

GOOD AT LEARNING.

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RESPECT

GROWTH

COMMUNITY



2024-25

NORTH ADAMS COMMUNITY SCHOOLS

CLASSIFIED HANDBOOK

I. Introduction

Welcome to North Adams Community Schools. We hope that you will find your employment with the school system both challenging and rewarding. We are proud of our reputation as a leader in education.

For the purposes of this handbook, when “staff member” is used it is assumed the listed information applies to all classified employees. In some situations, different information will apply to specific sub-categories of classified employees. Those classifications shall be as follows and will be directly referenced throughout the handbook.

260-Day Employees	Other Professional Standards Board Licensed Professionals	Extended School Year Employees (186+ Days)	School Year Employees (185 Days)
<ul style="list-style-type: none"> • Business Manager • Administrative Assistant to the Superintendent • Payroll and Benefits Coordinator • Deputy Treasurer • District Secretary • Maintenance • Custodial • Grounds • Transportation Assistant 	<ul style="list-style-type: none"> • School Nurses (if possess BS-RN) • Social Worker • Occupational Therapist • Physical Therapist • Interpreter • Speech Language Pathologist Assistant 	<ul style="list-style-type: none"> • Building Secretary • ECA Treasurer • Food Service Production Management • Technology Paraprofessional / Technician • Student Support Specialist • Behavioral Therapist • Communications • Library/ Media Paraprofessional 	<ul style="list-style-type: none"> • Instructional Paraprofessional • Bus Drivers • Food Service (non-management) • ISS Supervisor

This employee handbook is not a contract for employment but is a listing of working conditions and procedures adopted by the North Adams Community School Board of Trustees. This handbook is subject to change by action of the Board of Trustees with or without notice.

A copy of this handbook is available at www.nadams.k12.in.us or the Central Office located at 625 Stadium Drive, Decatur Indiana. One of your responsibilities as an employee is to be familiar with its contents. This handbook is only a summary of our personnel guidelines. Please contact your direct supervisor if you have any questions regarding this handbook.

II. Employment Policies

A. Employee Expectations

As an employee of North Adams Community Schools (“NACS”) you are a part of the educational process and will have opportunities to influence students with whom you come in contact. As a result, you must always conduct yourself in a manner expected of someone with the responsibility of educating children.

B. At-Will Employment

All classified employees are considered at-will employees. This means your employment is for an indefinite period and is subject to termination by you or NACS, with or without cause, with or without notice. Any statements or representations to the contrary should be regarded by you as ineffective.

C. Equal Opportunity

NACS is an equal opportunity employer and does not discriminate based on the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry or genetic information in its educational programs activities or its employment policies and practices.

D. Hiring Procedures

Open positions will be posted on the school’s website. Individuals are employed upon the recommendation of the Superintendent, confirmed by the Board of School Trustees, and assigned to the various schools and buildings. Assignments will be made to best meet the needs of NACS.

Prior to employment, new hires will complete an expanded background check, including an expanded child protection index check paid by the employee. Additionally, prior to the first day of employment, new employees must complete required staff trainings.

When an employee changes job classifications any change in benefits will become effective as determined upon the date that the employee begins the new position. It is the employee’s responsibility to be aware of a change in benefits when moving from one classification to another. If there are any questions, employees should contact the Payroll and Benefits Coordinator at the Central Office.

III. Code of Conduct

A. Rules of Conduct

Rules are needed in any organization so that the operation runs smoothly. All NACS employees are to treat others with respect, courtesy, and dignity. A violation of one or more of these rules may result in a reprimand, suspension, or dismissal without previous warning:

- Falsifying employment application
- Refusal to do the job assigned, willful disobedience of job instructions, or deliberate inefficient work production
- Excessive absenteeism or tardiness, unauthorized absence, failure to notify supervisor of absence, or leaving job duties early
- Abuse of illness leave or personal leave privileges
- Fighting, immoral behavior or indecency
- Under the influence, intoxication or drinking on duty or at school-sponsored events.
- Under the influence, use, sale, or possession of controlled substances without a prescription is prohibited
- Engaging in acts that endanger oneself, other employees or violate safety regulations

- Deliberate or intentional release of confidential information
- Willful or deliberate destruction, damage, or defacement of NACS property or equipment
- Use of obscene or abusive language while working or in the presence of students at school activities
- Theft
- Intentional falsification of time reporting or other NACS records
- A threat of any act that would endanger life or property
- Threatening, intimidating, or coercing fellow employees or students
- Discourteous, unethical, or insubordinate conduct with others including, but not limited to, students, parents, visitors, co-workers, or supervisors
- Unprofessional conduct with students, parents, visitors, co-workers, or supervisors
- Substandard work performance, negligence, loafing or sleeping on the job or misuse of work time
- Failure to report employment-related injuries
- Failure to report an arrest and/or conviction of criminal charges to the Superintendent within two (2) business days of the occurrence
- Other conduct deemed out of compliance with the mission of NACS.

The rules stated above are meant as a guide. Any act or form of behavior not specifically listed which may adversely affect the operation of NACS or in any way jeopardize the safety, welfare, morale or general well-being of employees, students or visitors may be grounds for disciplinary action up to and including dismissal.

B. Attendance

North Adams Community Schools expects every employee to be at work and ready to start their day as scheduled. Absenteeism and tardiness place an extra burden on one's co-workers.

Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start of the workday. It is the employee's responsibility to ensure proper notification is given. If notification is not given it will be assumed after three consecutive days of absence that you have resigned your position.

Employees may be required to provide a physician's note if they miss three consecutive days or need to use accumulated sick leave for a medical condition.

Each unplanned absence must be entered as soon as possible, or by 9:00 a.m. on the day of the absence, in Frontline Absence Management.

C. Social Media

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

General school rules for behavior and communication apply.

D. Dress Code

NACS expects all employees to dress professionally and appropriately relative to their specific job duties and responsibilities. Employees who do not, in their supervisor's judgement, follow the appropriate dress

code will receive a notice from them. Repeated violations may result in disciplinary action up to and including termination.

E. Personal Cell Phone Use During Work Hours

While NACS recognizes that it is occasionally necessary for employees to make or receive personal telephone calls and texts during work hours, it is expected that employees restrict their personal telephone use to emergency situations, times when students are not present or during break times. Excessive personal telephone use may result in disciplinary action up to and including termination.

F. Supervision and Fraternization with Students

A classified staff member shall not associate inappropriately with students at any time in a manner which may give 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 or involve drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

Additionally, classified staff must also demonstrate appropriate boundaries with individuals who are current students (except for those with whom the employee has a familial relationship) both in and outside of school. Some examples include, but are not restricted to:

- Hugging, kissing or other physical contact with a student.
- Taking an undue interest in a student.
- Initiating or extending contact with students beyond the school day for personal purposes.
- Using e-mail, text-messaging, websites, or other social media services to discuss personal topics of interest with students.
- Giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval.
- Going to a student's home for non-educational purposes or for events that do not involve the invitation of the parent/guardian of the student.
- Inviting students to the staff member's home without proper chaperones (i.e., another staff member or parent of student).
- Being alone with a student behind closed doors without a legitimate educational purpose.

IV. Compensation General Procedures

A. Paydays and Paychecks

- Employees are paid on Fridays on a bi-weekly schedule.
- Time is calculated to the nearest quarter hour.
- When payday falls on a holiday, employees will generally receive pay the day prior to the holiday.
- It is mandatory that all employees participate in direct deposit.
- The first payment for a new employee will be in the form of a paper check.
- Overtime is paid on hours worked only and for hours over forty (40) per week. Longevity Bonus is excluded from overtime rate.
- Exceptions to this practice are for maintenance staff, who receive overtime anytime they work over eight (8) hours per day and/or are called in after scheduled hours.
- Direct deposit information and pay history is available through DOCULIVERY.

B. Work Schedule

- Your regular work week will be based on your job description.
- A normal work week begins at 12:00 a.m. Sunday and ends at 11:59 the following Saturday.

- Hours may vary based upon assigned responsibility. Start and end times may be adjusted by your supervisor/principal.
- Staff who work eight (8) or more hours per day are entitled to two 15-minute paid breaks and one 30-minute unpaid lunch break.
- Any deviation from a normal work schedule must be approved by your supervisor/principal.
- Mealtime is a minimum of 30 minutes and is unpaid.

V. Employee Time Reports

Classified employees must report time using Frontline (Veritime) or the current system adopted by the district for such purposes. It is the employee's responsibility to submit accurate time reports in a timely manner. The electronic timekeeping system and associated work records are considered the official record of the workday. By law, time reports must reflect the actual time worked during the pay period. Falsification of the timesheet may result in immediate dismissal.

It is a job requirement that all support staff must "clock in" at the beginning of their workday and "clock out" at the end of the workday. Employees may clock in up to seven (7) minutes before the start of their shift and clock out up to seven (7) minutes after the end of their shift. If an employee is approved to take time off during the day to attend to a personal issue, an hourly employee must clock out and back in for the time they are not working. An employee who regularly fails to "clock in" or "clock out" correctly, necessitating the supervisor to adjust the timecard, may receive disciplinary action for failing to follow expected timekeeping mandates per state and federal law. All timesheets must be approved by the supervisor or designee.

Any attempt to tamper with timekeeping hardware or software will be considered a serious offence. Any interference with other employees' use of the time reporting system will be considered a serious offence. Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

If an employee is unable to clock in or out because of a timeclock malfunction, it is the employee's responsibility to immediately inform their supervisor. The supervisor or designee will determine next steps as to documentation of the employee's time report.

VI. Leave Days

A. All new hires must be employed for at least sixty (60) days prior to being able to use Personal, Illness or Vacation Leave.

B. Personal Leave

A classified employee may be granted three days with pay, each school year, for the transaction of personal business that cannot be handled outside of normal working hours. Leave days are adjusted on July 1st of each year. Individuals hired after the start of the school year will receive Personal Leave on a pro-rated basis.

If all annually granted personal days are not used, up to two unused days will accumulate as personal leave days for the next year. The number of accumulated personal days may not exceed five. The remainder of unused personal leave days will be added to the illness leave days up to a maximum of 97 days. Accumulated personal days will not be paid upon termination from employment.

Arrangements must be made with the immediate supervisor before leave may be taken except in emergency situations. In the event of a school cancellation which results in eLearning, school year and extended school year employees may use their personal days. Unused personal leave days are not payable at termination.

Personal leave as specified in the above paragraph will not be allowed on the following date(s):

- 260-day employees
 - Any day immediately before or after a vacation day except with a written request two weeks in advance and supervisor permission.
 - Any day immediately before or after a holiday or a scheduled district calendar break except with supervisor AND superintendent permission with a written request at least two weeks in advance.
- Other non-food service classified employees
 - Any day immediately before or after a scheduled district calendar break, except with supervisor AND superintendent permission with a written request at least two weeks in advance.
- Food service employees
 - Food service employees are entitled to personal leave as stated above, except no leave shall be available within the first 60 days without supervisor permission in writing at least two weeks before the desired leave.

C. Personal Illness/Family Illness

A classified employee will be entitled to seven paid days each school year to be used for illness, family illness, accident, etc. Family illness days are to be used when needing to care for an immediate family member for whom the employee is the primary caregiver. The employee should provide the name and relationship of the family member in the “Notes to Administrator” section of Frontline Absence Management.

If illness days are not used, they will accumulate to a total of ninety-seven (97) days. Individuals hired after the start of the school year will receive Illness Days on a pro-rated basis.

Anyone requiring more than three consecutive days for Illness Leave may be required to provide a physician’s statement to support the request and to provide confirmation that the employee has been released to work their scheduled job.

In the event of a school cancellation which results in eLearning, employees may use illness leave if their personal leave time has been exhausted. Unused illness days are not payable at termination.

D. Bereavement Leave

1. The employee may be absent from work for up to six (6) workdays for immediate family. These days will be granted full compensation. Immediate family is defined as spouse, parents, child, stillborn child, miscarriage occurring beyond twelve (12) weeks gestation, brother, sister, stepbrother, stepsister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, step-grandparent, grandchild, or other persons living in the immediate household.
2. Three (3) working days shall be granted to the parents experiencing a miscarriage which occurs at or before twelve (12) weeks gestation.
3. If there is a need for non-consecutive leave, the employee may request such at the time of the request for bereavement leave. Documentation must be provided to support the need for the non-consecutive days. The supervisor will determine the number of, if any, days which may be non-consecutive as described in Items 1 and 2 above.

4. The day of the funeral will be granted with full compensation for the death of an uncle, aunt, niece, nephew, first cousin, foster parent, or foster sibling.
5. The day of the funeral will be granted to an employee serving as a pallbearer or in another official capacity when the above situations do not apply. Verification of this service is required.

E. Unpaid Leave

Absenteeism can be one of the most serious problems any organization can face. North Adams Community Schools considers repeated or habitual absences to be unacceptable and may result in disciplinary action, up to and including termination.

NACS does not routinely grant unpaid personal leaves of absence. However, it is recognized that there may be situations that require special consideration. All unpaid leave requests must be submitted to the Superintendent at least two weeks before the requested unpaid leave and be approved before the absence. All eligible paid leave days must be exhausted before a day without pay is considered. Employees who are absent using unpaid days for reasons that do not meet the handbook guidelines may be recommended for termination of employment.

F. Vacation Days

Eligible employees will be granted vacation days according to their benefit schedule. A request for using vacation days should be submitted to the employee's supervisor at least two weeks prior to the intended use, except in the case of an emergency. NACS reserves the right to restrict the use of vacation days in the best interest of the corporation. Employees will not be compensated for unused vacation days at termination. See Support Staff Employee Benefit Listing (pages 13-14).

G. Holidays

Eligible support staff receive holiday pay as noted in the Support Staff Employee Benefit Listing (pages 13-14).

H. Jury Duty

Jury duty leave with pay will be granted to employees during the time they are absent for such duty. An employee's pay may be adjusted for jury earnings received by the employee. While on jury duty, employees are required to report daily to their supervisor their schedule for the following day. Employees must report to work when excused from Jury Duty for one day or more. The time spent on jury duty will not be charged against any paid leave and will count as time on the job.

I. Family and Medical Leave (FMLA)

In accordance with Federal law, North Adams Community Schools provides up to twelve weeks of unpaid FMLA leave to eligible employees for their own serious health condition, the birth or placement of a child or to care for an immediate family member. FMLA also provides up to twenty-six workweeks of leave to care for a covered service member with a serious injury or illness. Employees are eligible if they have worked for at least twelve months **and** at least 1,250 hours over the twelve months prior to the leave request. FMLA may run concurrent with paid leave, worker's compensation, or other leave.

Employees are required to provide advance leave notice and medical certification according to the FMLA. Please see contact the Payroll & Benefits Coordinator for additional information.

J. Maternity/Paternity Leave/Child Rearing Leave

Paid leave of three days shall be granted for scheduled workdays when a child is born. If the child is born during a time when an individual is not scheduled to work (for example, summer break) the leave will be paid on the next three days when an employee is scheduled to work.

Maternity Leave is defined as the initial six weeks after delivery or eight weeks after a C-section. This is straight time from the date of delivery and includes any breaks (summer, weekends, holidays, etc.). Accumulated sick days may be taken with a physician's statement for Maternity Leave for scheduled workdays.

Child Rearing Leave is defined as any additional time taken after Maternity Leave. Child Rearing Leave may be taken, without pay, for a period of up to one year immediately following maternity leave or adoption. Sick leave bank days may not be used for maternity, paternity, adoption, or child rearing leave.

VI. Sick Leave Bank

A. Purpose

The purpose of the Sick Leave Bank is to relieve its members of undue financial burdens due to absence from work on a long-term basis due to the **employee's** illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable. A request form must be submitted to the Sick Leave Bank committee for consideration. Approval is not guaranteed.

B. Administration

The Sick Leave Bank shall be administered by a committee of five members. The Superintendent shall appoint two members who serve in supervisory roles and the supervisors will select three additional members to serve on the committee. Each committee member shall be appointed for a two-year period and may be reappointed. The entire membership of the committee shall select one of their members to act as chairperson for the duration of the year.

The committee shall meet during the year as needed. Special meetings may be called by the chairperson or at the request of the committee members. Any official action of the committee shall require majority approval. The quorum of the committee is three. If an appeal of any committee decision becomes necessary, the appeal will be sent to the School Board of Trustees.

The committee shall prepare an annual report in conjunction with the district's payroll department.

C. Composition of Sick Leave Bank

Any classified employee is eligible to participate in Sick Leave Bank. To participate, the eligible employee must contribute one (1) illness day within ten (10) days of initial employment. After initial enrollment those wishing to enroll must wait until the program is re-opened by the committee. Employees will be notified by email if the program is re-opened.

After initial enrollment, with the exception of new employees, those wishing to enroll must do so during the open enrollment period for insurance election and then must donate the number of days equal to the days donated by charter members of the program or back to the year of their initial employment.

D. Criteria for Use of Sick Leave Bank

- All accumulated paid leave must be exhausted by the employee
- The applicant must be a current participant in the bank and employed for at least 90 days
- Sick Leave Bank is to be used only for the employee's serious health condition
- The maximum number of days that may be granted is forty-five per school year and must be used before the last scheduled day of the current school year.
- The applicant shall submit medical documentation to support the request.
- The illness or accident must be of a serious or incapacitating nature as determined by the committee and with the recommendation of the attending physician.

- Sick Leave Bank days may not be used by employees on leave for maternity/paternity/child rearing leave.
- Any member receiving public funds or benefits (i.e., short-term disability) for the illness or disability causing the absence is not eligible for Sick Leave Bank benefits.
- Application for Sick Leave Bank may be made by a personal representative in cases where the employee is unable to do so.

For more information regarding Sick Leave Bank, contact the Payroll & Benefits Coordinator.

VIII. Employment Benefits

A. Indiana Public Retirement System – INPRS

Any employee in a position working 600 or more hours per year will be enrolled in the Indiana Public Employees Retirement Fund (PERF). All employees in covered positions will have their compensation to the fund paid by the school. Eligibility is based on position and number of hours worked. PERF is a benefit that provides substantial income when you are eligible to retire from the school system. Additional information can be found at www.in.gov/INPRS/.

B. Annuities – 403(b)

All employees are permitted to participate in a 403(b)-tax deferred retirement program. Please contact the Payroll & Benefits Coordinator for a list of approved brokers and available options.

C. Annuities – 401(a)

North Adams Community Schools shall establish a qualified retirement plan as described in section 401(a) of the tax code. Any employee contributing to a 403(b) account will have an equal amount, up to 1% of their base contract or at-will agreement amount matched by the school. This match will be contributed into an individual separate 401(a) account. Temporary employees, substitutes and employees hired for part-time work requiring less than 600 hours per year are ineligible to participate in the 401(a) match.

Each employee shall be twenty percent vested in these individual 401(a) accounts per year with one hundred percent (100%) vestment occurring upon the completion of the fifth year of continuous employment, regardless of participation in the plan during that time.

An employee will be ineligible to receive this benefit if they are discharged and/or fail to return to work on schedule following a leave of absence except for cases of serious illness as verified by a medical physician.

D. Medical Insurance

Employees in an eligible position may enroll in an affordable health insurance plan through NACS. Employees become eligible effective the first of the month following 30 days from the date of hire. Employee contribution to health insurance varies depending upon the job classification of the employee and the Benefits Schedule for the position.

If you are enrolled in the NACS Health Insurance Plan you have options available to meet your specific needs. You will have access to the EverSide Health Clinic which provides no cost services to the participant. Services include primary/acute care, preventative care, medication dispensing, laboratory services, annual physicals, health coaching and much more. You will also have access to OC24health which provides quality healthcare to you at anytime and anywhere through their mobile app.

Employees who choose to waive health insurance during the initial enrollment period must sign a waiver of coverage and will not be eligible to enroll unless the employee has a special enrollment event or until the next open enrollment period. Employees will have 30 days from the special enrollment event to elect health insurance coverage.

E. Dental and Vision Insurance

Employees will be offered Dental and Vision insurance. Employees are responsible for the entire premium for the elected coverage.

All insurance premiums are deducted in the month prior to the coverage dates. Coverage will end on the final day of employment.

F. Term Life Insurance

Eligible employees will receive a \$15,000 term life insurance policy. North Adams Community Schools pays 99% of the premium for eligible employees. The cost to the employee will be the annual 1% of the basic plan regardless of when they are hired during the plan year. Supplemental and dependent insurance may be purchased by the employee at their own cost.

To be eligible for life insurance benefits the employee must work a minimum of ten hours per week. Bus drivers must work a minimum of five hours per week.

G. Employee Assistance Program

All Employees are eligible to access ComPsych Services. These services may include confidential counseling sessions, work-life solutions, financial information, legal support, estate guidance, etc.

NIS provides EAP benefits to any employee that works at least 600 hours per year. You can receive no-cost confidential assistance for a variety of needs and concerns.

H. Section 125

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to employees who qualify for health insurance. This employer sponsored plan allows employees to pay for certain qualified expenses on a pretax basis. These out-of-pocket expenses can be broken into three categories: insurance premiums, out of pocket medical expenses and dependent care expenses.

In addition, NACS offers voluntary insurance through American Fidelity Insurance for eligible employees:

- Accident Insurance
- Cancer Insurance
- Short Term Disability Insurance
- Hospitalization Insurance
- Critical Illness Insurance
- Health Savings Account
- Flexible Spending Account

I. Long Term Disability

Each regular employee working over 600 hours per school year will be covered by long term disability insurance paid by NACS.

J. Longevity Bonus Pay

Longevity is a bonus paid in addition to the employee's hourly rate based on length of service at North Adams Community Schools or recognized years of experience as approved by the Superintendent. The current longevity rate is \$0.05 per hour.

The years of service used in the calculation of longevity is the number of full years of service as of July 1. An employee who is hired at a school board meeting July 1 through December 31 for a position that includes longevity compensation will be granted a full year of service on the following July 1. Overtime rate does not include longevity bonus pay. The Superintendent may recognize related experience outside of NACS.

IX: Work Procedures for School Delays and Cancellations

A. Instructional Assistants at All Levels

- When school is delayed, instructional assistants will report to work later than normally scheduled by the number of hours of the delay (two or three hours). For example, if the normal start time is 8:00 am and school is delayed two hours, the staff member would report at 10:00 am. If school is delayed three hours, the staff member would report at 11:00 a.m.
- When school is delayed instructional assistants will end their workday at their regularly scheduled time, unless asked by the principal to stay later.
- When school is cancelled with NO eLearning, instructional assistants will not report to work, and no hours will be reported for that day.
- When school is cancelled WITH eLearning, instructional assistants may be asked by their supervisor to report to work or to work from home. Hours worked should be reported for that day.
- When school is cancelled WITH eLearning, instructional assistants may not be required to work. In that case, the employee may use a personal day. If no personal days are available, the employee may use an illness day.

B. School Secretaries

- When school is delayed, only one designated secretary will report to work at their regularly scheduled time. This designated secretary will work their regularly scheduled hours for that day.
- Non-designated secretaries will report to work later than normally scheduled by the number of hours of the delay (two or three hours).
- When school is delayed and then becomes a cancellation day, the designated secretary will continue to either work or be sent home at the discretion of the highest-ranking administrator in the building.
- When school is cancelled with NO eLearning, secretaries will not report to work, and no hours will be reported for that day.
- When school is cancelled WITH eLearning, one secretary will work their regularly scheduled day in each building. Other secretaries may be asked by their supervisor to report to work. Hours worked should be reported for that day.
- When school is cancelled WITH eLearning, secretaries may not be required to work. In that case, the employee may use a personal day. If no personal days are available, the employee may use an illness day.

C. Custodians, Maintenance, Building and Grounds, Central Office

- When school is delayed by two hours, the above-listed employees will report to work at their regularly scheduled time. They will work their regularly scheduled hours for that day.
- When school is cancelled, the above-listed employees will report to work unless other direction is given by their supervisor. Hours worked should be reported for that day.

D. Classified staff will be paid only for the hours worked during these events.

VII. Employee Terminations

A. Resignation and Retirements

A written notice of resignation or retirement is expected at least two weeks in advance of the last intended workday. Supervisors are required to obtain written notice and forward the notice to the Administrative Assistant to the Superintendent. The notice must specifically state the last day of employment. Employees must return all school property including keys/access cards to their supervisor prior to or on the final date of employment. The final paycheck will be distributed on the next pay date.

B. Dismissal

Classified employees are considered At-Will Employees. North Adams Community Schools reserves the right to terminate employment immediately for the failure of the employee to perform his or her duties in a professional manner and/or for actions which are considered detrimental to the school system.

C. Job Abandonment

If an employee does not report to work or communicate the absence to their immediate supervisor or building administrator for three consecutive days, said employee may be terminated due to job abandonment. Failure to report will be considered a voluntary resignation.

VIII. Safety and Accident Rules

Safety is a joint venture at North Adams Community Schools. Employees have a duty to comply with the safety rules of the School District, including observing all posted safety rules, adhering to all safety instructions provided by your supervisor, and using safety equipment where and when required. An employee's workspace should be kept neat, clean, and orderly.

Employees are required to report any accidents or injuries immediately to a supervisor, even if medical attention is not required at that time. Failure to do so may result in a loss of benefits under the state workers' compensation law.

Failure to abide by the School District's safety and accident rules may result in disciplinary action, up to and including termination.

IX. Dual-Employed Individuals

This section addresses those employees who work in more than one role consistently or intermittently. Some examples we currently have which fit these situations are a teacher who also drives bus or performs custodial duties or a grounds staff person who also drives bus. Indiana State Board of Accounts (SBOA) defines an employee's primary job as that job for which the employee is projected to work the most hours and/or days annually. The other position will be referred to as the employee's secondary position. Per SBOA, the employee's provided benefits are based upon the employee's primary job. See information below for some example situations, although this list may not be exhaustive.

A. Leave Time

Leave time for dual-employed individuals will be based solely on the employee's primary position. For example, if a teacher is also driving bus, teaching would be the employee's primary job, which would determine the award and usage of leave time the employee is entitled to. In this situation, the teacher drivers would not use a leave day when they could not drive unless they were not going to teach, as well. They simply would not get paid for

driving. Certainly, they still must follow notification requirements to their supervisor to make sure coverage occurs when they cannot drive.

B. Field Trips/Extra-Curricular Event Driving

When coaches, teachers, or sponsors with their bus license drive the bus for a field trip or extra-curricular event primarily AFTER-HOURS, they are paid only for their time spent actually driving (as opposed to the entire span of time of event), recognizing a three (3) hour minimum.

When coaches, teachers, or sponsors with their bus license drive the bus for a field trip or extra-curricular event primarily DURING-HOURS, they are paid only for their time spent actually driving (as opposed to the entire span of time of event), recognizing a one (1) hour minimum.

C. Contract Time

For some dual-employed individuals, there may be some overlap in what the expected contract time or hours for their primary role and their secondary role is. For those certified staff who have secondary classified positions, it is understood they will fulfill the expectations of time for their primary position's contract.

Support Staff Employee Benefit Listing

Vacation days for 260-day (12 month) employees:

1. Vacation leave days are based upon the fiscal calendar year July 1st to June 30th each year. The number of vacation days an employee receives is based on position (see below) and full years of continuous service as of July 1st. The Superintendent may recognize related experience outside of NACS.
2. Vacation days will not accumulate from one year to the next.
3. Employees working less than a forty (40) hour week will be entitled to vacation time accumulation in proportion to full time employment.
4. Vacation scheduling will be the responsibility of the supervisor and the building principal. Every effort will be made to accommodate the employee's request for vacation; however, the supervisor must be able to assure that needed work can be accomplished. Only one member of the maintenance team may be on vacation at any given time.
5. Vacation requests must be entered into Frontline Absence Management at least two weeks in advance.
6. If an employee moves from a position that does not include vacation into a position that does include vacation, only those full years worked in the position that includes vacation time will be used to calculate the benefit.
7. A person approved for hire at a July through December board meeting will receive three vacation days to use before the following July 1st. The employee will receive five days on July 1st to be used that fiscal year.
8. A person approved for hire at a January through June board meeting will receive five vacation days on the following July 1st to be used that fiscal year.
9. Employees must be employed a minimum of 60 days prior to using a paid vacation day.

Corporation Office Employees – based on full years of continuous service as of July 1st.

1 year of service	10 days
10 years of service	15 days
15 years of service	20 days

Custodial and Maintenance Employees—based on full years of continuous service as of July 1st.

1 year of service	10 days
11 years of service	11 days
12 years of service	12 days
13 years of service	13 days
14 years of service	14 days

15 years of service 15 days

Example of vacation for new hires:

A person hired at the September board meeting will receive three (3) vacation days to be used by June 30th. The individual will receive five (5) vacation days on July 1st. A person hired at the February board meeting will receive five (5) vacation days on July 1st.

Paid Holidays for 260-day (12 month) Employees:

- New Years' Day
- Good Friday Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday will be observed the previous Friday. Holidays falling on a Sunday will be observed on the following Monday.