Griffith Public Schools

EMPLOYEE HANDBOOK

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Vision Statement

Preparing today's learners to become tomorrow's leaders.

Mission Statement

Griffith Public Schools embraces a community-driven education rooted in inclusive opportunities, high standards, and core values.

Values

Griffith Public Schools values:

Perseverance

Respect

Integrity

Differences

Excellence

GENERAL INFORMATION

INTRODUCTION

Welcome to the Griffith Public Schools. We hope you will find your employment with the school system fulfilling and rewarding. Your employment makes you a part of a well-respected team in which everyone plays a vital role in the success of the GPS.

This Employee Handbook outlines our current personnel policies and employee benefits. It is designed to be a reference and does not address all issues or have all of the answers.

If you have any questions about the information provided in this Employee Guide, please speak with your supervisor or contact the Chief Financial Officer.

Please note that the information included in this Guide does not and is not intended to create a contract of employment or employment benefits. It does not make any express or implied contractual rights or give any basis for any cause of action. Except for the Collective Bargaining Agreement for certified staff, and subject to discussion for certified staff as outlined in Indiana Code 20-29-6-7, Griffith Public Schools has the right to interpret, modify, or deviate from this Guide at any time and its sole discretion.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. GPS will inform you of any changes as they occur.

The policies in this handbook are not intended to alter or alleviate any requirement created by federal, state or local law, and any such law supersedes a policy in this handbook when a conflict exists. All GPS employees are responsible for complying with applicable federal, state and local laws. Any penalty imposed for violating a policy in this Handbook is disciplinary in nature and in no way affects any obligation or penalty that may be imposed under law.

Since this handbook serves as an outline, some topics described in this handbook are covered in detail in official policy documents. Copies of all policies may be obtained at https://go.boarddocs.com/in/griffith/Board.nsf/Public. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits.

Information regarding salary, wages and wage-related benefits for teachers may be viewed in the Collective Bargaining Agreement by visiting:
https://resources.finalsite.net/images/v1731001820/griffithk12inus/srxkvuvlholdvp8siwog/GriffithFederationofTeachers2024-2025Contract.pdf

Global Compliance Network (GCN)

To demonstrate compliance with federal and state mandates, all GPS employees must annually complete courses on Blood-borne Pathogens, Bullying Prevention, and Mandatory Reporting. Depending on an employee's duties, other courses may also be assigned. Employees use their district single sign-on to access GCN and complete the required coursework within the specifications of their employment. These courses will be available on August 1st and must be completed no later than September 30th.

EQUAL OPPORTUNITY

All Griffith school campuses are tobacco and smoke-free. Civil Rights Assurance of Equal Opportunity And Nondiscrimination Statement: Griffith Public Schools is committed to equal opportunity and does not discriminate based on age, race, color, sex, handicapping conditions, or national origin, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Leah Dumezich, Superintendent, 602 N. Raymond, Griffith, IN 46319, 219-924-4250. Any other information concerning the above policies may be obtained by contacting Leah Dumezich, Superintendent, 602 N. Raymond, Griffith, IN 46319, 219-924-4250.

GRIFFITH PUBLIC SCHOOL CORPORATION
DISTRICT INFORMATION

Board of Education
Tina Adams
Jesse Adduci
Emily Conner
Jason Jaques
Kathy Ruesken

Administration Office		
https://www.griffithps.org		
Superintendent	Mrs. Leah Dumezich	219-924-4250, ext. 1004
Chief Financial Officer	Ms. Terri Chance	219-924-4250, ext. 1007
Treasurer	Ms. Kim Holmquist	219-924-4250, ext. 1006
Executive Assistant to the Superintendent	Mrs. Elaine Jelenski	219-924-4250, ext. 1004
Human Resources Specialist	Mrs. Sandra Tinoco	219-924-4250, ext. 1001
Payroll & Benefits Specialist	Mrs. Dawn Magallanes	219-924-4250, ext. 1003
Accounts Payable Specialist	Ms. DeAngela Brewer	219-924-4250, ext. 1002

Griffith School District Directors	
Buildings and Grounds	Mrs. Georgia Smith
Food Services	Mrs. Tiffiny Ulman
Safety and Security	Mr. Dan Young
Special Education	Mrs. Celia Padilla
Technology & Curriculum	Mrs. Niki Sarver
Transportation	Mrs. Danielle Azcona

Griffith Jr/Sr High School Administration	
https://mshs.griffithps.org/	
Principal 9-12	Mr. Jon Chance
Principal 6-8	Ms. Alana Anderson
Assistant Principal	Mr. Brian Jennings
Assistant Principal	Ms. Timberly Kinnie
Student Support Services	Mr. Mike Worosz
Director of Guidance	Mrs. Michelle Udchitz
Athletic Director	Mrs. Kelly Greer
Assistant Athletic Director	Mrs. Olimpia Tienstra

Beiriger Elementary School Administration	
https://bes.griffithps.org/	
Principal 3-5	Mrs. Ambre Cain
Assistant Principal	Mrs. Deb Carver
Secretary	Ms. Angela Goodson
School Nurse	Mrs. Helen Riccio
Social Worker	Mrs. Melissa Pride

Wadsworth Elementary School Administration	
https://wes.griffithps.org/	
Principal PK-2	Mrs. Katie Garvey
Student Support Advisor	Mrs. Shelley Zahorsky
Secretary	Mrs. Cindy Jursic
Secretary	Mrs. Ramona Damjanovic
School Nurse	Mrs. Jen Kocon
Counselor	Ms. Michaela Johnson

EQUAL OPPORTUNITY
Griffith Public Schools Board Policy 3122 / 4122

This policy affirms Griffith Public School's commitment to the principles of equal opportunity employment. Internal inquiries regarding equal opportunity compliance should be directed to Leah Dumezich, Superintendent of Griffith Public Schools, 602 N. Raymond Street, Griffith, IN 46319 (219) 924-4250.

The School District will investigate and respond to all incidents and/or complaints of discrimination, harassment, retaliation and similar conduct under common complaint, investigation, and appeal procedures as outlined in Administrative Guidelines for Board Policies.

ANTI-HARASSMENT
Griffith Public Schools Board Policy 3362 / 4362

The Superintendent has established a common procedure for reporting, investigating, and appealing allegations of discrimination, harassment, and retaliation. See Administrative Guideline for Policies 1662, 3362, 3362.02, 4362, 4362.A, 5517 and 5517.01 for the common reporting, investigation, and appeal procedure.

AUTHORIZATION TO WORK

In accordance with the Immigration Reform Act of 1986, the Corporation employs only U.S. Citizens and others lawfully authorized to work in the United States.

The Human Resources department utilizes E-Verify to verify all new employees' right to work in the United States.

AT-WILL EMPLOYMENT – Classified Personnel

This Guide should not be construed as a contract or guarantee of continued employment. Griffith Public Schools reserves the right to terminate an employment relationship with a classified staff employee at any time. All support personnel not covered by the terms of a negotiated agreement are "at-will" employees.

BACKGROUND CHECKS
Griffith Public Schools Board Policy 3121 / 4121

All employees of the GPS are required, per state statute, to complete an Expanded Criminal History Check and Expanded Child Protection Index (ECPI) Check at the time of hire and then once every five (5) years at the employee's expense.

Failure to complete the Expanded Criminal History Check and ECPI Check in a timely manner or report criminal arrests and charges under this policy may result in disciplinary action, up to and including termination.

DISCLOSURE OF CRIMINAL ARRESTS AND CHARGES
Griffith Public Schools Board Policy 3121 / 4121

During the course of employment with the School Corporation, each employee shall be required to report his/her arrest or the filing of criminal charges against the employee and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent will review each report and take appropriate action based on the circumstances of the situation.

Failure to report under this policy may result in disciplinary action up to and including termination.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE
Griffith Public Schools Board Policy 3122.01 / 4122.01

The Superintendent has established Administrative Guidelines to ensure compliance with the Board's Drug-Free and Alcohol-Free Workplace policy. It is every employee's responsibility to be familiar with Board policy 3122.01 and 4122.01.

TOBACCO-FREE WORKPLACE
Griffith Public Schools Board Policy 3215 / 4215

The Board prohibits the use of tobacco by all people in and on all property owned and/or leased by the District at all times. This prohibition includes all District buildings, grounds and vehicles and personally owned and leased vehicles and business vehicles while on District property.

CONFIDENTIALITY
Griffith Public Schools Board Policy 8330 / 8350

All information about students and/or employees should be treated with the strictest confidence. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a student or employee's family, financial condition, or personal situations is strictly confidential and must not be shared.

PERSONNEL RECORDS AND FILES
Griffith Public Schools Board Policy 8320

Employees should promptly contact Payroll immediately because of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information.

Employees desiring to inspect their personnel file shall make their request in advance to the Chief Financial Officer. Records must be inspected in Central Office, and the employee's personnel file must always remain in Central Office during the inspection. Employees may receive copies of documents included in their personnel file upon written request to the Chief Financial Officer.

USE OF SCHOOL DISTRICT PROPERTY AND MATERIALS
Griffith Public Schools Board Policy 7530.02

All Griffith Public Schools property, including buildings, vehicles, equipment, office supplies, and materials, is intended for school district business only. Any misuse of School District property and/or materials may be grounds for discipline up to and including termination.

TECHNOLOGY RESPONSIBLE USE
Griffith Public Schools Board Policy 7540, 7540.02, 7540.04

All Griffith Public Schools (GPS) staff are responsible for their actions and activities involving the school district's computers, electronic devices, network, and Internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. The rules and guidelines detail the responsible use of electronic information resources under which staff and all members of the GPS community, herein referred to as "users," will be held accountable. The rules do not attempt to describe every possible prohibited activity. School staff who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks, regardless of how they are accessed.

Responsible Use

1. School computers, network, and Internet services, and electronic resources are provided for educational purposes and research consistent with GPS's educational mission, curriculum, and instructional goals.
2. Users must comply with all Board policies, the student handbook, and school rules and expectations concerning conduct and communications when using school computers or school-issued electronic resources, whether on or off school property.

Prohibited Uses:

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district's computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any Board policy/procedure or school rules. GPS and its employees and agents assume no responsibility for illegal activities of students while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district's computers, electronic devices, networks and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user's responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules, or any other Board policy, procedure or school rules. "Incidental personal use" is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption or harm to the school district's computers, electronic devices, network and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the GPS Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district's secure network without permission from the GPS Technology Department.

Compensation for Losses, Costs and/or Damages

1. In the event an electronic device is lost, stolen or damaged, the individual staff member will be responsible for the cost of the repair and/or cost of replacement as determined by school administrators. Multiple instances of damage may result in the loss of the device or other disciplinary actions.
2. Purposeful, malicious damage or vandalism, as determined by school administrators, will be subject to the full replacement value of said device.
3. In addition, all users may be responsible for compensating the school district for any losses, costs, or damages incurred for violations of Board policies/procedures and school rules, including the cost of investigating such violations. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

1. Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

2. Staff may post student pictures on district/ school/classroom “public” websites if the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access.
3. All Griffith Community Schools are closed campuses. GPS retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a GPS staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or group.
4. The use of cameras in any type of electronic device is strictly prohibited in locker rooms and restrooms.
5. GPS staff must maintain the confidentiality of student data under the Family Education Rights and Privacy Act (FERPA).
6. Students may be issued a school email address to improve student communication and collaboration on school projects. Email should be used only for educational purposes that directly relate to a school project or assignment.

Technology Privacy

All computers, telephone systems, voice mail systems, electronic mail, and electronic communication systems are the district’s property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district’s computer system, telephone system, electronic mail system, and voice mail system. Students and staff should not expect that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material. Staff shall immediately report any potential security breaches to the GPS Technology Department.

Personal Devices

All users are prohibited from using privately-owned electronic devices in school unless explicitly authorized by the teacher, building Principal, or GPS district administration.

Additional Rules for Laptops, iPads, or Other Electronic Devices Issued to Staff

1. Electronic devices loaned or leased to students or staff shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school safety officer and/or local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property.
5. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the building administrator or Director of Technology.
6. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
7. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Terms of Use

GPS reserves the right to deny, revoke or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the GPS network, Internet, and electronic resources.

Disclaimer – GPS, its employees, and agents make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it provides. Furthermore, GPS is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices, or information gathered through Internet access.

2. Any damage suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of GPS electronic resources.

Social Media—Acceptable Use

Employees must remember they are representatives of Griffith Public Schools.

Employees may not post confidential, sensitive or proprietary, or non-public financial information about the corporation, clients, employees, or applicants.

Employees may not post obscenities, slurs, or personal attacks that can damage the reputation of the corporation, clients, employees, or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters.

"The opinions expressed on this site are my own and do not necessarily represent the views of Griffith Public Schools."

GPS may monitor content on the Internet. Policy violations may result in discipline up to and including termination of employment.

USE OF E-MAIL
Griffith Public Schools Board Policy 7540.01

All employees of GPS will be assigned a district email account. It is the responsibility of the employee to check this account on a regular basis to obtain important communications from their building and corporation administration. Employees shall use their District e-mail account for school business purposes only. Any misuse of the District email system may result in discipline up to and including termination.

STUDENT SUPERVISION AND WELFARE
Griffith Public Schools Board Policy 3213 / 4213

A certified or classified staff member shall not transport students, other than the staff member's children, in a private vehicle except in the following circumstances:

1. Advance approval of the Superintendent or designee; or
2. An emergency in which a ride is provided solely to protect the safety of the student.

If an emergency exists, a professional staff member must contact and gain approval to transport from his/her supervisor and attempt to contact the parents before the ride. The next business day after transporting the student, the staff member must provide a written report concerning the details of the ride and the facts giving rise to the emergency.

REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT
Griffith Public Schools Board Policy 8462

GPS is concerned with the physical and mental well-being of all children and will cooperate in the identification and reporting of suspected cases of child abuse and neglect under law.

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this School Corporation and will cooperate in the identification and reporting of cases of suspected child abuse or neglect in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. If a staff member has reason to believe a child is a victim of abuse or neglect, s/he shall immediately make a report to the Department of Child Services ("DCS") by calling the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556. After making the report, the staff member shall notify the appropriate building administrator of the circumstances that led to the report that the staff member made to DCS or the police. The building administrator

shall document the report and, if unable to confirm the date and time it was made and/or the identity of the person to whom the report was made, shall contact DCS to ensure that they have received the report and an investigation has begun.

The building administrator shall secure prompt medical attention for any such injuries reported.

Information concerning alleged abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration, DCS, the local prosecutor, and the Griffith Police Department. If the parent or a member of the household is not the subject of the investigation, the Corporation may notify the parents that a report was made.
Per Indiana Code 31-33-22-1, knowingly failing to report suspected child abuse or neglect is a Class B misdemeanor, which is punishable by up to 6 months in jail and up to a $1,000 fine.

DRESS CODE
Griffith Public Schools Board Policy 3216 / 4216

The Superintendent has established Administrative Guidelines regarding employee dress and grooming and believes that an employee should dress in a manner consistent with their professional responsibilities.

Clothing/footwear considered inappropriate and unacceptable include:

- Items that are worn, ripped, frayed, torn, or unkempt
- Tight-fitting pants or shirts
- Items containing obscene, profane, discriminatory, provocative, or inflammatory words or pictures
- Items advertising alcoholic beverages, drugs, drug paraphernalia, or tobacco products
- Sweatshirts/sweatpants/leggings with a short top that does not cover the bottom/shorts
- See-through garments, halter tops, bare midriff/back tops, tank tops/muscle shirts, low-cut blouses, and pants
- Worn out sneakers

CHARACTER DEVELOPMENT
Griffith Public Schools Board Policy 3210

All GPS school employees shall uphold the highest ethical standards in their working relationships. Employees shall establish and maintain professional boundaries with students and colleagues. Employees are expected to treat all individuals with respect and courtesy.

Employees aim to protect the health, well-being, and safety of students and coworkers. Employees are expected to maintain the privacy of student information, except for circumstances where employees have a legal duty or professional obligation to report.

REPORTING ACCIDENTS
Griffith Public Schools Board Policy 8442

The Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end, and so that legitimate employees claim for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury to a student, an employee of the Corporation, or a visitor to the schools must be reported promptly. Injured people shall be referred immediately to the school nurse and/or appropriate personnel for such medical attention as may be needed.

An injured employee shall report the incident via the procedure listed under Worker's Compensation below.

An injured visitor, or the employee responsible for an injured student shall complete a form, available in the office of the principal, that includes the date, time, and place of the incident; the names of people involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances. That form must be forwarded immediately to the Chief Financial Officer,

EMPLOYEE AND TRAVEL REIMBURSEMENT
Griffith Public Schools Board Policy 6550

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the corporation. Meals are not reimbursed for same-day travel.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the corporation policy for detailed travel policies, procedures, and authorization and reimbursement forms.

Exempt employees will be paid their regular salary for weeks when they travel. Nonexempt employees will be paid for travel time following federal and state wage payment laws.

CLASSIFIED EMPLOYEES WORK HOURS / COMPENSATION
Griffith Public Schools Board Policy 4120 / 4410 / 4420

Detailed information for each job classification will be provided in the addendum handbooks for that group.

Work Hours

GPS has established the following categories for both nonexempt and exempt employees:

- **Regular, full-time:** Employees who are not in temporary status and who are regularly scheduled to work the corporation's full-time schedule of 30 to 40 hours per week. Generally, these employees are eligible for the full benefits package, subject to the terms, conditions, and limitations of each benefits program.
- **Regular, part-time:** Employees who are not in temporary status and who are regularly scheduled to work less than 30 hours each week. Regular, part-time employees are eligible for some of the benefits offered by the corporation, subject to the terms, conditions, and limitations of each benefits program.
- **Temporary, full-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the corporation's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- **Temporary, part-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than the corporation's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary workers are not eligible for the corporation benefits unless specifically stated otherwise in the corporation policy or are deemed eligible according to plan documents.

Documenting Work Hours

Hourly employees shall record work time using the Attendance on Demand time clocks located throughout the district, corresponding to each pay period, to comply with the Federal Wage and Hour Laws. Employees must clock in within 3 minutes of the start or end of the shift. Falsely recording hours worked may subject the offending employee to discipline up to and including termination. Any errors on time records should be promptly reported to their Supervisor and the Payroll and Benefits Office.

Classified Hourly Staff Leaves and Absences

Leave and absence information specific to his/her job classification (i.e. Bereavement, Family Illness, etc.) will be given to the employee at the time of the new hire intake and annually thereafter, if applicable. Unless the employee is on leave of absence as approved by the Superintendent and has exhausted their paid leave, employees do not have a right to leave without pay. When absent from work, available leave hours must be used before any leave without pay will be considered by the Supervisor. As a reminder, personal illness leave is to be used only for the employee's own illness, attending a healthcare appointment, family or the illness or healthcare appointment of an immediate family member.

Meal/Rest Periods

The scheduling of meal and rest breaks at GPS may be set by the employee's immediate supervisor. This is to provide the least possible disruption to the unit operations.

Employee meal periods are important to the corporation productivity and employee health. Employees who work at least 6 consecutive hours will be given a meal break, not to exceed 30 minutes. The meal period will not be included in the total hours of work per day and is not compensable unless the employee is required by a supervisor to perform work. Nonexempt employees are to be completely relieved of all job duties while on their meal break.

Rest Breaks

Nonexempt employees are permitted a 15-minute break for each four hours of work. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered "time worked" and is compensable.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the meal period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes. For example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour-long break.

Overtime Pay (Non-Exempt Employees)
Griffith Public Schools Board Policy 4413

The Corporation does not allow overtime without written authorization by the supervisor.

The actual hours worked must be more than forty (40) hours in a week to be considered overtime. It will be calculated and compensated for 1.5 hours for every hour over the forty (40) hours worked.

The use of paid benefit time (sick, personal, vacation, holiday, etc.) does not apply toward work time. Supervisors are required to obtain approval from the Superintendent or the Chief Financial Officer prior to the use of overtime.

Employees who anticipate the need for overtime to complete the week's work must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule.

Failure to follow this procedure may be grounds for discipline up to and including termination.

ATTENDANCE

Regular and punctual attendance is essential. The District relies on employees' regular attendance to operate effectively and deliver high-quality educational services.

Inclement Weather Reporting Guidelines
In the event of school delays or closures due to inclement weather, staff should follow the reporting expectations outlined below. Safety is the top priority. Please exercise caution and allow for extra travel time as needed.

Staff Type	Report During School Cancellation	Report During Delayed Start	Arrival Time for Delay
Teachers	No	Yes	Normal report time unless otherwise specified.
All Secretaries, Central Office	No	Yes	Normal report time unless otherwise specified.
Librarians/Video Monitor	No	Yes	Two hours after normal start time (e.g., 7:00 AM becomes 9:00 AM).
Food Service	No, unless otherwise directed	Yes	Normal report time unless otherwise specified.
Transportation	No	Yes	Two hours after normal start time.
Maintenance/Custodial	Yes, unless otherwise directed	Yes	Normal report time unless otherwise specified.
Paraprofessionals (Paras)	No	Yes	Two hours after normal start time.
School Nurse	No	Yes	Two hours after normal start time.
Substitute Teachers	No	Yes	Two hours after normal report time.
Administrators	Yes, unless otherwise directed	Yes	Normal report time unless otherwise specified.

Note: The goal is for all staff to report to work safely. Employees should travel carefully, and stay alert for updates from district administration regarding specific circumstances.

Use of Leave Time
- Leave should be used **sparingly and only with prior approval**.
- Employees are expected **not to exceed** their leave **accrual rate**, except when on **approved medical leave**.
- The District monitors attendance patterns and may take corrective action for excessive absenteeism.

Excessive Absenteeism
- Excessive absenteeism, whether excused or unexcused, is subject to disciplinary review.
- Each case will be evaluated individually by the administration.
- Habitually repetitive absences or lateness may lead to disciplinary action, including **termination**.

Absence Without Notification
- Failure to report to work and provide notice for **three (3) consecutive workdays** will be considered a **voluntary termination** of employment.

The District reserves the right to waive or modify the enforcement of these policies to provide reasonable accommodations for qualified individuals under the **Americans with Disabilities Act (ADA)**.

TIME OFF/LEAVES OF ABSENCE
Griffith Public Schools Board Policy 3421 / 4421

Holiday Pay

Please refer to your position's agreement and/or handbook as to the holidays paid and observed.

All classified employees must be present on the scheduled workday before and the scheduled workday after a paid holiday to qualify for holiday pay. The use of a full shift of unapproved paid benefit time or non-paid days will disqualify the employee from receiving payment for the holiday, unless the employee is on approved FMLA leave or an approved doctor's note is provided to the administration office.

Vacation

Employees should refer to the agreement and/or handbook for their respective positions to determine applicable vacation days. Vacation can only be used after it has been granted. Vacation leave will not be approved during an unpaid leave of absence. For employees working in a school building, vacation days should be scheduled when the school is not in session. All vacation days for GPS employees are expected to be utilized by June 30th of each year, unless otherwise specified in their position agreement.

To schedule vacation time, employees should submit a completed leave form to the supervisor at least two weeks before the requested leave. Employees must ensure that they have enough leave time available to cover the time requested. The supervisor should return the leave request to the employee within three business days of the date it is submitted indicating that the request has been approved or denied. If the request for vacation leave is denied, the supervisor should provide an appropriate reason on the form returned to the employee.

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay is not included in overtime calculation and does not include any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than to vacation pay.

Paid Benefit Time

Employees should refer to their position's agreement and/or handbook for information on applicable paid benefit time provided.

Bereavement Leave

An employee shall be granted bereavement leave to handle matters related to death and grieving of five (5) workdays within one calendar year for each death in the immediate family, which is defined to mean parent, sibling, spouse, child, stepchild, or stepparent. If bereavement leave is not taken immediately, documentation of the need may be required.

An employee shall be granted bereavement leave to handle matters related to death and grieving of three (3) workdays within one calendar year for death of grandchild, grandparent, aunt, uncle, mother-in-law, father-in-law, daughter-in-law, son-in- law, brother-in-law, sister-in-law, stepfather, stepmother, or step-grandchildren of employee or employee's spouse. If bereavement leave is not taken immediately, documentation of death business may be required.

Bereavement leaves for other persons or additional days due to the loss of any of the above relatives may be approved by the Superintendent of schools as he/she deems appropriate.

Paid bereavement leave may be subject to an employee's positions' agreement or conditions for employment.

Jury Duty

Upon written application by the employee and presentation of satisfactory evidence of proof of jury duty, an employee who is required to serve jury duty shall be paid his/her regular rate of pay during such jury service, less any pay received for such service. Any fees for travel, food or other reimbursement will not be considered in calculating the difference between jury pay and the employee's regular pay.

Family and Medical Leave Act
Griffith Public Schools Board Policy 3430.01

Upon hire, Griffith Public Schools (GPS) provides all new employees with notices required by the U.S. Department of Labor (DOL) on the use and eligibility for leave under the Family and Medical Leave Act (FMLA).

The Human Resources Specialist in the Administration Office reviews all requests for FMLA. Please contact her at 219-924-4250 for additional information or to answer questions.

The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the FMLA, employees will be afforded all rights required by law.

In case of any questions, concerns, or disputes related to this policy, it is necessary to contact the Human Resources Specialist at the administration office.

General Provisions

Under this policy, GPS will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave. GPS has chosen to count all leave, paid or unpaid, as part of the 12 weeks (or up to 26 weeks of military caregiver leave) when an approved FMLA leave occurs.

Eligibility

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- **The employee must have worked for the corporation for 12 months or 52 weeks.** The 12 months or 52 weeks need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- **The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence**. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- The birth of a child and to care for that child.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for a spouse, child or parent with a serious health condition (Under the FMLA, a "spouse" means a husband or wife as defined under the law in the state where the employee resides, including same-sex marriages).
- The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

If an employee uses benefit time for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the corporation may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

An employee whose spouse, son, daughter, or parent has been notified of an impending call or order to cover active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) childcare and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Covered active duty means:

- In the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign county.
- In the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in Title 10 U.S.C. §101(a)(13)(B). In the case of a member of a regular component of the Armed Forces, duty during the deployment.

The leave may commence as soon as the individual receives the call-up notice. (*Child* for this type of FMLA leave is defined the same as for *child* for other types of FMLA leave.) This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in a 12- month period.

Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

An employee whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member. *Next of kin* is defined as the closest blood relative of the injured or recovering service member. The term *covered service member* means:

A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation or therapy or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

The term serious injury for illness means:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was

aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on an active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Amount of Leave

An eligible employee may take up to 12 weeks for the first five FMLA circumstances above (under heading "Type of Leave Covered") under this policy during a 12-month period. The corporation will measure the 12-month period as a rolling 12-month period measured backward from the date an employee first uses any leave under this policy. Each time an employee takes leave, the corporation will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount of time the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave circumstance above during a single 12-month period. For this military caregiver leave, the corporation will measure the 12- month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the corporation and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If spouses both work for the corporation and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits during Leave

While an employee is on leave, the corporation will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

Employee Status After Leave

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider.

Use of Paid and Unpaid Leave

All sick, personal and paid vacation runs concurrently with FMLA leave.

Disability leaves for the birth of a child and for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA.

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday,

resulting in a reduced-hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12- month period).

Certification for the Employee's Serious Health Condition

The corporation will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay.

Failure to provide certification may result in a denial of continuation of leave.

Certification for the Family Member's Serious Health Condition

The corporation will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the continuation of leave.

Certification of Qualifying Exigency for Military Family Leave

The corporation will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The corporation will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Recertification

The corporation may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the corporation may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence.

Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide the administration office with verbal or written notice of the need for the leave. Within five business days after the employee has provided this notice, the personnel and benefits coordinator will provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the corporation's usual and customary notice and procedural requirements for requesting leave.

Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the personnel and benefits coordinator will provide the employee with a written response to the employee's request for FMLA leave.

Intent to Return to Work from FMLA Leave

The corporation may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Definitions

The following definitions will be used as they relate to FMLA:

A “child” refers to a biological, adopted, foster, or “step” child, a legal ward, or a person less than eighteen (18) years of age, for whom the employee has the responsibility to provide care and support. Additionally, a “child” is considered a person eighteen (18) years or older who is incapable of self-care due to a physical or mental disability. A “parent” refers to an individual’s natural parent or a parent who has/had legal custody of a child as described above.

Health care provider includes:

- Doctor of Medicine or osteopathy authorized to practice medicine.
- Podiatrists, dentists, clinical psychologists, optometrists, chiropractors, nurse practitioners, nurse- midwives, clinical social workers (each performing within their scope of practice)
- Christian Science practitioners listed with the First Church of Christ, Scientist of Boston, or
- any health care provider recognized by the GPS group health plan.

Military Leave of Absence

Griffith Public Schools encourages and supports employees who choose to serve our nation in the armed forces. In certain cases where an employee is called to military service, either for active duty or annual training, that employee may be entitled to reinstatement reemployment and other rights under the Uniform Services Employment and Reemployment Rights Act of 1994 (“USERRA”) and subsequent amendments. Further, employees who serve in the National Guard or Reserves of the US Armed Forces are provided benefits under Indiana Code IC 10-16-7.

GPS is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the corporation’s policy that no employee (full or part-time) or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or corporation policy. If any employee believes that he or she has been subjected to discrimination in violation of corporation policy, the employee should immediately contact the administration office.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Uniform Services Employment and Reemployment Rights Act of 1994 (“USERRA”)- The Act provides a series of rights to employees serving in the U.S. Armed Forces:

Reemployment Rights- An employee has the right to be reemployed in his/her civilian job if leave is taken to perform service in the uniformed service and:

- Advanced written or verbal notice of that service was given.
- The employee had five (5) years or less of cumulative service in the uniformed services while with that employer.
- The employee returns to work or applies for reemployment in a timely manner after conclusion of service; and
- The employee had not been separated from service with a disqualifying discharge or under other. than honorable conditions.
  In meeting the aforementioned conditions, an employee must be restored to the job (or a comparable job) and benefits the employee would have attained if he/she had not been absent due to military service.

Right to Be Free from Discrimination and Retaliation- An employee who is a past or present member of the uniformed service; has applied for membership in the uniformed service; or is obligated to serve in the uniformed service; may not be denied:

- Initial employment.
- Reemployment.
- Retention in employment.
- Promotion; or
- Any benefit of employment because of his/her status.

In addition, retaliation may not occur against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

Health Insurance Protection- An employee who leaves his/her job to perform military service, has the right to elect to continue existing employer-based health plan coverage for the employee and that employee's dependents for up to twenty-four (24) months while in the military. In the event that the employee does not elect to continue coverage during military service, the employee has the right to be reinstated in the employer's health plan when he/she is reemployed, generally without any waiting periods, or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

If the employee accepts other employment during any period of military leave, he/she will be deemed to have voluntarily resigned. If the employee remains on active duty in the military for a period greater than four years, the city is no longer obligated to return him/her to employment.

Arrangements need to be made to arrange for continuation of health insurance coverage and payment of the applicable premium while on military leave. An employee in military service for less than thirty-one (31) days only will be required to pay the standard employee premium for continuation of coverage. For absences exceeding thirty-one (31) days, the employee may be required to pay the full cost of the premium, similar to the amount paid by employees who elect continuation of coverage following termination of employment. Specifically, employees may continue coverage during military leave granted more than thirty-one (31) days at the employee's own expense through the provisions of Federal law based on the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

Indiana National Guard and Reserves- In accordance with Indiana Code **IC 10-16-7, a** member of the Indiana National Guard or Reserves who is employed by a school district is entitled to receive from the member's employer a leave of absence from the member's respective duties in addition to regular vacation period without loss of time or pay for the time that the member is:

1. on training duties of the state under the order of the governor as commander in chief
or
2. a member of any reserve component under the order of the reserve component authority for any consecutive or nonconsecutive period that does not exceed a total of fifteen (15) days in any calendar year.

The above guidelines set forth the general parameters concerning military leave. Any questions should be directed to the Human Resources Specialist.

BENEFITS
Griffith Public Schools Board Policy 3419 / 4419 / 4419.02

Benefits for covered Griffith Public Schools (GPS) employees are provided through the Porter County Schools Employees' Insurance Trust. The following is a general summary of those benefits; specific benefits are contained and defined in the summary plan description.

Porter County Schools Employees' Insurance Trust

October 1, 2025 – September 30, 2026 Benefits Summary

Benefits	Health 1 (PPO Plan)	Health 2 (Surest Plan)	Health 3 (HDHP $3,500/$7k)	Health 4 (HDHP $6,500/$13k)
	Network/Non-Network	*Network/Non-Network*	*Network/Non-Network*	*Network/Non-Network*
Deductible Single Family	 $1,000 / $2,000 $2,000 / $4,000	 $0	 $3,500 / $7,000 $7,000 / $14,000	 $6,500 / $13,000 $13,000 / $26,000
Coinsurance	80% / 60%	100% / 100%	100% / 70%	100% / 70%
Maximum Out-of-Pocket Single (w/ Deductible) Family (w/ Deductible)	 $3,000 / $6,000 $6,000 / $12,000	 $4,000 / $8,000 $8,000 / $16,000	 $3,500 / $14,000 $7,000 / $28,000	 $6,500 / $26,000 $13,000 / $52,000
Hospital Services	80% / 60%	100% / 100%	Ded/Coins.	Ded/Coins.
Office Visit	$0 Clinic $40 copay / 60%	$0 Clinic $10 - $65 / $195 copay	$0 Clinic Ded/Coins.	$0 Clinic Ded/Coins.
Urgent Care Facility	$100 copay / 60%	$35 / $105 copay	Ded/Coins.	Ded/Coins.
Emergency Room	$300 copay	$350 copay	Ded/Coins.	Ded/Coins.
Outpatient Facility	80% / 60%	100% / 100%	Ded/Coins.	Ded/Coins.
Preventive Services	$0 / 60%	$0 / $100 copay	$0 / Ded/Coins.	$0 / Ded/Coins.
Retail Prescription Drug Copay	$0 Clinic $20 Tier 1 Generic $45 Tier 2 Brand $80 Tier 3 Non-formulary 75%, max $250 Tier 4 Specialty	$0 Clinic $10 Tier 1 Generic $35 Tier 2 Brand $70 Tier 3 Non-formulary $10 - $200 Tier 4 Specialty	$0 Clinic Rx subject to deductible and coinsurance	$0 Clinic Rx subject to deductible and coinsurance
Mail Order Prescription Drug Copay	$40 Tier 1 Generic $90 Tier 2 Brand $160 Tier 3 Non-formulary 75%, max $250 Tier 4 Specialty	$25 Tier 1 Generic $87.50 Tier 2 Brand $175 Tier 3 Non-formulary Not Covered Tier 4 Specialty	Rx subject to deductible and coinsurance	Rx subject to deductible and coinsurance
Rx Maximum Out-of-Pocket Single Family	 $6,350 / $12,700 $12,900 / $25,800	 Rx subject to medical out-of-pocket	 Rx subject to deductible & coinsurance	 Rx subject to deductible & coinsurance
Rates as of 10/1/2025:				
Single Medical	$1,077	$934	$803	$671
Family Medical	$2,881	$2,498	$2,144	$1,799
Single Dental	$41	$41	$41	$41
Family Dental	$125	$125	$125	$125

See United Healthcare Certificate for full detail.

Medical, Dental and Vision Insurance

The corporation currently offers full-time employees regularly scheduled to work a minimum of 30 hours per week enrollment in medical, dental and vision insurance coverage options on the first of the month following their date of employment.

Employees have up to 30 days from their date of hire to make medical, dental and vision plan elections. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the administration office to determine if a family status change qualifies under the Plan document and federal regulations.

In August of each calendar year during open enrollment, employees may change medical, dental & vision elections to be effective from October-September.

Group Life Insurance

GPS currently offers regular full-time employees regularly scheduled to work a minimum of 30 hours per week (excluding café and Paraprofessional positions), enrollment in life insurance on the first of the month following their date of employment. This is an employee cost of $.50 per year. Each policy generally pays a death benefit equal to his or her base contracted salary rounded to the nearest $1,000. Transportation staff are enrolled in a death benefit not to exceed $5,000.

Staff may participate in a supplemental group life insurance program at their own expense.

403(b) Plan

GPS offers a voluntary pretax or post tax salary reduction plan in which all employees, who are 18 years of age or older, may elect to participate beginning with the first payroll period administratively feasible after employment.

Workers' Compensation Benefits

It is the goal of Griffith Public Schools that all employees receive prompt medical treatment if they have sustained a work-related injury. Indiana Public Employer's Plan (IPEP) is our worker compensation carrier. We have designated Occupational Health Community Healthcare System and Immediate Care Center as our Occupational Provider for prompt and compassionate treatment for our employees.

If an employee has sustained a work-related injury, the following steps must be followed:

1. Immediately call **Paradigm 24/7 855-262-9879**. This is required for all Workplace Injuries and Illnesses. Nurse will direct employee what to do, and if necessary, which location of **Occupational Health** they should go to.
2. Complete a **Indiana Worker's Compensation First Report of Employee Injury, Illness.**. This may be obtained from the building principal, supervisor or administration building representative.
3. An **Employers Authorization for Care** form will be completed by the building principal, supervisor or administration building representative. This form **must** be taken with the employee to the Occupational Health or Immediate Care Center to receive medical treatment.
4. Return all paperwork received by Occupational Health to the Central Office as soon as possible after receiving treatment.

Should a supervisor determine from the physical aspects, appearance, or behavior of a staff member that s/he might be under the influence of alcohol and/or drugs, said staff member may be immediately taken to a local health facility for further diagnosis. Reference policy **3170 and 4170**.

If the Corporation does not believe the injury entitles the employee to receive worker compensation benefits, it shall so notify the employee and the Worker Compensation Board within thirty (30) days of the date at which the alleged disability begins, in accordance with the procedures prescribed by the Board. (I.C. 22-3-7)

Employee Assistance Program (EAP)

Through the employee assistance program (EAP), GPS provides confidential access to professional counseling services. An employee is entitled to three in-person assessments and counseling sessions. The EAP, available to all employees and their immediate family members, offers problem assessment, short-term counseling and referral to appropriate community and private services. This service is provided on behalf of the Griffith Public Schools by National Insurance Services. To set up an appointment, call 1-866-451- 5465 or online at www.niseap.com password NISenhanced.

The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs that are not covered are the responsibility of the employee.

Optional Insurance

Additional insurance is available to employees at the employee's expense. The Board makes the plans available on an optional basis to those employees who may want them. Eligibility after the 30-day probationary period.

Flexible Benefits Plan (Section 125).

A flexible benefits plan is available to provide employees with a means of obtaining pre-tax savings for out-of-pocket health costs. Pre-taxing qualifies for exclusion from income provided in Section 125 of the Internal Revenue Code. Employees may sign a Salary Reduction Agreement for the premium or FLEX plan.

MEDICARE PART D CREDITABLE AND NON-CREDITABLE COVERAGE NOTICES

Important Notice from Griffith Public Schools
About Your Prescription Drug Coverage and Medicare
As it relates to Health Plans 1, 2, 3 & 4

Please read this notice carefully and keep it where you can find it. This notice has information about your current prescription drug coverage with Griffith Public Schools and about your options under Medicare's prescription drug coverage. This information can help you decide whether or not you want to join a Medicare drug plan. If you are considering joining, you should compare your current coverage, including which drugs are covered at what cost, with the coverage and costs of the plans offering Medicare prescription drug coverage in your area. Information about where you can get help to make decisions about your prescription drug coverage is at the end of this notice.

There are two important things you need to know about your current coverage and Medicare's prescription drug coverage:

1. **Medicare prescription drug coverage became available in 2006 to everyone with Medicare. You can get this coverage if you join a Medicare Prescription Drug Plan or join a Medicare Advantage Plan (like an HMO or PPO) that offers prescription drug coverage. All Medicare drug plans provide at least a standard level of coverage set by Medicare. Some plans may also offer more coverage for a higher monthly premium.**

2. **Griffith Public Schools has determined that the prescription drug coverage offered by Health Plans 1, 2, 3 & 4 are, on average for all plan participants, expected to pay out as much as standard Medicare prescription drug coverage pays and is therefore considered Creditable Coverage. Because your existing coverage is Creditable Coverage, you can keep this coverage and not pay a higher premium (a penalty) if you later decide to join a Medicare drug plan.**

When Can You Join A Medicare Drug Plan?

You can join a Medicare drug plan when you first become eligible for Medicare and each year from October 15th through December 7th.

However, if you lose your current creditable prescription drug coverage, through no fault of your own, you will also be eligible for a two (2) month Special Enrollment Period (SEP) to join a Medicare drug plan.

What Happens To Your Current Coverage If You Decide to Join A Medicare Drug Plan?

If you decide to join a Medicare drug plan, your current Griffith Public Schools coverage will be affected. You will have the option to retain your existing coverage and choose not to enroll in a Part D plan; or you can enroll in a Part D plan as a supplement to, or in lieu of, your current Griffith Public Schools coverage.

If you do decide to join a Medicare drug plan and drop your current Griffith Public Schools coverage, be aware that you and your dependents will be able to get this coverage back, subject to eligibility and enrollment guidelines.

When Will You Pay A Higher Premium (Penalty) To Join A Medicare Drug Plan?

You should also know that if you drop or lose your current coverage with Griffith Public Schools and don't join a Medicare drug plan within 63 continuous days after your current coverage ends, you may pay a higher premium (a penalty) to join a Medicare drug plan later.

If you go 63 continuous days or longer without creditable prescription drug coverage, your monthly premium may go up by at least 1% of the Medicare base beneficiary premium per month for every month that you did not have that coverage. For example, if you go nineteen months without creditable coverage, your premium may consistently be at least 19% higher than the Medicare base beneficiary premium. You may have to pay this higher premium (a penalty) as long as you have Medicare prescription drug coverage. In addition, you may have to wait until the following October to join.

For More Information About This Notice Or Your Current Prescription Drug Coverage…

Contact the person listed below for further information. **NOTE:** You'll get this notice each year. You will also get it before the next period you can join a Medicare drug plan, and if this coverage through Griffith Public Schools changes. You also may request a copy of this notice at any time.

For More Information About Your Options Under Medicare Prescription Drug Coverage…

More detailed information about Medicare plans that offer prescription drug coverage is in the "Medicare & You" handbook. You'll get a copy of the handbook in the mail every year from Medicare. You may also be contacted directly by Medicare drug plans.

For more information about Medicare prescription drug coverage:

- Visit www.medicare.gov
- Call your State Health Insurance Assistance Program (see the inside back cover of your copy of the "Medicare & You" handbook for their telephone number) for personalized help
- Call 1-800-MEDICARE (1-800-633-4227). TTY users should call 1-877-486-2048.

If you have limited income and resources, extra help paying for Medicare prescription drug coverage is available. For information about this extra help, visit Social Security on the web at www.socialsecurity.gov, or call them at 1-800-772-1213 (TTY 1-800-325-0778).

Remember: Keep this Creditable Coverage notice. Suppose you decide to join one of the Medicare drug plans. In that case, you may be required to provide a copy of this notice when you join to show whether or not you have maintained creditable coverage and, therefore, whether or not you are required to pay a higher premium (a penalty).

Date:	10/9/2024
Name of Entity/Sender:	Griffith Public Schools
Contact--Position/Office:	Central Office
Address:	602 N. Raymond St., Griffith, IN 46319
Phone Number:	219-924-4250

Brown & Brown

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877- KIDS NOW or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866-444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of January 31, 2020. Contact your State for more information on eligibility –

INDIANA – Medicaid	
Healthy Indiana Plan for low-income adults 19-64	Website: http://www.in.gov/fssa/hip/ or 1-877-438-4479
All other Medicaid	Website: http://www.indianamedicaid.com or 1-800-403-0864

To see if any other states have added a premium assistance program since January 31, 2017, or for more information on special enrollment rights, contact either:

U.S. Department of Labor
Employee Benefits Security Administration
www.dol.gov/agencies/ebsa
1-866-444-EBSA (3272)

U.S. Department of Health and Human Services
Centers for Medicare & Medicaid Services
www.cms.hhs.gov
1-877-267-2323, Menu Option 4, Ext. 61565

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According to the Paperwork Reduction Act of 1995 (Pub. L. 104-13) (PRA), no persons are required to respond to a collection of information unless such collection displays a valid Office of Management and Budget (OMB) control number. The Department notes that a Federal agency cannot conduct or sponsor a collection of information unless it is approved by OMB under the PRA, and displays a currently valid OMB control number, and the public is not required to respond to a collection of information unless it displays a currently valid OMB control number. See 44 U.S.C. 3507. Also, notwithstanding any other provisions of law, no person shall be subject to penalty for failing to comply with a collection of information if the collection of information does not display a currently valid OMB control number. See 44 U.S.C. 3512.

The public reporting burden for this collection of information is estimated to average approximately seven minutes per respondent. Interested parties are encouraged to send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Employee Benefits Security Administration, Office of Policy and Research, Attention: PRA Clearance Officer, 200 Constitution Avenue, N.W., Room N-5718, Washington, DC 20210 or email ebsa.opr@dol.gov and reference the OMB Control Number 1210-0137.

OMB Control Number 1210-0137

Employee Handbook Acknowledgment and Agreement

I acknowledge that I have received and reviewed a copy of the Griffith Public Schools Employee Handbook. I understand that it is my responsibility to read and comply with the policies and procedures contained within this handbook and any revisions made to it.

I understand that this handbook is intended to provide general information about the district's policies, and that it does not constitute a contract of employment. I also understand that the company may modify, rescind, or revise any policies, benefits, or procedures described in the handbook at any time, with or without notice, unless otherwise required by law.

By signing below, I agree to abide by the guidelines, policies, and procedures outlined in the handbook.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

Return this completed page to GPS Central Office within 2 weeks of receipt of the handbook.
Failure to do so could result in disciplinary action.