may review your progress more often.



## **Disciplinary Procedures**

MVCSC's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues.

Outlined below are the steps of MVCSC's progressive discipline policy and procedures. MVCSC reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the school corporation.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between MVCSC and its employees.

In the event it is necessary to take disciplinary action as a result of an employee's work habits or prohibited conduct, MVCSC will make every attempt to observe the following steps:

1. Step 1. Counseling and Verbal Warning;
2. Step 2. Written warning;
3. Step 3. Suspension and Final Written Warning;
4. Step 4. Recommendation for Termination of Employment.

**Appeals Process.** Employees will have the opportunity to present information to dispute information their supervisor has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

**Performance and Conduct Issues Not Subject to Progressive Discipline.** Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

**Documentation.** The employee will be provided copies of all progressive discipline documentation. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents. Copies of these documents will be placed in the employee's official personnel file.

## **Duty to Report Arrest or Criminal Charges**

In accordance with the MVCSC Board of School Trustees Policy, [#D325](#), "Where an arrest or charge occurs during a time when school is not in session, the employee or volunteer shall make the written report required by this policy to the Superintendent by first class mail within five (5) days. Upon receipt of the information about an arrest or charge against an employee or volunteer, the Superintendent or his/her designee shall assess foreseeable harm and impact on students of the arrest and/or charge and report any action taken as a result of the Board."

## **Rules of Conduct**

Rules are needed and must be followed in any organization. At MVCSC the following rules exist because they are essential for the safety, welfare, morale, and general well-being of our students, co-workers, and ourselves, for the protection of property, and for effective operations at MVCSC. A violation of these rules as well as rules listed in any department handbook may lead to progressive discipline. The following behaviors are examples that will subject you to immediate dismissal or other disciplinary action without previous warning:

- Falsifying employment application
- Refusal to do the job assigned; willful disobedience (insubordination) of job instructions and or orders; willful restriction of efficiency and output; proven incompetence
- Taking unapproved Loss of Pay Day
- Excessive tardiness; unauthorized absence; failure to notify supervisor of absence, leaving assigned duty without prior authorization.
- Fighting, immoral behavior, or indecency
- Intoxication or drinking on duty
- Sale of controlled substances is prohibited
- Use of an illegal non-prescribed prescription or illegal drug is prohibited
- Use or possession of tobacco products is prohibited on school property
- Gambling on premises
- Engaging in excessive horseplay or other acts endangering self, other employees or violation of safety regulations
- Deliberate or intentional release of confidential information
- Willful and deliberate destruction, damage or defacement of MVCSC property or equipment
- Use of obscene or abusive language
- Theft
- Intentional falsification of payroll sheets, or other MVCSC records, writing time in or out on another employee's payroll sheet
- Soliciting or accepting gifts other than those of small intrinsic value
- A threat of any act that would endanger life or property
- Texting, using a cell phone, or any mobile device is prohibited while operating a school vehicle
- Threatening, intimidating, coercing or bullying fellow employees or students
- Discourteous, unethical, or insubordinate conduct with students, parents, visitors, co-workers, or supervisors
- Substandard work performance, negligence, loafing or sleeping on the job; misuse of MVCSC time
- Failure to report to the building principal or your immediate supervisor any job-related injuries or any injuries on school property within 24-hours

- Posting unauthorized or controversial matter on the bulletin boards, or removing posted material without authorization
- Unauthorized soliciting, in any form of MVCSC employees, students or visitors
- Other acts, incidents, or conduct which may adversely affect the efficient operation of MVCSC or in any way jeopardize the safety, welfare, morale, or general well-being of employees, students or visitors

### **Acceptable Use Policy and Guidelines**

MVCSC recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place MVCSC and others at risk.

This policy must be followed in conjunction with other MVCSC policies governing appropriate workplace conduct and behavior. Any employee who abuses the corporation's provided access to email, the Internet, or other electronic communications or networks, including social media, may be subject to disciplinary action up to and including termination. MVCSC complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws. Questions regarding the appropriate use of MVCSC's electronic communications equipment or systems, including e-mail and the Internet, should be directed to your building administrator or the information technology (IT) department.

MVCSC has established the following guidelines for employee use of the corporation's technology and communications networks, including the Internet and e-mail, in an appropriate, ethical and professional manner.

**Confidentiality and Monitoring.** All technology provided by MVCSC, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of MVCSC and not the employee. In general, use of the company's technology systems and electronic communications should be job-related and not for personal convenience. MVCSC reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external email, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the company.

**Appropriate Use.** MVCSC employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities.

Employees may not use MVCSC's Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.

Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or email—are forbidden.

Copyrighted materials belonging to entities other than MVCSC may not be transmitted by employees on the company's network without permission of the copyright holder.

Employees may not use MVCSC's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the IT department. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of MVCSC is responsible for the content of all text, audio, video or image files that he or she places or sends over the corporation's Internet and e-mail systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. MVCSC's corporate identity is attached to all outgoing email communications, which should reflect corporate values and appropriate workplace language and conduct.

#### **Personal Electronic Device Usage**

MVCSC limits the use of all personal electronic devices including cell phones, tablets, computers, etc during regular working hours. Classified employees may not use their personal electronic devices for any use outside the scope of their job requirements during their designated work hours. Personal texting, phone calls, instant messaging, etc during the workday can interfere with employee productivity and can be distracting to others therefore it is prohibited during regular working hours. Employees are encouraged to make any personal calls or texts during non-working hours when possible and to ensure that friends and family members are aware of MVCSC's policy.

#### **Child Abuse Reporting**

Under Indiana law any individual who has reason to believe a child is a victim of abuse or neglect has the duty to report it. If you suspect a child is a victim of abuse or neglect, you are required to report it immediately to the Department of Child Services (DCS) and/or the local law enforcement agency. You should also make your direct supervisor or building principal aware. It is the responsibility of the MVCSC School Corporation to provide a safe, supportive, and responsive school environment for all students. The MVCSC School Board believes that all students have the right to be protected from abuse and neglect.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. Any staff member who violates this policy may be subject to disciplinary action.

**Note\*** Building principals and district administrators are trained on how to handle child abuse matters and such reporting will not put your employment in jeopardy. You may ask them for assistance, as needed.

### **Staff Code of Conduct**

Classified staff members may be confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the staff member. Classified staff must ensure the maintenance of the following standards:

- Each classified staff member shall report immediately to the principal any accident or safety hazard she/he detects.
- A classified staff member shall not send students on any personal errands.
- Classified staff members shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive, involve illegal substances such as tobacco, alcohol, or drugs. This provision should not be construed as precluding classified staff members from associating with students in private for legitimate/proper reasons.
- Classified staff members shall not transport students in a private vehicle without the administrative approval.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- Most information concerning a child in school is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse. This does not affect the obligation to report suspected child neglect or abuse.

### **Volunteers and Parents**

It is very common for parents, parent-volunteers, or other volunteers to be in our buildings or on our property. Most of us have jobs which require some degree of contact with these individuals. We expect employees to treat them with the same respect and professionalism that is given to coworkers. Concerns or problems with parents, parent-volunteers, or other volunteers should be reported to your supervisor.

### **Physical Examination**

The School Board or superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the superintendent's guidelines. Reports of all such examinations or evaluations shall be delivered to the superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate and made a part of an employee's personal record. In the event of a report of a condition that could influence job performance, the superintendent shall base a non-employment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities, and reasonable accommodation will not allow the employee or

prospective employee to adequately fulfill those responsibilities. The Board shall assume any uninsured fees for required examinations.

#### **Gift Acceptance Policy**

MVCSC considers the presentation of gifts to support staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Based on the foregoing premise, it is the policy of the Board that support staff members may accept gifts of nominal value from students or parents. The superintendent may approve acts of generosity to individual staff members in unusual situations. Upon the recommendation of the superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered outstanding service for an extended period of time.

#### **Lobbying and Political Activity**

Only MVCSC personnel who are authorized by the Board of Education may lobby on behalf of MVCSC with any elected body. This prohibition does not include matters of public concern.

Employees who wish to work at the polls on Election Day may use a Personal Day to do so. Please request the Personal Day at least three (3) working days in advance.

#### **Transfers & Reassignments**

Transfer and reassignment requests are subject to availability of a position at any given location/department as well as the business and staffing needs of the corporation. MVCSC will inform employees of transfer and reassignment opportunities through the Human Resources website. These job announcements generally include position title, location, salary/hourly wage, hours per day, days per year, and deadline for the position's posting. MVCSC encourages support staff employees to apply for any open position within the corporation.

# WORKPLACE SAFETY

## Universal Precautions

Universal precautions refers to the steps all individuals need to take in order to reduce their risk of infection with bloodborne pathogens. They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to have a bloodborne pathogen infection. They are precautions because they require foresight and planning, and should be integrated into our everyday safety guidelines. MVCSC is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, online instructional training in Universal Precautions and Blood Borne Pathogens will be conducted annually in an effort to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Blood Borne Pathogens."

The following is a list of all job classifications in which all employees have occupational exposure:

- Nurses and Clinic Assistants – All schools
- Special Education Teachers and Assistants – All schools
- Coaches of contact sports and their Assistants - Middle and High Schools
- Athletic and Student Trainers - High School
- Bus Drivers of students with special needs- Transportation Department
- Industrial Technology Teachers – Middle and High School
- Principals and Assistant Principals – All schools
- Custodians and Maintenance Staff – All buildings
- School Resource Officers – All buildings

The following is a list of job classifications in which some employees have occupational exposure. Included is a list of tasks in which occupational exposure might occur:

- Bus Drivers - Care of students who become ill or injured on the bus
- Teachers and Teaching Assistants – playground duty, art class, gym class

**In Case of Personal Accident or Injury.** Despite our good efforts to avoid them, accidents can still occur. We are equipped to handle routine cuts and abrasions, and first aid kits are located in our buildings. Everyone must utilize the "universal precautions" procedures when dealing with emergencies involving loss of blood or other body fluids. Disciplinary action may result if Universal Precautions are not utilized in appropriate situations.

Employees who become injured at work, regardless of the severity of the injury, **MUST REPORT THE INCIDENT TO THEIR SUPERVISOR IMMEDIATELY AND FILL OUT THE ACCIDENT/INCIDENT REPORT FORM. WORKERS COMPENSATION FORMS MUST BE FILLED OUT IMMEDIATELY EVEN IF YOU CHOOSE NOT TO VISIT A DOCTOR. MVCSC EMPLOYEES WHO ARE INJURED AT WORK MUST REPORT TO CONCENTRA URGENT CARE LOCATED AT 11580 OVERLOOK DRIVE, FISHERS, IN 46037 (PHONE 317-845-5425) TO SEE THE DESIGNATED DOCTOR IN ORDER TO BE COVERED BY WORKERS COMPENSATION.** A neglected injury -minor as it may seem - can become a serious problem if not treated promptly and properly. If you do not report the injury, there will be no documentation that the

injury was work-related, and you could jeopardize your eligibility for work-related coverage under Indiana Worker's Compensation law. If your injury is of a serious nature, or if you become unconscious at work, we will obtain emergency medical treatment or arrange for you to be taken to the nearest appropriate medical facility. Call 911 for an emergency vehicle.

Your cooperation is required in filling out accident reports. Complete and timely documentation is necessary to expedite claim processing and to assure a safe workplace.

Time off during a work related injury.....

### **Building Security**

If you have access to the building during "locked" hours, be sure you follow all procedures for securing the building and ensuring the doors are closed and locked at all times. We follow this security procedure to protect our property, as well as, employees and volunteers who may be working outside regular working hours.

A record of all key holders is maintained. All key holders must keep their keys secure at all times. If an employee loses a key or identification badge, and a replacement has to be established, the cost to the employee will be \$7.00 per key and/or ID badge. The issuance of building keys may be limited in order to maximize facility security. If you are authorized to have a key, you will be held responsible for any unauthorized use of that key.

All employees are expected to wear their corporation issued identification badges at work in clearly visible manner except when performing job duties where such wear poses a safety issue. Please respect the request of any security personnel working on Corporation property either in the building or in a parking area. If you have a question or concern about the request of any security personnel, bring it to the attention of your supervisor.

### **Fire Extinguishers**

Fire extinguishers are placed in locations throughout all buildings and are inspected regularly. Only employees who are trained to operate a fire extinguisher should do so to avoid possible injury from improper use.

### **Tornado and Fire Drills**

MVCSC maintains weather alert stations throughout the district. The stations are monitored at all times by an assigned individual. Proper tornado and fire safety procedures and directions are posted throughout all buildings, and must be followed closely in the event of a disaster drill or actual evacuation. Please familiarize yourself with tornado and fire procedures and exits for your particular work area in your building.

### **Bomb Threats**

Employees who receive bomb threats over the telephone should attempt to obtain as much information as possible from the caller including: location of the bomb, time of detonation, the sex/age/name of the caller, what the caller's voice sounded like (nervous, determined, other),



background noises, etc. Call the building principal immediately. The principal has specific instructions to follow in the case of a bomb threat.

### **Drug, Alcohol, and Tobacco Policy**

It is the policy of Mt. Vernon Community School Corporation (MVCSC) to maintain a drug- and alcohol-free work environment that is safe and productive for employees, students, and others having business with the school corporation. The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act and Drug-Free Schools and Communities Act.

In compliance with the act the Board prohibits the possession of drug paraphernalia, unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on the corporation premises or while performing services for the corporation is strictly prohibited. MVCSC also prohibits reporting to work or performing services under the influence of alcohol or consuming alcohol while on duty or during work hours. In addition, MVCSC prohibits off-premises abuse of alcohol and controlled substances, as well as the possession, use, or sale of illegal drugs, when these activities adversely affect job performance, job safety, or the Corporation's reputation in the community.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations

**For Cause:** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

In the event MVCSC has reason to believe that an employee is under the influence of alcohol, illegal drugs or controlled substances, the employee shall be relieved of his or her duties and shall be placed on suspension without pay pending receipt of test results. Reasonable suspicion of drug use may be found in the following circumstances: (1) direct observation of drug use or possession; (2) physical symptoms of being under the influence; (3) a pattern of abnormal conduct or erratic behavior; (4) arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking; (5) information provided either by reliable and credible sources or independently corroborated; (6) newly discovered evidence that the employee has tampered with a previous drug test; or (7) after a reportable accident or incident, where the supervisor has reasonable suspicion to believe that drugs or alcohol may have contributed to the occurrence.

The employee shall be required to submit to testing at the earliest possible time. An employee who (1) refuses to submit to testing in accordance with the provisions of this policy, or (2) refuses to fill out and sign the written consent form agreeing to submit to the medical examination and/or testing and permitting MVCSC to be apprised of the testing results, may be subject to immediate discharge. If the test results prove negative, the employee shall be reinstated with back pay for actual time lost including overtime. "Under the influence" is defined as unable to perform work in a safe and productive manner, being in a physical or mental condition, which creates a risk to the safety and wellbeing of the affected employee, other employees, the public, or MVCSC property.

An employee who switches or adulterates any sample submitted for testing will be subject to immediate discharge. An employee who tests positive as a result of reasonable suspicion testing will be notified and will be given a chance to respond in writing to the test results. Employees who test positive will be subject to discipline, up to and including discharge.

**Random:** As authorized or required by federal or state law for CDL License Holders or Regular License Holders Who Drive a Corporation Vehicle.

MVCSC believes that the safety of employees or students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with Corporation vehicles must be mentally and physically alert at all times while on duty. For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

1. The term illegal drug means drugs and controlled substances, the possession, or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.
2. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity.
3. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
4. The term controlled substance abuse includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
5. The term safety-sensitive functions, includes all tasks associated with the operation and maintenance of Corporation vehicles.
6. The term CDL license holder means all regular and substitute bus drivers, other staff members who may drive Corporation vehicles or inspect, repair, and maintain.
7. The term while on duty means all time from the time the CDL or regular license holder begins to work or is required to be in readiness for work until the time she/he is relieved from work and all responsibility for performing work.

All CDL license holders are expected to comply with Board policy [#D275](#) on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, all CDL license holders should be free of any influence of alcohol or controlled substance while on duty. Each regular and substitute bus driver, as well as any other staff member who holds a CDL license, shall be tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances: A. Marijuana; B. Cocaine; C. Opiates; D. Amphetamines; E. Phencyclidine (PCP). The drug tests are to be conducted in accordance with Federal and State regulations a.) prior to employment, b.) for reasonable cause, c.) upon return to duty after any alcohol or drug rehabilitation, d.) after any accident, e.) on a random basis, and f.) on a follow-up basis.

Candidates may also be tested for the presence of alcohol in their system prior to employment. Any staff member who tests positive shall be prohibited from driving any school vehicle and be referred to the Corporation's Employee Assistance Program.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

### **Smoke-Free Workplace**

Smoking and tobacco use is prohibited anywhere on MVCSC property. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, and e-cigarettes. Employees should notify the building principal or their supervisor immediately, if they observe smoking or the use of tobacco on school property. It is the building principal's or supervisor's responsibility to handle such situations.

### **Employee and Environmental Safety**

Safety in the workplace is everyone's business - even in an office environment. MVCSC is committed to the task of maintaining a safe and clean work environment. We expect everyone to share in this commitment. Specific safety matters, which may pertain to your work area will be discussed with you by your supervisor. It is your responsibility to report any unsafe or potentially unsafe situation or condition to your supervisor immediately.

### **Inclement Weather / Emergency Closings & Delays**

The Superintendent of Schools or his designee may cancel, delay or dismiss classes throughout the school year due to inclement weather or other emergencies. Though classes may be canceled or delayed, you are expected to report to work or remain at work under the conditions listed below.

**State or County-Wide Emergency or Health Department Emergency.** If there is a County-wide Emergency or a Health Department Emergency declared by the proper authorities, you will not be expected to report to work or remain at work. Employees may request vacation or personal leave. On a declared red alert travel emergency day classified employees will be paid for that day.

**Inclement Weather Guidelines-Support/Classified Staff.** During inclement weather delays or cancellations, non-exempt employees have three options:

1. Report to work at their normal time.
2. Do not report to work (do not work during the school delay time or cancellation ) but use personal or vacation time in order to be paid.
3. Do not report to work (do not work during the school delay time or cancellation) and take unpaid time off.

**\*Note:** Employees, who are considered essential due to their job responsibilities during inclement weather, are expected to report at their regular time.

In the event of a cancellation causing a make-up day, a school year employee does not report to work on the day of the cancellation. However, they must report to work on the scheduled make-up day.

Typical examples of this group are (this list could change at the discretion of the building supervisor or immediate supervisor):

- Bus Drivers
- Food Service (cafeteria building employees)
- Classroom Assistants (LABS, Study Hall, RTIs, Title I, Grade Level)
- Special Service Assistants (Bus Monitors, Pre-School, Mild, Moderate)
- Home School Coordinators

**Exempt Employees\* (Salaried).** Exempt employees should exercise sound judgment in reporting to school on days when there is a weather delay. Exempt employees are expected to communicate with their building administrator or supervisor regarding when they will be able to arrive safely, if not at their regular time.

**Scheduled E-Learning Days and Performance Qualifying Release Days (non-weather related)**

Classified employees are expected to work on the two scheduled e-Learning days and the two scheduled performance qualifying release days for the district. Classified employees are permitted to use a personal day on a scheduled e-Learning day provided that they have been granted approval from their immediate supervisor in advance.

# **TIME OFF AND LEAVES OF ABSENCE**

## **Extended Leave Policy**

Any absence for 5 or more sick, personal and/or days without pay will be considered an EXTENDED ABSENCE. The following procedure must be followed:

- Pre Planned leave of absence (surgery, maternity, paternity, wedding, etc....)
  - As soon as you have a need for an Extended Absence, you must meet with your administrator or supervisor.
  - You must notify the HR department, by email, regarding the dates of your Extended Absence.
  - If appropriate, a representative from the HR department will provide you with FMLA paperwork. If it is not FMLA protected or eligible, they will instruct you how to enter your days.
  - You must return the FMLA paperwork to the HR department within two (2) weeks.
  - The HR department will enter your Extended Absence in Skyward. You will be contacted if there are any questions.
  
- Unexpected absence
  - You will call in/notify your administrator or supervisor.
  - You will log on to Skyward Employee Access and enter your absence each day.
  - Contact the HR department to determine if your absence is covered by FMLA.
  - If needed the HR department will provide you with FMLA paperwork.
  - You must return the FMLA paperwork to the HR department within two (2) weeks; if it is not returned, the status will remain as an Extended Absence.

## **Family & Medical Leave (FMLA) Policy and Guidelines**

**\*\*REQUIRES COMPLETION OF ADDITIONAL FORMS PROVIDED BY THE HR DEPARTMENT\*\***

MVCSC will provide Family and Medical Leave Act (FMLA) leave to its eligible employees. The corporation posts the mandatory FMLA Notice in each building as required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act.

**General Provisions.** Under this policy, MVCSC will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness). The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

**Eligibility.** To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the corporation for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted,

provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2. The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
3. The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

**Type of Leave Covered.** To qualify as FMLA leave under this policy, the leave must be for one of the reasons listed below:

1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of his or her position.

Under the FMLA, a "spouse" means a husband or wife. Husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:

- was entered into in a state that recognizes such marriages; or
- if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health

condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Human Resource Manager.

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5. Qualifying exigency leave for families of members of the National Guard or Reserve or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- short-notice deployment
  - military events and activities
  - child care and school activities
  - financial and legal arrangements
  - counseling
  - rest and recuperation
  - post-deployment activities
  - additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
6. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy.
  7. Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

**Amount of Leave.** An eligible employee can take up to 12 weeks for the FMLA circumstances (No. 1) through (No. 5) above under this policy during any 12-month period. The company will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any

leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (No. 6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the company will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the company and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

**Employee Status and Benefits During Leave.** While an employee is on leave, MVCSC will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the corporation will require the employee to reimburse the corporation the amount it paid for the employee's health insurance premium during the leave period.

Under current company policy, the employee pays a portion of the health care premium. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Accounting Department by the last day of the previous month of which the premium is due. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or the employer may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

**Employee Status After Leave.** An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from a health care provider. This requirement will be included in the employer's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement



and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

**Use of Paid and Unpaid Leave.** An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee's 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company's sick leave policy) prior to being eligible for unpaid leave.

**Intermittent Leave or a Reduced Work Schedule.** The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

MVCSC may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the MVCSC and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the corporation before taking intermittent leave or working a reduced-hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

**Certification.** When FMLA leave is taken for the employee's own serious health condition or to care for a spouse, parents, or dependent child with a serious health condition, or Service Member Family Leave is taken, the employee must provide medical certification from the healthcare provider of the eligible employee, his/her immediate family member, or the next of kin of the individual.

The employee either:

- submit the medical certification to the Benefits Specialist; or
- direct the healthcare provider to transfer the medical certification directly to the Benefits Specialist, which will generally require the staff member to furnish the healthcare provider with an HIPAA-compliant authorization.

Employees are not eligible for leave pursuant to this policy if they work elsewhere during leave pursuant to this policy.

In the event the employee fails to provide medical certification, any leave taken by the employee is not FMLA leave/Service Member Family Leave.

When the need for FMLA leave is foreseeable and at least thirty (30) days notice has been provided, the employee must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the HR department within fifteen (15) calendar days after the employee requests FMLA leave unless it is not practicable under the circumstances to do so despite the employee's diligent and good faith efforts.

Any dispute over eligibility for FMLA leave shall be discussed between the employee and Superintendent. The Corporation shall be responsible for maintaining a record of those communications.

The Corporation reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The employee may either:

- submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable, to the Superintendent; or
- direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent, which will generally require the staff member to furnish the healthcare provider with a HIPAA-compliant authorization.

In the event that the employee fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the employee is not FMLA leave.

An employee who takes leave for reason (D) under General Leave Entitlement, prior to returning to work, must provide the HR department with a statement from his/her healthcare provider that s/he is able to resume work.

An employee seeking to take leave pursuant to reason (E) or (F) under Service Member Leave Entitlement must submit, in a timely manner to the HR department, an appropriate certification as described by Federal regulations.

**Recertification.** The corporation may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the company may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The corporation may provide the employee's health care provider with the employee's attendance records and ask whether the need for leave is consistent with the employee's serious health condition.

**Procedure for Requesting FMLA Leave.** All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR department. Within five business days after the employee has provided this notice, the HR department will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

**Designation of FMLA Leave.** Within five business days after the employee has submitted the appropriate certification form, the HR department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

**Intent to Return to Work from FMLA Leave.** On a basis that does not discriminate against employees on FMLA leave, the corporation may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

#### *Additional Contact Information*

U.S. Department of Labor [www.dol.gov/dol/topic/benefits-leave/fmla.htm](http://www.dol.gov/dol/topic/benefits-leave/fmla.htm)

#### *Supporting Documents*

Employee Rights and Responsibilities under the Family and Medical Leave Act  
Military Leave Notice

#### **Leave Days**

Prior to requesting a leave, you are required to communicate with your immediate supervisor and to submit appropriate paperwork if required. It is your responsibility to track your leave days. BEFORE, taking off work, be sure you have available leave days. If you have any questions, talk to your immediate supervisor.

#### **Unpaid Approved Medical Leave of Absence\*\***

In the event your leave of absence does not qualify under the FMLA guidelines, you have the opportunity to request an unpaid leave of absence. Unpaid leaves of absence should only be approved in the cases of extreme situations or unusual circumstances.

Loss pay days must be approved by your immediate supervisor and the HR Department. You must use all eligible leave days before using loss pay days.

#### **Bereavement Leave:**

In the event of the death of an immediate family member, employees are entitled to be absent without loss of compensation for a period extending not more than a total of five (5) workdays beyond such death for the purpose of attending the burial rites and attending to other personal matters of the immediate family member provided; however, that said burial rites occur while said employee is performing duties as assigned by the school corporation, and that said burial rites do not occur during the time the employee is absent due to vacation, or leave of absence, or sick leave, or leave for personal business, which may have been previously granted or approved by the school employer. All bereavement leave days must be taken within thirty (30) calendar days of the death of the family members. School holidays falling in this period shall be counted as work days. "Immediate family" is interpreted as including father, mother, brother, sister, legal guardian, husband, wife, child, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild, and same step-relatives. Any other person who at the time of death was living as a member of the employee's household will be considered as a member of the immediate family. The employee must be on paid time status for days in which they will be paid for any bereavement leave.

In the case of the death of a brother-in-law, sister-in-law, grandparent-in-law, employees are entitled to be absent without loss of compensation for a period extending not more than a total of three (3) workdays beyond such death.

If an employee is in their probationary period (has not successfully completed their 60-working day introductory period) said employee will not be eligible for paid bereavement leave and must request this time off without pay.

#### **Funeral Leave**

In the event of the death of an uncle, aunt, first cousin, niece, or nephew, not living in the household of the employee, the employee is entitled to be absent one (1) day without loss of compensation, provided, however the employee does attend in person the burial rites of the said family member: that said burial rites do not occur during the time the employee is absent due to vacation, or leave of absence, or sick leave, or leave for personal business, which may have been previously granted or approved by the school corporation.

If an employee is in their probationary period (has not successfully completed their 60-working day introductory period) said employee will not be eligible for paid funeral leave and must request this time off without pay.

#### **Jury Duty**

To provide income protection while an employee carries out his or her civic responsibility, MVCSC provides the difference between jury duty pay and an employee's regular day's pay for time spent serving on jury duty. Generally, income protection for time spent serving on jury duty will be provided

for a maximum of five workdays. Additional income-protected time away from the workplace for this purpose will be considered on a case-by-case basis.

**Eligibility.** Full-time and regular, part-time employees are eligible to receive this benefit.

**Responsibility.** Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her supervisor. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and to the HR department.

Employees appearing in their own case as a plaintiff or defendant or for a subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

### **Maternity Leave**

See the Family and Medical Leave Act (FMLA) guidelines. If you are not eligible under the FMLA guidelines, please see the Approved Unpaid Leave section.

### **Military Leave**

You may apply for a leaves of absence if you are a member of the Indiana National Guard, a reserve component of the U.S. Armed Forces, or a retired member of the naval, air, or ground United States of America, or on training duty for the State, by order of the Governor or reserve-component authority. Contact the Human Resources Department immediately following notification of your active duty. See "Your Rights under "USERRA" for more information.

### **Paternity Leave**

See the Family and Medical Leave Act (FMLA) guidelines. If you are not eligible under the FMLA guidelines, please see the Approved Unpaid Leave section.

### **Professional Leave**

You may receive professional leave time to attend conferences and workshops that directly enhances your position with the corporation. All requests must be approved prior to registration by your supervisor and someone from the Curriculum Department if applicable.

### **Paid Holidays - Year Round Employees (260 days)**

- Independence Day; Tuesday, July 4, 2023
- Labor Day; Monday, September 4, 2023
- Thanksgiving Break; Thursday & Friday, November 23 & 24, 2023
- Holiday Break; Friday, December 22 & Monday, 25, 2023
- New Year's Break; Friday & Monday, December 29, 2023 & January 1, 2024
- Martin Luther King Day; Monday, January 15, 2024
- President's Day; Monday, February 19, 2024
- Memorial Day; Monday, May 27, 2024

Staff working less than a 260-day **or hourly 260-day** schedule are not eligible for holiday pay.

If an employee is in their probationary period (has not successfully completed their 60-working day introductory period) said employee will not be eligible for paid holidays.

**Sick Leave**

**\*\*SICK LEAVE IS TO BE USED FOR PERSONAL/IMMEDIATE FAMILY ILLNESS AND FOR NO OTHER PURPOSE.**  
**(Immediate family as defined in Bereavement Leave)**

<b>SICK LEAVE YEAR ROUND EMPLOYEES 201-Days or More</b>				<b>SICK LEAVE SCHOOL YEAR EMPLOYEES 200-184 Days</b>				<b>SICK LEAVE SCHOOL YEAR EMPLOYEES 183-Days or Less</b>			
Assigned sick leave according to the following schedule:				Assigned sick leave according to the following schedule:				Assigned sick leave according to the following schedule:			
JUL	10	JAN	5	JULY	8	JAN	4	AUG	7	JAN	4
AUG	10	FEB	4	AUG	8	FEB	3	SEP	7	FEB	3
SEP	9	MAR	3	SEP	7	MAR	2	OCT	6	MAR	2
OCT	8	APR	2	OCT	7	APR	0	NOV	5	APR	0
NOV	7	MAY	1	NOV	6	MAY	0	DEC	4	MAY	0
DEC	6	JUNE	0	DEC	5						
<p>New employee leave days will be distributed after <u>successfully completing the 60-working day introductory period.</u></p> <p>On July 1 all returning employees will be allocated ten (10) sick days.</p> <p>Unused sick leave is cumulative not to exceed 200 days total. This protection ends upon termination of employment.</p> <p>There is <u>no payment</u> for accumulated sick leave upon a reduction-in-force, resignation or termination of employment.</p> <p>You are expected to notify your supervisor immediately of absences from work. Be sure you are clear on the acceptable procedures as required by your supervisor to report your absence.</p> <p>An administrator/supervisor reserves the right to request a doctor's note for any absence.</p> <p>Sick Incentive            0 absences = \$300 stipend            1 absence = \$250 stipend            2 absences = \$200 stipend</p>				<p>New employee leave days will be distributed after <u>successfully completing the 60-working day introductory period.</u></p> <p>On July 1 all returning employees will be allocated eight (8) sick days.</p> <p>Unused sick leave is cumulative not to exceed 140 days total. This protection ends upon termination of employment.</p> <p>There is <u>no payment</u> for accumulated sick leave upon a reduction-in-force, resignation or termination of employment.</p> <p>You are expected to notify your supervisor immediately of absences from work. Be sure you are clear on the acceptable procedures as required by your supervisor to report your absence.</p> <p>An administrator/supervisor reserves the right to request a doctor's note for any absence.</p> <p>Sick Incentive:            0 absences = \$200 stipend            1 absence = \$150 stipend            2 absences = \$100 stipend</p>				<p>New employee leave days will be distributed after <u>successfully completing the 60-working day introductory period.</u></p> <p>On July 1 all returning employees will be allocated seven (7) sick days.</p> <p>Unused sick leave is cumulative not to exceed 140 days total. This protection ends upon termination of employment.</p> <p>There is <u>no payment</u> for accumulated sick leave upon a reduction-in-force, resignation or termination of employment.</p> <p>You are expected to notify your supervisor immediately of absences from work. Be sure you are clear on the acceptable procedures as required by your supervisor to report your absence.</p> <p>An administrator/supervisor reserves the right to request a doctor's note for any absence</p> <p>Sick Incentive:            0 absences = \$200 stipend            1 absence = \$150 stipend            2 absences = \$100 stipend</p>			

**Vacation Leave**

Vacations (Given July 1 for the period July 1 to June 30 of the following year). If you are a support employee who works 12 months, you are eligible for vacation leave under the guidelines below. Your vacation leave must be pre-approved by your supervisor.

New employee’s vacation days will be allocated for the following year according to the schedule below:

<b>VACATION LEAVE</b>			
<b>YEAR ROUND EMPLOYEES</b>			
<b>260 Days</b>			
Assigned vacation leave according to the following schedule:			
JUL	10	JAN	5
AUG	10	FEB	4
SEP	9	MAR	3
OCT	8	APR	2
NOV	7	MAY	1
DEC	6	JUNE	0
On July 1 all returning employees will be allocated ten (10) vacation days.			

For Example:

- Employees hired 10/24/2019 would receive 8 vacation days on 7/1/2020 and 10 on 7/1/2021.
- Employees hired 5/1/2020 would receive 1 vacation day on 7/1/2020 and 10 on 7/1/2021.

12 Month Employees:

- Ten (10) vacation days will be credited on the following July 1 to eligible employees with 2 to 3 years of service.
- Fifteen (15) vacation days will be credited on July 1 of the 3<sup>rd</sup> year.
- Twenty (20) vacation days will be credited on July 1 of the 4<sup>th</sup> year.

**NOTE:** ALL VACATION DAYS MUST BE USED DURING THE YEAR GIVEN AND WILL NOT ACCUMULATE.



**Personal Leave**

<b>PERSONAL LEAVE YEAR ROUND EMPLOYEES 201-Days or More</b>				<b>PERSONAL LEAVE YEAR ROUND EMPLOYEES 184-200-Days</b>				<b>PERSONAL LEAVE SCHOOL YEAR EMPLOYEES 183-Days or Less</b>			
Assigned personal leave according to the following schedule:				Assigned personal leave according to the following schedule:				Assigned personal leave according to the following schedule:			
JUL	5	JAN	2	JUL	3	JAN	2	AUG	2	JAN	1
AUG	5	FEB	2	AUG	3	FEB	2	SEP	2	FEB	1
SEP	4	MAR	1	SEP	3	MAR	1	OCT	2	MAR	1
OCT	4	APR	1	OCT	3	APR	1	NOV	2	APR	0
NOV	3	MAY	0	NOV	3	MAY	0	DEC	2	MAY	0
DEC	3	JUNE	0	DEC	2	JUNE	0				
<p>New employee leave days will be distributed after <u>successfully completing the 60-working day introductory period.</u></p> <p>On July 1 all returning employees will be allocated five (5) personal days.</p> <p>Any unused days will be added to your accumulated sick leave balance.</p> <p>Personal leave days are intended for personal or civic affairs and emergency situations.</p> <p>Your request for personal leave days must be made in writing prior to the absence.</p> <p>Your supervisor may deny your personal leave request.</p> <p>Payment for any unused accumulated personal leave <u>will not</u> be made upon reduction-in-force, resignation or termination.</p>				<p>New employee leave days will be distributed after <u>successfully completing the 60-working day introductory period.</u></p> <p>On July 1 all returning employees will be allocated three (3) personal days.</p> <p>Any unused days will be added to your accumulated sick leave balance.</p> <p>Personal leave days are intended for personal or civic affairs and emergency situations.</p> <p>Your request for personal leave days must be made in writing prior to the absence.</p> <p>Your supervisor may deny your personal leave request.</p> <p>Payment for any unused accumulated personal leave <u>will not</u> be made upon reduction-in-force, resignation or termination.</p>				<p>New employee leave days will be distributed after <u>successfully completing the 60-working day introductory period.</u></p> <p>On July 1 all returning employees will be allocated two (2) personal days.</p> <p>Any unused days will be added to your accumulated sick leave balance.</p> <p>Personal leave days are intended for personal or civic affairs and emergency situations.</p> <p>Your request for personal leave days must be made in writing prior to the absence.</p> <p>Your supervisor may deny your personal leave request.</p> <p>Payment for any unused accumulated personal leave <u>will not</u> be made upon reduction-in-force, resignation or termination.</p>			

**Unpaid Leave**

Unpaid leave shall be approved only in limited circumstances including, FMLA, temporary disability leave and extreme extenuating circumstances, as determined by the Superintendent or designee. Unapproved

unpaid leave is a breach of employment, and may subject the employee to discipline up to and including termination of employment.

## **PAYROLL & PERSONNEL**

MVCSC provides a Statement of Benefits including compensation and benefits specific by position. The Statement of Benefits is located in the Human Resources office. Questions regarding your pay should be directed to your supervisor or the Human Resources Department at the Administration Building.

### **Payment Guidelines**

MVCSC Employees will be paid bi-weekly throughout the year.

### **Compensation Scales**

Mt. Vernon recognizes experience, within the classification being hired, from another **public school system** with a minimum of one hundred and twenty (120) days worked in a school year. This would not include a third party employer such as Kelly Services or a transportation service not paid through the public school system.

All employees compensated with an hourly rate will be placed on a pay scale within their classification. If a classified employee moves from one classified position into a different classified position, the employee assumes the pay scale of the new classification group. Their continuous/consecutive years of experience at MVCSC **WILL** be honored when being placed on the new pay scale.

### **IRS Tax Form W-4**

All new employees first paid after 2019 must use the redesigned Form W-4. Similarly, any other employee who wishes to adjust their withholding must use the redesigned Form W-4.

The redesigned Form W-4 makes it easier for you to have your withholding match your tax liability. **Thus, causing little to no refund.**

Tax rates increase as income rises, and only one standard deduction can be claimed on each tax return, regardless of the number of jobs. Therefore, if you have more than one job at a time or are married filing jointly and both you and your spouse work, more money should usually be withheld from the combined pay for all the jobs than would be withheld if each job was considered by itself. Adjustments to your withholding must be made to avoid owing additional tax, and potentially penalties, when you file your tax return. All of this has been true for many years; it did not change with the recent tax law changes. The old Form W-4 accounted for multiple jobs using detailed instructions and worksheets that many employees may have overlooked. Step 2 of the redesigned Form W-4 lists three different options you should choose from to make the necessary withholding adjustments. Note that, to be accurate, you should furnish a 2020 Form W-4 for all of these jobs.

To provide maximum accuracy, you are encouraged to use the Tax Withholding Estimator available at [www.irs.gov/W4app](http://www.irs.gov/W4app). You should consider using the withholding estimator if you:

- expect to work only part of the year (this does not apply if you are only switching jobs),
- had a large balance due or refund last year and it is no longer the beginning of the current year,
- have dividend or capital gain income or are subject to additional taxes, such as the additional Medicare tax,
- have self-employment income,
- prefer the most accurate withholding for multiple job situations, or
- prefer to limit information provided in Steps 2–4 but do not want to sacrifice accuracy.

You can view your current Form W-4 elections by going to Skyward Finance > Employee Information > Payroll > W4 Information. Below are the links to our website, if you wish to complete a new Form W-4.

- [Federal W-4 2023](#)
- [State W-4](#)

Our payroll system, Skyward Finance, uses tax calculators based on how you complete the Form W-4. **It is imperative that you review your pay stubs via Skyward Finance periodically to verify your withholdings match your tax liability.**

#### **Direct Deposit**

Mt. Vernon Community School Corporation requires direct deposit of paychecks and will provide direct deposit with any bank capable of said service for all employees. Use of direct deposit may be limited by the corporation's accounting software, the capabilities of its depositories, and/or of the receiving banks and credit unions.

If you want to change the destination of your payroll check, you will need to complete a Direct Deposit Authorization Form and send it to the HR Department. **A copy of a voided check or documentation from the bank showing the routing and account number must be attached to the Direct Deposit Authorization Form. Do not close your existing direct deposit account until you are sure your request to change accounts has been successfully processed, and you are receiving payments into the new account.** Contact the school corporation's payroll department for further information regarding direct deposit.

#### **Time Clock Guidelines and Policy**

Time records are required by governmental regulations and are used to calculate regular and overtime pay. Mt. Vernon Community School Corporation utilizes a fingerprint time clock for its classified employees. This is the official time record for employee compensation unless otherwise approved by the superintendent.

#### **Time Clock Location**

Time clocks are located in each of the schools for employee use.

### **Daily Clock IN/OUT Requirements**

The Fair Labor Standards Act (FLSA) requires employers to keep records of time worked. To provide uniformity within the corporation, the following shall apply:

- Every employee has assigned working hours. Any deviation from the assigned working hours MUST be approved in advance by the building principal.
- Employees are expected to "clock-in" on or no more than 7 minutes before your "start time" and "clock-out" on or no more than 7 minutes after your "end time." There is no grace period for clocking in after the designated start time or clocking out prior to the designated end time each day.
- Check with your supervisor regarding clock in/out expectations during lunch or breaks.
- Employees may be disciplined by their supervisor if they do not clock in/out when on the job.
- Employees must report missed clock ins/outs to their supervisor immediately.
- Employees may be disciplined by their supervisor if a pattern of "missed" clock ins/outs is detected.

Continual and/or repeat deviations from assigned working hours will be grounds for disciplinary action up to and including dismissal. These deviations include, but are not limited to, time changes that did not have prior approval, tardiness, and clocking in/out early or late.

Any time an employee leaves school property for any reason other than official school business during the workday or scheduled work time the employee MUST notify their building principal or central office administrator prior to leaving the premises or their duty station.

### **Unreported Hours**

Intentional or careless working off the clock is prohibited. Employees are required to clock in/out before performing any work. Employees are not permitted to clock out before actually stopping work. Forgetting to clock in/out is not a legitimate reason for working off the clock. It is the responsibility of the employee to remember to clock in before performing any work. Likewise, it is the responsibility of the employee to remember to clock out at the end of the shift. Employees that underreport or fail to report hours worked may be subject to disciplinary action.

Employees who are classified as non-exempt, any time spent working while not clocked in (a.k.a. "working off the clock") is strictly prohibited. Examples of working off the clock include the following:

- Forgetting to clock in/out
- Continuing to work at the end of regular working hours
- Taking work home to complete after regular working hours
- Checking, reading, or reviewing work related emails after regular work hours
- Answering phone calls, emails or attending to customers after regular work hours
- When employees clock in/out, they are responsible for starting and ending work. Personal matters or simply not working while clocked in is considered "riding the clock" and may be grounds for disciplinary action.

### **Falsification of Time**

Falsification of records, documents or work time is a violation of policy and will result in the employee receiving disciplinary action up to and including suspension without pay and/or termination.

### **Time Clock Problems**

If an employee is unable to clock in/out because of a time clock malfunction or accidental oversight, it is the employee's responsibility to immediately inform their supervisor. In this situation, the time will be manually entered.

### **Lunches/Breaks**

All employees who are eligible for lunch/break are required to use this time as a non-work related period unless the same day is shortened by a corresponding length of time. This type of arrangement needs prior approval by their supervisor.

### **Docked Pay**

If employees are absent and all available time is exhausted, their pay will be docked for the days missed based on their hourly rate of pay.

### **Overtime**

When required due to the needs of the corporation, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. Paid holidays and paid time off (sick, personal, vacation day, etc.) is not included in hours worked per week.

#### **Overtime Guidelines:**

- No hourly employee is permitted to work overtime except as authorized by the direct supervisor.
- Occasionally, as a part of the employee's regular assignment, overtime is necessary to support the operations of the School Corporation. Employees may be asked to fill overtime assignments, but if a sufficient number of volunteers are not obtained, the supervisor will choose which employees will be required to accept overtime assignments. Those refusing an assignment or failing to report to work an overtime assignment will be subject to the disciplinary procedures.
- Hourly employees who are required or directed to work beyond their 40 hour work week will be paid at one and one-half (1½) times their hourly rate.
- Comp time will not be given in lieu of overtime worked.
- Holiday hours will not be counted as hours worked for the purpose of calculating overtime.
- An employee cannot use personal time or sick time to receive overtime.
- Facility Rental (Outside Event) hours will **NOT** count towards overtime pay as this amount exceeds the overtime rate. In the event that the Facility Rental rate of pay for either Saturday or Sunday is less than the amount an employee would receive in overtime, that said employee would receive their overtime rate.

### **Experience Bonus-Classified Staff**

If you have been employed by MVCSC ten years or more, are scheduled to work 2.5–8 hrs per day for 180 days or more, and have fulfilled your obligation as required by the job description, you are eligible

for an experience bonus stipend payment. The calculation of completed years will be based on cumulative (not continuous) years of service. You will be paid by the following payment schedule:

Stipend*
\$300 after completing 10-14 years of service
\$600 after completing 15 or more years of service

### **Sick Leave Bank-Classified Staff**

MVCSC has established a Sick Bank for classified school year employees to give staff members experiencing an illness or injury the opportunity to request additional paid leave after exhausting all personal accrued annual and sick leave. Classified employees who are scheduled to work at least 180 days and not covered under any other MVCSC Sick Bank program may opt in or out of the program by contacting the Human Resource department and completing the necessary steps to enroll.

In accordance with this program the Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.

#### Membership:

- a. You must contribute 1 day to the bank for the first year of membership (at the beginning of the employee year).
- b. After the 2<sup>nd</sup> year you will not be asked to contribute anymore days unless the bank drops below 100 accumulated days.
- c. Extra days may be contributed at the start of each year before September 15.

#### Qualifications for Membership:

- d. Any full time classified employee, as described in the MVCSC policy manual, may join the Sick Leave Bank.
- e. Any classified employee who does not wish to participate in the sick leave bank must waive that right on bottom of the second page and return the waived document to the Administration Building.

#### Administration:

- f. The Sick Leave Bank Committee will oversee the bank's operation. The committee will consist of two (2) persons appointed by participating members and (1) person appointed by the Superintendent.

#### Application for Days:

- g. Any Member may apply for days from the bank after his (or) her own sick, personal, and vacation days have been exhausted and three consecutive unpaid duty days have elapsed within the year.
- h. Written application must be made no later than ten (10) days after the exhaustion of paid leave.
- i. Any member must provide written certification from his (or) her physician sustaining his illness and certifying that his absence will continue at least ten (10) consecutive duty days following the exhaustion of all paid leave.
- j. The Maximum number of days awarded to a member will not exceed six (6) days per year of prior service to the corporation. If an employee owes the sick bank they may not receive more additional days that would make the total beyond what they would be eligible for

under the Maximum number based on years of service.

Repayment:

- k. Once you draw from the sick bank, you automatically agree to repay the bank at the rate of three days per year, beginning the next school year until complete repayment is made.
- l. Repayment of borrowed days from SLB must be made by September 15<sup>th</sup> of the new school year.
- m. If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty (30) days of termination from employment.

# EMPLOYEE BENEFITS

## Group Insurance

Effective January 1, 2020, **new** Support Staff hires who work more than seven (7) hours per day are eligible for insurance benefits.

If eligible, you have the option to participate in several group insurance plans offered by the Corporation. Health, dental, vision, life, long-term disability, and other supplemental insurance policies (i.e., cancer, short-term disability, accident, etc.) are available. Your Benefits Specialist can provide you with brochures which detail the coverage and procedure for enrolling in each of these programs.

New employees should carefully consider all the different options available. If application for coverage is not made within 30 days of your hire date, you are not eligible to enroll until the next open Enrollment (if applicable to that plan) or qualifying event. Premiums are payable through payroll deductions.

### GROUP INSURANCE PLANS

Health	1st of Month following 45 days of employment.	Open Enrollment Available – November of each year with January 1 effective date.
Dental	1st of Month following 45 days of employment.	Open Enrollment Available – November of each year with January 1 effective date.
Vision	1st of Month following 45 days of employment.	Open Enrollment Available – November of each year with January 1 effective date.
Life	1st of Month following 45 days of employment.	Supplemental Life Available If enrollment is not made within 30 days of eligibility date, an Evidence of Insurability form is required.
Long-Term Disability	1st of Month following 45 days of employment.	60 Day Elimination Period If enrollment is not made within 30 days of eligibility date, an Evidence of Insurability form is required.

If you resign your employment with MVCSC, your coverage will end on the date employment terminates. You will be notified of your rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA), to continue coverage at your expense. Please read your plan booklets carefully to become familiar with each plan. Contact the Benefits Specialist for more information on eligibility and rates.

#### *Additional Contact Information*

U.S. Department of Labor (COBRA)

[www.dol.gov/dol/topic/health-plans/cobra.htm](http://www.dol.gov/dol/topic/health-plans/cobra.htm)

#### *Supporting Documents*

HIPAA Notice of Privacy

Medicaid and the Children's Health Insurance Program (CHIPRA) Notice

Notice of Creditable Coverage

Special Enrollment Rights Notice



**Health Insurance Cost**

Plan	Coverage	MVCSC Contribution	Employee Contribution	HSA Employer Match 2023 Insurance
<b>Plan- PPO \$2,500/\$5,000</b>	Single	\$6,468.41	\$2,054.00	N/A
	Employee + Spouse	\$11,403.72	\$5,641.22	N/A
	Employee + Child	\$9,693.12	\$4,794.92	N/A
	Family	\$18,245.88	\$9,025.64	N/A
<b>Plan 2 - HSA \$2,500/\$5,000</b>	Single	\$7,522.56	\$1,391.52	\$500.00
	Employee + Spouse	\$13,349.64	\$4,228.64	\$750.00
	Employee + Child	\$11,432.88	\$3,621.02	\$750.00
	Family	\$21,207.12	\$6,718.14	\$1,000.00
<b>Plan 3 - HSA \$5,000/\$10,000</b>	Single	\$8,151.72	\$876.72	\$1,000.00
	Employee + Spouse	\$15,579.12	\$1,977.56	\$1,500.00
	Employee + Child	\$13,443.24	\$1,705.08	\$1,500.00
	Family	\$24,569.40	\$3,121.56	\$2,000.00

**Even though you may not be eligible to enroll in MVCSC's group insurance programs, you may be eligible to receive or enroll in the following benefits.**

**Federal Insurance Contribution Act**

Eligible Participant – All active employees.

All MVCSC employees are covered by the Federal Insurance Contributions Act (FICA), which is designed to provide retirement income and health care after the age defined by federal law. This is commonly referred to as Social Security, and the Congress of the United States determines how much money must be contributed from a payroll check. At this time, the Corporation matches the amount contributed by the employee. A portion of the contribution to FICA, determined by the government, provides Medicare benefits after you turn age sixty-five (65).

*For additional information contact the U.S. Social Security Administration's website*

**Indiana Public Retirement System (INPRS). / Public Employees Retirement Fund (PERF)**

Eligible Participant – Permanent employees working 1,080 or more hours each year (6 hours or more each day) and whose position has been specified in a resolution passed by the Board of School Trustees as a PERF covered position. Employees may not be covered by another public retirement or pension plan as well.

Founded in 1945, Indiana PERF is now one of the largest pension funds in the United States – both public and private. PERF is responsible for receiving contributions from employers and members, investing those funds in a prudent manner, and paying benefits to qualifying members. Since 1996, PERF has been authorized by state law to invest the assets of the Consolidated Retirement Investment Fund (CRIF) in the stock market. Effective July 1, 2011, in accordance with Indiana Law, the Indiana Public Retirement System (INPRS) was established. INPRS will administer and manage PERF.

If you meet the eligibility requirements mentioned above, you are required to participate in the Fund. Under state law, you must contribute 3% of your gross wages (regular and overtime pay) through payroll deduction to fund an Annuity Savings Account (ASA). You become vested in the ASA immediately and contributions are credited to an individual account in your name. MVCSC also contributes an additional percentage of gross payrolls to this fund for each employee towards a defined Pension Benefit. You begin earning service credit toward eligibility for a defined Pension Benefit, which is based on your years of service and wages at the time you apply to retire. You are vested (entitled to full pension benefits) after ten (10) years of creditable service in PERF-covered employment.

If you resign from MVCSC and will no longer be covered by PERF, either here or at another job, you may withdraw funds from your ASA plus the interest it has earned. If you move on to another PERF covered position, your years of service and contributions are transferable.

*Additional Contact Information*

Public Employees Retirement Fund (PERF)

1 (888) 526-1687 or [www.in.gov/inprs](http://www.in.gov/inprs)

## **Retirement**

Eligible Participant – Employees at least fifty-five (55) years of age with at least ten (10) years of experience at MVCSC.

You will be paid \$40 for each accumulated sick leave day (\$20 per sick day if you are a part time employee), not to exceed \$8,000. In addition, you will receive \$40 per year of service at MVCSC, not to exceed \$2,000. A full year of service equals 120 work days at MVCSC.

Pursuant to Ind. Code §5-10-8-2.6, a retired employee is entitled to continue their coverage and coverage for their spouse under the medical plan of their employer if:

1. The employee is at least fifty-five (55) years of age at retirement and not eligible for Medicare as prescribed by 42 U.S.C. 1395 et seq;
2. The employee has completed twenty (20) years of creditable employment with a public employer, ten (10) years of which must have been completed immediately before retirement;
3. The employee has completed upon retirement at least fifteen (15) years of participation in the retirement plan of which the employee is a member; and
4. The employee makes a written request, to the employer, for the continuation within ninety (90) days of his/her retirement date and pays both the employer's and employee's premiums for the coverage.

**Note\* Retired support staff are not eligible to keep health, vision, or dental, upon retirement. Life is available at retiree's expense until age 70.**

## **Section 125**

MVCSC has adopted a Section 125 Flexible Benefits Plan for all eligible employees. Section 125 is part of the Internal Revenue Code.

A Section 125 Flexible Benefit Plan allows you, the employee, to select from a list of available benefits that will meet your needs. The benefits that you choose can then be paid for by you on a before tax basis. Salary reduction means you are able to use "pre-tax" dollars to pay for certain benefits you may have previously paid for with "after-tax" dollars.

### **What Benefits are Available?**

- Insurance Benefits (Generation I) – including medical, dental, accident, cancer, life, and/or disability
- Expense Reimbursement Accounts (Generation II) – including out-of-pocket Medical Expense Reimbursement and/or Dependent Care Expense Reimbursement

In summary, you may have more dollars available to you for the purchase of other benefits or as increased take-home pay.

*Additional Contact Information*

Aflac

1 (800) 433-3036 or [www.aflacgroupinsurance.com](http://www.aflacgroupinsurance.com)

### **Tax Deferred Annuities – 403(b)**

Eligible Participant – All active employees (including full-time, part-time and substitute employees)

You are eligible for a variety of tax-deferred annuity products. You may make a set deduction up to a limit determined annually by the IRS into different investment plans. These contributions are not taxed nor is the interest taxed which accrues on the investment until you withdraw the money.

Tax-deferred annuities are an important part of retirement planning, especially for you if you may not qualify for full retirement benefits. Contribution elections may be changed at any time by completing a new Salary Reduction Agreement.

### **Workers Compensation**

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

**MVCSC** pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

MVCSC abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room. Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for approved absences covered by the company's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

### **Employee Assistance Program**

MVCSC is a subscriber to a professional diagnostic and referral service for employees. This service is provided by MVCSC so that employees may benefit from the early detection, care and handling of problems of drug abuse or alcoholism. Providing this service not only improves employee productivity and decreases errors and accidents on and off the job, but also improves the employee's personal life as well. More information about the Employee Assistance Program is available upon request.

In addition, on a one time only basis, any employee who voluntarily identifies himself/herself to the employer as having a drug or alcohol related problem will not be subject to discipline for volunteering that fact prior to the commission of any act subject to disciplinary action under this policy. MVCSC will refer the employee to the appropriate treatment and counseling services.

This is to be clearly understood as not a way to come forth to avoid discipline if a test appears imminent. Employees who have voluntarily participated in a rehabilitation program are not eligible to "volunteer" a second time for a three (3) year period. There will be a lifetime maximum of two (2)

times that an employee can participate in a rehabilitation program and be paid for by MVCSC insurance.