

Shoals Community School Corporation

Non-Teaching Handbook

Updated December 2020

Preface

It shall be the policy of the Shoals Community School Corporation to select for employment the best qualified person for each position. Employment will be without regard to race, color, creed, sex, age, disability, religion, genetic information, national origin, or any other legally protected category. The Shoals Community School Corporation will employ non-teaching personnel to provide health, transportation, food, secretarial, maintenance, classroom instructional assistance, and custodial services to support and enhance the educational program.

Employment Procedures

Persons desiring to be employed by the Shoals Community School Corporation in a non-teaching capacity shall file an application at the superintendent's office.

Expanded Criminal History Check

To help insure a safe environment, it is the policy of the Shoals Community School Corporation to require each individual hired for employment to submit to the school corporation a copy of the individual's expanded criminal history. The expanded criminal history submitted to the corporation must be no more than three (3) months old. For purposes of this policy, "applicant" means any individual who is applying for employment with the school corporation and/or seeking to enter into a contract to provide services to the school corporation and that individual is likely to have direct, ongoing contact with children as a result of the individual's position. The term includes but is not limited to volunteers, bus drivers, lay coaches, instructional assistants, and present employees who are applying for other positions within the corporation. Each applicant interviewed will be questioned about the applicant's expanded history, if necessary. Failure to answer honestly any questions related to the expanded criminal history may be cause for termination of the applicant if eventually hired. If an individual applying for a non-certified position has an application on file with the school corporation and the application has been on file for more than three (3) months, at the time the individual is hired by the corporation, the applicant will be required to submit an updated expanded criminal history at the time of hiring.

Each individual who is hired by the school corporation for a non-certified position at the time of hiring will be required to do the following:

1. Submit a request to the superintendent's office for expanded criminal history information.
2. Obtain a copy of an expanded criminal history, and
3. Submit a copy of an expanded criminal history and a document verifying a disposition that does not appear on the expanded criminal history.

All costs of obtaining the expanded criminal history is the responsibility of the applicant or employee. However, the school corporation will pay the costs by way of reimbursement for volunteers who are selected for service. Every five years the individual's background will be run again, per state law, at the cost of the school. Any entity which has a contract to provide services to the corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the corporation expanded criminal histories for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the expanded criminal histories.

Any information obtained from an expanded criminal history will not be released or disseminated unless otherwise required or permitted by law. All school employees and individuals or entities who are employed with or provide services to the corporation are required by state law to report convictions or certain crimes enumerated in the state law to the corporation. The superintendent or his/her designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

Selection of Non-Teaching Personnel

The superintendent shall recommend employment of non-teaching personnel to the Board of School Trustees. The building principals and/or supervisors shall screen candidates having filed applications for non-teaching personnel vacancies and make recommendations for employment to the superintendent. Screening of prospective employees may include oral and written inquiries, recommendations from past employers, and a careful analysis of qualifications according to the job description for the work to be performed.

Employment Qualifications of Non-Teaching Personnel

Each employee must be trustworthy, of good moral character, and able to perform the essential functions of the job either on his/her own or with reasonable accommodation. Where applicable, employees must be eligible for a valid license or certificate and must possess said license or certification prior to being officially employed. Non-teaching employees, as support persons to the instructional and administrative staff, must be cognizant of the educational program and their responsibility to the students. Office personnel who are employed as treasurers must be bonded in an amount to be determined in accordance with State law and paid for annually by the Board of School Trustees.

Assignment of Non-Teaching Personnel

Non-teaching personnel shall be assigned to a position by the superintendent after consulting with the building principal and/or the immediate supervisor.

Classification of Non-Teaching Personnel

The superintendent shall determine the job classification of all non-teaching personnel. In determining the classifications, the superintendent shall take into consideration established policy, years of successful experience, principal's and/or supervisor's recommendation, job responsibilities, and the potential of the prospective employee to perform quality work.

Transfer of Non-Teaching Personnel

Transfers may be made at the request of the employee or upon the initiative of the superintendent or other supervisory personnel for any reason which, in the judgment of the superintendent, shall serve the best interests of the employee and/or school corporation. The superintendent's decision shall be final in a transfer case.

Supervision of Non-Teaching Staff

Non-teaching personnel shall be provided supervision to insure effective job performance and improvement. When necessary, in-service training may be conducted to improve job effectiveness, skills, public relation skills, and other skills necessary for each employee to represent the Shoals Community School Corporation to the best of his/her ability.

Termination

Hourly non-teaching personnel will be employed by the Shoals Community School Corporation on an "at will" basis and may be terminated by the employee or the corporation at any time with or without cause. The employer will observe a minimal "due process" procedure to insure fairness.

Resignation in cases where an employee voluntarily resigns his/her employment at least (2) weeks' notice shall be given. If in the opinion of the superintendent, the continued presence of the employee on the premises will be detrimental to the best interests of the school corporation, employment may be terminated immediately upon notice. The superintendent may also waive the requirement of the two (2) weeks' notice if he/she determines it in the best interest of the corporation and/or the individual. Termination of the employee whether by resignation or the superintendent's determination must be approved by the Board of School Trustees. However, the superintendent is designated by the Board of School Trustees to accept resignations of employment. Therefore, once the employee submits his/her notice of resignation to the

superintendent, the resignation shall become irrevocable by the employee unless the Board of School Trustees votes to allow the rescission of the resignation. Upon termination of employment, the employer shall be obligated to pay the employee only for service/work performed up through the date of termination and any deferred compensation owed the employee.

Responsibilities and Duties of Non-Teaching Personnel

Non-teaching personnel, as a vital factor in accomplishing the mission of the Shoals Community School Corporation, must represent themselves, the schools, and the community with dignity and honor and perform all tasks to the best of their ability. To provide structure and guidance for employees, job descriptions defining responsibilities and duties, will be approved by the Board of School Trustees and superintendent.

Custodial and Maintenance Personnel

The superintendent, principals, and maintenance supervisor shall cooperate in arranging the work schedule and work detail of the custodial staff. The maintenance supervisor shall be in direct charge of the custodians in the building during the school year and summer months.

Maintenance Supervisor

The maintenance supervisor shall be responsible for assisting building administrators and staff by maintaining the buildings, grounds, facilities, and equipment of the corporation. The maintenance supervisor shall also oversee the custodians and maintenance personnel.

Custodians

It is the responsibility of each custodian to perform the duties assigned to him/her in such a manner that the building and grounds may contribute the most to the education of children and service to the community.

School Corporation Treasurer

The Board of School Trustees shall appoint a treasurer who is a person other than the superintendent and not a member of the governing body. The term of appointment shall be for one (1) year beginning January 1 and ending December 31. Sufficient bonds shall be purchased and filed by the school corporation. The Treasurer will be employed to facilitate the business functions of the school corporation. The treasurer shall report to the superintendent and the Board of School Trustees.

Deputy Treasurer

The Board of School Trustees shall appoint a deputy treasurer to assist the treasurer with the business operations of the corporations. The deputy treasurer shall report to the superintendent.

Secretary to the Superintendent

The secretary to the superintendent will be employed to facilitate the operation of the administration office. Responsibilities shall be defined by the superintendent. The secretary shall report to the superintendent.

Secretaries, Secretary-Treasurers, Secretary Assistants, and Teaching Assistants

Secretaries, secretary-treasurers, secretary assistants, and teaching assistants will be employed to support and facilitate the educational program in each building. Treasurers of the extra-curricular accounts shall be appointed by the Board of School Trustees upon the recommendation of the superintendent. Bonds shall be purchased by the corporation. Duties and responsibilities shall be determined by the building principal in cooperation with the superintendent.

Food Service Personnel

Food service personnel shall be employed to provide a quality meal program. Duties and responsibilities shall be determined by the food service director.

Food Service Director/Cafeteria Manager

A food service director/cafeteria manager will be appointed by the superintendent. The food service director/cafeteria manager shall be responsible for directing the corporation's school meal program. The management of the kitchen, daily operations and general supervision of the cooks within the school cafeteria shall fall to the food service director/cafeteria manager.

Secretary/Treasurer of the Cafeteria/Cafeteria Assistant Manager

A secretary/treasurer will be employed to support and facilitate the school meal program. The treasurer of the school meal program shall be appointed by the Board of School Trustees upon recommendation of the superintendent. Bonds shall be purchased by the corporation. Duties and responsibilities shall be determined by the superintendent.

Cooks

Cooks shall be employed by the Board of School Trustees upon the recommendation of the superintendent. Cooks shall report directly to the cafeteria manager.

Transportation Supervisor

The transportation supervisor shall be responsible for directing the transportation of students to and from school, extra-curricular activities, and the maintenance of safe operation of corporation owned school buses.

Secretary for Transportation

The secretary for transportation will be employed to facilitate the operation of the transportation department. The transportation secretary shall report to the transportation director.

Health Service Personnel – Nurse

The nurse shall serve in the various schools assigned by the superintendent to perform health services according to school policies and in accordance with the employee's training. The nurse shall keep records as required by the superintendent and the state of Indiana. The nurse shall test for vision as required by statute and as directed by the superintendent. The nurse shall report to the superintendent and the building principals.

Salary and Fringe Benefits of Non-Teaching Personnel

Salary and fringe benefits of non-teaching personnel shall be reviewed and determined annually by the Board of School Trustees upon the recommendation of the superintendent. The superintendent will provide the employees with salary, fringe benefits, and job related information. Salary will be based on the hourly rate for the hours actually worked.

Salary/Benefit Year

The beginning period for salary increases and benefits shall be the first pay period in the academic school year for non-teaching personnel working less than twelve (12) months. All non-teaching personnel working twelve (12) months shall receive salary increases and benefits on July 1. Nothing herein is intended to provide any promise or guarantee that non-teaching personnel will receive annual salary and/or benefit increases. Any change in annual salary or benefits is determined at the sole discretion of the Board of School Trustees and must be specifically approved by the Board of School Trustees.

Salary

Salary payments shall be bi-weekly according to the pay schedule issued annually. Salary payments shall be in accordance with executed contracts or hourly rate schedules. Deductions will be made for federal tax, state tax, and FICA. Optional payroll deductions may be made for health insurance, tax-sheltered annuity programs, and credit union associations in accordance to corporation policy.

(Approved October 5, 2017)

Voluntary Post-Tax Insurance and Annuity Deductions Open Enrollment for Non-Certified Employees:

Upon appropriate written authorization from the employee, the employer shall deduct from the salary of the employee voluntary insurance and annuity premiums and make appropriate remittance to approved vendors. All deduction changes shall be submitted to the Central Office by August 25, effective the first pay of September or January 25, effective the first pay in February. Payments to the vendor will be made monthly.

No changes in deductions will be allowed outside of the open enrollment listed above, unless covered under a life-event. Supporting documentation of said life-event must be presented to the Central Office before change can be approved and made. Qualifying life events are defined for this document as a major change in a person's circumstance affecting financial status. Please see list below:

Divorce/Legal Separation, Marriage, Death of Spouse/Dependent, Change in spouse employment status, Birth of child, Reaching age 26, Critical Illness

Any event not listed, must be approved by the Superintendent.

This policy is in addition to any company policies that are in place by approved vendors.

Medical Insurance

All non-certified employees who work 30 hours or more/week are eligible to receive an amount as established by the Board of School Trustees for a single or family coverage premium on a group hospitalization policy adopted by the Shoals Community School Corporation. Employees who work less than 30 hours/week are not eligible for this benefit unless authorized and specifically approved by the Board of School Trustees.

Life Insurance

Each non-teaching employee who is employed for eleven (11) or twelve (12) months is eligible for a \$70,000 Term Life Insurance policy paid by the corporation. Each employee who is employed for nine (9) or ten (10) months is eligible for a \$55,000 Term Life Insurance policy paid by the corporation. Employees who work less than nine (9) months are not eligible for this benefit. Any non-teaching employee who is employed for nine (9) months or more each year is eligible to continue their Term Life Insurance policy by paying the premium cost themselves during a non-paid leave of absence for a period of no more than one year. Final guidelines concerning the continuance of life insurance benefits will be based on the language found in the current insurance booklet.

Workers Compensation

An employee whose pay is interrupted because of a job-related injury or occupational disease is eligible to receive compensation according to benefits provided by the Workers Compensation Insurance law of the State of Indiana. All work related injuries shall be reported immediately (before the shift ends) to the direct supervisor and the superintendent and the Designated Employee Representative. Any incidents reported more than 3 days late will not be turned in to Worker's Compensation representatives per state law.

Public Employee Retirement Fund Participation

Severance pay was replaced with the establishment of participation in the Public Employee Retirement Fund (PERF) by the Shoals Community School Corporation at the April 8, 2004,

meeting of the Board of School Trustees. The Board of School Trustees voted to recognize up to seven (7) years of past service for the non-certified employees employed for at least 600 hours per year, effective July 1, 1997, and to pay the employee 3% contribution to the employees' annuity account. The list of eligible positions included in PERF include the following: maintenance supervisor, maintenance assistant, maintenance custodian, custodian, head cook, cook/head cashier, cook, corporation treasurer, corporation deputy treasurer, corporation secretary, high school secretary, elementary secretary, athletic secretary, guidance secretary, nurse, social worker, teaching assistant, tutor, study hall/remediation paraprofessional, and technology director. PERF benefits will be determined by the state rules in effect at the time of retirement of each individual.

The Board of School Trustees voted to re-instate the severance plan for non-certified employees to accompany the Public Employees Retirement Fund (PERF) benefit at the June 27, 2007 Board meeting. The Severance Plan will pay a maximum of \$2,000.00 to a retiring non-certified employee based on \$40.00 per day for up to fifty (50) days of accumulated sick leave. Retirement is defined as being eligible for PERF benefits and having 10 years of service in the Shoals Community School Corporation.

A non-certified employee, planning on retiring, is asked to notify the Board of School Trustees of that intent as soon as possible during the last year of employment. Severance pay will not be paid to the beneficiaries or the estate of the employee who dies prior to retirement.

Immediately following retirement severance, the employee and his/her spouse, if any, shall have the option of remaining in the Corporation's current group health insurance plan if all of the following conditions are met as of the date of severance and thereafter:

1. The employee has provided a written request to the School Corporation for continuing insurance coverage for the employee and spouse, if any.
2. While the retired employee and spouse, if any, remain enrolled in the health insurance plan, the retired employee and spouse shall pay the entire insurance premium applicable to the insurance coverage, with the premium payment to be made monthly for each succeeding year. The employee/spouse will be unenrolled from the insurance coverage if the payment is more than 60 days late.
3. A spouse covered by health, dental, and vision insurance who survives the retired spouse may continue in the health, dental, and vision insurance, at his or her own expense, until the spouse is eligible for Medicare. The employee/spouse will be unenrolled from the dental and vision insurance coverage if the payment is more than 60 days late.
4. When a retired employee first becomes eligible for Medicare, the employee's eligibility to continue to participate in the Corporation's group health insurance plan shall terminate, if not

earlier terminated according to applicable law. (The same termination of eligibility shall also apply when a retired employee's spouse first becomes eligible for Medicare.) This right to extended coverage shall not override any rights to continuing health care coverage as required by COBRA.

Leave of Absence

A leave of absence shall not be granted for a period exceeding one (1) year. Leaves of absence for reasons of military service or legislative duty may be granted by the Board of School Trustees as required by law and on recommendation of the superintendent.

Military Leave

An employee must request military leave immediately upon receipt of military orders. In order to better accommodate the servicemember, employees may transfer up to 10 sick and/or personal days to military leave time. This will be approved along with the leave request by the School Board of Trustees.

According to the law, if a servicemember is gone 1 to 30 days, they will return to their job on the first working day after their release from service. An employee who serves 31 to 180 days must return to work within 14 days after their military service is completed. An employee who serves more than 180 days must return to work 90 days after completing service. Any exceptions to these rules will be granted by the Superintendent at the request of the employee.

Personal Leave

Any eleven (11) and twelve (12) month employees shall be granted, upon request, four (4) days per year with pay, to conduct personal business. Any nine (9) and ten (10) month employees shall be granted three (3) days to conduct personal business. Unused personal leave shall be transferred to accumulated sick leave. Any personal leave request must have prior approval from the supervisor, principal, and the superintendent. Eleven month non-teacher employees shall earn one (1) personal day/month until they earn up to four (4) days year. Nine and ten month non-teacher employees shall earn one (1) personal day/month until they earn up to three (3) days per year. Teaching assistants/aides may not use personal days on the day before or the day after a school vacation, including the Thanksgiving recess and end of the year, except in the case of an emergency and with the superintendent's permission.

Bereavement Leave

Employees shall be eligible for up to five (5) concurrent days per occurrence for death in the immediate family. Immediate family shall be defined as spouse, children, mother, father, step-father, step- mother, step-children, brother, sister, son-in-law, daughter-in-law, mother-in-law, father-in- law, grandparent, grandchild, or foster child (living in the employee's household). Employees shall be eligible for up to two (2) concurrent days leave per occurrence for the death of a brother-in-law, sister-in-law, aunt, uncle, niece, or nephew. Employees shall be eligible for one (1) day funeral leave for the death of any other family member.

Additional unpaid time off may be granted depending on circumstances such as distance, the individual's responsibility in funeral arrangements and the employee's responsibility for taking care of the estate of the deceased. Individual circumstances may be discussed with the

Superintendent to determine whether additional considerations or exceptions need to be made.

Sick Leave

Sick leave for eligible employees shall be earned and accumulated as follows:

12-month employees—15 days/year.

Unused days may accumulate to a total of 90 days.

11-month employees—earn one (1) day/month to accumulate to 11 days/year.

Unused days may accumulate to a total of 75 days.

10-month employees—earn one (1) day/month to accumulate to 10 days/year.

Unused days may accumulate to 60 days.

9-month employees—earn one (1) day/month to accumulate to 9 days/year.

Unused days may accumulate to 50 days.

To be eligible to use a sick leave day, the employee must actually be sick. Sick leave days are not to be used for non-illness related personal reasons or for vacations. A physician's statement may be required to verify the need to use sick leave days. Unused accumulated sick leave days shall not be paid out to an employee upon terminating employment unless the employee qualifies for the severance payment set forth above under the section captioned "Public Employee Retirement Fund Participation," and then the employee may receive pay for unused accumulated sick leave days but only in accordance with the terms stated in that section (i.e., the "Public Employee Retirement Fund Participation" section of the Handbook).

Probationary Period

All non-teaching personnel shall serve a ninety (90) day probationary period during which medical insurance will be the only fringe benefit provided, assuming the position held is one eligible for medical insurance. Employer portion of PERF will also be started upon employment. Any voluntary deductions will begin after 90 days.

Jury Duty The employee on jury duty will receive the same daily pay as determined by their position on the salary schedule. However, the employee shall remit to the Corporation Treasurer an amount equal to the pay and remuneration received through the court or the clerk's office for jury duty.

Vacations

Only twelve-month employees will be granted vacation leave and only in accordance with the terms of this policy.

No twelve (12) month employee shall be entitled to earn or receive any vacation days during their first twelve (12) months of employment with the corporation. Employees who have been in continuous employment for twelve (12) months or more and work at least forty (40) hours a

week shall receive ten (10) days of paid vacation beginning on the first July 1st following the employee's completion of twelve (12) continuous months of employment with the corporation and then on each July 1st thereafter.

Employees who work less than a forty (40) hour work week shall be granted vacation time pro-rated in proportion to the time worked beginning on the first July 1st following the employee's completion of twelve (12) continuous months of employment with the corporation and then on each July 1st thereafter. Pay will be equivalent to the salary regularly received.

After fifteen (15) years of continuous service, twelve-month employees will be entitled to fifteen (15) days of paid vacation, which will begin on the July 1st following the employee's completion of a full fifteen (15) years of continuous service with the corporation.

Unused annual allotment vacation days shall be permitted to accumulate up to a total maximum of fifteen (15) days. Any days over 15 that are not used by June 30th each year shall be forfeited and lost by the employee. All 12-month employees hired prior to January 14, 2016 who have more than 15 days accumulated will no longer be permitted to roll over from year to year unused vacation days until they are below the 15 day cap.

If any 12-month employee, hired on or after January 14, 2016, terminates employment (either voluntarily or involuntarily) and has any accrued but unused vacation days, then the employee shall not receive any pay for those days.

Any 12 month employees hired prior to January 14, 2016 who have accumulated and unused vacation day banks will have the option of either using all of their unused vacation days before terminating employment (regardless of whether the termination is voluntarily or involuntarily) with the School Corporation or being paid for their unused days in one lump sum at the rate of one half (1/2) their hourly rate. Lump sum payment will be paid out on the next usual and regular payday or no later than ten (10) business days following the employee's termination. Employees hired prior to January 14, 2016 will no longer be permitted to roll over from year to year unused vacation days until they are below the 15 day cap.

Holidays

The following days are recognized holidays: Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve, and New Year's Day. Only twelve-month employees will be paid for holidays and only in accordance with this policy.

Non-teaching personnel, employed by the Shoals Community School Corporation, shall work the last scheduled working day preceding a holiday and the first scheduled working day after a holiday in order to receive compensation for the holiday unless approved by the **department head** or superintendent.

If an hourly rate employee is requested to work on any of the above-designated holidays, he/she

shall receive a rate of time and one half for their services approved by the superintendent.

Overtime If hourly rate staff are requested and authorized by the superintendent to work in excess of 40 hours in a work week, compensation will be approved at a rate of time and one half for any time worked after 40 hours in one work week. Accrued overtime earned and any comp time taken shall be reported during each pay period. Employees are not permitted to work overtime except as authorized by the superintendent in advance of the hours being worked. Overtime compensation at a time and one-half rate shall be provided to all non-exempt employees, staff eligible for overtime pay or compensatory time off according to the federal and state laws, when hours worked exceed forty hours in a work week.

With prior approval from the superintendent, non-exempt staff working overtime may accrue compensatory time at the sole discretion of the school corporation at a rate of one and one-half hours for each hour worked over 40 hours in a workweek in lieu of receiving overtime pay for such overtime hours worked. Employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. The maximum amount of compensatory time that may be accrued is 120 hours. Non-exempt staff reaching the maximum accrued hours of compensatory time will be paid for any hours that exceed that maximum at a rate of time and one half. When an employee leaves employment with the Shoals Community School Corporation, any accumulated comp time is expected to be used in its entirety prior to the employee's separation date. Compensatory time not used will be paid at a rate of time and one half of the non-exempt employee's current hourly rate.

Hourly rate employees requested and authorized by the Superintendent to work on paid holidays who receive comp time in lieu of overtime pay will receive comp time at a rate of time and one half.

Employees who work past their scheduled hours resulting in overtime pay (more than 40 hours per week) without advance approval by their immediate supervisor and the Superintendent will be reported to their immediate supervisor and may be disciplined up to and including termination of employment.

The employee is responsible for clocking in and out at their regularly scheduled time.

Inclement Weather

When school is closed due to inclement weather, non-teaching employees may be required to report to work by the superintendent. Employees who work less than twelve (12) months (except bus drivers), and are not called in to work when school is cancelled, will not receive pay for the missed day(s). However, if the less than twelve (12) month employee is required to make up the lost day(s) at a later time in order to meet the needs of the students in attendance, then the employee will be paid for the make-up day(s) in which he/she works. Twelve-month employees must either work on the day which school is cancelled or lose compensation for that day unless otherwise authorized by the Superintendent. Bus driver pay for school days cancelled due to

inclement weather will be handled in accordance with IC 20- 28-9-15.

Holiday Breaks

If work is available, 9 month non-certified employees will be allowed to work in the position of custodians or temporary office staff during Fall Break, Christmas Break and Spring Break in the amount of 28 hours per week. They will report to the Maintenance Supervisor during this time period. They must request in advance to the Maintenance Supervisor or Superintendent's Secretary to work during these breaks to insure that work is available. (They will not be allowed to work Christmas Eve, Christmas Day, New Year's Eve or New Year's Day.)

Hours Worked Established by Supervisors/Administration

The non-teaching staff will work the hours designated by their immediate supervisor and as approved by the superintendent. Periodical adjustments to starting and ending times may be made in order to help meet the needs of the students and/or corporation.

No Other Leaves Permitted Unless Specifically Authorized

All employees are expected to be at work except for those circumstances as described in the sections on leaves. Leave without pay will not be granted except as approved by the superintendent. Any other reason for leave without pay may jeopardize the employee's employment.