Hamilton Southeastern Schools

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SUPPORT STAFF 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 August 2025

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Welcome

Welcome to Hamilton Southeastern Schools (HSE). Members of the support staff team play a key role in helping Hamilton Southeastern Schools provide the best possible education for its students.

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 on the U.S. Department of Labor's website.

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.

Personnel Goals/Priority Objectives

The long-range goals on which this handbook is based are:

- To recruit, select, employ and retain the best qualified personnel to staff the district's schools.
- To provide an in-service training program for all employees to improve their performance.
- To assign personnel to ensure that they are used effectively.

- To develop the quality of human relationships necessary to obtain maximum staff performance and a high level of job satisfaction.

At-Will Employment

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 Support Staff 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.

Personal and Professional Responsibilities

1. Nurture a positive relationship with supervisors, subordinates, and peers.
2. Demonstrate respect for supervisors, subordinates, and peers.
3. Support school corporation decisions and direction relative to matters of policy and administrative directives. Work as a team player.
4. Demonstrate ability to deal with sensitive issues in a tactful and professional manner.
5. Address concerns and offer suggestions in an appropriate and confidential manner.
6. Demonstrate ability to work with everyone, including coworkers, students, parents, and building staff.

Support Staff Development (Board Policy G4.5)

The Superintendent/designee may authorize appropriate training opportunities for support staff, including in-service training, conferences, or workshops without loss of pay. The Superintendent may determine whether the school corporation will pay the fees for attending outside conferences or workshops. Development opportunities will not be offered to less than full-time employees unless approved by the administration.

Evaluation of Support Staff (Board Policy G4.6)

Support staff must be evaluated on at least an annual basis by their immediate supervisor using an evaluation form which matches the job description/position to which the support staff member is assigned.

Support Staff Transfers

Transfers between positions may be made under both voluntary and involuntary conditions but always will be in compliance with Board Policy G4.4, with approval of the appropriate

administrator, and will take into account at least the following conditions:

- the best interests of HSE Schools
- quality of work and dependability
- training, experience and ability
- length of service; and
- concerns of the employee.

Resignation/Termination

If an employee resigns from employment with Hamilton Southeastern Schools, employees must do so in writing to their supervisor. Consistent with Board Policy, resignations are accepted upon submission and may not be withdrawn, rescinded, annulled, or amended without the consent of the Superintendent or designee. On an employee's last day of employment, employees will be required to return all school corporation items (i.e., keys, key fob, ID's, parking pass, school corporation owned uniforms, and school corporation issued technology/electronic device/s) to his/her immediate supervisor.

- Vacation days that remain will be paid at a daily rate with last paycheck.

Retirement of Support Staff (Board Policy G4.7)

To qualify for retirement a person must:

- actually "retire" and make application for PERF benefits; and
- be at least 62 years of age or have 20 years of service with the school corporation.

Such retiree shall be entitled to apply to receive a retirement benefit to be computed by taking:

- $32.50 for each year of employment in the school corporation; plus
- $32.50 for each day of unused sick leave at the time of retirement; and
- Unused vacation days at a daily rate.

A cap of $4,000 is placed on the amount which can be paid to any eligible employee under this policy.

Attendance

Employees must come to work and be on time to be successful. HSE recognizes that people become ill and sometimes need personal leaves from the workplace. HSE tries to be understanding when sickness or family matters occur and offers the ability to apply for certain benefits to assist an employee during these times; but it is important that employees realize that their ability to successfully perform their job on a regular basis. 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.

The school corporation may require employees to provide a written statement from their physician stating that they are physically unable to work. Poor attendance and/or tardiness can lead to disciplinary measures up to and including termination.

Employees who have personal, vacation, or sick days are required to use these days if they are available. An employee cannot take an unpaid day off work if appropriate paid days are available to use. Sick days may only be used for employee or immediate family member illness or medical appointments.

Definition of No Call, No Show (NCNS): An employee is considered a *No Call, No Show* when they fail to report to work as scheduled and do not notify their supervisor of the appropriate department within the designated timeframe. An employee may be subject to discipline for a NCNS up to and including termination of employment.

Three-Day Rule: An unexcused NCNS for three consecutive workdays is considered a voluntary resignation or grounds for termination due to job abandonment.

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.

Background/Criminal History Information

To help ensure a safe environment, it is the policy of HSE 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. HSE will assume the costs associated with employee's obtaining an updated criminal history check every five years.

Effective June 2023, individuals convicted of offenses listed in Board Policy 02.15 must be approved by the majority of elected members of the School Corporation.

Per Board Policy G02.06, during the course of employment with HSE, employees shall report the arrest or 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 arrest or criminal charge that occurs during non-work times such as weekends, holidays, and spring and summer break.

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, filing of criminal charges, 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 make the above report 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.

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 Closings

If it is necessary to close or delay the start of HSE due to inclement weather, power failure, or any other emergency, the Superintendent will notify the media of the closing. Listen to local radio and television stations for information. In addition, employees will be notified of school delays and closings through their telephone via the Skylert System. Support staff employees should report to work when schools are officially closed except for instructional assistants, bus drivers, bus attendants, nurses, building secretaries, 195-day custodians, building technology specialists, permanent subs, and food service personnel. If an employee is unable to get to work due to inclement weather any day, he/she is scheduled to work, and HSE is open, he/she must use a personal day or available vacation time in order to be paid for that day. **On occasions of early dismissal and school delay, hourly employees must report to work for their regular schedule or make arrangements with his/her supervisor to make up the lost time.**

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. The "Emergency Reference Guide" crisis procedures should be reviewed by the employee and should be readily accessible for use in an emergency.

In Case of Accident or Injury

Despite good efforts to avoid them, accidents can still occur. If an employee becomes injured at work, regardless of the severity of the injury, the employee shall see the school nurse, if possible, report the incident to his/her supervisor immediately, and fill out a First Report of Injury Form. The employee's supervisor should then immediately notify the Human Resources Department. Injured employees not requiring emergency medical services 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 an employee does not report the injury, there will be no documentation that the injury was work-related, and the employee will jeopardize his/her eligibility for benefits and coverage under Indiana Worker's Compensation Act.

Employees who qualify for Worker's Compensation benefits will require documentation from a licensed 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

HSE Schools is committed to working with our employees to provide a safe workplace. Employees should immediately report unsafe actions and conditions to their supervisor. It is important that all employees follow safety rules and are aware of their surroundings.

Worker's Compensation Insurance covers all employees of the Corporation, if an employee is injured while on the job, the employee should immediately notify their supervisor, school nurse, or building administrator. Timely reporting of the accident/injury will assist us in making sure the employee receives the proper medical attention and the claim is promptly reported to the worker's compensation insurer for HSE Schools.

The following steps should be taken to help with the processing of the injury report:

1. Notify the school nurse, supervisor, or administrator of the injury immediately when the incident occurs. If routine medical treatment is required, except in an emergency, the employee will seek care at the HSE Health Care Center.
   13121 Olio Road, Suite 200
   Fishers, IN 46037
   317.621.2462
   M-F 7am-6pm (closed 12pm-1pm)
   Saturday 8am-12pm
2. The First Report of Injury Form (State Form 34401) must be completed the day the injury occurs. The form can be obtained at the nurse's office in all buildings or on the school corporation Intranet under the District Date/Report Center. The school nurse, supervisor, or administrator may assist with the First Report of Injury form.
3. A copy of the First Report of Injury form shall be given to the employee and given to the nursing staff at the HSE Health Care Center. This form serves as proof of employment by HSE Schools to be treated at the HSE Health Care Center.
4. The employee's supervisor should complete an Accident Report within 48 hours of the incident. This form can be found on the HSE intranet under District Date/Report Center.
5. It is the responsibility of the employee to inform their supervisor immediately of any restrictions with work duties. The employee will communicate regularly with their supervisor Regarding medical status and any changes in status with regards to job limitations and a return-to-work plan. All attempts will be made to find suitable work within the scope of limitations.
6. If an employee receives care for a work-related injury from an unauthorized provider without prior approval, the employee may be responsible for the resulting charges.
7. The employee is expected to comply with the treatment recommendations of the practitioner at all times.

Please contact Human Resources with questions or concerns at 317-570-3346.

In the event of an emergency or after-hours injuries while on school property, contact 911. Additional information about OSHA can be viewed on the U.S. Department of Labor's website.

Medical Leave

Employees may be eligible for a medical leave if they are temporarily unable to perform their job duties due to a medical condition, illness, injury, surgery or pregnancy-relates issue.

- Employees who meet the eligibility requirements under the Family and Medial Leave Act (FMLA) will follow FMLA guidelines.
- Employees who do not qualify for FMLA may be granted a medical leave at the discretion of Human Resources, subject to supporting documentation.

Health Insurance Coverage During Leave:
Employees approved for medical leave who do not qualify for FMLA will have continued insurance coverage based on their leave start date:

- If the leave begins **on or before the 10th of the month**, insurance will end on the **last day of that month.**
  Example: If your leave begins on October 10th, your coverage will end on October 31st.

- If the leave begins **on or after the 11th of the month**, insurance will end on the **last day of the following month.**
  Example: If your leave begins on October 11th, your coverage will end on November 30th.

Following the end of your insurance coverage, you may be eligible to continue your benefits through Consolidated Omnibus Budget Reconciliation Act (COBRA). Additional information on COBRA continuation coverage will be provided to you at that time.

Returning to Work Requirement
Prior to returning to work after medical leave, employees must submit a medical release from their healthcare provider, confirming they are able to require their job responsibilities with or without reasonable accommodation.

Support Staff Leaves and Absences

Leave and absence information specific to an employee's job classification will be given to the employee at the time of new hire enrollment.

Hamilton Southeastern Schools will comply with the **Family Medical Leave Act (FMLA)** which offers twelve (12) weeks of unpaid leave to eligible employees for their own serious health condition, for care of a spouse, child, or parent with a serious health condition, or birth, adoption, or foster care of a child. Accumulated leaves (sick, personal, vacation) must be used concurrent with FMLA leave. FMLA leave is available for employees who have been employed by Hamilton Southeastern Schools for a full year and who have worked at least 1250 hours during the previous twelve (12) months.

Military Family Medical Leave

The National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181 Section 585(a) of the NDAA amended FMLA to provide eligible employees the following:

1. Eligible employees are entitled to up to twelve (12) weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation. Family members are limited to the following: **spouse, son, daughter, parent** (including biological, adoptive mother or father, or court appointed guardian/custodian), or **grandparent** (biological only).
2. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a

covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember.

3. Eligible military family members must have been employed by Hamilton Southeastern Schools over the previous 12 months and have worked at least 1250 hours during the 12 months before the requested leave.
4. The eligible military family member is required to utilize available vacation or personal time but not required to utilize available sick days.
5. When the employee returns from the leave, he/she will be restored to the same position he/she held before the leave, or its equivalent. The position will include the same or equivalent seniority, pay and benefits.

Leaves of Absence

Human Resources may approve a timely request for an employee's leave of absence. Employees desiring an extended leave of absence shall submit a leave request to Human Resources and employee's supervisor at least thirty (30) days prior to taking the leave, or the next business day following the employee's learning of the need for leave.

Leave taken pursuant to this section is not governed by the Family and Medical Leave Act (FMLA), however, if approval by Human Resources, it may be acceptable for an employee who has exhausted FMLA benefits to extend leave by taking a leave of absence pursuant to this policy.

Leave pursuant to this policy may be unpaid, however, only after the employee has concurrently exhausted all other paid time off including sick leave, vacation days, and personal days.
The employee's request for a leave of absences should include sufficient information to allow Human Resources to determine the need for a leave of absence. Human Resources may request additional information to verify the employee's need of leave. To the extent possible, employees should indicate their expected return date within the written request.

Employees on a leave of absence will follow the *Health Insurance Coverage During Leave* listed under **Medial Leave** provided above. Employees do not accrue time off during a leave of absence.

Prior to an employee's return from a leave of absence, the Superintendent or designee may require the employee to complete a fitness for duty examination. Nothing in this section shall be construed to interfere with or limit the rights to leave an employee has pursuant to state or federal law.
Employees on leave are not allowed to engage in any employment activity (e.g. coaching, extra circular activities, professional development, etc.). Additionally, employment elsewhere while on leave is prohibited and any employee found working elsewhere during leave may be subject to immediate discharge.

Benefits

Benefit plan eligibility for an employee's specific assignment will be given to the employee at the time of new hire enrollment. Additional benefits offered by the school corporation that are summarized in this handbook include: COBRA, retirement, and cafeteria plan.

Support Staff Benefit Eligibility

Insurance enrollment must take place within thirty-one (31) days of an employee's hire date. If you are hired before the 10th of the month, coverage begins on the first day of the upcoming month. If you are hired after the 10th of the month, coverage begins on the first day of month following one month of employment.

- If you start January 3rd, your coverage begins February 1st.
- If you start January 15th, your coverage begins March 1st.

Employees must complete the required enrollment forms and work at least 4.5 hours per day or 22.5 hours per week to be eligible.

Continuation of Health Coverage (COBRA)

If employment with the school corporation is terminated, eligible employees may apply to continue to participate in the school corporation's group health insurance plan for a defined period of time as prescribed by law and the plan documents.

Information regarding COBRA can be viewed on the Department of Labor's website.

Information Changes

Employees should promptly notify the Human Resources Department of any change in home address, telephone number, marital status, number of dependents, or any other pertinent information which may change. These changes should be made by the employee via the employee self-serv portal**.**

Employees with a name change must bring your new social security card 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 the Human Resources Department, who will then notify all departments of the name change. If you are enrolled in Public Employees Retirement Fund (PERF), please contact the Indiana Public Retirement System (INPRS) directly regarding changing your name.

Requests for insurance changes based on life changing events such as, marriage, birth, death, divorce, permanent injury/illness, change of jobs or outside open enrollment must be made to the Benefits Department within thirty (30) days of the event.

Section 125 Cafeteria Plan

The school corporation gives employees the opportunity to participate in a Section 125 Plan, also known as a cafeteria plan. In simplified terms, certain contributions (e.g., accident and health insurance, dependent childcare, group life insurance, and health savings accounts), can be paid on a pre-tax basis rather than with wages after taxes have been withheld.

By enrolling in the Section 125 Plan, the employee's share of the premium is paid with money which is deducted from gross wages. Generally, qualified benefits under a cafeteria plan are not subject to FICA, FUTA, Medicare tax, or income tax withholding. As a result, employees' wages may be subject to required withholdings at a lower tax rate therefore allowing certain employees to minimize the amount paid for taxes.

If an employee elects to participate in this plan, he/she should be aware that the salary reduction election cannot normally be revoked or changed during the plan year.

Employer 403(b) Retirement Plan

Hamilton Southeastern Schools has established a 403(b)-retirement plan. For eligible employees, Hamilton Southeastern Schools can match employee contributions up to 5% of the employee's wages.

All support staff employees of Hamilton Southeastern Schools are eligible to participate. Eligible employees may complete the required forms to participate on the first business day of any month. There is currently no vesting period for the amount contributed by the employee. Employee contributions are not subject to forfeiture. The account established by the employee remains his/her account. Additional information about who can participate in the 403(b) plan and a copy of the plan documents can be requested from the Human Resources Department.

Use of School District Property and Materials

All HSE 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

HSE 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.

Conditions of Portable Devices

Employees agree that the following conditions apply to their use of the portable devices (laptop, tablet, etc.) assigned to them:

a) that the device is to be used primarily for professional responsibilities,
b) that the Staff Technology Usage (I05.03) policy, covering the use of a HSE device continues to apply when the device is used off the premises of Hamilton Southeastern Schools,
c) that in the event the device/charging/power cord is damaged by other than normal use, or is lost while assigned to them, Hamilton Southeastern Schools will repair the damage/replace the device on the first incident and then the employee will be responsible for any costs incurred for the repair of the damage/replacement of the device for any other incidents,
d) that in the event the device is stolen while assigned to the employee, he/she will file a police report and submit a copy of the report to his/her supervisor and to the Directors of Technology, Hamilton Southeastern Schools will replace stolen equipment at no cost once he/she submits a copy of the police report,
e) that if a charging/power cord stops working, Hamilton Southeastern Schools will replace the charging/power cord after the employee turns it in and Hamilton Southeastern Schools inspects it and determines it to be through normal use,
f) that employees will return the device and charging/power cord to Hamilton

Southeastern Schools immediately in the event that:

1) its return is requested by a representative of Hamilton Southeastern Schools
2) the individual is no longer an employee of Hamilton Southeastern Schools.

Communication Between Staff and Students

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.*

1. *Transparent – maintain openness, visibility and accountability*
2. *Accessible – consider all electronic communication to be a matter of open record*
3. *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, employees are hereby notified that video surveillance occurs on HSE property. All speech and conduct in the non-private areas of any HSE 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 HSE property.

Telephone Use

The use of personal cell phones and HSE telephones should be used for work related purposes only during regular business hours. Employees are directed to avoid making or receiving personal calls during work time and use personal cell phones only during scheduled breaks or lunch times in non-working areas.

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 the employee's supervisor immediately.

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).

Confidentiality/FERPA

In the course of employment, employees often have access to, and process, confidential information relative to students and HSE employees. The inappropriate sharing of this information is considered a violation of applicable confidentiality laws, a serious breach of professional responsibility and is grounds for disciplinary action up to and including termination.

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 the HSE of its employees will be paid by the district. HSE will provide or will pay reasonable transportation costs to its employees for travel to and from the testing facility.

Tobacco-Free Schools

All HSE 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.

Sexual Harassment

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

Dispute Resolution

HSE expects employees to resolve disputes in a professional and civil manner utilizing the process set out in Board Policy by first reporting the dispute to an immediate supervisor. For additional details regarding the dispute resolution see Board Policy G02.03.01.

Pay Periods and Payroll Deductions

Hamilton Southeastern paydays shall be twice per month. The first of these will be the 15th or last business day before the 15th. The second pay date will be the last business day of the month.

HSE deducts amounts required to be withheld under federal and state laws including the following from employee paychecks: Federal Withholding Tax, State Adjusted Gross Income Tax, Social Security and Medicare, County Option Tax, and PERF. If an eligible employee chooses to apply and participate in certain benefit plans additional, designated amounts will be deducted from the employee's paycheck.

Direct Deposit

Hamilton Southeastern Schools requires employees to receive compensation via direct deposit. Forms to set up direct deposit are completed with your electronic onboarding forms.

Employees who have not completed and returned a form within thirty (30) days of hire will be required to pick up their paycheck at the Administration Office and are expected to bring the appropriate information at that time to set up direct deposit.

Employees must make direct deposit changes through the Employee Self Portal, which can be found on the HSE Staff Webpage.

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.

Compensation Philosophy

Hamilton Southeastern Schools is committed to offering a compensation package that includes wages and benefits that are competitive with similar employees in the Central Indiana area. Salary and benefit plan information will be provided to employees at the time of new hire enrollment. Revisions are distributed to each employee annually after Board approval.

If for some reason employment is terminated and the employee continues to receive compensation from the school corporation, the employee will be required to return unearned compensation.

Overtime

Non-exempt employees are encouraged to accomplish all job-related tasks during regular working hours. Non-exempt employees may not work more than forty (40) hours per week without the issuance of overtime pay. The overtime rate of pay is one and one-half times the employee's regular hourly rate. **Employees do not have the option of voluntarily working more than forty (40) hours per week without overtime pay.**

Employees must have pre-approval of an immediate supervisor/administrator prior to working any overtime. An administrator is defined as an administrative director, coordinator, or principal that supervises a non-exempt employee. Any overtime work beyond **one (1) hour in a week must have the pre-approval of a Central Office administrator**.

Overtime is calculated based on the number of hours actually worked each work week. Vacation days, sick days, holidays, bereavement days, and personal days will not count toward overtime pay. For example, employees may not request a vacation day, then work the day, and request time and ½ pay for the time worked on that day. For example, employees may not

request a vacation day, then work the day and request time and a ½ pay for the time worked that day.

Example 1:
Office registrar takes **two paid absence days** (8 hours each) and works **25 actual hours** during the week:

- Paid absence time: 2 days x 8 hours = 16 hours
- Actual hours worked = 25 hours
- **Total paid hours = 41 hours**
- **Overtime = 0 hours** (No overtime pay since actual hours worked <40)

Example 2:
Food Service Manager takes **one sick day** (8 hours) and works **42 actual hours** during the week:

- Sick day = 8 hours
- Actual hours worked = 42 hours
- **Total paid hours = 50 hours**
- **Overtime = 2 hours** (Overtime pay applies only to pre-approved hours over 40 worked)

Work Week Definition

The work week is defined as beginning twenty-four (24) hours prior to the designated work schedule as described on the employee's green STAFF CHANGES form and ending 168 hours later.

Volunteer Coaches/Sponsors

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

Time Records

Individual employee work hours are maintained by the Human Resources Department. If and when changes of an individual's work hours occur, those changes are recorded on a green STAFF CHANGES form.

Non-exempt hourly employees who work less than 260 days per year are required to submit their time through the "clocking" system or on a time sheet. Each employee is responsible for ensuring that his/her time is accurately and timely submitted to the appropriate supervisor for approval.

Falsification or manipulation of an employee's own or any other time record may result in discipline up to termination and possible criminal charges. Late arrival or early departure is cause for deduction from pay and disciplinary action.