Hamilton Southeastern Schools

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LAY COACH AND ECA EMPLOYEE HANDBOOK

Note: This handbook is not a contract, guarantee of benefits, and is subject to change by Hamilton Southeastern Schools at any time, with or without notice, and Hamilton Southeastern Schools may deviate from any provision of this handbook in its sole discretion. This handbook lists items regarding discipline and progressive discipline for specific violations of employment. These listings do not change the status of at-will employees. Please read the employee handbook carefully. Failure to meet the expectations, policies, and/or procedures outlined in this employee handbook or any other employee handbooks specific to an employee's area can result in disciplinary measures up to and including termination.

Hamilton Southeastern Schools is an equal opportunity employer and does not discriminate on the basis of age, race, color, religion, gender, national origin, or handicapping condition.

Revised March 2025

Equal Opportunity (Board Policy G2.01)

Hamilton Southeastern School Corporation will not discriminate or tolerate any form of discrimination in its educational or employment activities for any reason or on any basis prohibited by applicable federal and state laws.
Hamilton Southeastern Schools is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. This policy affirms Hamilton Southeastern Schools' commitment to the principles of fair employment. Additional information regarding EEO laws can be reviewed at https://www.dol.gov/ofccp/regs/compliance/posters/pdf/eeopost.pdf and https://www.dol.gov/ofccp/regs/compliance/posters/pdf/OFCCP_EEO_Supplement_Final_JRF_ QA_508c.pdf

Inquiries regarding compliance with Title IX or the Americans with Disabilities Act should be directed to the Human Resources Department, Hamilton Southeastern Schools, 13485 Cumberland Road, Fishers, IN, 46038 at (317)594-4100, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Anti-Harassment and Non-Discrimination

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. Behavior prohibited also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off-campus conduct that has a continuing effect on campus or in a school program or activity. HSE prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, HSE will not take action to regulate expression protected by the United States and Indiana Constitutions. HSE is particularly devoted to preventing and diligently addressing discrimination and harassment based on a protected class including but not limited to race, color, national origin, age, religion, disability, or sex.

See HSE's Anti-Harassment Policy for more information. To report suspected harassment or discrimination, contact the Human Resources Department.

An employee violating this Policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay and discharge

At-Will Employment (Board Policy G4.1)

All support staff employees, except those with signed, written employment contracts, are at-will employees. Their employment and compensation can be terminated, with or without cause, and with or without notice, at any time.

Nothing in the Lay Coach / ECA Handbook should be construed as a contract or guarantee of continued employment or benefits. Hamilton Southeastern Schools reserves the right to terminate an employment relationship with any employee with or without cause or advance notice.

Insubordination

As used in this handbook, "insubordination" means (a) Failing to comply with a lawful directive from a supervisor, director, or other person of authority; (b) disobedience of a lawful order; (c) violation of any rule set forth in this Handbook, board policy, or administrative guideline; or (d) a generally disaffected attitude toward a supervisor or coworker. Insubordination can result in disciplinary measures up to and including termination from employment with Hamilton Southeastern Schools.

Background/Criminal History Information (Pulled from Support Staff Handbook)

To help ensure a safe environment, it is the policy of Hamilton Southeastern Schools to require the completion of a criminal background investigation for prospective employees. In addition, each employee will be required to update

their criminal history report every five years. Applicants and employees are required to provide any consents required to conduct or update their criminal background report, failure to do so may be grounds for termination or remove the applicant from consideration for a position. Hamilton Southeastern Schools will assume the costs associated with employee's obtaining an updated criminal history check every five years. Information and records obtained from criminal history reports under this policy are confidential and shall not be released except to a school employee authorized by the Superintendent.

Per Board Policy G02.06, during the course of employment with Hamilton Southeastern Schools, employees shall report the arrest of the filing of criminal charges against the employee that is related to the following: drugs or alcohol, physical violence, sexual conduct, damage to property, or theft or other dishonest conduct. The employee's reporting obligation applies as long as the employee remains employed by Hamilton Southeastern Schools and includes any criminal arrests or criminal charge that occurs during non-work times such as weekends, holidays, and spring and summer breaks.

Employee Disclosure of Criminal Arrests, Criminal Charges, and Substantiated Reports of Child Abuse or Neglect

Any employee subject to this handbook is required to report any criminal arrest or the filing of any criminal charge that is related to the following: drug and alcohol, physical violence, sexual conduct, damage to property or theft or other dishonest conduct, and substantiated report of child abuse or neglect. The employee's reporting obligation applies as long as the employee remains employed by the school corporation and applies regardless of whether events occur during non-work times such as weekends, holidays, and spring and summer break.

The employee must report any criminal arrest or criminal charge to the Human Resources Department in writing within two (2) business days of the date of the arrest or criminal charge, or within five (5) calendar days if school is not in session. The employee must include the alleged offense, the date of the arrest or criminal charge, and the presiding court or law enforcement agency, or other governmental agency involved. The employee should not include any factual details concerning the nature of the alleged offense.

Failure to comply with this policy may result in disciplinary action up to and including termination.

Attendance

Employees must come to work and be on time to be successful. If employees are not at work, either someone else has to assume the responsibility for what they are being paid to do, or the work does not get done. Neither of these situations contributes to a successful organization. If an employee is sick and unable to come to work, he/she should call, text, or email their supervisor at least two (2) hours before scheduled work is to begin.

Tardiness

Employees are expected to arrive to work at their scheduled beginning time and stay on the job until their scheduled ending time. Chronic or patterns of tardiness, either at the beginning of the shift or returning to work from scheduled breaks, can be detrimental to staffing and productivity. Employees with chronic tardiness or patterns of tardiness cannot be considered to be meeting the commitments of the work schedule and could be subject to disciplinary action.

Use of School District Property and Materials

All Hamilton Southeastern Schools' property including buildings, vehicles, equipment, office supplies, intellectual property, funds, and materials is intended for school corporation business only. The list of items includes, but is not limited to: stationery, office supplies, postage and stamps, cleaning supplies, food, paper products, telephones, copiers, tools, mowers, typewriters, computers, and audio-visual equipment. Excessive personal use of HSE property and materials for personal use may lead to disciplinary measures up to and including termination.

Staff Technology Usage

Hamilton Southeastern Schools maintains computers for student instruction and school administrative functions. In many cases support staff employees have a direct need to use school computers for school related business. In those cases, it is mandatory that the employee sign and follow the provisions of a Staff Computing Resources and Internet Access Consent Form. Users should not expect that the files stored on school-based computers will always be private. Internet activities will be monitored by the school corporation to guard against the access of inappropriate sites.

Staff Conduct (Board Policy G2.6)

The Board of School Trustees expect that the staff of the school corporation will strive to set the kind of example for students that will serve them will in their own conduct and behavior which will contribute toward an appropriate school atmosphere.

To that end, in dress, conduct, and interpersonal relationships, all staff should recognize that they are being continually observed by students and that their actions and demeanor will be reflected in the conduct of the students.

The personal life of an employee will be the concern and warrant the attention of the Board only to the extent that it prevents the employee from effectively performing assigned functions during duty hours, or if it violates applicable law or contractual agreements.

Staff Ethics (Board Policy G2.4)

All employees of Hamilton Southeastern Schools will exhibit and adhere to the highest ethical standards. In order to provide each student with an equal educational opportunity and the freedom to learn, employees must not:

- *Encourage or engage in anything other than a professional relationship with students.*
- *Knowingly make false or malicious statements about any other employee, student or parent.*
- *Disclose confidential information about students or other employees unless disclosure is necessary to prevent harm or injury or is permitted by law.*
- *Make a false statement in or concerning an application for a position or fail to disclose a material fact relating to competency or qualification.*
- *Violate Hamilton Southeastern Schools Internet Use Policy.*
- *Staff shall exercise due care to protect the mental and physical safety and well-being of students, colleagues, and subordinates.*
- *Staff shall recognize basic dignities of all individuals with whom they interact in the performance of duties, and to treat all individuals in a respectful manner.*
- *Staff shall set a good example for students in actions, communications, and behaviors. This includes, but is not limited to, refraining from use of profanity, demeaning statements, and any other communications that set an inappropriate example for students.*

Communication Between Staff and Students (Board Policy G02.14)

This policy outlines the principles and guidelines for interactions between all staff employed and all students enrolled in Hamilton Southeastern Schools, to ensure that communication is clear, respectful, and conducive to a positive learning atmosphere.

*Electronic communication with students and parents must always be **transparent, accessible and professional** as defined below.*

- *Transparent – maintain openness, visibility and accountability*
- *Accessible – consider all electronic communication to be a matter of open record*
- *Professional – use correct grammar, spelling and tone; choose appropriate subject matter representative of Hamilton Southeastern Schools*

Consistent with Board Policy G02.14, employees are never to use personal email accounts, personal social media accounts, or SMS/text messaging to communicate with students about school or non-school matters. Hamilton Southeastern School employees are prohibited from connecting with current students on any social media platform. In the event a student sends an improper electronic communication, to a staff member, the staff member is to report the improper communication to the Principal/designee by the next school day. Improper electronic communications by a staff member or student may result in appropriate disciplinary action.

Video Surveillance

Consistent with Board Policy E6.4, employees are hereby notified that video surveillance occurs on Hamilton Southeastern Schools property. All speech and conduct in the non-private areas of any Hamilton Southeastern Schools property is subject to being observed, recorded, preserved, and examined by means of security video equipment. No person will have a legitimate expectation of privacy with respect to his or her conduct, presence, or speech in the non-private area of Hamilton Southeastern Schools property.

Dress Code

Employee dress should be appropriate to specific work assignments. Employees who work directly with students, or who have contact with patrons should dress in a professional manner (instructional assistants, secretaries, treasurers, nurses). Dress codes for other classes of employees are addressed in job-specific handbooks (food service, custodial, maintenance, transportation, technology).

Duty to Report Suspected Child Abuse or Neglect

If an employee has reason to believe that a child is a victim of child abuse or neglect, the employee shall make an immediate report to the Indiana Department of Child Services (DCS) or local law enforcement in the event of an emergency situation. Ideally, this report would be made in the presence of the child's building-level administrator or counselor. However, if a building-level administrator or counselor is not immediately available to join in reporting, the employee shall immediately make the report to DCS or local law enforcement and then immediately after notifying a building-level administrator or counselor that the report was made.

Emergency/Crisis Procedures

Crisis procedures have been established for a variety of emergency scenarios. Those procedures are specific to employee positions. For example, in the case of an emergency, secretarial responsibilities will be different than those of a teacher, which, in turn will be different than those of the principal. An "Emergency Reference Guide" will be provided to employees by their supervisors. The "Emergency Reference Guide" crisis procedures should be reviewed by the employee and should be readily accessible for use in an emergency.

Staff Personal Security and Safety (Board Policy G2.12)

Job-related assault is any physical assault or battery upon an employee which takes place at any time during an employee's performance of work-related duties, either on school grounds or off.

Any assault, physical threat or act of intimidation on a staff member will be promptly reported to the immediate supervisor who will report to the Superintendent/designee. The building administrator upon receiving such a report will also make an oral report to the local law enforcement agency as required by law. In the case of a student assaulting a teacher, appropriate disciplinary action will be taken.

In Case of Accident or Injury

Despite our good efforts to avoid them, accidents can still occur. If you become injured at work, regardless of the

severity of the injury, see the school nurse if he/she is on the premises, report the incident to your supervisor immediately and fill out a First Report of Injury Form. Your supervisor should then immediately notify the Central Office. Injured employees should go to the HSE Health Care Center located at 13121 Olio Rd., Fishers, IN, 46037 for initial treatment. A neglected injury, minor as it may seem, can become a serious problem if not treated promptly and properly. If you do not report the injury, there will be no documentation that the injury was work-related, and you could jeopardize your eligibility for work-related coverage under Indiana Worker's Compensation.

Employees who qualify for Worker's Compensation will require documentation from a physician that he/she may return to work. When restrictions are applied, attempts will be made to accommodate those restrictions so the employee can return to work. This may not be possible in every case and temporary reassignment to another job with Hamilton Southeastern Schools may be necessary.
Duty to Report - Workers Compensation

All employees are covered by worker's compensation insurance. If an employee sustains personal injury or death by accident arising out of and in the course of employment, the employee may be eligible for benefits from worker's compensation insurance. In order to apply for benefits from insurance, an employee must submit a completed First Report of Injury Form within twenty-four (24) hours of the injury. Forms are available via https://secure.in.gov/wcb/2332.htm, Human Resources Department, the school nurse, and the employee's immediate supervisor. *It is important that an employee report any on-the-job injury, no matter how minor, as failure to do so will likely result in forfeiture of the employee's rights to benefits.*

An employee should take great care in completing the Injury Report Form, a copy of which is available via https://secure.in.gov/wcb/2332.htm Complete information must be provided for the Employee Section, the Time and Place Section, and the Incident Information Section. The unsigned report should be given to the employee's school nurse or supervisor who will sign and forward to the Benefits Administrator in the Human Resources Department.

Scheduled follow-up visits with the health care provider must be documented and maintained. Failure to comply with the appropriate follow up visits and reporting could result in the suspension or termination of benefits and the employee assuming the costs for medical services.
If routine medical attention is required, except in an emergency, care must begin at the Hamilton Southeastern Schools Health Care Center located at 13121 Olio Rd., Fishers, IN 46037.

When restrictions are applied, attempts will be made to accommodate those restrictions so the employee can return to work. This may not be possible in every case, a member of the Human Resources team will meet with the employee to discuss options, and temporary reassignment to another job with HSE may be necessary.
In the event of an emergency or after-hours injuries while on school property, contact 911. Additional information about OSHA can be viewed at https://www.osha.gov/Publications/osha3165.pdf

Sexual Harassment (Board Policy G02.02)

Hamilton Southeastern Schools does not tolerate sexual harassment. For definition and information regarding the reporting of sexual harassment see Board Policy G02.02.

Drug-Free Workplace

Employees of the Hamilton Southeastern Schools are prohibited from possessing, using, distributing, or being under the influence of drugs, substances, and/or alcohol on school premises or as part of the schools' activities.

Reasonable Suspicion Testing

Employees are subject to drug and alcohol testing based on (but not limited to) observations by the supervision of apparent workplace use, possession or impairment. Human Resources should be consulted before sending an employee for testing. The supervisor in cooperation with Human Resources will document the specific observations and behaviors

that create a reasonable suspicion. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A Human Resources or a supervisor level employee must escort the employee. Arrangements will also be made for the employee to be transported home. The actual cost for drug and alcohol impairment testing required by Hamilton Southeastern Schools of its employees will be paid by the district. Hamilton Southeastern Schools will provide or will pay reasonable transportation costs to its employees for travel to and from the testing facility.

Tobacco-Free Schools

All Hamilton Southeastern School buildings and grounds, including athletic facilities are tobacco-free and e-cigarette free environments. Employees are expected to observe this restriction at all times. Violation may result in disciplinary action, up to and, including termination.

Volunteer Coaches/Sponsors

Non-exempt staff who coach for Hamilton Southeastern Schools are not required to coach any team, or sponsor any club, as condition of employment.

Any stipend which HSE provides for such volunteer service is not tied to the performance of the team/club, the number of hours the coach/sponsor spends in team-related activities, or the length of the season/activity. Furthermore, any stipend is a nominal fee, it is not intended or provided as a substitute for wages.

Name Change

Should your name change, please take your new social security card – the only legal document that can be accepted – to the Administration Building at 13485 Cumberland Rd., Fishers, IN 46038. The front desk will make a copy of your new social security card and give it to Human Resources, who will then notify all departments of the mane change.

Visitors

Employees should not have visitors during their shift.

Telephone Use

The use of cell phones and school telephones for personal business should be restricted to break and lunch times, except in emergency situations.

Key Fobs

Employees are issued key fobs for door access and ID badges for identification. In the event a key fob is lost or misplaced there will be a five-dollar ($5.00) replacement fee charged to the employee. All lost, misplaced, or broken key fobs must be reported to your supervisor immediately.

Direct Deposit

Hamilton Southeastern Schools requires employees to receive compensation via direct deposit. Forms to set up direct deposit are available in each school office and the HSE intranet.
Employees must complete a form and return it to the Human Resources Department within thirty (30) days of hire.

Direct deposit information must be for savings or checking accounts only. Employees may designate up to two (2) accounts for their direct deposits. If an employee's direct deposit is divided between two accounts, a dollar amount or percent must be specified for the secondary account.

Resignation/Termination

If you resign from employment with Hamilton Southeastern Schools, you must do so in writing to your supervisor. On your last day of employment, you will be required to return all Corporation items (i.e. keys, key fobs, ID's, and Corporation owned uniforms) to your immediate supervisor.