



**SOUTHWEST
DUBOIS COUNTY
SCHOOL CORPORATION**

**Non-Certified
Employee Handbook**

2025-2026

Every Student, Every Day

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Table of Contents

| | |
|--|-------|
| SCHOOL MISSION STATEMENT | 3 |
| EQUAL OPPORTUNITY STATEMENT | 3 |
| EMPLOYMENT AT WILL | 3 |
| PURPOSE OF THE HANDBOOK | 3 |
| GENERAL POLICIES | 4 |
| STUDENT SUPERVISION AND WELFARE | 4-5 |
| POSITION SCHEDULES AND GENERAL INFORMATION | 6 |
| DUTIES AND RESPONSIBILITIES | 6 |
| SALARY/HOURLY RATES | 7-8 |
| EMPLOYMENT STATUS | 8 |
| PAY PERIODS | 9 |
| TIMEKEEPING | 9 |
| EVALUATIONS | 9 |
| PAYSTUB | 9 |
| PAID HOLIDAYS | 10 |
| LEAVES OF ABSENCE | 10-12 |
| WORKER'S COMPENSATION - DUTY TO REPORT | 12 |
| PUBLIC EMPLOYEES' RETIREMENT FUND | 12 |
| INSURANCE BENEFITS | 13 |

SCHOOL MISSION STATEMENT

At Southwest Dubois County School Corporation, students develop college and career readiness through excellence, innovation, and opportunity.

EQUAL OPPORTUNITY STATEMENT

Southwest Dubois County School Corporation is an Equal Opportunity Employer and shall comply with all Federal laws and regulations. The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment. (Policy 1422)

EMPLOYMENT AT WILL

This booklet is not a contract between the employee and employer but merely provides guidelines to facilitate the employee's understanding of the terms and conditions of employment which the employer applies in the workplace. The employer reserves the right to change, modify, or even deviate from these provisions when it decides circumstances warrant.

Southwest Dubois School Corporation hopes that your working relationship with the school corporation is mutually satisfactory. However, an individual's employment will continue only so long as the employee is satisfied with the school corporation and the school corporation is satisfied with the employee. Just as the employee may resign at any time, he or she may be discharged at any time for any reason the employer determines appropriate. The employer makes no promise of continued employment or employment for a specific term.

Any employee may be discharged for any lawful reason including, but not limited to, unsatisfactory work performance, incompetence, immorality, direct disobedience to orders or instructions, break of employment duties, willful neglect to perform the rules and regulations of the schools, or physical inability to perform the essential functions of the job position. Because circumstances vary in each case involving possible disciplinary action, each case will be handled on an individual basis. The types of formal discipline that may be imposed include oral warnings, written warnings, suspension, and discharge.

PURPOSE OF THE HANDBOOK

This Employee Guide outlines Southwest Dubois County School Corporation's 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, building principal, Superintendent or contact the CFO.

GENERAL POLICIES

It is the intention of the Southwest Dubois County School Corporation to comply with all local, state, and federal laws which are applicable.

Any provisions of the handbook which are in conflict with any state or federal statutes, rules, or regulations now in effect in the State of Indiana or to become in effect during the effective term of the handbook, or the policies it describes, shall be superseded by any such conflicting statutes, rules, or regulations.

All policies included in Southwest Dubois County School Corporation Policy located on our website at www.swdubois.k12.in.us under the School Board tab, especially Section 4000 - non-certified, are applicable whether specifically stated here or not.

STUDENT SUPERVISION AND WELFARE

Non-certified staff shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional, and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards

- Each non-certified staff shall report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation he/she detects.
- Each non-certified staff shall immediately report to a building administrator any knowledge of threats or violence by students.
- A non-certified staff shall not send students on any personal errands.
- A non-certified staff shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff staff will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- A non-certified staff shall not transport students in a private vehicle without the approval of a building administrator.
- A student shall not be required to perform work or services that may be detrimental to his/her health.
- If a student approaches a non-certified staff to see advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the non-certified staff may attempt to assist the student by facilitating contact with certified or licensed individuals in the Corporation. However, under no circumstances should a non-certified staff attempt to counsel, assess, diagnose, or treat the student's problem or

behavior, nor should such non-certified staff inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- non-certified staff shall only engage in electronic communication with students via email, texting, social media, and/or online networking media such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or to curricular/extracurricular events or activities with prior approval of the principal.
- non-certified staff are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc., via email, text message, or through the use of social media and/or online networking media such as Facebook, Twitter, YouTube, Myspace, Skype, blogs, etc., unless such transmission has been made as part of a criminal matter, criminal investigation, pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Board Policy 5722.

Since most information concerning a child in school, other than directory information described in Board Policy 8330, is confidential under Federal and State laws, any non-certified staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, alleged child abuse, and any other record information. Pursuant to the laws of the State and Board Policy 8462, each non-certified staff shall report to the proper legal authorities, immediately, any sin of suspected child abuse or neglect.

Southwest Dubois County School Corporation Policy Manual (2011). *Board Policy 4213*. Neola.

<https://go.boarddocs.com/in/sdcsc/Board.nsf/Public?open&id=policies#>

POSITION SCHEDULES AND GENERAL INFORMATION

260 Work Days

- Full-Time or Part-Time staff
- Leave Days allotted on January 1 each year
- Positions Include
 - Director of Maintenance
 - Full-Time Maintenance
 - Custodians/Maintenance

240 Work Days

- Full-Time staff
- Leave Days allotted on January 1 each year
- Positions include
 - CFO
 - Executive Secretary
 - Director of Technology
 - Technology Specialist
 - Director of Food Service

220 Work Days

- Full-Time staff
- Leave Days allotted on July 1 each year
- Positions include
 - Athletic Trainer
 - Transportation Director (Jan 1)
 - Director of Community Engagement

203 Work Days

- Full-Time Staff who may work up to two weeks before school starts and two weeks after school ends
- Leave Days allotted on July 1 each year
- Positions include
 - Secretaries/Treasurers (8 hours daily)
 - Bilingual (8 hours daily)
 - Head Nurses (7.5 hours daily)

185 Work Days

- Full-Time Staff
- Leave Days allotted on July 1 each year
- Positions include
 - Building Level Nurses (8 hours daily)

Up to 180 Work Days (Varies based on number of student days in the school calendar)

- Full or Part-Time Staff that work only the days students are in session unless approved by supervisor
- Leave Days allotted on July 1 each year
- Positions include
 - Instructional Assistants
 - Certified Assistants
 - Permanent Substitutes
 - Specialized Assistants
 - Social Worker
 - Food Service

DUTIES AND RESPONSIBILITIES

All non-certified staff shall be directly responsible to the Building Principal and/or the staff member's immediate supervisor.

The assignment of work hours will be determined by the Building Principal and/or the staff member's immediate supervisor.

A job description for all employees will be on file in the Building Principal's office and in the Superintendent's office.

SALARY/HOURLY RATES

July 1 will serve as the beginning of any future changes in salary for the following non-certified positions.

| Level | Instructional Assistant | Certified Assistant | Bilingual | Secretaries/ Treasurers | Social Worker | | Nurse | | Custodial | Maintenance |
|-------|-------------------------|---------------------|-----------|----------------------------|---------------|---------|---------|---------|-----------|-------------|
| | | | | | BSW | MSW | RN | LPN | | |
| 0 | \$13.00 | \$14.00 | \$16.00 | \$14.70 | \$28.25 | \$29.50 | \$27.00 | \$23.00 | \$13.50 | \$15.00 |
| 1 | \$13.20 | \$14.20 | \$16.25 | \$14.90 | \$28.50 | \$29.75 | \$27.20 | \$23.20 | \$13.70 | \$15.20 |
| 2 | \$13.40 | \$14.40 | \$16.50 | \$15.10 | \$28.75 | \$30.00 | \$27.40 | \$23.40 | \$13.90 | \$15.40 |
| 3 | \$13.60 | \$14.60 | \$16.75 | \$15.30 | \$29.00 | \$30.25 | \$27.60 | \$23.60 | \$14.10 | \$15.60 |
| 4 | \$13.80 | \$14.80 | \$17.00 | \$15.50 | \$29.25 | \$30.50 | \$27.80 | \$23.80 | \$14.30 | \$15.80 |
| 5 | \$14.00 | \$15.00 | \$17.25 | \$15.70 | \$29.50 | \$30.75 | \$28.00 | \$24.00 | \$14.50 | \$16.00 |
| 6 | \$14.20 | \$15.20 | \$17.50 | \$15.90 | \$29.75 | \$31.00 | \$28.20 | \$24.20 | \$14.70 | \$16.20 |
| 7 | \$14.40 | \$15.40 | \$17.75 | \$16.10 | \$30.00 | \$31.25 | \$28.40 | \$24.40 | \$14.90 | \$16.40 |
| 8 | \$14.60 | \$15.60 | \$18.00 | \$16.30 | \$30.25 | \$31.50 | \$28.60 | \$24.60 | \$15.10 | \$16.60 |
| 9 | \$14.80 | \$15.80 | \$18.25 | \$16.50 | \$30.50 | \$31.75 | \$28.80 | \$24.80 | \$15.30 | \$16.80 |
| 10 | \$15.00 | \$16.00 | \$18.50 | \$16.70 | \$30.75 | \$32.00 | \$29.00 | \$25.00 | \$15.50 | \$17.00 |
| 11 | \$15.20 | \$16.20 | \$18.75 | \$16.90 | \$31.00 | \$32.25 | \$29.20 | \$25.20 | \$15.70 | \$17.20 |
| 12 | \$15.40 | \$16.40 | \$19.00 | \$17.10 | \$31.25 | \$32.50 | \$29.40 | \$25.40 | \$15.90 | \$17.40 |
| 13 | \$15.60 | \$16.60 | \$19.25 | \$17.30 | \$31.50 | \$32.75 | \$29.60 | \$25.60 | \$16.10 | \$17.60 |
| 14 | \$15.80 | \$16.80 | \$19.50 | \$17.50 | \$31.75 | \$33.00 | \$29.80 | \$25.80 | \$16.30 | \$17.80 |
| 15 | \$16.00 | \$17.00 | \$19.75 | \$17.70 | \$32.00 | \$33.25 | \$30.00 | \$26.00 | \$16.50 | \$18.00 |
| 16 | \$16.20 | \$17.20 | \$20.00 | \$17.90 | \$32.25 | \$33.50 | \$30.20 | \$26.20 | \$16.70 | \$18.20 |
| 17 | \$16.40 | \$17.40 | \$20.25 | \$18.10 | \$32.50 | \$33.75 | \$30.40 | \$26.40 | \$16.90 | \$18.40 |
| 18 | \$16.60 | \$17.60 | \$20.50 | \$18.30 | \$32.75 | \$34.00 | \$30.60 | \$26.60 | \$17.10 | \$18.60 |
| 19 | \$16.80 | \$17.80 | \$20.75 | \$18.50 | \$33.00 | \$34.25 | \$30.80 | \$26.80 | \$17.30 | \$18.80 |
| 20 | \$17.00 | \$18.00 | \$21.00 | \$18.70 | \$33.25 | \$34.50 | \$31.00 | \$27.00 | \$17.50 | \$19.00 |

*Employee is bilingual at the C-1 or C-2 level. SWD may require a candidate to pass a certified exam (paid by the employee) chosen by the district to prove fluency. A SWD job position is identified as a necessity for a bilingual employee (NOTE: SWD Directory of Community Engagement will be utilized to assist in determining the depth of the need.

**Certified Assistant is an Instructional Assistant who participated in approved training from the district. These trainings include Orton Gillingham, Behavior Training, or Licensed Teacher. Note: Maximum of \$1/hour additional pay and employee must work in related area they are certified. (“Behavior” = Work in Special Education: “OG” = Work in K-3 Reading)

***Instructional Assistants assigned to lead primary classroom instruction, will have wages that are board established

****Once Employee reaches the top of the scale, a stipend may be given in lieu of a pay increase.

| Level | Permanent Substitute |
|-------|----------------------|
| 0 | \$18.00 |
| 1 | \$18.20 |
| 2 | \$18.40 |
| 3 | \$18.60 |
| 4 | \$18.80 |
| 5 | \$19.00 |

| Level | Student Worker |
|-------|----------------|
| 0 | \$11.00 |
| 1 | \$11.20 |
| 2 | \$11.40 |
| 3 | \$11.60 |
| 4 | \$11.80 |
| 5 | \$12.00 |

*Max at Level 5 - Position capped at \$19/hour
 *Requires two full years to move up a level (120 days per year minimum)

*Any student working under an old scale is grandfathered into that rate.

January 1 will continue to serve as the beginning of any future changes for the following:

- Director of Maintenance
- Athletic Trainer
- CFO
- Executive Secretary
- Director of Community Engagement
- Director of Technology
- Technology Specialist
- Full-Time Maintenance/Custodian
- Head Nurse
- Director of Food Service
- Transportation Director

Salary and/or hourly wage is determined annually by the Board of School Trustees. The Board reserves the right to freeze any non-certified employee's pay rate for subpar performance or in the case of fiscal emergencies. The Board reserves the right to give initial placement on the salary step schedule and to provide an increase in hourly wages or salaries as deemed appropriate.

EMPLOYMENT STATUS

A part-time, non-certified staff member is designated as one who works no more than twenty-nine and a half (29.5) hours per week.

A full-time, non-certified staff member is designated as one who works no less than thirty (30) hours per week and no more than forty (40) hours per week. Prior approval for over forty (40) hours per week must come from the CFO at the Central Office. Some full-time positions may not include benefits.

PAY PERIODS

Payrolls are the 15th and 30th of each month. If those dates fall on the weekend or holiday, payroll will be on the day before.

Pay periods are listed below

- Payroll on the 30th - Hours worked 9th-23rd
- Payroll on the 15th - Hours worked the 24th-8th

TIMEKEEPING

Hourly Non-Certified Employees

- Hourly employees are required to use the time clock system to record hours
- Employees must clock in/out at the beginning and end of their assigned work schedule
- The Building Principal must authorize, in advance, work time outside the defined work schedule
- No employee may work without properly recording the time worked
- At the end of each pay period, the employee must approve that his/her time on the time clock correctly reflects time worked
- If time does not correctly reflect time worked, the employee must dispute his/her time and immediately inform the building secretary or their direct supervisor.
- Hourly employees will be paid for the hours they work as certified by their Principal each pay period

EVALUATIONS

The administrative staff of a building will evaluate all personnel assigned to that building. The Superintendent/designee will evaluate personnel not assigned to a particular building. All evaluations must be completed prior to May 1st of each year.

PAYSTUB

Non-Certified staff will view pay, deductions, and balance of sick and personal leave through Doculivery. The link to the website is <https://my.doculivery.com/External/swdcs/Login.aspx>. Login credentials can be found by contacting the Executive Secretary or CFO at the Central Office. Contact the CFO at the Central Office if you find any discrepancies.

PAID HOLIDAYS

Full-Time employees who work less than 240 days/year including Secretaries, Treasurers, Specialized Instructional Assistants, Social Worker, and Nurses receive eight (8) paid holidays per year. Full-Time employees who work a minimum of 240 days have two extra paid holidays (Memorial Day and July 4th)

- | | |
|---|-------------------------------------|
| 1. 4th of July (240+) | July 4, 2025 |
| 2. Labor Day | September 1, 2025 |
| 3. Thanksgiving, Wed. before & Fri. after | November 26, 27, & 28, 2025 |
| 4. Christmas Eve & Christmas Day | December 24 & 25, 2025 |
| 5. New Year’s Eve & New Year’s Day | December 31, 2025 & January 1, 2026 |
| 6. Memorial Day (240+) | May 25, 2026 |

The Superintendent may require non-certified staff to work on a holiday when, in his/her opinion, failure to do so would impair public safety.

LEAVES OF ABSENCE

New employees’ leave days are prorated based on hire date. Employees must work over twenty (20) hours per week to obtain leave days. Leave days may be used on a ½ day basis.

SICK LEAVE AND PERSONAL LEAVE

Sick leave days may be used for the illness, injury, or doctor's appointment of an employee. The first leave day can be utilized after the non-certified staff is on the job for thirty (30) days.

| Days Worked | Sick Leave Year 1 | Annual Sick Leave Thereafter | Personal Leave (Full-Time Staff) | Personal Leave (Part-Time Staff) |
|--------------------|--------------------------|-------------------------------------|---|---|
| 260 | 10 | 7 | 2 | 1 |
| 240 | 10 | 7 | 2 | N/A |
| 203 | 9 | 7 | 2 | N/A |
| 185 | 8 | 7 | 2 | N/A |
| 175-180 | 8 | 5 | 2 | 1 |

Staff members who accumulate over sixty (60) sick leave days will receive twenty (\$20) for each day above sixty (60) on the first payroll of the next school year.

Part-time staff can accumulate a maximum of two (2) personal days. Any days accumulated over two (2) will transfer to the staff members' sick days. Full-time staff can accumulate a maximum of four (4) personal days. Any days accumulated over four (4) will transfer to the staff member’s sick days.

FAMILY ILLNESS LEAVE

Sick leave days may be used for the illness/injury of a spouse, child (including step-child), father, mother, father-in-law, mother-in-law, or any other relative who, at the time of the illness/injury, was living as a staff of the employee's household.

VACATION LEAVE

Ten (10) Vacation Days with pay will be allotted to non-certified staff who are contracted to work a minimum of 240 days per year (Unless otherwise stated in contract).

- Vacation Days will be prorated when an employee works a partial year.
- Vacation days do not accumulate. Vacation days not used by the end of each calendar year will be deemed forfeited by the non-certified staff.
- Vacation days reset on January 1.
- If vacation is requested when school is in session, approval must be granted by the Superintendent/designee.

BEREAVEMENT LEAVE

For the purpose of bereavement leave, "non-certified staff" shall be defined as being a person employed by the School Corporation for a minimum of twenty (20) hours per week and not less than nine (9) months per calendar year. Bereavement leave shall begin on the day of death or the day immediately following death, at the option of the non-certified staff.

Bereavement Leave will be allotted to non-certified staff members, without loss of pay, according to the following provisions.

- Eight (8) consecutive calendar days without loss of pay, will be granted for the death of a spouse and/or child (step or natural).
- Five (5) consecutive days within a seven (7) calendar day period of time, without loss of pay, will be granted for each death in the immediate family. Immediate family for bereavement leave will be defined as mother, father, sister, brother, father-in-law, mother-in-law, grandparent, spouse's grandparent, grandchild, daughter-in-law, son-in-law, sister-in-law, brother-in-law, step-parent or any other relative living in the employee's home.
- One (1) day of absence without loss of pay, shall be allowed in case of death and will be granted for aunt, uncle, niece, nephew of the employee, and spouse to attend the funeral.
- Exceptions to the consecutive day policy may be granted by the Superintendent/Designee (i.e. delayed cremation).

JURY DUTY LEAVE

When a non-certified staff serves on jury duty, the employer shall pay the non-certified staff his/her full salary less all pay received by the non-certified staff for serving on jury duty with the exception of mileage.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a twelve (12)-month period for specified family and medical reasons.

Refer to Board Policy 4430.01

WORKER'S COMPENSATION - DUTY TO REPORT

Southwest Dubois School Corporation maintains a Worker's Compensation policy for all employees. Employees have a right to report any injury sustained while at work without fear of any retaliation. Such incidents must be reported to the employee's supervisor or building secretary as soon as reasonably possible regardless of whether the employee wishes to seek medical treatment. The First Report of Injury or Illness form will be completed for this employee by the supervisor or building secretary.

PUBLIC EMPLOYEES' RETIREMENT FUND

The Board of School Trustees agrees to make the required contributions under the Indiana Public Employees' Retirement Fund Act, for those positions designated by the Board of School Trustees. Those positions include:

- Chief Financial Officer
- Executive Secretary
- Director of Maintenance
- Director of Technology
- Technology Specialist
- Maintenance and Custodial staff working thirty-plus (30+) hours/week
- Secretaries/Treasurers working thirty-five plus (35+) hours per week
- S.I.E.C Program Coordinator
- Nurses
- Director of Community Engagement
- Any other position deemed necessary by the Board of Trustees

INSURANCE BENEFITS

Insurance benefits are available to most full-time staff positions.

HEALTH

The Corporation will pay health insurance benefits as defined in the Teacher Master Contract for all eligible Non-Certified staff.

DENTAL/VISION

The Corporation will pay dental/vision insurance benefits as defined in the Teacher Master Contract for the following positions: CFO, Director of Maintenance, Director of Technology, Directory of Community Engagement, Director of Food Service, Athletic Trainer, Transportation Director, and Executive Secretary

Dental/Vision coverage is available to other eligible full-time employees at 100% of the cost going to the employee.

LIFE

The Corporation will pay the cost of \$125,000 life insurance for all eligible full-time employees.

LONG-TERM DISABILITY

The Corporation will pay the cost of a 90-day LTD Policy for the following positions: CFO, Executive Secretary, Director of Maintenance, Director of Community Engagement, and Transportation Director.