

Non-Exempt Classified Staff Days, Hours, Pay Rate						Leave					Benefits			
Position	Days	Hours Per Day	Scheduled Hours	Lunch Time	Hourly Rate	Personal Days	Sick Days	Maximum Sick Day Accumulated	Vacation Days	Paid Holidays	PERF	Life Ins	Health	Long Term Dis
						90 Day Probation Period								
Chief of Police	As Assigned	8	Max. 29 hr per week	30 min	\$37.00	Not Eligible	Not Eligible	N/A	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
ChildCare a.m.	As Assigned	1.25	6:30 a.m.-7:45 a.m.(extended on delay days)	N/A	\$14.65	Not Eligible	Not Eligible	N/A	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
ChildCare p.m.	As Assigned	3	3:10 p.m. - 6:00 p.m.(extended on early release days)	N/A	\$13.10	Not Eligible	Not Eligible	N/A	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
ChildCare Supervisor	182	7	6:15 a.m. - 9:15 a.m.; 2:00 p.m. - 6:00 p.m.	N/A	\$17.70	2	5	30 Days	Not Eligible	Not Eligible	Not Eligible	Eligible	Eligible	Not Eligible
Computer Technician	260	8	Max. 40 hr per week	30 min	\$18.50	2	5	90 Days	Dependent on Years of Service	Eligible	Not Eligible	Eligible	Eligible	Eligible
Custodian Supervisor	260	8	6:00 a.m. - 3:00 p.m.	1 hour	\$19.60	2	5	90 Days	Dependent on Years of Service	Eligible	Eligible	Eligible	Eligible	Eligible
Custodian Day Shift Tier I	260	8	6:00 a.m. - 2:30 p.m.	30 min	\$18.50	2	5	90 Days	Dependent on Years of Service	Eligible	Eligible	Eligible	Eligible	Eligible
Custodian 2nd Shift Team Leader	260	8	3:00 p.m. - 11:30 p.m.	30 min	\$18.75	2	5	90 Days	Dependent on Years of Service	Eligible	Eligible	Eligible	Eligible	Eligible
Custodian Tier I	260	8	3:00 p.m. - 11:30 p.m.	30 min	\$18.50	2	5	90 Days	Dependent on Years of Service	Eligible	Eligible	Eligible	Eligible	Eligible
Custodian Tier II	260	8	3:00 p.m. - 11:30 p.m.	30 min	\$17.00	2	5	90 Days	Dependent on Years of Service	Eligible	Eligible	Eligible	Eligible	Eligible

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						90 Day Probation Period								
Data Records Clerk	203	4.5	Max. 22.5 hrs. per week	30 min	\$17.70	2	5	30 Days	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
Deputy Treasurer	260	7	9:00a.m. - 4:30 p.m.	30 min	\$24.75	2	5	90 Days	15	Eligible	Eligible	Eligible	Eligible	Eligible
Extracurricular Treasurer	212 =185 +9 Before +8 After +10 Summer	7.5	6:30 a.m. - 2:30 p.m.	30 min	\$17.70	2	5	30 Days	Not Eligible	Not Eligible	Eligible	Eligible	Eligible	Not Eligible
M/S High School Secretary	205 =185 +8 Before +8 After +4 Summer	8	7:30 a.m. - 4:00 p.m.	30 min	\$17.70	2	5	30 Days	Not Eligible	Not Eligible	Eligible	Eligible	Eligible	Not Eligible
Elementary Secretary	205 =185 +8 Before + 8 After +4 Summer	8	7:30 a.m. - 4:00 p.m.	30 min	\$17.70	2	5	30 Days	Not Eligible	Not Eligible	Eligible	Eligible	Eligible	Not Eligible
Athletic Secretary	202	7	Max. 35 hours per week	30 min	\$17.70	2	5	30 Days	Not Eligible	Not Eligible	Eligible	Eligible	Eligible	Not Eligible
Guidance Secretary	200	7	Max. 35 hours per week 7:45 a.m. - 3:15 p.m.	30 min	\$17.70	2	5	30 Days	Not Eligible	Not Eligible	Eligible	Eligible	Eligible	Not Eligible
Instructional Asst - ASL Interpreter	181	7	Max 35 hr per week 7:45 a.m. - 3:15 p.m.	30 min	\$37.50	2	5	30 Days	Not Eligible	Not Eligible	Not Eligible	Eligible	Eligible	Not Eligible

[illegible]

[illegible]

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Physical Therapist	As Assigned	N/A	Max 29 hr per week	N/A	\$70.00	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
Administrative Assistant to the Director of Exceptional Needs	190	7.5	7:30 a.m. - 3:30 p.m.	30 min	\$17.70	2	5	30 Days	Not Eligible	Not Eligible	Eligible	Eligible	Eligible	Not Eligible

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2025-2026

HANDBOOK FOR NON-EXEMPT CLASSIFIED STAFF

This handbook is intended solely for informational purposes and does not constitute a contract, express or implied, between the organization and any employee or third party.

BOARD APPROVAL DATE

July 1, 2025

EFFECTIVE DATE

July 1, 2025

The school corporation shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, national origin, genetic information, marital status, disability, pregnancy, childbirth, or related medical conditions, or on the basis of any characteristic protected by federal, state, or local law.

Table of Contents

Section 1 – Financial Compensation	3
1.1 General Philosophy	3
1.2 Pay Classification	3
1.3 Pay Schedule	3
1.4 Extracurricular Sponsors, Coaches, Volunteers, or Chaperones	3
Section 2 – Workdays & Hours	4
Section 3 – Benefits	4
3.1 Leaves	4
3.1.1 Personal Leave	4
3.1.2 Sick Leave	5
3.1.3 Jury Duty	5
3.1.4 Bereavement Leave	5
3.1.5 Paid Holidays (Eligible Positions)	6
3.1.6 Vacation Days (Eligible Positions)	6
3.2 Insurance Benefits	7
3.3 Public Employee Retirement Fund (PERF)	7
3.4 403(b) Plans	8
Section 4 – eLearning Days	8
Section 5 – Sexual Harassment Policy (Policy 3003)	8
5.1 The Policy	8
5.2 Definitions of Harassment	8
5.3 Complaint Procedures	10
5.4 Sanctions for Misconduct	11
5.5 False Reporting	11
5.6 Notification of Policy	12
Section 6 – Accommodations.....	12
6.1. Disability Accommodations.....	12
6.2. Pregnancy – Related Accommodations.....	12
6.3. Non-Retaliation.....	13
Section 6 – Employee Classification	13
Section 7 – Board Policies	13

1. FINANCIAL COMPENSATION:

1.1. General Philosophy

Staff members employed within the District are qualified when hired for a particular position. Once hired, the employee is expected to grow professionally within the duty assignment. Employees are expected to be proficient in their responsibilities and provide leadership to others. The Board of Education shall establish the pay rate for classified employees.

1.2. Pay Classification

Non-Exempt employees are paid hourly for hours worked. To comply with the Fair Labor Standards Act (FLSA), all non-exempt employees must accurately record all hours worked using the District's designated timekeeping system.

- 1.2.1. Employees must use the employer's designated timekeeping system (time clock, time sheets, etc.) to record time worked each day.
- 1.2.2. Employees must record the time they begin and end work.
Indiana Law does not mandate rest or meal periods; however, the District provides unpaid lunch periods aligning with FLSA and general workplace standards
- 1.2.3. Supervisors will review time records for accuracy. Any changes must be initialed or approved by both the employee and supervisor.
- 1.2.4. Employees may not perform any work outside of scheduled hours without prior authorizations from the Superintendent.
- 1.2.5. Overtime is defined as work performed in excess of 40 hours per week.
 - 1.2.5.1. A work week is defined as Sunday 12:01 a.m. through Saturday night at midnight.
 - 1.2.5.2. An employee shall be paid at a rate of one and one-half (1.5) times the employee's regular hourly rate of pay for the period of overtime actually worked.
 - 1.2.5.3. Overtime must be assigned or pre-approved by the Superintendent
- 1.2.6. Employees are responsible for their own time records. Falsifying or altering time is prohibited and may result in disciplinary action.
- 1.2.7. Any missed punches or errors must be reported immediately to a supervisor.
- 1.2.8. Time records are maintained in accordance with federal law.

1.3. Pay Schedule

Basic salaries will be paid bi-weekly for the period of time worked as reported through the time clock. Payments for employee payroll deductions will be withdrawn from the employee's check, as authorized by the employee, provided ample funds will be distributed in the employee's payroll payment. The employee is responsible for making payments to maintain the employee's benefits during the pay periods in which the employee does not earn enough compensation.

1.4 Extracurricular Sponsors, Coaches, Volunteers, or Chaperones

A classified employee serving as an extracurricular sponsor, coach, volunteer, or chaperone for school groups or teams is not eligible for wage compensation for the classified position when the employee provides services for the District in such extracurricular activities capacity. Those positions will be paid for such services according to the extracurricular compensation schedule established through the Master Contract between the Rossville Consolidated School District and the Rossville Classroom Teachers Association. The employee recognizes that by taking extracurricular assignments or duties, their hourly classified staff wage will not be paid for the time the employee serves in the extracurricular capacity, including time spent in trips, meetings, or departure from the regular duties of this classified handbook.

2. WORKDAYS & HOURS:

The workday shall be prescribed by and hours set by the Superintendent and within the parameters as approved by the Board of Education. Workdays shall include sick leave days, vacation leave days (if applicable), personal leave days, and any other paid leave pursuant to the handbook. Hours may be adjusted as duties dictate as determined by the Superintendent.

3. BENEFITS:

3.1. Leaves

The classified employee's leaves shall be calculated from July 1 until June 30 each year.

3.1.1. Personal Leave

- 3.1.1.1. A newly hired employee shall serve a probationary period of up to 90 days. After the 90-day probationary period a prorated share of personal leave days will be awarded.
- 3.1.1.2. Full-time classified employees shall be granted two (2) personal days per year. Part-time classified employees shall be granted one (1) personal day per year. A day is equal to a regular workday per the employee's classification.
- 3.1.1.3. Personal leave shall be taken in at least half-day (1/2) increments.
- 3.1.1.4. This leave is to be used for matters which cannot be scheduled outside regular work hours.
- 3.1.1.5. Notification of the employee's desire to take personal leave shall be made to the employee's supervisor and approved by the supervisor before such leave, except in cases of an emergency.
- 3.1.1.6. Personal leave not used during any year shall be added to accumulated sick leave at the end of that year and counted as sick leave thereafter unless the sick leave days accumulation is already at the maximum for the position.

- 3.1.1.7. Unused personal leave is not paid out upon separation from employment, whether voluntary or involuntary.

3.1.2. Sick Leave

- 3.1.2.1. A newly hired employee shall serve a probationary period of up to 90 days. After the 90-day probationary period a prorated share of sick leave days will be awarded.
- 3.1.2.2. Classified employees shall be allowed five (5) days per year for sickness. Part-time classified employees shall be allowed two and one-half (2 ½) days per year for sickness. A day is equal to a regular workday per the employee's classification.
- 3.1.2.3. Sick leave shall be taken in at least half-day (1/2) increments.
- 3.1.2.4. "Sickness" for purposes of interpretation shall mean sickness of anyone in the employee's immediate family. A family is defined as a spouse, children, sister, brother, mother, father, or individual who assumes the role of the above.
- 3.1.2.5. Appointments with a doctor fall into the category of sickness.
- 3.1.2.6. Notification of the employee's desire to take sick leave shall be made to the employee's supervisor and approved by the supervisor before such leave, except in cases of an emergency.
- 3.1.2.7. Unused sick leave shall accumulate to the maximum outlined on the position schedule.
- 3.1.2.8. Unused sick leave is not paid out upon separation from employment, whether voluntary or involuntary.

3.1.3. Jury Duty

Whenever an employee serves jury duty, the employee will be paid their full pay less the amount the employee is paid for the jury service.

3.1.4. Bereavement Leave

- 3.1.4.1. In case of a death in the immediate family, the employee shall be entitled to be absent from work without loss of compensation for a period of not more than five (5) days within twenty (20) consecutive calendar days, commencing with the day of death. The immediate family shall include spouse, children, mother, father, sister, brother, corresponding step-

relatives, corresponding in-laws, or any other member of the family unit living in the same household.

3.1.4.2. In case of the death of grandparents, grandchildren, aunt, uncle, niece, nephew, or cousin, the employee shall be entitled to be absent from work without loss of compensation for a period of not more than two (2) days within twenty (20) consecutive calendar days, commencing with the day of death.

3.1.4.3 The Superintendent may address extenuating circumstances not specifically covered in the language to allow a leave to extend beyond the twenty (20) consecutive day limit.

3.1.4.4. Classified staff may also use personal leave for these reasons, but any other leave beyond the provisions of this section and the section on personal leave must be approved by the Superintendent and would be without pay.

3.1.5. Paid Holidays –Only applies to Maintenance Asst., Custodians, Computer Technician, and Deputy Treasurer

Qualifying employees shall have eight paid holidays. The holidays shall include New Year's Day, Memorial Day (Observed), Independence Day, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day.

3.1.6. Vacation Days –Only applies to Maintenance Asst., Custodians, and Computer Technician. Deputy Treasurer has 15 vacation days per year.

3.1.6.1. A newly hired employee shall serve a probationary period of up to 90 days. After the 90-day probationary period a prorated share of vacation days will be awarded.

3.1.6.2. Full-time classified employees shall receive two (2) days of vacation after ninety days (90) of service. Part-time custodians shall receive one (1) day of vacation after ninety (90) days of service.

3.1.6.3. Full-time classified employees shall receive five (5) days of vacation after the first (1st) year of service. Part-time custodians shall receive two and one-half (2 ½) days of vacation after the first year.

3.1.6.4. Full-time classified employees shall receive ten (10) days of vacation after the second (2nd) year of successful service through the tenth (10th) year.
Part-time classified employees shall receive five (5) days of vacation after the second (2nd) year of successful service through the tenth (10th) year.
Full-time classified employees shall receive fifteen (15) days of vacation

after the tenth (10th) year of successful service.

Part-time classified employee shall receive ten (10) days of vacation after the tenth (10th) year of successful service.

3.1.6.5. Vacation days shall be taken in at least half-day (1/2) increments.

3.1.6.6. Any unused vacation days shall not carry over to the following calendar year.

3.1.6.7. All vacations must be approved in advance by the Superintendent.

3.1.6.8. Employees are encouraged to take no more than one week during the summer.

3.1.6.9. Any unused, earned vacation days will be paid out in the employee's final paycheck, in accordance with applicable state and federal laws.

3.2. Insurance

3.2.1. Term Life Insurance

The employee pays \$1.00 per year for the coverage. Consult the plan document for details.

3.2.2. Health Insurance

The school district offers group health insurance coverage to eligible employees. Plan options, coverage details, eligibility, and enrollment procedures are described in materials provided by the insurance carrier and in the official Summary Plan Descriptions (SPDs).

Because benefits may change from year to year, employees should consult the most current plan documents for up-to-date information. In the event of any conflict between this handbook and the official plan documents, the plan documents will govern.

3.2.3. Section 125

The benefits provided to employees by Section 125 of the Revenue Act of 1978, both Generation I and Generation II, shall be available. The school district will pay any start-up cost, and participating employees will pay the annual fee (if charged) and the monthly administrative fee.

3.2.4. Long-term Disability Insurance

The employee pays \$1.00 per year for the coverage. Consult the plan document for details.

3.3. Public Employee Retirement Fund (PERF)

The school district will pay its required contribution rate to eligible employees as established by PERF.

3.4. 403 (b) Plans

The Board shall provide each employee with the opportunity to participate in a voluntary tax-sheltered 403 (b) program, subject to Internal Revenue Service regulations. Except for changes to the plan document or the adoption agreement shall be made only upon the recommendation of a committee comprised of three (3) members appointed by the Board and three (3) teachers appointed by the Association; all members of the committee must be current plan participants.

4. **eLEARNING DAYS:**

Classified employees will follow the Board adopted policies and procedures concerning instructional days determined to be eLearning Days.

5. **SEXUAL HARASSMENT POLICY (3003)**

5.1. THE POLICY

5.1.1. It is the policy of the Rossville Consolidated School District to maintain a learning and working environment that is free from sexual harassment.

5.1.2. It shall be a violation of this policy for any employee of the Rossville Consolidated School District to harass another employee or student through conduct or communications of a sexual nature as defined in Section 5.2. It shall also be a violation of this policy for students to harass other students or employees through conduct or communication of a sexual nature, as defined in Section 5.2. The use of the term “employee” also includes non-employees and volunteers who work subject to the control of school authorities.

5.2. DEFINITIONS OF HARASSMENT

5.2.1. Types of Sexual Harassment

5.2.1.1. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;
- B. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;

- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
- D. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student; or e. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

5.2.2. Unwelcome Conduct of a Sexual Nature

- 5.2.2.1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
- 5.2.2.2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed person has indicated, by his or her conduct or verbal objection, that it is unwelcome. Sexual harassment from an employee toward a student shall always be deemed to be unwelcome.
- 5.2.2.3. A person who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

5.2.3. Examples of Sexual Harassment

- 5.2.3.1. Sexual harassment, as set forth in Section 5.2., may include but is not limited to the following:
 - A. Verbal harassment or abuse.
 - B. Repeated remarks to a person with sexual or demeaning implications.
 - C. Unwelcome touching.

- D. Pressure for sexual activity.
- E. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary.

5.2.4. Specific Prohibitions (examples)

5.2.4.1. Administrators and Supervisors

- A. It is sexual harassment for an administrator or supervisor to use his or her authority to solicit sexual favors or attention from subordinates when the subordinate's acquiescence will result in preferential treatment.
- B. Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other employees shall be subject to disciplinary actions, as described below.

5.2.4.2. Non-administrative and Non-supervisory Employees

- A. It is sexual harassment for a non-administrative and nonsupervisory employee to subject another such employee to any unwelcome conduct of a sexual nature. Employees who engage in such conduct shall be subject to disciplinary actions as described below.

5.3. COMPLAINT PROCEDURES

- 5.3.1 Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section 5.3.3. or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the school corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments, except as provided in Section 5.5.
- 5.3.2 The right of confidentiality, both the complainant and of the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective actions when this conduct has occurred.
- 5.3.3 Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

- 5.3.3.1. Reports must be in writing on forms supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
- 5.3.3.2. Reports must name the person(s) charged with sexual harassment and state the facts;
- 5.3.3.3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or designee, of all filed reports;
- 5.3.3.4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment;
- 5.3.3.5. The report and the results of the investigation will be presented to the superintendent. The superintendent shall review the report and make a recommendation to the Board of School Education of any action the superintendent deems appropriate.
- 5.3.3.6. The Board of Education may consider the report and the superintendent's recommendation in the executive session. The Board may take any action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.
- 5.3.3.7. If the alleged conduct involves employees not under the direct supervision of a principal, then the report shall be made to the superintendent or designee.
- 5.3.3.8. If the alleged conduct involves a principal, then the report shall be made to the superintendent or designee. If the alleged conduct involves the superintendent, then the report shall be made to the president of the Board of Education.

5.4. SANCTIONS FOR MISCONDUCT

- 5.4.1. A substantiated charge of sexual harassment against an employee in the school corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- 5.4.2. A substantiated charge of sexual harassment against a student in the school corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Discipline Policy.

5.5. FALSE REPORTING

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, embarrass or for any other reason, shall be subject to the same disciplinary action as a person who is guilty of sexual harassment.

5.6. NOTIFICATION OF THIS POLICY

Notice of the policy will be circulated to all schools and departments of the Rossville Consolidated School District and be incorporated in each employee and student handbook.

6. ACCOMMODATIONS:

The District is committed to providing equal employment opportunities and complying with all applicable federal and state laws concerning individuals with disabilities and those experiencing pregnancy-related limitations. This policy applies to all employees and applicants for employment.

6.1 Disability Accommodations

- 6.1.1. In accordance with the **Americans with Disabilities Act (ADA)** and **Indiana law**, the District will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of their jobs, unless doing so would cause an undue hardship to business operations.
- 6.1.2. Employees who believe they need an accommodation due to a disability should submit a written request to Human Resources. The District may request documentation from a healthcare provider to support the need for accommodation and will engage in an interactive process to identify appropriate and effective accommodations.

6.2. Pregnancy-Related Accommodations

- 6.2.1. In compliance with the **Pregnancy Discrimination Act (PDA)**, the **ADA**, and **Indiana Code § 22-9-5-10.5**, the Company will provide reasonable accommodations to employees for known limitations related to pregnancy, childbirth, or related medical conditions, unless such accommodations would impose an undue hardship on the operation of the business.
- 6.2.2. Examples of reasonable accommodations may include:
 - 6.2.2.1. More frequent or longer breaks
 - 6.2.2.2. Modified work schedules
 - 6.2.2.3. Temporary transfer to a less strenuous or hazardous position
 - 6.2.2.4. Light duty assignments
 - 6.2.2.5. Seating or ergonomic changes
 - 6.2.2.6. Leave of absence due to medical needs related to pregnancy

- 6.2.3 Employees must notify Human Resources of the need for an accommodation and may be required to provide documentation from a licensed healthcare provider. The Company will assess the request and determine reasonable accommodations through an interactive process.

6.3. Non-Retaliation

- 6.3.1. Employees who request accommodations or who participate in an accommodation process will not be retaliated against in any way.

7. EMPLOYEE CLASSIFICATION:

All classified employees are classified as At-Will employees. This means that the employment is not for a specific duration and that the employee may be discharged from employment at any time, with or without cause, and without the right of a hearing by or appeal to the Board of Education or any other entity. The employee may also terminate his/her employment at any time, upon two weeks' advance notice to his/her supervisor.

8. BOARD POLICIES:

All employees are subject to the Rossville Consolidated School Board Policies as adopted. Board Policies may be found on the Rossville Consolidated School District's webpage (rcsd.k12.in.us/about/legal-policies) or a hardcopy may be requested from the Superintendent's office.