

# CLASSIFIED EMPLOYEE HANDBOOK

2024 - 2026



North  
Montgomery  
Community  
School  
Corporation  
480 W. 580 N.  
Crawfordsville,  
IN 47933

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# **CLASSIFIED EMPLOYEE**

## *GENERAL INFORMATION HANDBOOK*

### **EMPLOYMENT**

#### **Employment at Will**

Nothing contained in this policy manual or in any other materials or information distributed by the North Montgomery Corporation creates a contract of employment between an employee and the North Montgomery Community School Corporation (the Corporation). A non-certificated employee as defined in these definitions. Synonymous with “support”, “classified” and “non-professional”. Employment is on an at-will basis. This means that employees are free to resign their employment at any time, for any reason, and the Corporation retains the same right. No statements to the contrary, written or oral made either before or during an individual’s employment can change this. No individual or administrator can make a contrary agreement, except for the School Board of Trustees (Board), and even then, such an agreement must be set forth in a written employment contract with the employee, signed by the President of the Board of School Trustees

The policies in this manual are intended for all classified employees of the Corporation. The Corporation reserves the right to revise, change, or terminate policies or procedures at any time, with or without notice.

The Corporation complies with all applicable federal laws including but not limited to: Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Civil Rights Law passed as part of the Education Amendment of 1972, the Fair Labor Standards Act of 1938, the Occupational Safety and Health Act of 1970, American with Disabilities Act of 1990, as amended, the Family and Medical Leave Act of 1993, as amended, the Health Insurance Portability and Accountability Act of 1996, and the I-9 Immigration Reform and Control Act of 1986, the Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections (PUMP) for Nursing Mothers. Since the information, policies, and benefits described in the employee handbook are subject to change, employees need to acknowledge revisions to the handbook that may occur. All such changes will be communicated through official notices, and employees need to understand that such revisions may supersede, modify, or eliminate existing policies.

#### **Mission and Philosophy**

We provide rigorous and engaging learning experiences to prepare all students socially, emotionally and academically, for their future – Employment, Education, Enlistment.

Parents choose North Montgomery Community School Corporation for their children. It is where students are at the center of decision-making, school personnel want to work and grow, and families and the community value education. Our top priority is the safety and security of all students and staff members. We are fiscally responsible so that highly effective learning occurs in and outside of school.

#### **Non-Discrimination, Anti-Harassment and Anti-Bullying**

The School Board does not discriminate on the basis of race, color, national origin, sex (including gender identity, sexual orientation and pregnancy), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category (collectively, 'Protected Classes') in its programs and activities, including employment opportunities. Employees are required to report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other Corporation-level official so that the Board may address the conduct. Any administrator, supervisor, or other Corporation-level official who receives such a report shall provide it to the Superintendent or appropriate compliance officer immediately. The contact information is:

<b>Dr. Anthony Tharp, Asst. Supt./ADA, 504 Coordinator &amp; McKinney Vento Liaison</b>	<b>Human Resources</b>	<b>Craig Reich/Title IX Coordinator</b>
480 W 580 N	480 W 580 N	480 W 580 N
Crawfordsville, IN 47933	Crawfordsville, IN 47933	Crawfordsville, IN 47933
765-359-2112	765-359-2112	765-359-2112
atharp@nm.k12.in.us	HR1@nm.k12.in.us	titleix@nm.k12.in.us

Discrimination against an individual based on their sex (including gender identity, sexual orientation, and pregnancy) is discrimination in violation of Title VII and/or Title IX. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

**Section 504/ADA Prohibition Against Disability Discrimination in Employment**

The School Board prohibits discrimination against any employee or applicant based upon disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability. (Policy 4123)

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws or this policy, or exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Reports of discrimination can be made in person to the Superintendent, Human Resources or Title IX Coordinator. Contact information is available on the website under the Human Resources tab. More information regarding the grievance process can be found in Board Policy under Policies 2266, 4122 or 4123.

**General Conditions**

The first ninety (90) calendar days of employment for classified employees is a probationary period during which classified employees will be monitored in the areas of attitude, attendance, behavior, and job performance. At the end of the probationary period, the classified employee's supervisor will recommend one of three options to the building principal and/or immediate supervisor. These options are:(1) regular employment status; (2) a 60-day extension of the probationary period; or (3) immediate termination of employment.

## **Staff Ethics\Staff-Student Relationships (Policy 1213.01)**

Sexual conduct with or sexual relationships with students by a Corporation employee are prohibited. Any teacher, administrator, coach, school official, or staff member who engages in sexual conduct with a student may be disciplined, up to and including termination. That person's conduct also may constitute the crime of:

- A. "sexual battery," under I.C. 35-42-4-8; or
- B. "child molesting" under I.C. 35-42-4-3 in the case of a child under fourteen (14) years of age; or
- C. "child seduction" under I.C. 35-42-4-7; or
- D. "sexual misconduct with a minor" under I.C. 35-42-4-9 in the case of a child between the ages of fourteen (14) and sixteen (16).

The issue of consent is irrelevant in regard to the latter three (3) criminal charges. Any conduct that may constitute a crime shall be reported to local law enforcement.

Any employee accused of sexual conduct or a sexual relationship with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student, regardless of the age of the student, shall initiate the termination process for the employee.

The Corporation's administrators, including a Compliance Officer or designee, shall report to local law enforcement any conduct that may constitute a crime upon receiving a report of such conduct.

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to report that knowledge or suspicion to the Department of Child Services ("DCS") immediately.

### **Inappropriate Boundary Invasions by Corporation Employees**

The Board prohibits inappropriate boundary invasions by a Corporation employee into a student's personal space and personal life.

Examples of inappropriate boundary invasions include but are not limited to the following:

- A. hugging, kissing, or other physical conduct with a student;
- B. telling sexual jokes to students;
- C. engaging in talks containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e., having a "special friend" or "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;

- H. using email, text messaging, websites, or other social media services to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrator approval;
- 10. invading a student's privacy (e.g., walking in on the student in the bathroom or locker room or asking about bra sizes or previous sexual experience);
- 11. going to a student's home for non-educational purposes;
- 12. inviting students to the staff member's home without proper chaperones (i.e., another staff member or the student's parent);
- 13. giving gifts or money to a student for no educational purpose;
- 14. accepting gifts or money from a student for no legitimate educational purpose (this does not include gifts given at Christmas or at the end of the year as a "thank you" to the staff member);
- 15. being overly touchy with students;
- 16. favoring certain students by inviting them to come to the classroom at non-class times;
- 17. pulling a student out of class to visit with the staff member;
- 18. providing advice to or counseling a student regarding a personal problem (e.g., problems related to sexual behavior, substance abuse, mental or physical health, or family relationships) unless properly licensed and authorized to do so;
- 19. talking to a student about problems that normally would be discussed with adults (e.g., marital issues);
- 20. being alone with a student behind closed doors without a legitimate educational purpose;
- 21. telling a student "secrets" and having "secrets" with a student.

Disciplinary action, up to and including termination, may result from the violation of the above-stated boundary invasions.

### **Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension**

The Superintendent shall report to the Indiana Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery and, in accordance with Policy 3121 - Personal Background Checks, References, and Mandatory Reporting of Convictions and Substantiated Child Abuse ( ) and Arrests, shall suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

### **Outside Activities of Support Staff (Policy 4231)**

The School Board directs the Superintendent to promulgate the following guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the School Corporation. If non-school activities threaten a staff member's effectiveness within the school system, the Board

reserves the right to evaluate the impact of such activity upon a staff member's responsibility to the students and to the Board.

- A. Staff members shall not give school time to an outside activity without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office except on election day at election polls on school property.
- D. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal workday.
- E. Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.

All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the Corporation. The Corporation shall retain all rights and privileges pertaining to the ownership thereof.

Professional staff members who desire to publish or produce materials on their own time shall make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that Corporation interests and the interests of the staff member are protected.

## **EMPLOYEE BENEFITS, LEAVE AND PAY**

### **BENEFITS**

#### **Insurance**

The following is applicable to all classified employees:

1. Medical, dental and vision can be purchased with Corporation contribution if more than (30) hours worked per week. A schedule of costs will be provided to you at the time of onboarding with the Deputy Treasurer.
2. Long-term disability which pays 66 2/3% of the classified employee's salary may be purchased for \$1.00 per year if more than thirty (30) hours worked per week. There is a ninety (90) day waiting period.
3. Term life insurance in the amount of \$50,000 may be purchased for \$1.00 per year if more than thirty (30) hours worked per week.
4. If classified employees are eligible to retire and they have participated in the Corporation's medical insurance plan the previous year, the classified employees will have the opportunity to continue the medical insurance program at their expense until they are eligible for Medicare. May also continue Term Life Insurance by paying the full premium.

5. Retirement qualifications for a classified employee:
  - a. must be a full-time employee working a minimum of thirty-seven (37) hours per week.
  - b. must be fifty-five (55) years old at the time of retirement
  - c. must have a minimum of fifteen (15) years of work experience prior to retiring
6. If the classified employee participates in the Corporation health insurance, they are eligible to seek treatment at the Health Clinic established by the Corporation and participate in the wellness program.

### **Volunteer Retirement Option 403B**

Classified employees are eligible to enroll in the Volunteer Retirement Option (403B) during the open enrollment period in June and December or make changes to the amount being contributed. If the classified employee qualifies, the Corporation will match up to \$500.00 annually to the 403B account

## **LEAVE**

### **Bereavement Leave**

The five (5) workdays for bereavement leave will be available to use as of the hire date. Bereavement leave days will not accrue into the next year if not used by June 30<sup>th</sup> of each year.

In the event of the death of an immediate family member, classified employees are entitled to be absent without loss of compensation for a period up to five (5) days. All five (5) bereavement leave days must be taken within thirty (30) days of the death of the family member. Immediate family shall be father (-in-law), mother (-in-law), brother (-in-law), sister (-in-law), husband, wife, child (-step), legal guardian and other similar relationship established by marriage, as well as any other relative or dependent who at the time of the death, was a member of the household of the classified employee's household. All full-time and part-time classified employees shall be granted one (1) day of leave for the deaths of other family members and friends; usually the day of the funeral. Days shall not be charged against personal illness days and do not accumulate.

### **Family Illness Leave– 260 Day Full time/Part time**

All full-time and part-time classified employees may use four (4) family illness days per year without loss of compensation. "Family" shall be father, mother, brother, sister, husband, wife, child, legal guardian and other similar relationship established by marriage, as well as any other relative or dependent who at the time of the family illness, was a member of the household of the classified employee's household. Family illness leave days will not accrue into the next year if not used by June 30<sup>th</sup> of each year. A family illness day may be transferred to a personal leave day if needed. The classified employee must give prior written notification to the Superintendent.

Family illness may not be used during the ninety (90) day probationary period. After the completion of a ninety (90) day probationary period, the classified employee shall receive the pro-rated days of family illness leave from their hire date. The pro-rated share will be in no less than half days. After July 1<sup>st</sup> of future years, the classified employees will receive four (4) days of family illness leave per year. A family illness day may be transferred to a personal leave day if need. The classified employee must give prior written notification to their Central Office Administrator.

Family illness may be used in no less than half-day increments.

### **Family Illness Leave– 200-220 Day Classified**

Classified employees may use two (2) family illness day per year without loss of compensation. "Family" shall be father, mother, brother, sister, husband, wife, child, legal guardian and other similar relationship established by marriage, as well as any other relative or dependent who at the time of the family illness, was a member of the household of the classified employee's household. Family illness leave days will not accrue into the next year if not used by June 30<sup>th</sup> of each year

Family illness may not be used during the ninety (90) day probationary period. After July 1<sup>st</sup> of future years, the classified employees will receive two (2) days of family illness leave per year. A family illness day may be transferred to a personal leave day if needed. The classified employee must give prior written notification to the Superintendent.

Family illness may be used in no less than half-day increments

### **Family Illness Leave– 180-200 Classified**

A classified employee may use two (2) family illness day per year without loss of compensation. "Family" shall be father, mother, brother, sister, husband, wife, child, legal guardian and other similar relationship established by marriage, as well as any other relative or dependent who at the time of the family illness, was a member of the household of the classified employee's household. Family illness leave days will not accrue into the next year if not used by June 30<sup>th</sup> of each year.

Family illness may not be used during the ninety (90) day probationary period. After July 1<sup>st</sup> of future years, the classified employee will receive two (2) day of family illness leave per year. Family illness may be used in no less than half-day increments. A family illness day may be transferred to a personal leave day if needed. The classified employee must give prior written notification to the Superintendent.

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

In accord with federal law, the Corporation shall provide up to twelve (12) workweeks of unpaid leave to all classified employees working 1250 hours within the preceding twelve (12) month period, and work at a worksite where there are at least fifty (50) employees within a seventy-five (75) mile radius. If eligible, an employee may be able to take up to twelve (12) weeks of unpaid leave during a twelve (12) month period for the following reasons:

- A. For birth of a son or daughter, and to care for the newborn child (see [§ 825.120](#)) within the first twelve (12) months after birth;
- B. For placement with the employee of a son or daughter for adoption or foster care (see [§ 825.121](#));
- C. To care for the employee's spouse, son, daughter, or parent with a serious health condition (see [§§ 825.113](#) and [825.122](#)); or
- D. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job (see [§§ 825.113](#) and [825.123](#));
- E. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status (see [§§ 825.122](#) and [825.126](#)); and
- F. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the covered service member. See [§§ 825.122](#) and [825.127](#).

Such leave may not be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child, unless the Superintendent and the classified employee agree. The classified employee has the right to take intermittent or reduced-leave schedule (half days) when medically necessary to care for a spouse, child,

or parent who has a serious health condition or if the employee has a serious health condition. In both cases, taking such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken.

Please see Board Policy 3430.01 for information regarding substitution of paid leave. In cases in which the Board has employed both spouses the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse.

In the case of a health condition of a family member, the Superintendent, or his designee, will obtain medical certification from the physician of the classified employee or his/her family member including:

1. the date the serious health condition began;
2. the probable duration;
3. appropriate medical facts regarding the condition;
4. a statement that the classified employee is needed to care for the family member;
5. and an estimate of the amount of time needed for such care.
6. in the event that is the classified employee's own health condition, a statement from his/her physician will be required stating that the classified employee is unable to perform the functions of his/her position.

The Corporation reserves the right to obtain the professional opinion of a second health provider at the district's expense. No arbitration will be considered. The Corporation reserves the right to draw their own conclusions relative to this issue.

Prior to returning to work, the classified employee shall provide the Corporation with a statement from his/her physician that she/he is able to assume full-time responsibilities for his/her position. Any restrictions must be doctor initiated. At the end of any leave described in this policy, the Corporation shall restore the classified employee to his/her former position or to one that is equivalent in responsibility and compensation. During a family leave, the classified employee's current coverage shall be maintained under the Corporation's health insurance program.

Should the classified employee elect not to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the classified employee, the classified employee shall reimburse the Corporation for the health insurance premiums paid by the Corporation during the leave period.

Classified employees must be employed for more than one (1) calendar year to be eligible for FMLA. The Corporation uses a set twelve (12) month period from July 1 to June 30.

More information can be found at <https://www.ecfr.gov/current/title-29/subtitle-B/chapter-V/subchapter-C/part-825>

### **Jury Duty**

Classified staff that have been subpoenaed for jury duty shall be entitled to a leave during the necessary period and shall be paid by the Board the difference between jury duty and regular salary.

### **Leave of Absence**

All leave of absence, except sick leave, must be approved at least 24 hours in advance of the leave. Use the Personal Absence Request Form when requesting a leave of absence.

### **Military Leave**

The School Board recognizes that military service by professional staff members is a service benefiting the entire school community and the Board is committed to supporting this service by providing military leave to eligible professional staff members. The Board reserves the right to establish conditions for leaves of absence for military service and reemployment in compliance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as amended and Indiana law.

A staff member on leave for military service shall receive compensation in accordance with applicable law during the period of leave and shall continue to accrue seniority subject to any applicable collectively bargained agreement during the period of leave for military service. Staff members on leave for military service are entitled to continued health insurance coverage as if they were not on leave during absences for drills and absences for annual training. During leave for drills and annual training of not more than fifteen (15) consecutive or non-consecutive days per calendar year the staff member shall be entitled to continue to receive his/her pay from the Corporation and retain their military pay.

More information regarding military leave can be found in Policy 1537, 3437 or 4437.

### **Personal Business– 260 Day Full time/Part time Classified**

A full-time classified employee shall be entitled to four (4) days without loss of pay for the transaction of personal business. Personal business days may not be taken during the ninety (90) day probationary period. After the completion of the ninety (90) day probationary period, an employee shall receive the pro-rated share of personal business days from their hire date. The pro-rated share will be in no less than half days. After July 1<sup>st</sup> of future years, an employee will receive four (4) personal business days per year. A family illness day may be transferred to a personal leave day if needed. The classified employee must give prior written notification to the Superintendent.

Personal business days may be used in no less than half-day increments. Unused personal business days will roll into sick days unless the sick days have accumulated to more than 100 days, in which case the unused personal business days will be forfeited.

### **Personal Business– 200-220 Day Classified**

Classified employees shall be entitled to three (3) days, without loss of pay for the transaction of personal business. Personal business days may not be taken during the ninety (90) day probationary period. After the completion of the ninety (90) day probationary period, classified employees shall receive the pro-rated share of personal business days from their hire date. The pro-rated share will be in no less than half days. After July 1<sup>st</sup> of future years, classified employees will receive three (3) personal business days per year. A family illness day may be transferred to a personal leave day if needed. The classified employee must give prior written notification to the Superintendent.

Personal business days may be used in no less than half-day increments. Unused personal business days will roll into sick days unless the sick days have accumulated to more than ninety (90) days, in which case the unused personal business days will be forfeited.

### **Personal Business– 180-200 Day Classified**

A classified employee shall be entitled to two (2) days without loss of pay for the transaction of personal business. Personal business days may not be taken during the ninety (90) day probationary period. After the completion of the ninety (90) day probationary period, classified employees shall receive the pro-rated share of personal business days from their hire date. The pro-rated share will be in no less than half days. After July 1<sup>st</sup> of future years, classified employees will receive two (2) personal business days per year. A family illness day may be transferred to a personal leave day if needed. The classified employee must give prior written notification to the Superintendent.

Personal business days may be used in no less than half-day increments. Unused personal business days will roll into sick days unless the sick days have accumulated to more than forty-five (45) days, in which case the unused personal business days will be forfeited.

### **Parental Leave**

When a child is born the spouse will be granted two (2) school days parental leave with pay. These days must be taken within ten (10) school days following the birth of the child. Additional parental leave shall be granted for up to a period of one (1) year without pay. The Teacher shall notify the Superintendent of the expected length of the leave at least thirty (30) days-prior to the start of leave.

### **Personal and/or Sick Days**

Unused personal and/or sick days shall not be paid when an employee terminates his/her employment with the Corporation.

### **Sick Leave – 260 Day Full time/Part time Classified**

A full-time classified employee may be absent due to personal illness or medical appointment(s) (dentist, eye, annual physicals, etc.) for ten (10) days per year without loss of compensation. A part-time classified employee may be absent due to personal illness or medical appointment(s) (dentist, eye, annual physicals, etc.) for ten (10) days per year without loss of compensation. Any unused sick leave days for a particular employee shall accumulate to a maximum of 100 days. A classified employee may be asked or after three (3) days will need to provide a return to work statement from their physician indicating that they have been released and are able to return to work at full duty with no restrictions.

During the ninety (90) day probationary period, the classified employee will have one (1) day of sick leave. After the completion of a ninety (90) day probationary period, the classified employee shall receive the pro-rated days of sick leave from their hire date. The pro-rated share will be in no less than half days. After July 1<sup>st</sup> of future years, classified employees will receive ten (10) days of sick leave per year.

Sick leave may be used in no less than half-day increments.

Any classified employee who has accumulated a minimum of ninety-three (93) personal illness days, may, with a completed form to the Central Office, once in a twelve (12) month period exchange three (3) personal illness days with the School Corporation for a voucher amounting up to a dollar amount that is equal to two and half (2-1/2) times the highest current daily sub-rate toward an annual individual membership fee at the Health/Fitness Center of the employee's choice. This membership may be used by the employee only and must be reapplied for each year with the same guidelines. Voucher checks will be written directly to the health club of choice. (This clause includes facilities that enhance overall health, fitness, and cardiovascular conditioning that helps employees achieve a more healthful life. It is not the intent of this clause to include facilities or clubs such as weight loss, golfing, or similar recreational or therapeutic enterprises.)

### **Sick Leave – 200-220 Day Classified**

Classified employees may be absent due to personal illness for five (5) days per year without loss of compensation. A classified employee may be asked or after three (3) days will need to provide a return to work statement from their physician indicating that they have been released and are able to return to work at full duty with no restrictions. Any unused sick leave days for a particular classified employee shall accumulate to a maximum of ninety (90) days.

During the ninety (90) day probationary period, classified employees will have one (1) day of sick leave. After the completion of a ninety (90) day probationary period, classified employees shall receive the pro-rated days of sick

leave from their hire date. After July 1<sup>st</sup> of future years, classified employees will receive five (5) days of sick leave per year.

Sick leave may be used in no less than half-day increments.

Any classified employee who has accumulated a minimum of ninety-three (93) personal illness days, may, with a completed form to the Central Office, once in a twelve (12) month period exchange three (3) personal illness days with the School Corporation for a voucher amounting up to a dollar amount that is equal to two and half (2-1/2) times the highest current daily sub-rate toward an annual individual membership fee at the Health/Fitness Center of the employee's choice. This membership may be used by the employee only and must be reapplied for each year with the same guidelines. Voucher checks will be written directly to the health club of choice. (This clause includes facilities that enhance overall health, fitness, and cardiovascular conditioning that helps employees achieve a more healthful life. It is not the intent of this clause to include facilities or clubs such as weight loss, golfing, or similar recreational or therapeutic enterprises.)

### **Sick Leave – 180-200 Day Classified**

A classified employee may be absent due to personal illness or medical appointment(s) (dentist, eye, annual physicals, etc.) for four (4) days per year without loss of compensation. Any unused sick leave days for a particular classified employee shall accumulate to a maximum of forty-five (45) days. A classified employee may be asked or after three (3) days will need to provide a return to work statement from their physician indicating that they have been released and are able to return to work at full duty with no restrictions.

During the ninety (90) day probationary period, classified employees will have one (1) day of sick leave. After the completion of a ninety (90) day probationary period, classified employees shall receive the pro-rated days of sick leave from their hire date. The pro-rated share will be in no less than half days. After July 1<sup>st</sup> of future years classified employees will receive four (4) days of sick leave per year.

Sick leave may be used in no less than half-day increments.

Any classified employee who has accumulated a minimum of ninety-three (93) personal illness days, may, with a completed form to the Central Office, once in a twelve (12) month period exchange three (3) personal illness days with the School Corporation for a voucher amounting up to a dollar amount that is equal to two and half (2-1/2) times the highest current daily sub-rate toward an annual individual membership fee at the Health/Fitness Center of the employee's choice. This membership may be used by the employee only and must be reapplied for each year with the same guidelines. Voucher checks will be written directly to the health club of choice. (This clause includes facilities that enhance overall health, fitness, and cardiovascular conditioning that helps employees achieve a more healthful life. It is not the intent of this clause to include facilities or clubs such as weight loss, golfing, or similar recreational or therapeutic enterprises.)

### **Short Term Disability/Maternity Leave**

North Montgomery Community School Corporation does not offer short-term disability or a maternity leave benefit. For a short term or maternity leave, the classified employee must use the different leave benefits that are offered.

### **Vacation and Holidays– 260 Day Full time/Part time**

- A. A full-time classified employees shall be entitled to ten (10) annual paid vacation days. Classified employees with years of service greater than ten (10) years starting the following July 1<sup>st</sup>, will receive fifteen (15) days. Vacation days may not be taken until after the completion of the ninety (90) day probationary period. For classified employees that start after July 1<sup>st</sup>, the classified employee shall receive the pro-rated share of vacation days from their hire date and the pro-rated share will be in

no less than ½ days. After July 1<sup>st</sup> of future years, the classified employee will receive ten (10) vacation days per year. The classified employee must use all vacation days by June 30<sup>th</sup> of each year or will forfeit the unused vacation days. Vacation days may be used in no less than ½ day increments.

- B. Part-time classified employees will be entitled to ten (10) half days annual paid vacation days. Vacation days may not be taken until after the completion of the ninety (90) day probationary period. For classified employees that start after July 1<sup>st</sup>, the classified employee shall receive the pro-rated share of vacation days from their hire date and the pro-rated share will be in no less than ½ days. The classified employee must use all vacation days by June 30<sup>th</sup> of each year or will forfeit the unused vacation days. Vacation days may be used in no less than half-day increments.
- C. Upon voluntary separation of employment, classified employees will be paid a pro-rated share of unused vacation time or classified employees must reimburse the Corporation for vacation days used over the pro-rated amount for the year. All fractions will be rounded to the nearest half-day.

### **Vacation and Holidays– 200-220 and 180-200 Classified Staff**

No vacation leave is provided.

#### **A. Holidays 260 Day Full time/Part time**

1. The following are paid holidays for full-time and part time classified employees: Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, and New Years Day. Holiday hours will be paid at the employees normal workday hours.
2. If any of the above holidays fall on Saturday or Sunday, and the holiday is honored on either Friday or Monday for other Corporation-classified employees, the custodial staff will also get the day off with pay.
5. If full-time or part time hourly paid classified employees work on a paid holiday, they will receive the holiday pay and pay for the hours worked.
4. To be eligible for holiday pay, the classified employee must work the scheduled workday prior to the holiday and the next scheduled workday after the holiday, unless prior approval has been given by their supervisor.

200-220 and 180-200 Classified Staff  
No Holiday leave is provided.

## **PAY**

### **Annual Pay Adjustment**

July 1<sup>st</sup> anniversary date will be used to determine annual pay adjustments.

### **Overtime**

It is the intention of the Corporation to compensate classified employees for overtime work, when such is previously approved and properly performed. No overtime shall be worked without the prior approval of the classified employee's supervisor and the Superintendent, or their designee.

## **Unemployment Compensation**

The Corporation pays unemployment insurance for every employee. Unemployment insurance benefits are designed to assist employees in the event of dismissal through no fault of their own.

## **Wages and Hours 260 Day Full time/Part time**

Full time hourly paid classified employees (260 Days Full-time & Part-time) must work a minimum of thirty-seven (37) hours per week. Part time hourly paid classified employees must work a minimum of twenty (20) hours per week.

### **All Classified Staff**

All shift hours will be determined by the immediate supervisor and/or the building principal. Additional or reduction in normal working hours for classified employees will be determined by the immediate supervisor and/or the building principal in connection with increased or decreased building activities or emergencies.

Overtime wages will be based on forty (40) hours during a standard workweek between the hours of 12:00 a.m. (midnight) Monday and 11:59 p.m. Sunday. Overtime will be paid at one and one half (1 ½) times regular pay. All overtime must be approved by the supervisor prior to work being done. Overtime is determined based on all hours worked for the Corporation, no matter what job is being performed.

All hourly paid classified staff must record hours worked using the time clock (K-Time), bus drivers will use the Time & Attendance on the table in the bus. Employees must approve the hours recorded at the end of the week.

Upon voluntary separation of employment the last paycheck will be adjusted for the actual days worked since July 1<sup>st</sup>. The classified employee should contact the Deputy Treasurer to verify amount of the classified employee's last paycheck.

## **EMPLOYEE CONDUCT AND WORK RULES**

### **Attendance and Punctuality**

In order for the Corporation to function efficiently, all employees must be on time and present for work. The Corporation will maintain daily attendance records. If you are going to be absent or tardy, you must telephone your supervisor before the start of your regularly scheduled work shift. If your absence is unreported for a period of three days, the Corporation will consider you have voluntarily terminated or resigned your employment. Poor work attendance, including tardiness in reporting to work, may result in disciplinary action up to, and including, dismissal. Attendance records may also be taken into account when considering employees for promotion, advancement, pay increase, or transfer.

### **Complaint Resolution – Open Door Policy**

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents will resolve themselves naturally; however, should a situation persist that you believe is detrimental to you or to the Corporation, free discussion with your immediate supervisor is encouraged. You may be asked to put your complaint in writing. If your complaint is not resolved at that level or if the complaint is against your supervisor, you may go directly to your building principal or the Superintendent. The administration will endeavor to work out a satisfactory solution to the problem.

This "open door" policy is a commitment to all employees that any member of administration's door is always open to them at any time they need to discuss a problem, an alleged impropriety, a complaint, or to make a suggestion. Note: No adverse action will be taken against an employee using this complaint resolution procedure to bring up a problem or register a complaint. Confidentiality will be maintained to the greatest extent possible.

## **Conflict of Interest**

A conflict of interest occurs when an employee knowingly or intentionally benefits financially from a contract with the Corporation, or a purchase made by the Corporation. Employees shall not engage in nor have a financial interest in (directly or indirectly) any activity that conflicts with or raises a reasonable question of conflict with their responsibilities to the Corporation.

Any employee with reason to believe that they may have a conflict of interest must disclose the potential conflict to the Superintendent or Business Manager.

An employee who fails to disclose the conflict of interest may be subject to disciplinary action up to and including termination (Policy 4113).

## **Discipline Procedure**

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

- Step 1. Discussion with your supervisor (verbal warning);
- Step 2. Written warning;
- Step 3. Final warning/Suspension;
- Step 4. Discharge (dismissal).

## **Drugs and Alcohol**

The Board maintains an educational setting which meets the requirements in the Drug-Free Workplace Act and Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, sale, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia by any member of the Corporation while on Corporation property or while involved in any Corporation related activity or event. Any classified employee who violates this policy shall be subject to disciplinary action.

## **Disciplinary Actions**

A violation of the Board's Drug and Alcohol Policy may result in disciplinary action, up to and including dismissal of employment. In addition to any disciplinary action, the Corporation may, at the employee's expense, refer the employee to a treatment and counseling program for drug and alcohol abuse as a condition of continued employment. Employees referred to such a program by the Corporation must immediately cease any drug use and must comply with all other conditions of the treatment and counseling program. The Corporation shall determine whether an employee referred for drug treatment and counseling should be temporarily reassigned to another position for safety reasons. The Corporation may terminate any employee who tests positive for drugs and/or refuses to submit to a drug screen.

## **Mandatory Reporting (Board Policy 4121)**

During the course of employment with the Corporation, each support staff employee shall be required to report the following:

- A. Arrest or the filing of criminal charges against the employee;
- B. Conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-28-5-8;

- C. Conviction of the employee in Indiana or another jurisdiction for an offense listed in I.C. 20-26-11.2(b) or I.C. 20-26-11.2(c); and
- D. Substantiated report of child abuse or neglect of which the employee is the subject to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect.

Violations may result in discipline up to and including termination.

**I.C. 20-26-5-10 requires the following:**

- A. The Corporation must contact references and, if applicable, the most recent employer provided by a prospective employee before the Corporation may hire the potential employee.
- B. The Corporation must conduct an expanded child protection index check concerning each applicant for employment before or not later than 60 days after the applicant's hire date. Employees must comply by the deadline, or the Corporation will separate employment until the DCS check returns as favorable.

The Corporation must conduct an expanded criminal history check on each employee every five years. The expanded background check will be done through the HR Department. Employees will be notified if they must complete said expanded criminal history check. Employees must comply by the deadline, or violations may result in discipline up to and including termination. An employee on approved leave will have up to thirty (30) days after returning from leave to complete the mandatory background check requested during the employee's approved time off.

**Job Openings**

In the event that a job opening occurs, the position may be posted, and all current classified employees will be given an opportunity to apply.

**Nepotism**

Relatives of persons currently employed may be hired if they will not be working directly for or supervising a relative. A relative is defined as children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents living in the same residence of a staff member. See Policy 4120 for more information.

**Prohibition Against Threats and Violence**

It is the policy of Board to maintain a work environment free from intimidation, threats, or violent acts. The Corporation will not tolerate intimidation, or hostile behavior of any kind, including threats, physical abuse, stalking, vandalism, arson, sabotage, possession or use of weapons, carrying weapons of any kind onto Corporation property, or any other act, which, in the Corporation's opinion, is dangerous or inappropriate to the workplace, other employees or any individual on the Corporation's premises. Any object, regardless of its' nature, can be considered a weapon when used in a threatening or violent manner and will be taken into custody and turned over to the proper authorities.

Employees who believe they have been subjected to any of the behaviors listed above or have knowledge of any violation of this policy should immediately report the incident to their supervisor. Complaints will be promptly investigated. When the results of an investigation indicate the necessity to do so, appropriate disciplinary action, up to and including dismissal, will be taken.

## **Public Presentation**

Employees are prohibited from discussing with any member of the media or an elected body (such as the City-County Council or the Indiana Legislature) any internal matter relating to the Corporation, including its policies, practices, business or activities unless it is a part of the employee's job description, or the employee has been authorized by the Superintendent. This prohibition does not include matters of public concern. Violations may result in discipline up to and including termination.

## **Reporting Child Abuse**

If you have reason to believe a student may be a victim of abuse or neglect, you are required by law to report it immediately to your supervisor or call the Indiana Dept of Child Services' Child Abuse and Neglect hotline 1-800-800-5556. Reporting suspected child abuse will not jeopardize your employment. Failure to report suspected child abuse may result in criminal prosecution.

## **Rules of Conduct**

The following rules of conduct create a positive work environment. Employees violating these rules and regulations are not performing in the Corporation's and their co-workers' best interest. By way of example, rather than limitation, the following conduct provides sufficient cause for disciplinary action up to and including discharge:

1. Abusive, unprofessional, or inconsiderate treatment of fellow employees, students, visitors, and/or the public.
2. Insubordination or neglect of duty.
3. Deliberately giving false information on an employment application, time records, or other records or altering, removing, or destroying records, reports, or documents without authorization.
4. Any unauthorized removal of property from the Corporation, i.e., theft.
5. Being under the influence of or possessing alcohol, illegal drugs, or controlled substances at work and not properly prescribed for the employee by a physician.
6. Fighting or inappropriate conduct on the Corporation's property, including the use of profanity, verbal abuse, or violent acts or threats.
7. Violence in the workplace, including bullying.
8. Sleeping during working hours.
9. Illegal gambling on property or while on duty.
10. Failure of the employee to report an arrest, the filing of criminal charges, and/or the conviction of criminal offenses to their supervisor or the Superintendent within 48 hours of the occurrence.
11. Failure to respect the confidentiality of information and records.
12. Deliberate, careless handling of materials resulting in damage to the Corporation's property.
13. Possession of a firearm in a school building or on school property while on duty as a school employee unless the firearm is locked in the trunk of the employee's vehicle, kept in the glove compartment of the employee's locked vehicle, or stored out of plain sight in the employee's locked vehicle.
14. Acts of harassment or intimidation toward another employee.

15. Excessive absenteeism, tardiness, or unauthorized departure from work (abandonment of job duties) or being paid while not working (ghost employment).
16. Serious misconduct or criticism of authority, i.e., misconduct of a nature that would bring discredit and/or harm upon the Corporation.
17. Failure to meet and maintain established performance standards as provided in job descriptions and performance appraisal criteria, including mandatory training expectations.
18. Use of tobacco or vaping products on Corporation property.
19. Failure to report accidents, damaged equipment, or other hazardous conditions.
20. Absence from assigned duty station without permission of the employee's supervisor.
21. Violation of fire or safety regulations.
22. Violation of Use of Social Media Policy 7544. Staff should review the handbook and the board policy regarding "Responsible Use of Social Media" on the Corporation's website.
23. Violation of ethical boundaries between a staff member and a student.
24. Violations of rules or regulations published by any of the Corporation's divisions, departments, or offices of the Corporation or any resolutions, policies, rules, or regulations adopted by the Corporation.
25. Failure to submit to a drug or alcohol test when there is cause for reasonable suspicion due to behavior or performance concerns.
26. Unsatisfactory performance or conduct.

Steps of progressive discipline procedures may be waived for severe infractions.

The above rules are not intended to be all-inclusive. The Corporation reserves the right to take disciplinary action for other offenses not specifically listed here.

The main purpose of having a disciplinary procedure is to give the employee an opportunity to correct and improve their work situation. In some instances, suspension or dismissal without prior warning may be imposed when the seriousness of any individual offense or the employee's cumulative record indicates that such action is required. Thus, the Corporation reserves the right to suspend or terminate any employee without prior notice, and without utilizing the step procedure outlined above at any time if such dismissal is deemed in the best interest of the Corporation.

## **Safety**

Safety in the workplace is everyone's business - even in an office environment. The Corporation is committed to the task of maintaining a safe and clean work environment. The Corporation expects everyone to share in this commitment. Specific safety matters that may pertain to your work area, will be discussed with you by your supervisor.

It is your responsibility to report any unsafe or potentially unsafe situation or condition to your supervisor immediately.

### **I. Safety and Housekeeping Rules:**

- A. Keep a neat and orderly work area at all times.
- B. Be familiar with fire and evacuation plans.
- C. Only authorized and trained classified employees should use, adjust, and repair any piece of equipment that has moving or hot parts.
- D. Keep drawers and storage area doors closed.
- E. Wear seat belts and observe all motor vehicle safety and speed regulations when operating a Corporation vehicle or your own vehicle when driving on Corporation business.
- F. Report immediately any automobile accident which occurs while on Corporation business. Work-related auto accidents are included under the Indiana Occupational Health and Safety Act.

- G. Report unsafe conditions immediately. Correct any unsafe conditions or report them so others can make corrections.
- H. The use of heating devices must be approved by the maintenance department. Electrical heaters must be unplugged when not in use.
- I. When working at a video display terminal (VDT), adjust your screen and chair in a manner to avoid eye and back strain.
- J. When operating moving equipment, make sure hair or clothing items cannot get caught in a moving part.
- K. Be familiar with the location and operation of fire extinguishers in areas where you work.
- L. Keep food in tightly sealed containers to reduce the possibility of bugs and rodents.
- M. Wear shoes without open toes or heels to protect feet and toes from falling objects.
- N. Operate all equipment and machinery in a safe manner and according to the manufacturer's directions.
- O. Follow directions carefully when using hazardous chemicals.
- P. Follow all fire code directives, OSHA, state/federal laws.
- Q. Wear protective eye cover.

ACCIDENTS ARE NOT INEVITABLE. YOU CAN PREVENT THEM. YOUR OWN SAFETY ATTITUDE IS YOUR BEST PERSONAL PROTECTION!

### **AHERA Standard**

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of North Montgomery Community School Corporation is available for review and copying by students, staff and guardians during normal business hours.

### **Bomb or Other Threats**

Employees who receive bomb or other threats made to the school or persons involved with the school over the telephone should attempt to obtain as much information as possible from the caller including location of the bomb, time of detonation, the sex, age, name of the caller, and what the caller's voice sounded like (nervous, determined, other) and make note of any background noises, etc. Employees are directed to call the building principal immediately. The principal has specific instructions to follow in case of threats made to the school.

### **Fire Extinguishers**

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

### **Pesticide Application Process**

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal's office or Administration Office. You will be given a form to fill out and you will be notified of any pesticide application with at least 48 hours in advance notice. Pesticide applications will not be done when children, staff members, or any other people are present in the area to be treated.

### **Tornado and Fire Drills**

The Corporation maintains weather alert stations throughout the district. The stations are monitored at all times by an assigned individual. Proper tornado and fire safety procedures and directions are posted throughout all buildings

and must be followed closely in the event of a disaster drill or actual evacuation. Please familiarize yourself with tornado and fire procedures and exits for your particular work area in your building.

## **Universal Precautions**

All employees are directed to utilize the universal precautions outlined to prevent the transmission of dangerous communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS) through blood or other body fluids. In the event of an accident that involves bodily fluids:

1. Immediately send for the custodian for clean-up.
2. Keep all students away from any furniture or area that has been soiled with blood or other body fluids until the custodian has completed the cleaning of the area.
3. Always wear gloves when in contact with blood or other body fluids. To protect yourself, consider body fluids as potentially infectious. Even dried blood can infect.
4. Take measures to ensure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come in contact with other individuals.
5. If other body fluids come in contact with your skin, or that of other individuals, clean the skin immediately with alcohol or, if the situation allows, scrub the area with soap and water and then rinse with alcohol.
6. Place all materials used in the clean-up in plastic bags and close tightly.
7. When an accident involves or causes an excessive spill of body fluids, an adult should accompany the student or fellow employee to the health room.
8. When all other procedures have been completed, remove gloves, place them in a plastic bag and seal tightly. Place contaminated materials in designated disposal areas. Then wash your hands using the following procedures:
  - a. Wet both hands, using a generous amount of soap. Work up a lather. This will help lift the bacteria from the skin.
  - b. Wash for a minimum of 20 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
  - c. Keep your hands down and rinse well with warm, running water.
  - d. Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now clean hands from being contaminated by the potentially dirty fixtures.

## **Worker's Compensation -In Case of an Accident/Incident or Injury**

The Corporation purchases worker's compensation insurance which provides for medical treatment and income assistance for Corporation employees who may become injured or disabled because of a job-related injury or disability. The guidelines for medical treatment and income assistance are determined by regulations established by the Indiana General Assembly. In the event of an accident, the building principal, supervisor or Superintendent must be notified immediately or within forty-eight (48) hours of the accident. Failure to report an injury may result in disciplinary action up to, and including, reflection on performance review or dismissal. All treatment must be coordinated through the Central Office.

Despite our best efforts to avoid them, accidents can still occur. First aid kits are located in our buildings for minor cuts or abrasions. Everyone must utilize the "universal precautions" in all injuries involving loss of blood or other bodily fluids. Disciplinary action may result if Universal Precautions are not utilized in appropriate situations.

Employees who become injured at work, regardless of the severity of the injury, **MUST REPORT THE INCIDENT** to the building principal, supervisor or Superintendent immediately or within forty-eight (48) hours of the incident. **AND COMPLETE THE INDIANA WORKER'S COMPENSATION FIRST REPORT OF EMPLOYEE INJURY, ILLNESS REPORT FORM. A WORKER'S COMPENSATION FORMS MUST BE COMPLETED EVEN IF YOU CHOOSE NOT TO VISIT A DOCTOR.** A neglected injury, minor as it may seem, can become a serious problem if not treated promptly and properly. If you

do not report the injury, there will be no documentation that the injury was work-related, and you could jeopardize your eligibility for work-related coverage under Indiana Worker's Compensation law.

If your injury is serious, or if you should become unconscious at work, we will obtain emergency medical treatment or arrange for you to be taken to the nearest appropriate medical facility by emergency personnel. All employees are directed to call 911 for any emergency. Under no circumstances should a Corporation employee be transported by another Corporation employee.

Your cooperation is required in completing the report. Complete and timely documentation is necessary to expedite claim processing and to ensure a safe workplace.

## **Search**

Access to the Corporation premises is conditioned upon its right to inspect or search the person, vehicle, or personal effect of any employee or visitor. This may include any employee's office, desk, file cabinet, closet, locker, email and Internet history per Board policy, or similar place. Because even a routine search might result in the viewing of an employee's personal possessions, employees are encouraged not to bring any item of personal property to the workplace that they do not want revealed to the Corporation.

Any prohibited materials (or materials that may be found to be prohibited) that are found in any employee's possession during an inspection or search will be collected by administration and placed in a sealed container or envelope. The employee's name, date, circumstances under which the materials were collected, and by whom they were collected will be recorded and attached to the container or written upon the envelope. If after further investigation, the collected materials prove not to be prohibited, they will be returned to the employee, and the employee will sign a receipt for the contents. If the prohibited materials prove to be illegal and/or dangerous, they will not be returned to the employee but will be turned over to the appropriate law enforcement agency.

From time to time, and without prior announcement, inspections or searches may be made from anyone entering, leaving, or on the premises or property of the Corporation (including alcohol and/or drug screens or other testing). Refusal to cooperate in such an inspection or search (including alcohol and/or drug screens) is grounds for dismissal.

## **Solicitation**

Solicitation by an employee of another is prohibited during the working time of either person. Working time is defined as the time when an employee's duties require that he/she be engaged in work tasks. Distribution of printed materials or literature of any nature shall be limited to non-work areas at non-work times. No literature shall be posted anywhere on the premises without the authorization of the building principal or designee. Solicitation and/or distribution of material on school property by person(s) not employed by the school are prohibited at all times.

## **Staff Dress and Grooming**

The Corporation and its employees are in the public eye. Community members may make judgments about the effectiveness of the Corporation based on their observations of its employees. Therefore, it is very important that all employees project a positive image to visitors and students. It is necessary that you dress appropriately for an educational environment. Dress code and/or uniform requirements are at the discretion of the supervisor and/or principal

## **Student Well-Being**

Classified employees may be confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the classified employee. Classified employees must ensure the maintenance of the following standards.

- A. Each classified employee shall report immediately to the principal any accident or safety hazard she/he detects.
- B. A classified employee shall not send students on any personal errands.
- C. A classified employee shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. This provision should not be construed as precluding a classified employee from associating with students for legitimate or proper reasons.
- D. A classified employee shall not transport students in his/her private vehicle without the approval of the principal or designee.
- E. A student shall not be required to perform work or services that may be detrimental to his/her health.
- F. Most information concerning a child in school, other than directory information, is confidential under federal and state laws. Any classified employee who shares confidential information with another person not authorized to receive the information may be subject to disciplinary action. This confidential information 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.

### **Theft and Property Damage**

If you become aware of any theft or damage to Corporation property, advise your supervisor immediately so the appropriate reports can be completed, and an investigation can be initiated.

### **Tobacco Use at Work**

The use of tobacco products poses health issues for the user and second-hand smoke is a threat to the personal health of others. In addition, nicotine is a powerfully addictive substance, and the use of tobacco products could lead to nicotine addiction. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by staff members at all times within any facility owned or leased or contracted for by the Board.

Such prohibition also applies on school grounds; in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars; and at any school-related event.

Employees who violate Policy 4215 shall be subject to disciplinary action in accordance with the applicable policies of the Board.

### **Use of Communication Systems**

Employees are provided access to the internet to assist them in performing their job. Email, instant messaging, text messaging, and voicemail can provide excellent communication with other employees and external resources. The internet, voice mail, and telephones must be tempered with common sense and good judgment.

Content created, stored, or received on the Corporation's computer and/or telephone systems or created using Corporation property may and likely will be reviewed by administrative staff and other authorized representatives. Employees should have no expectation of privacy in anything they create, store, or receive on the Corporation systems, and the systems belong to the Corporation and should be used for Corporation purposes.

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other forms of electronic communication (ParentSquare, Canvas, blogs, newsgroups, chat groups, etc.), downloaded from the internet, or displayed or stored

in the Corporation's computers. Employees encountering or receiving this material from another employee or student should immediately report this to the supervisor.

### **Use of Equipment and Vehicles**

All Corporation property, including, but not limited to, buildings, grounds, vehicles, equipment, office supplies, materials, stationery, postage, telephones, copiers, tools, mowers, laptop, Chromebooks, iPads, computers, and audio-visual equipment are intended for Corporation business use only. Unauthorized use of Corporation property will result in disciplinary action including dismissal.

### **Volunteers and Parents**

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

### **Weapons**

The Board prohibits staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle; provided, however, that a professional staff member is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the professional staff member's vehicle, kept in the glove compartment of the professional staff member's locked vehicle, or stored out of plain sight in the professional staff member's locked vehicle.

Staff members must report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Superintendent will report an employee who violates this policy to law enforcement officials. The staff member also will be subject to disciplinary action, up to and including termination, for violation of this policy.

This prohibition does not apply to weapons under the control of law enforcement personnel, as well as a School Resource Officer or other school security personnel who is not a law enforcement officer, but who may legally possess a firearm. (Policy 4217)

### **Work Stoppage**

The Corporation is obligated and committed to providing certain basic services to students residing in the Corporation under its jurisdiction and as contracted. Therefore, if the schools are open, and students are in attendance, those basic services will be provided.

Classified employees are required to perform their normal duties as assigned by the Superintendent, building principal, or other designee. A classified employee who fails to perform their duties as required will be subject to loss of pay and disciplinary measures in accordance with the policies of the Board, and the laws of the state.

### **Workplace Violence**

The Corporation is committed to promoting a safe and secure work environment. All employees are expected to treat co-workers, students, families, and vendors in the workplace in a mature and

professional manner. The following are examples of behavior that is considered violent, threatening, or harassing:

- Repeated abusive or profane language
- Bullying
- Allusions to violence against self or others
- Aggression, intimidation, or hostile behavior
- Dangerous pranks or aggressive horseplay
- Fighting or assault
- Persistent inappropriate anger or conflict
- Sexual harassment, stalking, or unwanted pursuit
- Refusal to respect the rights of others

Employees who become aware of troubling persons or situations that cause severe anxiety, stress, conflict, or fear must report such concerns to their immediate supervisor, the Superintendent, or the police department

Employees who are aware of or are experiencing personal situations involving domestic or family violence that may adversely affect the safety and security of the workplace should report such concerns to their immediate supervisor.

## **EMPLOYMENT STATUS AND RECORDS**

### **Change of Status**

It is the employee's responsibility to notify the Human Resource (HR) Department if they have any changes in their name, marital status or the number of dependents, beneficiaries, etc. so the employee records are updated, correct tax forms can be completed, and the employee health insurance coverage can be changed. New dependents cannot be added to dependent health coverage if you do not notify the HR Department of the change in a timely manner.

### **Dismissal**

Any classified employee may be dismissed for any reason deemed in the best interest of the Corporation.

### **Mandatory Forms**

#### **Criminal History Information**

To help ensure a safe environment, it is the policy of the Corporation to require each individual hired for employment to complete an extended criminal history report with Safe Hiring Solutions.

The Corporation will conduct an expanded criminal history check on each employee once every five (5) years and bear the cost of the expanded checks for classified employees.

For the purpose of this policy, "applicant" means any individual who is applying for employment with the Corporation and/or seeking to enter into a contract to provide services to the 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, and present employees who are applying for other positions or planning to provide services within the Corporation.

## **Employment Eligibility Documents**

Federal regulations require the Corporation to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 form and provide proof of their identity and their ability to work in this country. The Deputy Treasurer is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three (3) working days from the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

## **Payroll Forms**

The employee must complete a W-4 form for federal and a WH-4 for state income taxes to receive pay. Employees shall submit the electronic documents before the first day of employment and update any information changes.

## **Resignation**

In the event an employee wishes to terminate the employment relationship, written notice is required two (2) weeks in advance. If an employee fails to give two (2) weeks notice, he/she forfeits any accumulated vacation pay.

## **Business-Related Travel**

If you are required to travel or use your personal auto as part of your job, the Corporation will reimburse you for all reasonable travel expenses. The travel must be approved in advance. The Board of Education has established a mileage rate. Please see your supervisor to obtain information regarding travel reimbursement.

## **Continuation of Benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA)**

If your employment with the Corporation is terminated for reasons other than gross misconduct, you may continue to participate in the Corporation's group health insurance plan for a defined period of time. In addition, your spouse or other dependents may continue to participate in the health insurance plan in the event of a divorce or legal separation, your death, a minor child reaching the maximum age for coverage, or your retirement. If you or your dependents qualify, you may continue in the plan, at your own expense, for a period of time defined by federal law. *You will obtain information regarding your COBRA benefits at the time of dismissal.*

# **EMPLOYMENT WORK SCHEDULE**

## **School Cancellation**

If it is necessary to close or delay the start of school due to inclement weather, power failure, or any other emergency, a ParentSquare message will be initiated, and the media will be notified. Your supervisor or designee will notify you whether you should report to work.

260- and 200-220 Day Staff are to report for normal work hours unless Montgomery County has declared a weather/travel emergency (warning level red). If an emergency is declared, all staff will be paid for their normal work hours. For staff that report to work and conduct work on site, they will be paid for those hours in addition to their normal work hours. If needed, additional staff may be asked to report to work. Staff that do not report to duty on school cancellation days other than when an emergency has been declared, will not be paid but use a personal, vacation day, or take a day without pay. If the Central Office allows staff to go home due to extreme weather conditions, those days will be treated the same as if a weather/travel emergency is declared.

180-199 Day Staff will only be paid for the hours worked or can take any available personal day.

### **Work Schedule-eLearning Days**

260- and 200-220-Day staff are to report to work on eLearning Days.

180–199-Day staff can use personal or sick days to cover eLearning Days, unless approved by the Superintendent.

Early Dismissal Days Due to Weather or Other Emergency(ies)

260-200-220 Day Staff are to remain on duty until the end of the normal workday unless Central Office has advised all staff to go home due to extreme weather conditions or an emergency. If a staff member wishes to leave early, they may do so by using a personal or vacation day.

180-199 Day Staff may leave with the students as their work is completed and will not be paid for hours not on duty.

### **Work Schedule-Two-Hour Delay Days**

260- and 200-220 Day Staff are to report for normal work hours on a two-hour delay.

180–199 Day Staff will report for duty after the two-hour delay and will not be paid for the hours not on duty.

### **Working from Home**

The Superintendent must approve any staff member that wishes to have the ability to work from home for short periods and for special situations. The approval will be reviewed each year.

Reasons approval would be approved:

Work is essential for the Corporation.

The staff member has the majority of their work that can be done remotely.

The staff member has the ability to access needed resources to complete the majority of their work.

Working from home must also be approved by the supervisor each time.