

Classified Employee Handbook



**Bartholomew Consolidated School Corporation
1200 Central Avenue
Columbus, IN 47201**

August 2024

Equal Opportunity Statement

BCSC is an equal opportunity employer and the policies and procedures outlined in this employee handbook shall be applied without regard to political activity, race, creed, religion, color, national origin, age, sex (including transgender status, sexual orientation and gender identity), marital status, disability or language proficiency.

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Definitions

This section contains definitions of terms used elsewhere in this handbook.

Classified Employee	All employees that are not considered certified staff.
School Year Employee	Any classified employee who is employed on a calendar that is aligned to the school calendar.
12-month Employee	Any classified employee who is employed on a 12-month basis.
Full-time Employee	Any employee working thirty (30) or more hours per week or contracted as a full-time employee.
At-Will Employee	Any employee working in a position that is not bound legally by a contract. Such an employee can resign a position without any legal ramifications. An employer can also separate from the employee for any reason, except for an illegal one.

BCSC BOARD POLICIES

BCSC District School Board Policies can be found on the BCSC web page at bcscschools.org under District Information and School Board. A direct link to the policies is <https://go.boarddocs.com/in/bcsc/Board.nsf/Public?open&id=policies>.

BCSC WEBSITE

You can find information about BCSC on our website bcscschools.org

GENERAL WORK RULES

The following rules represent basic performance expectations of all employees. Violation of these rules will result in disciplinary action, probationary status, or discharge.

Employees shall:

1. Report to work every assigned work day unless unavoidable personal business or personal or family illness makes it impossible to report to work.
2. Contribute to sanitary conditions and promote good housekeeping.
3. Remain at work until the assigned shift is over.
4. Contribute to a positive working atmosphere by refraining from negative, offensive, or profane language, discussions, or activities in the working environment.
5. Operate corporation machines, tools, or equipment only when assigned to do so by supervisor.
6. Remove corporation property from school buildings or grounds only with the proper approval.
7. Remain at work location during working hours unless authorized by the supervisor or in an emergency situation.
8. Avoid excessive use of corporation telephones or cell phones for personal business.
9. Follow all BCSC policies, guidelines and policies established by your division/department as directed by your supervisor.

Employees shall **not**:

10. Sleep while on the job.
11. Exceed allotted break times or lunch times without the approval of the supervisor.
12. Falsify employee time records by recording hours as worked that are not actually worked.
13. Report to work under the influence or in possession of alcohol or illegal drugs. Furthermore, employees shall not be under the influence or in possession of alcohol or illegal drugs on corporation property at any time. More information can be found in BCSC School Board Policy 3139.
14. Smoke or use tobacco or tobacco-like products in any corporation building, in any corporation vehicle, or on any corporation grounds. More information can be found in BCSC School Board Policy 7434.
15. Possess guns or other lethal weapons in any corporation building or in any corporation vehicle.
16. Display behavior considered insubordinate. Insubordination includes:

- Failure or refusal to obey the orders or instructions of a supervisor or administration.
- Failure to disclose.
- The use of abusive or threatening language towards supervisors or administration.
- Any conduct that undermines supervisory authority.

17. Threaten, intimidate, coerce, provoke, interfere, inappropriately touch, or fight with employees, supervisor, administration, staff, students, visitor, or vendors at any time.
18. Make false or malicious statements about employees, supervisors, administration, the corporation, or its staff, students, vendors, or visitors at any time.

At-Will Employment Job Descriptions

Please be aware that your job responsibilities may change at any time during your employment and you may be asked from time to time to work on special projects or to assist with other work necessary or important to the operation of your department or our corporation. Your cooperation and assistance in performing such additional work is expected. The Corporation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions as they deem necessary. Employees are required to perform any other functions or duties assigned to them by supervisors and administrators. Employee job descriptions are not an employment contract, express or implied, and the employment relationship remains at-will. The Corporation reserves the right to modify, interpret or apply a job description as appropriate.

Letter of Assurance

Each employee working less than 260 days per year in their assignment will receive a Letter of Assurance from their supervisor in May. The Letter of Assurance provides the employee with reasonable assurance that they will have a job following the summer, fall, winter and spring breaks. The employee will be asked to sign the letter and will receive a copy of the signed letter.

Other Employment

Employment outside of BCSC which may impair the performance of services to the school corporation may be questioned by the supervisor to the extent

that the employee must present proof that the other employment does not impair work performance.

professional development day will be unpaid unless it is approved by the supervisor.

Confidential Information

BCSC recognizes that employees will, in the normal course of their employment, encounter confidential information. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline up to and including termination.

Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws. 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. It is the responsibility of every staff member in Bartholomew Consolidated School Corporation to immediately report suspected child neglect or any type of abuse to the Indiana Department of Child Services 1-800-800-5556. Reporting of suspected child abuse or neglect is required of any school employee under Indiana Code 31-33-5.

All witnessed or suspected illegal or criminal activity shall be immediately reported to the appropriate administrator, supervisor, or proper law enforcement agency.

Other confidential information includes, but is not limited to, health information, security or access codes, photos or other information posted to social media, or any other information that, if divulged, could expose BCSC, its employees, and/or its students to loss or harm.

Mandatory Training

The Corporation is required to supply certain mandatory training opportunities. Some are required on a yearly basis. The Corporation frequently conducts such training through SafeSchools on-line. Most of the training is required by Indiana Statute. It is the employee's responsibility to complete all training by the date stipulated. Training invitations are delivered through corporation email. It is the employee's responsibility to monitor their email accounts for notification.

All Classified Employees are required to report to work on days used for corporation wide professional development. Any absence on a

PERFORMANCE EVALUATION

Annual Evaluation

All BCSC employees will be evaluated on their performance on an annual basis. The Classified Staff Success Rubric will be used to measure the employee's performance based on the use of UDL and PBIS practices, as well as the employee's professionalism within their job functions. Please see Appendix B to view a copy of the Classified Staff Success Rubric that will be used for the evaluation.

New Employee Probationary Period

All new employees will be subject to a 60-calendar day probationary period during which their performance and suitability for the position will be evaluated by the supervisor. If the employee's evaluation is satisfactory at the end of the probationary period, then the employee will be considered a regular employee of the corporation.

Performance Improvement Plan

In the event that an employee's performance is below expectation, a supervisor may create a Performance Improvement Plan to assist the employee. The supervisor will use the Awareness Plan found in Appendix A to document the performance plan. If the employee's performance does not meet the objectives defined in the Awareness plan, then the supervisor may proceed to the development and implementation of an Intensive Awareness Plan found in Appendix A. In severe cases, the supervisor may make a recommendation for termination without proceeding to the Intensive Awareness Plan.

Disciplinary Action

In the event that an employee violates any of the policies set forth in this agreement or established by the BCSC Board of School Trustees, the employee will be subject to disciplinary action. Depending on the situation, disciplinary action may include a verbal or written warning, a performance improvement plan, suspension with or without pay, or immediate dismissal.

First Violation (Verbal and/or Written Warning)

Supervisor will counsel the employee and issue a verbal/written warning. Every effort will be made to determine and resolve the cause of the problem. The employee will be notified they are receiving a verbal/written warning. A memo describing the incident and action taken will be placed in the employee's file. A copy of the informal memo will be distributed to the employee. The memo will be kept in the employee's personnel file at the Administration Building.

Second Violation: (Written Reprimand and/or Awareness Plan)

Supervisor will meet with the employee. The nature of the offense will be explained and disciplinary action will be decided. Supervisor will explain to the employee that continued offenses might result in progressive disciplinary action, up to and including termination of employment. Supervisor will counsel the employees to resolve the problem. Disciplinary Action will be issued in written format and/or the Awareness Plan form found in Appendix A.

Third Violation: (Written Reprimand/Suspension/Probation and/or Intensive Awareness Plan)

Supervisor will meet with the employee. The nature of the offense will be explained and a written warning and/or suspension will be issued. Supervisor will explain to the employee that continued offenses may result in progressive disciplinary action, up to and including termination of employment. Supervisor will continue to counsel the employee to resolve the issue. Written documentation will be issued to the employee. This may be in letter format or using the Intensive Awareness Plan form.

Fourth Violation: (1,3, or 5-Day Suspension/Probation/Termination)

Supervisor will meet with the employee. The nature of the offense will be explained and an appropriate suspension of one, three, or five days without pay will be issued (depending upon the severity of the offense). The employee will be warned that even a single further offense may lead to termination of employment.

The one, three, or five-day suspension without pay will be recorded in written format. One copy will be given to the employee and one copy will be sent to human resources for the employee personnel file. Human Resources will communicate the time without pay to Payroll.

Discharge AT ANY TIME

At-will employment refers to the rights of an employer to terminate an employee at any time for any reason as long as it is not illegal or contrary to an agreement. Indiana is an "employment-at-will" state.

COMPENSATION AND WORK HOURS

Basic salaries of classified staff are set forth in the "Classified Staff Salary Grades" and "Classified Staff Salary Matrix." These can be found at bcscschools.org under Departments/Human Resources.

All classified staff shall have their checks electronically deposited by BCSC to an approved bank.

Attendance

Employees are expected to report to work on time every work day, unless unavoidable personal business or personal or family illness makes it impossible to report to work. Employees shall not leave work until their assigned shift is over with the exception of regularly scheduled breaks.

Employees who will be late or absent are expected to contact their supervisor in advance of their starting time. The supervisor of the employee group is responsible for defining how much advance notice is needed. Further information can be found in the employee group addendums. Employees are expected to explain why they are going to be late or absent and when they expect to return to work. It is the employee's responsibility to ensure that proper notification is given. Failure of notification for three (3) or more days may constitute job abandonment and may result in termination.

An employee who regularly uses more than the annually allotted sick and personal leave days may be subject to disciplinary actions up to and including dismissal.

In the event of a weather delay or early release, see "Canceled Work Days" section.

Employee Breaks

Employees working six (6) hours or less a day are entitled to one (1) 10-minute break during the first three hours worked and (1) 10-minute break which should occur during the lesser period of the work day.

Employees working six (6) hours or more a day are entitled to one (1) 15-minute break which should occur during the longest period of work and one (1) 10-minute break which should occur during the lesser period of the work day. Breaks are with pay but cannot be used to extend a lunch break or to

provide early release from work and breaks cannot be used to make up time missed from work such as time off for school cancellations or early dismissals.

Lunch Breaks

Each employee shall have a minimum of thirty (30) minutes of time daily for lunch. This available lunch break cannot be used to make up for time missed from work. Other regularly scheduled breaks cannot be used to extend lunch or provide early release from work or to make up for time missed from work, including time off for snow days or early dismissals. Employees who have lunch time included in their daily schedule cannot work through their lunch to shorten their day. Any change or adaptation to scheduled lunch must be arranged with the supervisor.

Hours Worked and Overtime

Employees are assigned a regular job with regular hours. All classified staff employees, except substitute positions, will receive an additional \$1 per hour from referendum funds for hours worked on their primary position only. Bus drivers will receive an additional \$2 per hour from referendum funds for hours worked on their bus contract only.

Overtime is assigned only when necessary and employees are expected to work overtime when asked.

Any additional hours worked above the regular scheduled day must be pre-approved by the immediate supervisor.

Overtime is calculated on hours worked each week in excess of forty (40) hours. Sick and personal leave days do not count as hours worked. Paid holidays, paid vacation days, paid bereavement leave days, and paid jury duty days do count as hours worked when calculating overtime pay. Any additional provisions for overtime pay for specific employee groups can be found in that specific employee group's addendum to this handbook.

Overtime pay is paid at time and a half of regular hourly pay.

Holiday pay is calculated at double time for hours worked on a holiday.

Occasionally, illness, absence, vacation or other circumstances may make it necessary to transfer an employee to another position temporarily.

Employee Time Reports

Non-contractual employees must report time using True Time. It is the employee's responsibility to complete and submit electronic timesheets in a timely manner.

By law, time reports must reflect the time worked during the pay period. The hours reported on the timesheet must reflect the actual number of hours worked.

Falsification of the timesheet will result in immediate dismissal.

Verifying hours worked on the timesheet is an important performance responsibility. It is the responsibility of the individual submitting and approving timesheets to ensure accuracy of reporting hours worked.

All timesheets will be approved by the supervisor or designee. The payroll schedule can be found on the BCSC website under Resources/For Employees/Payroll/Payroll Schedules.

Canceled Work Days

When schools are closed due to a utility outage, inclement weather, or for other reasons, school year employees shall not report for work unless authorized by the Administration.

All 12-month employees are expected to report to work unless notified by the Administration that the entire district is closed. If authorized to work, but unable to report due to weather, road conditions, or power outage, employees must use a personal or vacation day.

Employees who are not authorized to work on a canceled school day will have an opportunity to make up the missed work day(s) according to the work schedule established by the Administration and are not eligible to use a sick or personal leave day.

2-hour delay or early dismissal can only be made up during the week the event occurs and must have approval of a supervisor.

Day Without Pay

A "Day without Pay" occurs when an employee misses a work day and has no available time off to use on that day, or a supervisor is not approving the time off to be paid. The employee will request a day without pay and include a note of why it is without

pay. The supervisor will either approve the request or deny the request instructing the employee to request time off as an ill, personal or vacation day.

If an employee has exceeded all time off days and is ill, then this would be a Day without Pay".

ABSENCES AND LEAVES

No employee shall be allowed to use vacation days during the first sixty (60) scheduled work days during the first year of employment.

Two sick days may be used during the first sixty (60) scheduled work days. No personal days may be used.

Sick and Personal Leave Days

Sick and personal leave days are granted to eligible employees annually. Sick and personal leave days are granted on a pro-rated basis according to the number of days an employee is scheduled to work. Sick and personal leave days will be reflected as hours on the check stub and may be taken in one-half day increments.

Sick days may be used for personal illness and/or family illness. Sick days are to be used for illness and/or medical appointments.

Personal days may be used for personal/emergency leave to conduct business that cannot be conducted outside of the school day. Personal days may be used for illness or medical appointments.

Sick and personal leave days are not available to an employee on disciplinary probation.

Sick and personal leave days are allocated on July 1 of each year as follows:

15 - 29.5 hours worked per week	3 sick 2 personal
Less than 200 days per year and full-time	6 sick 4 personal
200 or more days per year and full-time	10 sick 4 personal

Employees who are hired after July 1 will receive during their first school year of employment (July 1 to June 30) a number of sick and personal leave days pro-rated according to their month of hire. On July 1 of the second year of employment, employees will receive the full allotment of sick and personal leave days.

Sick and personal leave days must be requested using Time Off in Employee Access. The employee will have Time Off codes to select as follows:

**III - ILL TO SICK OVERFLOW
Personal - PERSONAL-Days**

The employee will be able to select a single day or a range of days. The employee will be able to enter details for the supervisor regarding the time off request in the Description box.

Any employee absent more than the yearly allotment of days for that type of position may be asked to provide verification of need with the supervisor. Verification of need should pertain to the employee, but can also extend to serious illness of a spouse, child or parent. Verification of need may include a medical release to return to work. Any extended absence of over five (5) days may require application for family medical leave as described under the Family Medical Leave Act of 1993.

An accounting of sick and personal leave hours is reported in Employee Access.

Whenever possible, arrangements to use sick and personal leave days should be made with the immediate supervisor prior to use. These days should not be used to extend school vacations, recesses, and holidays. Any employee requiring more than two consecutive personal days or requiring a personal day before or after a vacation or holiday must submit the request in Time Off and receive approval of the time off from the employee's supervisor.

Personal days not used between July 1 of the preceding year and June 30 of the current calendar year will be converted to sick days and will be added to your total sick days which are available July 1 of the current calendar year.

Unused sick days may accumulate to a maximum of ninety (90) days. The cutoff date to take sick and personal leave days and/or vacation days will be the last day of the last pay period ending before June 30th of each year.

Attendance Incentive Program

At the end of the 2007-2008 school year and thereafter, any accumulated unused sick days over ninety (90) will be bought back at the rate of thirty dollars (\$30) per day. These monies will be deposited into the employee's VEBA account by August 1.

Paid Holidays

12-month employees are eligible for up to twelve (12) paid holidays.

Employees who have an unexcused absence (excluding FMLA) on the scheduled workday before or after a holiday shall not receive pay for that holiday.

Employees may not use personal days to extend a paid holiday without approval of the supervisor. Specific paid holidays are shown below:

Juneteenth	Christmas Day
Independence Day	New Year's Eve
Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King Day
Day after Thanksgiving	Good Friday
Christmas Eve	Memorial Day

Paid holidays are not available to school bus drivers or new employees on probationary period.

Vacation Leave

Vacation Leave is granted only to 12-month employees. The procedure for requesting vacation leave is as follows:

Vacation leave requests must be entered in Time Off in Employee Access and submitted to the supervisor. The employees in a position with Vacation Leave will have the Time Off Code of **VACATION- Days** available to select. The

employee will be able to select a single day or a range of days. The employee will be able to enter details for the supervisor regarding the time off request in the Description box.

Vacation leave must have the approval of the supervisor. Employees will be notified whether their request for vacation leave is approved or denied by an email generated in Time Off. Under normal circumstances, vacation leave is discouraged when school is in session or during the two (2) weeks prior to the beginning of the school year.

If an employee terminates employment with BCSC and returns to BCSC, then the employment date used for vacation days will be the most recent hire date. In the event of separation of employment, paid vacation days will be prorated. Upon BCSC eligible retirement, unused vacation days are multiplied by the latest daily rate and the contribution will be made to the 401(a) plan within one month of the date of retirement. In the event of separation of employment, other than retirement, vacation days will not be paid.

All classified staff personnel employed on a full time 12-month basis, hired full time *before July 1, 2005*, shall be entitled to paid vacation days as follows:

<u>Year of Continuous BCSC Employment</u>	<u>Vacation Days Granted</u>
1 st year	1.5 days for each full calendar month completed, up to 15 days.
2-8 years	15 days
9-10 years	16 days
11-12 years	17 days
13-14 years	18 days
15-16 years	19 days
17 or more	20 days

All classified staff personnel employed on a full time 12-month basis, hired full time *after July 1, 2005*, shall be entitled to paid vacation days as follows:

<u>Year of Continuous BCSC Employment</u>	<u>Vacation Days Granted</u>
1 st year	.5 days for each full calendar month completed, up to 6 days.
2 nd year	6 days
3 rd year	10 days
4-5 th year	11 days
6-7 th year	12 days
8-9 th year	13 days
10-15 th year	15 days
16 th year or more	20 days

Jury Duty Leave OR Subpoena

Employees called to serve on jury duty or who are subpoenaed to appear as a witness in court case involving a school related matter shall receive full salary, provided the employee remits to the payroll department any compensation received (less mileage reimbursed) for such duty. It is the employee's responsibility to certify the amount of compensation received to the payroll department.

The process for submitting the time in True Time will be for the employee to enter zero hours for the time and put a note for the supervisor indicating the day was for Jury Duty. The employee will also need to email the Payroll department and notify them of the Jury Duty day. Payroll will mark the absence in the employee's time off under Jury Duty and pay the employee for the correct number of hours for the day.

Military Duty Leave

Any classified staff employee who is a member of an armed forces unit, Reserves, or the National Guard and who shall be required to attend a meeting or other activity of the unit during a school day or days shall be excused from current employment position obligations to the school corporation for the period of mandatory training, not to exceed fifteen (15) school days during any

calendar year, without loss of time off. The employee's compensation for this period of time is regular salary, provided the employee remits to the payroll department any compensation received (less mileage reimbursed) for such duty. In the event that active duty call-up is necessitated days beyond fifteen (15), the regular salary compensation will continue up to a period of one year. Applications for renewal beyond one year will be received during the 10th month of active duty.

Indiana's Military Family Leave Act effective July 1, 2007 Established an unpaid leave of absence of up to 10 days for the spouse or parent of a person ordered to involuntary active duty in the United States armed forces or the National Guard for deployment overseas. Requires an employee to provide notice before taking the leave. Allows an employer to require verification of employee's eligibility for the leave. Requires an employee to be restored to the position that the employee held before the leave or to an equivalent position. Requires an employer to permit an employee who is taking a leave to continue the employee's health care benefits at the employee's expense. Allows the employer and the employee to negotiate to have the employer pay for the benefits. Provides legal and equitable remedies for violations.

Bereavement Leave

Bereavement leave is granted at the rate of up to five (5) work days in case of death in the immediate family. Immediate family is defined to mean husband, wife, child, grandchild, parent, step parent, grandparent, brother, sister, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, and other relatives or legal dependents living in the household. In the event such a person's death is the employee's spouse or child, the employee shall have an additional three (3) days bereavement leave beyond the five (5) days bereavement leave provided herein. Bereavement Leave up to two (2) of these days, if unused during the above timeframe, may be utilized by the employee for bereavement, attending any funeral or memorial services or any business connected with the death, funeral, and/or estate matters within ninety (90) calendar days from the day of death.

Up to two (2) days per year leave shall be granted to an employee for time needed to travel to and attend a funeral of any other relative not listed in this section or that of a close friend.

This includes all employees working fifteen (15) or more hours a week.

The process for submitting the time in True Time will be for the employee to choose bereavement family or non-family from the drop-down list in Time Off and put a note for the supervisor indicating the relationship of the employee to the deceased. The request will then go to the supervisor for approval.

Maternity Leave

Any employee who is pregnant may continue in active employment as late into pregnancy as desired, if able to fulfill the requirements of the position.

Procedures for Maternity Leave:

1. The employee must notify the supervisor and BCSC Benefits Specialist by submitting a letter from the physician certifying the pregnancy and the anticipated date of birth. *An employee may only use accumulated sick and personal leave days for the portion of the maternity leave the physician states that the employee is physically incapable of performing her regularly assigned duties. The employee is entitled to complete the remainder of the maternity leave without pay.*

If the employee wishes to continue in the group insurance plan(s) in which enrolled during any portion of the unpaid leave, they must contact the BCSC Benefits Specialist to make special arrangements. These special arrangements must be made in advance and will allow the employee to continue the group insurance plan(s) at their own expense. Failure to make such advance arrangements may result in the employee being dropped from the current group insurance plan(s).

2. Notify BCSC Benefits Specialist as soon as possible after birth to add child to parent's BCSC health insurance plan.
3. Before the employee will be allowed to return to work, they must provide a written statement from the physician indicating the employee is able to resume work.
4. Any extension of original leave requested should be discussed with the employee's supervisor.

Parental Leave

When an employee becomes the non-birthing parent of a child born, the employee shall be granted 5 days parental leave with pay. Such days

being deducted from the employees accumulated paid days of absence. The leave shall be used within six (6) weeks (30 working days) from the birth of the child or within six (6) weeks (30 working days) of the child's discharge date from the hospital.

Adoptive Leave

An employee may use up to thirty (30) accumulated paid days of absence for adopting a minor child.

Medical Leave

A classified employee who has a serious medical condition and does not qualify for FMLA leave will need to contact the Benefit Specialist to see what type of leave may be available. Requested medical documentation will need to be submitted. If the leave is granted for up to 30 working days, the classified employee will use accrued days before taking unpaid leave. When all accrued days are exhausted, the employee will take the remaining days unpaid and will pay 100% of insurance related costs. This is not a job-protected leave.

FMLA (Family and Medical Leave Act)

It is the policy of the Bartholomew Consolidated School Corporation to provide its employees with leave in accordance with the Family and Medical Leave Act of 1993 (FMLA)

BCSC will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA.

Definitions of Terms in this Policy:

Child - means a biological, adopted, or foster child, a step-child, a legal ward who is under 18 years of age or incapable of self-care.

Continuing Treatment - means treatment by a healthcare provider for a condition that:

- Requires absence from work, school, or other regular daily activities of more than five consecutive days and any subsequent treatment or period of incapacity relating to a "chronic

serious health condition", (diabetes, asthma, etc.) i.e. incapacity due to a condition that requires either:

1. Treatment two (2) or more times by or under the supervision of a healthcare provider.
 2. Treatment by a healthcare provider one time with the continuing regimen of treatment established by the healthcare provider.
- Is due to pregnancy or prenatal care
 - Is permanent or long-term due to a health condition for which treatment may be for comfort or control of symptoms rather than cure such as treatment for cancer
 - Is chronic rather than acute such as asthma or diabetes, that requires periodic visits to a healthcare provider, and may involve occasional periods of incapacity even if the patient does not receive treatment from a healthcare provider during each absence from work, and even if the absence does not last more than five (5) days, such as in the case of severe morning sickness, asthma attacks, or diabetes.

The term "continuing treatment" does not include treatment for:

- The common cold, influenza, earaches, minor ulcers, indigestion, headaches (except for chronic migraines), and dental problems unless complications arise requiring further treatment.
- Routine medical exams, physicals, dental check-ups, and eye exams, but does include an examination to determine if a specific "serious health condition" exists.
- Cosmetic treatment such as cosmetic surgery or acne treatment unless there is in-patient care of complications qualifying as a "serious health condition" arise.
- The consequences of substance abuse (hangover, etc.) provided however that substance abuse treatment is continuing treatment.

Dependent - means a child, spouse, parent, or other blood relative who resides in the employee's home and who is incapable of self-care.

Eligible Employee - means a full-time employee or part-time employee, employed by BCSC for at least twelve (12) months, and with at least 1,250 hours of employment during the previous twelve (12) months, provided the twelve (12) month period includes periods of approved leave and other periods of time during which the employee did not report to work but had a continuing employment relationship with BCSC. For purposes determining whether intermittent/occasional/casual employment qualifies as 12 months, 52 weeks is deemed to be equal to 12 months.

FMLA - means the Family and Medical Leave Act of 1993 as amended by 29 U.S.C. 2601 *et seq* and the regulations implementing this Act at 29 CFR part 825.

Healthcare Provider - means an M.D. or D.O. authorized to practice medicine in Indiana, a podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse midwife, clinical social worker (licenses under Indiana law), chiropractor (limited to treatment consisting of manual manipulation of the spine to correct a subluxation demonstrated by x-ray),

Incapable of Self-Care - means a circumstance in which a person requires active assistance or supervision to provide daily self-care in one or more activities of daily living or instrumental activity of daily living. For purposes of this definition, "activities of daily living" include caring appropriately for one's grooming and hygiene, bathing, dressing and eating; and "instrumental activities of daily living" include cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using a telephone and directories, and using a post office.

Parent - means the biological, adoptive, foster or step-parent of the employees. (Father-in-law's and Mother-in-law's are not included.)

Serious Health Condition - means an illness, injury, impairment or physical or mental condition that involves:

1. An in-patient overnight stay in a hospital, hospice, or residential health care facility, or any subsequent treatment in connection with such in-patient care; or
2. Continuing treatment by a health care provider.

Unable to Perform the Functions of the Position - means the circumstances in which a healthcare provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position within the meaning of the American with Disabilities Act (ADA), 42 USC 12101 *et seq.* and the regulations at 29 CFR 1630.2 (n). An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence of treatment and should not report to work and should not participate in any school activities (including athletic events) while on FMLA.

Leave Entitlement

An eligible employee may take up to twelve (12) work weeks of leave for one or more of the following reasons during any twelve (12) month period of time:

1. For the birth of a child of the employed and to care for the child, regardless of whether the employee is the mother or father;
2. For the placement with the employee of a child by adoption or foster care;
3. To care for the employee's dependent with a serious health condition when the dependent is incapable of self-care and
4. Because the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position. Employees shall be required to take any applicable accrued leave such as sick leave as part of leave pursuant to the Policy. The required use of accrued paid leave shall run concurrently with the twelve (12) weeks of unpaid pursuant to the Policy.

If the employee has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA leave. the additional weeks of leave to obtain the twelve (12) weeks of FMLA leave the employee is entitled to shall be unpaid.

At the time an employee begins leave pursuant to the Policy, they shall be given written notice of the amount of leave they are entitled to under this Policy including any period of paid leave to run concurrently with leave pursuant to this Policy.

A husband and wife both employed by BCSC are entitled to a total of twelve (12) work weeks of leave pursuant to the Policy between the two of them for leave based upon the birth or adoption of a child or the care of a parent of the husband or wife. This limitation does not apply to leave for the employee's own serious health condition or the serious health condition of the employee's child.

Computation of Twelve (12) Month Period

The twelve (12) work weeks of leave pursuant to the Policy is computed using a twelve (12) month period. Twelve (12) month period is defined as:

For the purpose of this policy, the leave year within which an eligible employee may take his or her 12 weeks of FMLA - protected leave means a rolling 12-month period measured backwards from the

date the employee first takes leave for any of the reasons set forth previously.

Medical Confirmation of Serious Health Condition

When planning medical treatment that may require leave pursuant to this Policy, an employee shall give verbal or written notice of the anticipated need for leave to the employee's supervisor and shall engage in a dialogue with the supervisor and Benefit Specialist for the purpose of scheduling medical treatment at times that will not unduly disrupt or interfere with the employee's work duties.

At the time an employee gives verbal or written notice of the need for leave pursuant to this Policy to a supervisor, the employee will be given written notice of their rights under FMLA in the form of a Department of Labor's FMLA fact sheet or an equivalent document, the required forms and procedure for certification of need for the leave, the deadline for the return of required certification, and the specific consequences of a failure to provide a required certification by the required date. The employee need not cite specifically to this Policy or the FMLA in order to request leave pursuant to the Policy. The Benefits Specialist will assist an employee in determining whether the FMLA and this Policy applies to their specific circumstances.

An employee's request for leave pursuant to the Policy due to the employee's serious health condition or the serious health condition of a dependent must be supported by timely confirmation of the nature of the serious health condition by a health care provider on WH-Form-380 must be submitted to the Benefits Specialist at least thirty (30) calendar days before the first day of requested leave. Where the need for the leave is not foreseeable, the completed Form WH-380 should be submitted to the Benefits Specialist as soon as possible. A copy of the form shall be available in the Benefits Specialist office and may be requested by phone. A completed Form WH-380 should be returned to the Benefits Specialist at least fifteen (15) prior to the beginning of a leave or as soon thereafter as is possible.

If a completed Form WH-380 is not provided by the employee to the Benefits Specialist on a timely basis, leave pursuant to the Policy may be suspended until it is provided. If a completed Form WH-380 is never provided by the employee, the leave will not be treated as FMLA leave and the normal rules of attendance and punctuality will apply. At its expense, BCSC may elect to obtain a second, and if necessary a third opinion from an

independent healthcare provider on the existence of a serious health condition. BCSC may also request that its health care provider contact the employee's health care provider to discuss the serious health condition in question. No BCSC employee shall contact the employee's health care provider directly.

If the Benefits Specialist determines that any certification required by the Policy is incomplete or otherwise insufficient, the nature of the insufficiency shall be explained to the employee or a representative and the employee shall be permitted a reasonable opportunity to cure any defect or deficiency. Any falsification or forgery of certification for leave pursuant to the Policy submitted to the Benefit Specialist shall be sufficient to terminate the employment of the employee.

Request for Leave

An employee who plans to request leave pursuant to the Policy for the birth or adoption of a child must provide the Benefits Specialist with a written request for leave at least thirty (30) days in advance if the need for the leave is foreseeable based on an expected birth or placement for adoption or foster care. If the need for the leave does not permit a request for leave thirty (30) days prior to the need for leave, the employee or a person acting on the employee's behalf shall request leave in the manner provided as soon as possible.

An employee who requests leave pursuant to the Policy that is necessitated by the serious health condition of the employee or their dependent must provide the Benefits Specialist with a written request for leave at least thirty (30) days in advance if the need for leave is foreseeable based on planned medical treatment. If there is insufficient time to provide such notice because of the need for treatment, the employee shall provide such notice as soon as possible. When planning medical treatment, the employee must consult with the Benefits Specialist and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the Corporation, subject to the approval of the healthcare provider.

Intermittent Leave

When it is certified as a medical necessity by a treating health care provider, all or part of an employee's leave for continuing treatment for a serious health condition (the employee's own or that of a dependent) may be taken on an intermittent basis in the form of a modified work schedule. Employees' are obligated to attempt to

schedule their intermittent leave so as to not disrupt BCSC operations.

Conditions for Continuation of Insurance Benefits during Leave

An employee's group health benefits will be continued during a leave pursuant to this Policy under the same conditions coverage would have been provided if the employee had been continuously employed as long as employee has sick days to use. Once sick days are depleted then the employee will be responsible for paying their portion of the group health benefits.

Return to Work after Leave Pursuant to this Policy

Upon return from leave pursuant to the Policy, an employee is entitled to be returned to the same position or to an equivalent position with equivalent benefits and other terms and conditions of employment. This right shall be subject to changes in the workforce such as layoffs, reductions in force, or elimination of positions that would be eliminated or modified the employee's position regardless of leave pursuant to the Policy.

Employees returning from leave pursuant to the Policy must be able to perform all of the essential functions of their position in order to return to work. As a condition for the restoration of the position of an employee whose leave pursuant to this Policy was based on the employee's own serious health condition that caused the employee to be unable to perform the essential functions of the employee's position, the employee must provide written confirmation of the employee's fitness to return to work from the employee's health care provider. The employee's return to work may be delayed until the healthcare provider's fitness to return to work statement is received. The employee's health care provider may provide a simple statement that the employee is fit to return to work. If the return to work statement of the employee's health care provider is ambiguous or unclear, with the employee's permission, the employee's health care provider may be contacted by the BCSC Benefit Specialist to clarify if the employee is fit to return to work given the essential functions of the employee's position. BCSC Benefits Specialist contact with the employee's health care provider shall be limited to clarification of the employee's ability to return to work based upon the essential functions of the employee's position.

Other Work Permitted during Leave

An employee on leave pursuant to the Policy may not work for any other employer during leave pursuant to the Policy unless the employment is approved in writing by BCSC.

RECOGNITIONS

Years of Service Credit

A year of experience on the salary schedule shall be credited each July 1 after the first year of employment for any year in which a school-year employee has completed 120 paid work days for school year employees or a 12-month employee has completed 175 paid work days.

Upon employment by BCSC, any employee may receive service credit for previous employment experience directly related to the job responsibilities. This experience must be documented using the Certification of Prior Experience Form included in new hire paperwork. Employees may also request the form from human resources. Service credit of one year will be given for each two years of outside documented experience.

Experience Adjustment

Experience adjustments continue on the five-year anniversary dates, paid in the fall of each year to **current, active** employees with the approval of the BCSC Board of School Trustees. These adjustments are based on **consecutive** years of service. Any break in service with BCSC will result in loss of years accrued for recognition of an experience adjustment only. Years would be retained and applied for salary placement and retirement. Employees who are on special contracts do not receive experience adjustments.

The experience adjustment amounts are as follows: Year 5 and 10 receive \$500 and year 15 and every 5th year thereafter will receive \$1000. This amount will be paid on a regular pay date and be included as a separate line item along with the employee's regular pay.

Sports Passes

Each classified staff employee shall be issued an identification badge. This badge may be used as a complimentary pass, subject to space limitations, to

corporation athletic events involving student participation and held in corporation facilities, provided that this provision shall not apply to tourneys and events sponsored by the Indiana High School Athletic Association or other comparable associations.

PROCEDURES

Grievance Process

Any person who believes that they have been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance. The procedures for filing a grievance are described in the BCSC Administrative Guideline 4122B, "Grievance Procedures for Nondiscrimination and Equal Opportunity / Access."

SERVICES

Employee Assistance Plan

An Employee Assistance Plan through Solutions, Inc. is available to all BCSC employees, dependents and anyone living in the household. This confidential plan includes one to five visits per event. The entire cost of this service will be paid by the School Corporation.

BCSC Health Clinic

Anyone covered under the BCSC Health Insurance plan has access to the BCSC Health Clinic. Information regarding location, operating hours, phone number, frequently asked questions and forms for office visits can be found on the BCSC website.

BENEFITS

Benefits are extended to all full-time, thirty (30) hours or more employees, with exception of bus drivers/monitors who work twenty (20) hrs.

Those employees who were working twenty hours or more per week as of December 31, 1996 will be extended the same benefits as they were at that time.

All classified staff eligible for benefits will have access to Health, Vision, Dental, Life, and long-term disabilities insurances.

Waiting Period for Benefits

All classified staff eligible for benefits will have access to health, vision, dental, life insurance and long-term disability insurance. There will be a **60-calendar day and to the first of the following calendar month** waiting period for new enrollees. An employee **MUST BE ACTIVELY WORKING** during the waiting period. Benefits will begin the 1st day of the month following the 60-calendar day waiting period.

No employee shall be allowed to use vacation days during the first 60 scheduled work days during the first year of employment.

Two sick days may be used during the first 60 scheduled work days during the first year of employment.

No personal days may be used during the first 60 scheduled work days during the first year of employment.

Health Insurance

Eligible employees may participate in the Corporation Group Health Insurance Program. The Health Insurance Plan will be the same as that agreed to by the teacher's contract.

The Corporation provides a monthly contribution toward the premium. The contribution will be determined annually by the Board.

BCSC offers several options with Health Insurance, including a Wellness Program. Employees participating in the wellness program will receive a \$250 credit towards their contributions to the health plan if all of the following criteria are met:

- Completion of Health Risk Assessment;
- Completion of the Biometric Screening;
- Meet with a Columbus Regional Health or BCSC Health Center Health Coach to review your assessment and set goals;
- Complete an annual Preventive Health exam

A Health Savings Account (HSA) is offered to BCSC employees who are enrolled in the high-deductible (Option1) BCSC health plan. BCSC employees Health Savings Account funds are deposited with Centra Credit Union. Deposits

(up to the federal maximum) and distributions (when used for qualifying medical expenses) are both tax exempt. Balances carry over from year-to-year. Changes can be made April 1, July 1, October 1, and January 1 of any year effective with the next payroll. Please have the form in at least a week before the due date. BCSC does not contribute any funds to the HSA account

Employees scheduled to work less than THIRTY (30) hours per week are not eligible for the Group Health Insurance Program.

Retirees participating in the Group Health Insurance PLAN may continue in the Corporation program until the first day of the month they turn 65. The retired employee's portion of the health insurance premium is determined annually by the Board.

Dental Insurance

Eligible employees may participate in the Corporation Group Dental Insurance Program. The Corporation provides a monthly contribution toward the premium. The contribution will be determined annually by the Board.

There is NO open enrollment for dental insurance unless there is a HIPAA qualifying event.

Vision Insurance

The Board shall provide a single or family vision care plan for all classified staff that are eligible for group health benefits. The Board will assume the entire cost of the plan.

Life Insurance

Eligible full-time employees may participate in the Corporation Term Life Insurance Program for two dollars (\$2.00) per year. Life insurance protection terminates with the last paycheck received.

Basic Life Insurance is available as follows:

\$35,000 < 200 days worked per year

\$50,000 > 200 days worked per year or full time.

Supplemental Life Insurance

The School Corporation will make available, provided an insurance company is willing to write, a group supplemental life insurance program covering

the employee, employee's spouse and/or children. This benefit shall be paid in full by the employee.

Long Term Disability Insurance

Full time employees must participate in the Corporation long term disability insurance program with entire costs paid by the School Corporation.

Long term disability will become effective ninety (90) calendar days after the employee becomes disabled and may continue until age seventy (70)

Worker's Compensation Insurance

All employees are covered by Worker's Compensation Insurance.

If an employee is injured while on duty and the injury resulted from an accident arising out of his/her job assignment, the employee is eligible for benefits from Worker's Compensation Insurance. Benefits will be provided in accordance with applicable law.

An "INDIANA WORKERS COMPENSATION – FIRST REPORT OF EMPLOYEE INJURY/ILLNESS" form must be completed within one working day (24 hours from time of injury) by the employee and supervisor in order to receive benefits from Worker's Compensation.

When a compensable injury renders an employee unable to work, compensation for lost wages is paid starting the eighth day. However, if the employee is still disabled, on the twenty-second (22) day after the injury, the employee will receive compensation for the first seven (7) days per Ind. Code 22-3-3-7 (a)

The employee may choose to take paid or unpaid leave during the seven (7) day waiting period.

This is optional and employees are not required to use paid leave during the waiting period.

RETIREMENT

Retirement Benefits

Employees with at least fifteen (15) years of credited service in the Bartholomew Consolidated School Corporation and who are at least fifty-five (55) years of age at the time of retirement are eligible for **full** retirement benefits. In order to

ensure timely payment of retirement benefits from PERF, employees should notify the INPRS at (844) 464-6777 or through the website at <https://www.in.gov/inprs/> at least sixty to ninety (60-90) days prior to the retirement date.

BCSC Retirement Saving Benefit (403b/401a Plan)

Eligible employees may participate in the corporation sponsored tax-sheltered retirement savings program, commonly referred to as the **403(b) plan**. Each employee shall have the option of investing in the 403(b) plan up to the maximum allowable under Federal Law. All employees shall be able to elect to participate in or make changes to the tax-deferred plan on a monthly basis. Online change requests may be completed at any time by logging into the employee account with the approved vendor, Equitable. Changes made by the 25th of each month, will be effective for the 1st payroll date the following month. An employee shall be 100% vested in the employee's salary reduction contributions.

For benefits-eligible positions, BCSC shall match employee 403(b) contributions into a 401(a) account on a dollar for dollar basis up to \$500 or the greater of 3% of your primary pay. Any contributions made by the School Corporation on behalf of the employee and all earnings derived therefrom become vested after a five (5) year service period following the date contributions began. Should the employee leave the School Corporation prior to the five (5) year vesting period, then all contributions made by the School Corporation and all earnings derived therefrom are forfeited.

The approved vendor, Equitable, will be used for the employee' 403(b) and 401(a) accounts.

401A Special Pay Plan

Subject to any limitations contained in the master contract or other negotiated contract between the School and an employee, the School will make a contribution to the Bartholomew Consolidated School Corporation (BCSC) 401(a) Plan on behalf of a retiring employee, who is at the time of retirement at least age 55 and meets the requirements for retirement from BCSC, an amount equal to the product of: (a) the number of unused vacation days of the retiring employee times the employee's latest daily rate. Such contribution shall be made to the 401 (a) Plan within one month of the date of retirement of the retiring employee.

VEBA (Voluntary Employee Benefits Account)

A VEBA is a tax sheltered investment / annuity account designed to help defray medical expenses of retired employees. The money can only be used for medical expenses for you and your dependents, including deductibles and copays. You cannot access the account until you retire. If you leave BCSC before retirement, then the account is accessible at age 59 ½.

Upon retirement, \$30 will be **deposited into a VEBA** for each unused sick day up to the maximum of 90 days.

SECURITY

Every employee has a responsibility to protect the security and confidentiality of those BCSC assets and information to which the employee has access. This includes physical security and protection of buildings, vehicles, and equipment to which the employee has access or that the employee uses and information and data about BCSC's operations, employees, and students.

Employees may not compromise or attempt to defeat existing security measures.

Keys and Identification Badges

All employees will be issued an identification badge. These badges are to be worn at all times while in BCSC buildings in a work capacity. Some employees may also be issued keys as required to satisfy the requirements of the employee's job. Identification badges and keys are issued to specific employees and may not be shared with another employee. Identification badges and keys must be returned when employment changes or the employee is no longer employed by BCSC. Identification badges and keys must not be duplicated without authorization from BCSC's Director of Operations.

Employees may not access BCSC facilities outside normal work-related activities without the approval of their supervisor or the building leader.

Employees should not keep keys on a key ring or lanyard with other materials that might reveal the building where the keys are used. This will help reduce the possibility that lost keys could be used to access a building.

User IDs and Passwords

Employees are provided User IDs and passwords to access various BCSC computer systems needed to perform their jobs. Employees are expected to take reasonable care to ensure that User IDs and passwords are not disclosed to other employees or to outside individuals. Employees are expected to change passwords at least as frequently as required by BCSC systems.

In the event that a User ID and password are disclosed, the employee is responsible for changing the password at the earliest possible opportunity.

Technology and Internet Usage Agreement

BCSC provides employees with access to technology, Corporation-provided email, and Internet as needed to perform the job. Each employee must sign a Technology and Internet Usage Agreement in order to access these services. BCSC knows that technology also plays an important role in its employees' lives.

Employees are expected to minimize the use of personally-owned technologies such as cell phones, tablets, and other devices during the work day. Detailed information about BCSC technology and its use can be found in the BCSC Bylaws and Policies sections 7530.02 through 7540.04. BCSC reserves the right to examine and review any and all information that is sent or received using BCSC-provided technology as part of the normal course of business including but not limited to disciplinary or other employee related conditions.

Exit Processing

BCSC provides exiting employees the opportunity to provide feedback regarding their employment. Information collected at an employee's exit may be used for research purposes, to document the reasons individuals leave employment, to identify potential problem areas, and to improve personnel practices and the overall work environment.

BCSC will extend to separated individuals all possible considerations consistent with integrity, BCSC personnel policies, and sound business practices. All terminations of employment shall be consistent with the provisions of federal/state fair employment laws and BCSC's policies prohibiting discrimination in employment because of one's race, color, disability, religion, national origin, ancestry, sex/gender, or age.

Upon receipt of a notice of termination or letter of resignation, the employee's supervisor may schedule a meeting for out-processing activities. The supervisor is responsible for reviewing and collecting the following items:

- Identification badge and keys
- Computer access authorization codes.
- Corporation owned computer equipment – computers, printers, keyboards, etc.
- Corporation cell phones, pagers, radios, and other communication equipment
- Corporation-owned vehicles
- Corporation-owned tools and equipment
- Corporate credit cards.
- Any and all records pertaining to BCSC, its operations, and its students. – either paper or machine –readable
- Forwarding address.
- Last paycheck and vacation pay. *
- Insurance conversion and benefits continuation rights. *

* (Employees will be paid all salary earned through the last day of work **provided that all timesheets are up to date and submitted.** An appointment may be scheduled with the Benefits Specialist in order to make benefit continuation elections and to terminate appropriate benefits.)

APPENDIX A
Awareness Plan

Awareness Plan

Bartholomew Consolidated School Corporation

Professional Assistance Program

AWARENESS PLAN

Employee:

Date:

Administrator:

1. Identification of the problem, incident, situation, or concern:

 2. List the plan of action to remedy the problem, incident, situation, or concern:

 3. List the date to review the plan of action:
-

Signature of employee and administrator documents that a discussion of a problem, incident, situation, or concern has occurred. Signatures verify recommendation of the administrator (does not denote that employee agrees).

Employee signature: _____

Administrator signature: _____

Witness signature (if applicable) _____

Results of review of action plan:

After review of implementation of the action plan the administrator recommends:

- The problem, incident, situation, or concern has been resolved.
The employee is removed from the Professional Assistance Program.
- The problem, incident, situation, or concern has NOT been resolved.
The employee is moved into the Intensive Assistance Plan.

Signatures verify recommendation of the administrator (does not denote that teacher agrees)

Employee signature: _____

Administrator signature: _____

Witness signature (if applicable) _____

Date: _____

Copies provided to: Administrator, Employee, Superintendent/designee, and in Employee File.

Intensive Awareness Form

Bartholomew Consolidated School Corporation

Professional Assistance Program

INTENSIVE ASSISTANCE PLAN

Employee:

Date:

Administrator:

-
1. Review recommendation from Professional Assistance Plan: Check when completed. _____
 2. The Bartholomew Consolidated School Corporation hereby offers an Intensive Assistance Plan to assist the employee in resolving the identified problem, incident, situation, or concern

3. I acknowledge the school corporation's offer to provide intensive assistance.

- I accept the offer of intensive assistance.
- I reject the offer of intensive assistance.

Employee signature: _____

4. If the employee rejects the offer of intensive assistance the administrator makes the following recommendation:
 - Dismissal of employee
 - Other (such as resignation or early retirement)
5. If the employee accepts the offer of intensive assistance the following plan is developed:
 - a. List what must be accomplished by the employee:

 - b. List the intensive assistance to be provided:

 - c. List the timeline for successful improvement:

 - d. List the date for review of the plan:

Signature of employee and administrator documents that a discussion of a problem, incident, situation, or concern has occurred. Signatures verify recommendation of the administrator (does not denote that the employee agrees).

Employee signature: _____

Administrator signature: _____

Witness signature (if applicable): _____

Results of review of plan:

After review of implementation of the plan the administrator recommends:

- The problem, incident, situation, or concern has been resolved.
The employee is removed from the Professional Assistance Program.
- The problem, incident, situation, or concern has NOT been resolved.

The employee will be recommended for dismissal.

Signatures verify recommendation of the administrator (does not denote that the employee agrees).

Employee signature: _____

Administrator signature: _____

Witness signature (if applicable): _____

Date:

Copies provided to: Administrator, Employee, Superintendent/designee, and in the Employee File.

APPENDIX B

Classified Staff Success Rubric

Classified Staff Success Rubric

Evaluator Last Name	
Evaluator First Name	
Evaluator Name	
Building	
Assignment	

		INEFFECTIVE (1)	NEEDS IMPROVEMENT (2)	EFFECTIVE (3)	HIGHLY EFFECTIVE (4)	Score	Comments:										
UDL (Universal Design for Learning) 25%	1.1	Rarely meets all; purpose statement, staff member takes initiative, recognizes and removes potential barriers. Rarely uses resources and help available to fulfill purpose statement.	Seldom meets all; purpose statement, staff member takes initiative, recognizes and removes potential barriers. Seldom uses resources and help available to fulfill purpose statement.	Often meets all; purpose statement, staff member takes initiative, recognizes and removes potential barriers. Often uses resources and help available to fulfill purpose statement.	Consistently meets all; purpose statement, staff member takes initiative, recognizes and removes potential barriers. Consistently uses resources and help available to fulfill purpose statement.												
	2.1	Staff member rarely demonstrates a positive relationship with all stakeholders.	Staff member seldom demonstrates a positive relationship with all stakeholders.	Staff member often demonstrates a positive relationship with all stakeholders.	Staff member consistently demonstrates a positive relationship with all stakeholders.												
Professionalism 3.1 - 25%	3.1	Rarely participates with professional development and puts skills learned into practice. Rarely demonstrates essential functions.	Seldom participates with professional development and puts skills learned into practice. Seldom demonstrates essential functions.	Often participates with professional development and puts skills learned into practice. Often demonstrates essential functions.	Consistently participates with professional development and puts skills learned into practice. Consistently demonstrates essential functions.												
	3.2	Professional responsibilities: attendance, punctuality, teamwork, quality and quantity of work, and tact in difficult situations are rarely demonstrated.	Professional responsibilities: attendance, punctuality, teamwork, quality and quantity of work, and tact in difficult situations are seldom demonstrated.	Professional responsibilities: attendance, punctuality, teamwork, quality and quantity of work, and tact in difficult situations are often demonstrated.	Professional responsibilities: attendance, punctuality, teamwork, quality and quantity of work, and tact in difficult situations are consistently demonstrated.												
Total Score						0											
Goals for next year (ALT Enter for next line):																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Category</th> <th style="width: 20%;">Range</th> </tr> </thead> <tbody> <tr> <td>Ineffective</td> <td>1-1.75</td> </tr> <tr> <td>Needs Improvement</td> <td>1.76-2.5</td> </tr> <tr> <td>Effective</td> <td>2.51-3.25</td> </tr> <tr> <td>Highly Effective</td> <td>3.26-4</td> </tr> </tbody> </table>							Category	Range	Ineffective	1-1.75	Needs Improvement	1.76-2.5	Effective	2.51-3.25	Highly Effective	3.26-4	
Category	Range																
Ineffective	1-1.75																
Needs Improvement	1.76-2.5																
Effective	2.51-3.25																
Highly Effective	3.26-4																
Evaluator signature/date:				Evaluator signature/date:													
My signature to this evaluation denotes only that I have been apprised of its contents. It does not indicate that I agree with the evaluation.																	