

Monroe-Gregg School District



GENERAL INFORMATION AND PROCEDURES
FOR
CLASSIFIED STAFF
AND
CERTIFIED ADMINISTRATORS

Board Approved -07/31/2025

GENERAL INFORMATION AND PROCEDURES

EQUAL OPPORTUNITY EMPLOYER:

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, pregnancy or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general. The Board has appointed Title IX Coordinators who are responsible for addressing in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal opportunity. Title IX Coordinators are listed on the district website. Please refer to the district website for Board policies on anti-harassment, non-discrimination, and anti-bullying.

EMPLOYMENT RECOMMENDATIONS:

Administration will review applications and make recommendations to the Board to fill vacancies and new positions as they occur. All potential employees are required to complete an application, criminal background check, and drug test to be completed by the district's preferred provider. In addition, social media pages may be reviewed. All offers of employment are contingent upon the background check, drug screen, and Board approval.

CRIMINAL BACKGROUND CHECKS:

If at any time, a background check discloses any misrepresentation on the individuals' initial application, any felony conviction, or any misdemeanor convictions involving violence, theft, fraud, drugs/alcohol, or sexual misconduct, a prospective employee may not be considered for employment and a currently active employee may be terminated. A mandatory 5-year criminal background check after employment will also be completed. The corporation will absorb these costs. Questions should be directed to the Administration Office.

MANDATORY REPORTING OF CONVICTIONS:

Employees are required to report to the Superintendent within 2 days any of the following: the arrest or the filing of criminal charges against the employee; conviction of the employee of a crime; substantiated report of child abuse or neglect. The Superintendent shall review and recommend appropriate action to the Board considering the risk to the members of the school community presented by the continued employment of the employee.

CONTRACTS/RETRO PAY:

Contracts are written for administrators and bus drivers only. Retro pay will only apply upon direction of the Board of Trustees.

SAFETY/SECURITY:

Employees must follow all procedures for securing the buildings and ensuring doors are closed and locked at all times. Once a background check is completed and an employee is hired, a Monroe-Gregg School District key fob will be issued to the employee. If a key fob is lost or stolen, it must be reported immediately to a supervisor. Key fobs should not be shared with anyone who is not currently employed with M-GSD without administrator approval.

Any act or threat of violence which endangers the safety of students, employees, vendors, contractors, and the general public will not be tolerated. A threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, stalking, or any other hostile, aggressive action undertaken for the purpose of domination, intimidation, or coercion. Any threat or potentially dangerous situation must be reported immediately to a supervisor or the Safety Director. If the district determines, after an appropriate good faith investigation, that someone has violated this policy, appropriate action will be taken.

WEAPONS:

Weapons are strictly prohibited. The possession of a firearm is a Class D felony under Indiana law. Refer to Board policy for additional information regarding the prohibition.

DRUG & TOBACCO FREE WORKPLACE:

Monroe-Gregg School District seeks to maintain an educational setting which is free from the use of alcohol, tobacco, and controlled substances. Possession, use, distribution, or manufacture is strictly prohibited. Any staff member who violates this policy shall be subject to termination.

CELL PHONE USAGE:

Employees must set a positive example related to cell phones. Usage may not interfere with duties or supervision.

SOCIAL MEDIA:

All employees must adhere to Monroe-Gregg School District's Social Media policy. Employees must uphold the district's value of respect for individuals and avoid making defamatory statements about the district or any member of the school community. Furthermore, an employee may not disclose confidential information obtained during the course of employment. If an employee violates any guidelines within the policy, the employee shall be subject to disciplinary action up to and including termination.

MANDATORY REPORTING OF CHILD ABUSE/NEGLECT:

If an employee has any reason to believe a student may be a victim of abuse or neglect, they are REQUIRED by law to report it immediately to the Indiana Department of Child Services or Morgan County Sheriff's Office and secure prompt medical attention for any such injuries reported. After such report is made, the employee should notify the principal or administrator. Information concerning alleged child abuse is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy shall be subject to disciplinary action up to and including termination.

TECHNOLOGY:

The corporation has implemented technology protection measures which block/filter internet access. The district utilizes software and/or hardware to monitor online activity of staff members, to restrict access to pornographic and other material that is obscene, objectionable, inappropriate and/or harmful to minors. To this end, there is no expectation of privacy in regard to information that is sent or received over any district networks or devices. Furthermore, the district may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the district's electronic systems. Monroe-Gregg School District may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means. The Superintendent may disable the technology protection measure to enable access for bona fide or other lawful purposes.

Staff are responsible for good behavior on the district's computers/network and the Internet just as they are in the classrooms, hallways, and other school premises or school sponsored events. While using the Internet, the following are prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To violate or attempt to violate any local, state, or federal statute, or any rule, regulation, or policy of Monroe-Gregg School District.
- To vandalize, damage, or disable or attempt to vandalize, damage, or disable the property of another person or organization.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To annoy, harass, intimidate, or threaten, or attempt to annoy, harass, intimidate, or threaten any individual or organization.
- To interfere or attempt to interfere with the lawful activities of any individual, business, or organization.
- To violate or attempt to violate copyright or otherwise use another person's intellectual property without his/her prior approval or proper citations.
- To divulge personal information about students with the prior written consent of the student's parent or guardian.
- To compromise or attempt to compromise network security.

The above prohibitions apply whenever the employee is using any equipment, software, access accounts, or any other types of facilities or materials owned, controlled, or provided by the Monroe-Gregg School District, regardless of whether the employee is on or off school corporation property or is on or off duty.

CONFLICT OF INTEREST:

Employees are required to declare a conflict of interest if you, your spouse, or any dependent (including dependents by marriage) receive any financial benefits as a result of doing business with Monroe-Gregg School District. Forms are available in the Administration Office.

EMPLOYEE ASSIGNMENTS:

All Monroe-Gregg School District employees are district or corporation employees who are often assigned to a specific school or location. Such assignments are subject to change at any time.

DISCIPLINE PROCEDURES:

Monroe- Gregg School District has a responsibility to each employee to establish, promote, and enforce discipline for the protection and welfare of the entire organization. Progressive discipline does not alter the employment at will relationship between the employer and employee. It is a recommended practice suitable for many behavioral issues but is not a process that fits all situations and is not required. Monroe-Gregg Schools will provide a minimal due process in accordance with law.

The following rules are considered serious matters which will result in counseling, written reprimand, suspension without pay, up to and including termination:

- Wasting time, loitering, or leaving a work area during work hours without permission.
- Unsatisfactory job performance, including but not limited to, carelessness or inefficient performance or job duties resulting in either poor quality or quantity of work.
- Failure to report an absence or tardy.
- Chronic absenteeism or tardiness.
- Creating or contributing to unsafe working conditions. Violation, or disregard of safety rules or practices.
- Failing to complete all required work, including but not limited to assigned tasks, procedures, or paperwork.
- Careless handling or abuse/misuse of Corporation equipment and property.
- Making false or malicious statements concerning any employee, the Corporation, or its students.
- Misconduct of any nature adversely affecting the Corporation's best interest and reputation.
- Violation of cell phone or social media policies.
- Failing to attend meetings and trainings.
- Engaging in immoral conduct while on property or during assigned working hours, including but not limited to profanity.
- Theft.
- Falsification of employee applications, employment documents, drug screens, etc.
- Violation of the substance abuse policy.
- Fraudulent actions towards students, parents, teachers, or employees of the Corporation.
- Handling or carrying a firearm or weapon of any kind on the job unless authorized by applicable law.
- Inappropriate relationships with students.
- Any violation of the Corporation's policies or procedures.

SEPARATION OF SERVICE:

Resignation:

- If an employee intends to resign, they must do so in writing and notify their supervisor immediately. Upon resignation, employees will be paid for time worked. Sick time will only be paid out in accordance with the Buy Down of Leave Days (pg. 10) if applicable. Accrued leave should not be used to extend employment.

Termination:

- Employees may be dismissed by the Board of School Trustees for unsatisfactory work performance, insubordination, immorality, reduction in force, unsatisfactory attendance, or for any reason deemed appropriate. Terminated administrators may request a hearing before the Board of School Trustees to appeal the termination. Upon termination, employees will be paid for time worked.

Return of School Property:

- The employee is required to immediately return all corporation owned property used during his/her employment including all documents and materials that may contain proprietary or confidential information.

Exit Interview:

- Upon resignation, an employee may be asked to complete an exit interview. The survey will be emailed to the employee. Once completed, the survey will be reviewed by the administration. Employees can also request an in-person exit interview.

EMPLOYEE ROLE CLASSIFICATIONS

260 Day Employees

Class A	Class B	Class C	Class D
260 Day Certified Administrators	260 Day Classified Directors	260 Day Classified Employees	260 Day Classified Support Staff
Superintendent	Director of Finance Director of Technology and Data Reporting Transportation Director Outdoor Building & Grounds Director Maintenance Director Custodial Director	Payroll Coordinator Human Resources Coordinator Administrative Assistant to Superintendent Bus Mechanics Custodial & Maintenance Staff	High School Secretary High School ECA Treasurer/Athletic Secretary Special Education Secretary
Fiscal Year	Calendar Year	Calendar Year	Fiscal Year

230 Days and Less Employees

Class E	Class F	Class G	Class H
220-230 Day Certified & Classified Administrators and Directors	194-214 Day Certified & Classified Administrators, Counselors, & Other	190-210 Day Classified Support Staff	Less Than 190 Days Classified Support Staff
High School Principal Middle School Principal Elementary Principal Special Education Director Food Services Director Athletic Director (230) *Do not work school vacations.	Counselors (204-214) High School Assistant Principal (210) Middle School Assistant Principal (210) Elementary Assistant Principal (210) Director of Alternative Education & Multilingual Programming (210) Elementary Social Worker (210) Safety Director (195) Ready Schools Coordinator/Grant Administrator (194) *Do not work school vacations.	Elementary Secretary (210) Middle School Secretary (209) Middle School ECA Treasurer (209) Guidance Secretary (200) Elementary ECA Treasurer (190) *Do not work school vacations.	Bus Drivers (180) Paraprofessionals & Paraeducators (Instructional Days) Multilingual Interpreter (Instructional Days) *Do not work school vacations.
Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year

Fiscal year is defined as July 1 through June 30. Calendar year is defined as January 1 through December 31.

COMPENSATION

ADMINISTRATORS/DIRECTORS:

At Monroe-Gregg School District, administrator/director salaries are determined by many factors to include education, certifications, professional training, job responsibilities, prior years of experience, and number of contractual days. Compensation is per the certified administrator salary schedule or at the discretion of the Superintendent for classified directors.

CLASSIFIED EMPLOYEES:

Pay is dependent upon the Board approved hourly schedule. Placement on the pay schedule is determined at the time of employment in the specific role. Classified employees will receive credit for prior years of service to Monroe-Gregg School District. It is the sole responsibility of the employee to notify the Administration Office of prior service with the district within the first 30 days following the employee's rehire date. Credit for service outside of Monroe-Gregg School in a similar capacity may or may not be recognized.

Full-time employees may be granted service credit based on the number of days worked at Monroe-Gregg School District as outlined below. Part-time employment with Monroe-Gregg School District will not be counted toward full time service credit. Employees must be meeting expectations in their role to be eligible for a service credit increase or bonus of any kind.

Scheduled Workdays	Full Year Service Credit (.65)
180 Days	117 Days
184 Days	120 Days
190 Days	123.5 Days
200 Days	130 Days
210 Days	136.5 Days
220 Days	143 Days
260 Days	169 Days

PAY:

Pay is made on Fridays (usually bi-weekly) for 20, 24, or 26 pays per year depending on the service days worked. Employees are required to use direct deposit. Any salary increases due to years of experience will take effect on the first working day of the fiscal/calendar year depending on employee class unless otherwise specified by Board action.

OVERTIME:

Overtime for hourly non-exempt employees shall be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a workweek in excess of forty (40) physical hours worked. The Superintendent has the authority to extend overtime pay to classified staff who are required to work to meet organizational needs over a scheduled break. This applies even if the employee has not worked (40) physical hours in the work week.

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from a supervisor may be subject to offensive actions.

WITHHOLDINGS:

Withholding of social security taxes will be made according to law and other withholdings will be made pursuant to employee signature.

SOCIAL SECURITY:

All employees of the Old Age and Survivors Insurance Benefit Program.

RETIREMENT/ HEALTH/ INSURANCE BENEFITS

RETIREMENT (Participation in PERF):

Effective July 1, 2011, in accordance with Indiana Law, the Indiana Public Retirement System (INPRS) was established. INPRS administers and manages PERF. If you meet the eligibility requirements, you are required to participate in the Fund. Under state law, employees must contribute 3% of their gross wages through payroll deduction. Board contribution is 11.2% of annual salary.

You begin earning service credit toward eligibility for a defined Pension Benefit, which is based on your years of service and wages at the time you apply to retire. You are vested after ten (10) years of creditable service in PERF covered employment.

TAX SHELTER ANNUITIES:

The Board allows tax shelter annuities. Contact the administration office for a list of agents to set up an annuity.

403(b):

The 403(b) plan is a voluntary benefit. The Board matches up to 2.00% of base income. Please contact the Administration Office to enroll.

SECTION 125 PROVISION:

Provision of Section 125 of the Internal Revenue Code shall be implemented and offered to all employees. Only the following tax benefit offered will be included: Employee paid premiums for insurance programs.

HEALTH/DENTAL/VISION INSURANCE:

Part-time employees do not qualify for health, dental, or vision insurance benefits.

All administrators and classified employees qualifying for health insurance will be offered the HDHP 2 single plan paying no more than 9.5 percent of the federal poverty level rate. (DETERMINED IN AUGUST OF EACH YEAR).

Refer to the medical/dental/vision premiums listing available in the administration office for a complete breakdown of corporation and employee contributions.

HSA CONTRIBUTION:

The Board will contribute \$ \$1,000.00 into the health savings account of each eligible employee participating in the HDHP 1 or HDHP 2 insurance plans. The deposit will be made in a lump sum in January or pro-rated for new hires employed in the same year.

HEALTH INSURANCE FOR RETIREES:

Classified/Administrator personnel eligible for health insurance, who retire at 55 years of age or older may continue in the group insurance plan until they become eligible for Medicare by paying the full premium to include the employee and employer premium portions. In order to enroll in group insurance upon retirement, the classified/administrative employee must either be enrolled in the group insurance during the last year of employment or if the employee wasn't enrolled must meet the following criteria:

- had a HIPPA qualifying event
- timely (30 days) and properly provided enrollment notice for the HIPPA qualifying event
- that notice was not more than ninety (90) days following the employee's last day of employment prior to retirement

LIFE INSURANCE:

Eligible full and part-time personnel are automatically enrolled. Corporation pays all except \$1.00 annually.

DISABILITY INSURANCE:

Eligible full and part-time personnel are automatically enrolled. Corporation pays all except \$1.00 annually

ATTENDANCE & TARDY POLICY

ATTENDANCE AND TARDY POLICY:

Employees are expected to report to work each day and be on time. Supervisors or building level administrators will monitor attendance. Poor attendance could lead to disciplinary action up to and including termination.

- **Notification of Absence or Tardy**

All employees are required to report their absence in the absence management system no later than one **(1) hour** prior to the start of their assignment. The employee must also notify their supervisor of any absence. Failure to notify the supervisor of an absence will result in a "No Call/No Show". Failure to notify the supervisor of a tardy will result in disciplinary action against the employee. Tardy is defined as arriving eight (8) or more minutes after the established start time. Do not leave a message with another employee. In case of an emergency beyond the control of the employee, the employee may be asked to show evidence, which can be verified by the school.

- **Excused Absences**

Absences, tardiness, or leaving work early for any of the following reasons shall be excused:

- a) Approved Bereavement Leave
- b) Approved leave of absence for military service
- c) Jury duty or compulsory Court Appearance (excused for only that part of the day at which they are actually in court or in route to and from)
- d) Approved medical leave or FMLA, if applicable
- e) Work related injury
- f) Excused from work due to "lack of work"

Employees who shall be absent for any one of the foregoing reasons may be asked to present satisfactory evidence to substantiate their claim for the absence. If due to the employee's medical condition and it is not possible to provide evidence of the need for medical leave prior to beginning such leave, the evidence must be supplied to the school as soon as reasonably possible.

- **Serious Illness**

In the event of a serious illness resulting in absence from work for more than three (3) consecutive days, a physician's statement shall be required. If a doctor's note is not provided, the employee may not be allowed to return to work until such documentation is provided.

If the employee knows they will be absent for three (3) or more days, the employee must notify their supervisor or building level administrator for approval. This is subject to the leave being approved in advance of the absence or certification that employee was unable to return to work due to medical reasons. The school retains the right to have the absence verified by an independent medical authority of its choosing.

- **No Call/No Show**

Failure to report for work or notify of an absence will be subject to disciplinary action.

- **Disciplinary Action**

Failure to comply with the above attendance and tardy policy will encounter the following warnings and/or termination from employment.

- | | |
|--------------------------|--|
| 1 st Offense: | Verbal Warning |
| 2 nd Offense: | Letter of Reprimand |
| 3 rd Offense: | Disciplinary action including suspension up to termination |

FLEX TIME:

Flex time shall be used and trued up during the 7-day work week in which it occurred. "Workweek" is defined as a seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. Flex time may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Employees who exercise flex time without prior approval from a supervisor may be subject to disciplinary action.

HOLIDAYS & TIME AWAY BENEFITS AND PROCEDURES

HOLIDAYS:

Paid annually for twelve-month (260 day) employees only. If any holiday is needed as a snow, make up day for in person student learning, employees are required to report for work.

New Year's	2 days
MLK Day	1 day
President's Day	1 day
Memorial Day	1 day
Juneteenth	1 day
July 4th	1 day
Labor Day	1 day
Fall Break	2 days
Thanksgiving	3 days
Christmas	2 days

SPRING BREAK:

The Monroe-Gregg School District will exercise a mandatory shutdown during Spring Break. This includes administrators, custodians and all 260-day employees. Special provisions will be provided for Maintenance, Mechanical, and Payroll if work is required. Board approved annual school calendar determines the number of days. (Board approved 12/8/2003)

2 HOUR DELAYS & EARLY RELEASE TIME:

The Board waives all 2 Hour Delay and Early Release Time for all employees unless required by their supervisor or building level administrator. (Board approved 3/10/2014)

NON-STUDENT DAY WORKING HOURS:

Administrators and directors will determine non-student day working hours. Working hours for when students are not in session may vary. Hour changes should be posted at the main entrance of each building.

SNOW DAY/MAKE UP DAYS:

Support staff working less than 260 days will not be compensated for snow days. These staff members will be expected to work on any make-up day for which they will be compensated.

Staff working 260 service days will be compensated for a snow day if directed to stay home due to hazardous conditions. These staff members will be expected to work on any make-up day which may include a holiday listed above. If 260-day staff are directed to work on the snow day, they can choose to use a personal day to cover the day, or they can flex a day to cover a future workday or holiday for which they are expected to work.

PERSONAL DAYS:

Class G, H Employees	Two (2) days annually accumulating to six (6) days
Class A, B, C, D, E, F Employees	Three (3) days annually accumulating to six (6) days

Full employees are eligible to receive personal days as indicated above. Personal days will be assessed in increments of a half or full day. Personal days will be prorated for any new hire or employee resigning or terminated from employment mid-year. At the end of the year, unused personal days that exceed the established accumulative balance limit shall convert to sick days.

SICK DAYS:

Class G, H Employees	Eight (8) days annually accumulating to 120 days
Class A, B, C, D, E, F Employees	Ten (10) days annually accumulating to 120 days

Full employees are eligible to receive sick days as indicated above. Sick days will be assessed in increments of a half or full day. Sick days will be prorated for any new hire or employee resigning or terminated from employment mid-year.

- **Annual Buy Down of Leave Days**

The new maximum accumulation of leave days shall be one hundred and twenty (120) days. If an employee reaches the cap of one hundred and twenty (120) days in any given year, that employee shall also receive the annual allotment of eight/ten (8)/ (10) days. Unused leave days will be available to be sold in the Annual Buy Down.

The Board will buy such unused leave days at the end of each calendar or fiscal year depending on the employee's class at the rate of 50% of the employee's daily rate, not to exceed the current daily rate for the highest paid substitute for an employee with an unused leave accumulation of more than one hundred and twenty (120) days. No deductions will be made for FICA or any other tax. The money shall be deposited into the individual employee tax shelter annuity/403b that is currently being used by the Monroe-Gregg School District. Said funds shall be immediately vested.

An employee who leaves the corporation after five (5) cumulative years of full-time employment may receive compensation for unused sick leave at the rate of \$50 per day for all certified administrators and classified directors for up to one hundred and twenty (120) days. All other classified staff will receive \$35 per day for up to one hundred twenty (120) days. Note: This provision is not applicable to any employee who is terminated by the Board.

CATASTROPHIC ILLNESS LEAVE BANK:

A newly hired employee shall have fifteen (15) days from the first day of work to choose to participate in the bank by completing the enrollment form and contributing one (1) sick day to the bank. All employees who are not current members of the bank may become a member by completing an enrollment form and contributing one (1) sick day to the bank between January 1 and January 31st of any calendar year. Enrollment forms are available at the administration office.

VACATION:

Only twelve (12) month 260-day employees are eligible for vacation. One week of vacation will be awarded upon completion of the anniversary date of one year after hire date. Vacation days will be awarded the pay date following the first working day. January 1 shall be designated as the beginning date of the vacation year for Class B and C employees. July 1 shall be designated as the beginning date of the vacation year for Class A and D employees. Vacation will be awarded as follows:

- Two (2) weeks at the second year of employment.
- Three (3) weeks at the fifth year of employment.
- Four (4) weeks at the tenth year of employment.
- Four (4) weeks for Administration Office Personnel, Certified Admins, & Classified Directors.

Vacation days do not accumulate. All vacation time not used by the end of the coordinating (calendar/fiscal) year will be forfeited. Vacation days will be prorated for any new hire or employee resigning or terminated from employment mid-year. Vacation days will be assessed in increments of a half or full day.

PROFESSIONAL LEAVE:

Employees may be asked to attend workshops or training that directly enhance their position with the district. All professional leave must be pre-approved by an administrator. Professional leave time will not be charged against an employee's available sick, personal, or vacation time (if applicable).

FIELD TRIP COVERAGE:

Employees may be asked by an administrator to chaperone field trips during a school day in which they are scheduled to work. An employee may use a Field Trip Day to cover such leave which will not be charged against an employee's available sick, personal, or vacation time (if applicable). If an employee is attending a field trip with a child or family member as a parent chaperone, they are expected to use their personal or vacation time (if applicable).

PARENT/TEACHER CONFERENCES:

Administrators shall be granted an additional ½ day personal leave to compensate for participating in parent/teacher conferences.

BEREAVEMENT LEAVE:

Each employee shall be granted six (6) paid workdays of absence after a death in the immediate family. These days need not be used consecutively but must be used within six (6) months* of the death, unless the employee provides written proof that he/she is the executor of the relative's estate, in which case the leave must be used within one (1) calendar year of the death. In the event of a multiple death involving spouse and/or children, two (2) additional days will be allowed.

The "immediate family" is interpreted to include spouse, father, mother, stepparents, son, daughter, sister, brother, stepsister, stepbrother, grandparent, grandparent-in-law, mother-in-law, father-in-law, grandchildren, and stepchildren, son-in-law and daughter-in-law. These days are above and beyond sick and emergency days. The term "immediate family" will also include miscarriage of an employee's unborn child.

Each employee shall be granted one and a half (1.5) workdays of absence after a death in the extended family. The "extended family" is interpreted to include aunt, uncle, niece, nephew, brother-in-law, sister-in-law, and first cousin.

*If employment from Monroe-Gregg School District ends before the six-month bereavement period, unused bereavement days shall not be paid out.

FAMILY MEDICAL LEAVE ACT (FMLA):

In accordance with Federal law, Monroe-Gregg Schools shall provide up to twelve (12) weeks of unpaid FMLA leave to eligible staff members for qualified reasons. Employees are prohibited from outside employment or other such commitments while on paid or unpaid FMLA without prior approval. Contact the human resources coordinator for additional information on eligibility and certification requirements.

AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATIONS:

To request a reasonable accommodation interactive dialogue, please contact the human resources coordinator.

MATERNITY LEAVE:

Upon the birth/adoption of a child, the employee shall be granted up to three (3) consecutive days of sick leave which will not be charged against the employee's available sick leave and shall commence on the first day following the birth/adoption of the child. In addition, eligible employees may qualify for Family and Medical Leave.

PARENTAL LEAVE:

Upon the birth/adoption of a child, the father/partner who is an employee, shall be granted up to three (3) consecutive days of sick leave which will not be charged against the employee's available sick leave and shall commence on the first day following the birth/adoption of the child. In addition, eligible employees may qualify for Family and Medical Leave.

UNPAID TIME OFF:

At the discretion of the Superintendent, an employee may be permitted to take unpaid time off which may be granted for emergency reasons after an employee has exhausted their sick, personal, and vacation time.

WORKERS' COMPENSATION:

Worker's Compensation is intended to protect employees who experience an on-the-job injury related to their employment. An accident on the job, no matter how small, must be reported immediately to a supervisor within 24 hours. Failure to report an incident within 24 hours may result in disciplinary action. Supervisors are responsible for ensuring all forms are submitted in a timely manner. If it is an emergency situation, the employee should go directly to the emergency room. In all other cases where medical treatment is necessary, employees should go to the district's designated provider. If an employee sees a different provider for a work-related injury that does not warrant a visit to the emergency room, these charges may not be covered by Monroe-Gregg Schools.

For additional information on policies and guidelines regarding Fair Labor Standard Act (FLSA), please refer to the Monroe-Gregg District website at www.m-gsd.org or contact the Administration Office.

SUMMARY OF SUBSTITUTE PAY

Educational Substitute Teacher	\$80.00 daily rate
Educational Substitute Teacher (Higher Education Degree)	\$90.00 daily rate
Educational Substitute Teacher (License)	\$110.00 daily rate
Driver Training (Bus)	\$25.00 per hour
Sub- CDL Bus Driver	\$44.00 per route
Bus Monitor	\$20-30.00 per route per Transportation Director discretion
Activity Bus Driver	\$35.00 per route
Bus Driver- ECA & Field Trips	\$17.50 per hour per trip Minimum of \$35.00 per trip.
Sanders & Wayne Prep Route	\$51.50 per route.

ALL CHANGES OUTSIDE OF THIS HANDBOOK REQUIRE BOARD ACTION.

Acknowledgement of Handbook

- I have received a copy of the Classified and Administrative Handbook.
- I have carefully and thoroughly read all policies and procedures.
- I understand this handbook does not create an employment contract. The employment relationship is and remains at will, subject to termination by the employer or employee at any time and for any reason notwithstanding any contrary provision in the handbook.
- I have had an opportunity to have my questions answered with regards to the Classified/Administrative handbook, benefits, insurance options, and coverage.

Name (Please Print)

Date

Signature