

BLUFFTON-HARRISON M.S.D.

CLASSIFIED EMPLOYEE HANDBOOK 2025-2026

Adopted by the Board of School Trustees: October 27, 2025



OVERVIEW	4
BOARD'S RIGHTS	5
NOTIFICATION OF ASSIGNMENT	5
PROFESSIONALISM	6
ATTENDANCE	6
ATTIRE	6
BEHAVIOR AND CONDUCT	6
CONFIDENTIALITY	6
COMMUNICATION AND TECHNOLOGY USE	6
COMMITMENT TO TEAMWORK	7
PROFESSIONAL DEVELOPMENT	7
ACCOUNTABILITY	7
OPERATIONS	7
TIME CLOCK SYSTEM	7
COMP TIME	7
WORK SCHEDULE ALTERATION DUE TO INCLEMENT WEATHER	8
SCHOOL CANCELLATION	8
SCHOOL DELAYS	9
EARLY DISMISSAL	9
VIRTUAL STUDENT DAY	10
EVALUATION	10
BREAK PERIODS	10
FLEXIBLE WORK HOURS	11
REMOTE WORK	11
GRIEVANCE PROCEDURE	12
PROCEDURE:	13
OTHER CONSIDERATIONS:	14
LEAVES	15
BEREAVEMENT LEAVE	15
FAMILY AND MEDICAL LEAVE - ACT OF 1993	16
HOLIDAYS	19
JURY DUTY LEAVE	19
PAID TIME OFF	20
PERSONAL LEAVE	21
SICK LEAVE	22
STAFF ABSENCES FOR MEDICAL LEAVE	24
VACATIONS	25
BENEFITS	26
GROUP LIFE INSURANCE	26
HEALTH INSURANCE	26
Board Contribution for Health Insurance	27
LONG TERM DISABILITY INSURANCE	28
	2

PERF BENEFITS	28
RETIREMENT PAY BENEFITS	28
SEVERANCE PAY PROGRAM	30
WORKMAN'S COMPENSATION	31
Sexual Harassment	31
COMPENSATION	32
CLASSIFIED PERSONNEL STIPEND - CPI	32
CENTRAL OFFICE PERSONNEL	32
FOOD SERVICE PERSONNEL	33
CHILDCARE PERSONNEL	33
INSTRUCTIONAL AND CLERICAL AIDES	34
OTHER LICENSED AND/OR PROFESSIONAL PERSONNEL	34
MAINTENANCE PERSONNEL	35
CUSTODIAL PERSONNEL	36
SECRETARIES AND TREASURERS	37
TRANSPORTATION PERSONNEL	38
TECHNOLOGY PERSONNEL	40
CLASSIFIED HANDBOOK RECEIPT	45

OVERVIEW

This handbook was prepared to provide information to all classified employees of the Bluffton-Harrison Metropolitan School District. The provisions contained within the handbook have been reviewed and approved by the Board of School Trustees. It is hoped that through this communication, employees will better understand their benefits and rights of employment with the school district.

A classified employee is defined as any employee who does not require a license issued by the Teacher Education and Certification Division of the Indiana Department of Education to perform his or her duties. Classified employees within the school district basically work either during the school year (nine or more months duration but less than twelve months) or for a full calendar year (twelve month employees). Classified employee categories and the average number of hours to work per day are as follows:

Category

Aides	6 ½ or less
Custodians	8
Food Service Director	8
Kitchen Managers	7
Food Service Employees	6 ½ or less
Maintenance Personnel	8
School Nurse	7 ½
Secretaries	7 ½
Treasurers	7 ½
Technology Personnel	8
Bus Drivers	3
Childcare Personnel	5 ½ or more
Childcare Director	Stipend
Preschool Personnel	3 or more

Each of the above defined number of hours are exclusive of lunch time with the exception of nurses, who must remain available for emergencies during lunch.

Specific working hours will be established and assigned by the classified employee's immediate supervisor. All classified employees are hired on an at-will basis. This means that either party may terminate employment by giving the other party a two-week written notice. All other definitions of "employment-at-will" defined in Indiana statute or by previous litigation will be recognized by the Bluffton-Harrison Metropolitan School District.

BOARD'S RIGHTS

The Board shall have the responsibility and authority to manage and direct on behalf of the public the operations and activities of the school corporation to the full extent authorized by law. Such responsibility and activity shall include but not be limited to the right of the Board to:

- A. Direct the work of its employees.
- B. Establish policy.
- C. Hire, promote, demote, transfer, assign and retain employees.
- D. Suspend or discharge its employees in accordance with applicable law.
- E. Maintain the efficiency of school operations.
- F. Relieve its employees for duties because of lack of work or other legitimate reason.
- G. Take actions necessary to carry out the mission of the public schools as provided by law.

NOTIFICATION OF ASSIGNMENT

Classified employees will receive an annual letter of assignment. This letter will identify the specific assignment, the beginning date of the proposed employment, and the hourly wage.

It should be clearly understood that this letter is used primarily to notify an employee of his or her specific assignment. In no way does it alter the "employment at-will" status of classified employees. At the conclusion of the school year after employee reviews, a reasonable assurance letter will be issued to all non-twelve month employees the district has identified to return for service for the upcoming school year.

PROFESSIONALISM

ATTENDANCE

All classified employees are to be present and on time in order to best serve the students and school community. BHMSD realizes circumstances arise that cause an employee to be absent from work (LEAVES section of this Handbook). For any absenteeism, classified employees must document leave using the district's electronic leave management system. Honesty in reporting the reasons for absences is expected.

Attendance is a critical component of effective performance at BHMSD. Classified employees who demonstrate a pattern of excessive absenteeism or tardiness may be subject to assignment transfer and/or disciplinary action, up to and including termination.

ATTIRE

All classified employees will dress in a professional manner appropriate for the employee's position and job duties. All classified employees' dress should, at minimum, adhere to the dress code outlined for students in the Bluffton High School Student Handbook.

BEHAVIOR AND CONDUCT

Classified employees are to serve as role models for students by embodying the principles of ethical behavior and integrity. This includes making informed decisions and consistently following school policies. Classified employees should maintain respectful and professional interactions with students, colleagues, parents, visitors, and the community. This involves active listening, clear communication, and addressing conflicts constructively. All classified employees are entitled to work in an environment that respects their rights and is free from discrimination. Classified employees must treat colleagues, students, and community members with respect, courtesy, and dignity at all times.

CONFIDENTIALITY

Classified employees must respect the confidentiality of student information and professional communications. This includes handling sensitive information with discretion and ensuring that student and employee privacy is maintained.

COMMUNICATION AND TECHNOLOGY USE

Classified employees must use technology professionally and appropriately. This includes both district-provided devices and personal devices. Usage of technology should not interfere with the ability to effectively perform job duties. Electronic communication with students should be conducted through district-approved platforms, such as district email or other sanctioned applications. Additionally, communication between BHMSD employees, whether work-related or as a parent/guardian, must be respectful, professional, and appropriate, reflecting their role as representatives of our school district. Classified employees are encouraged to refrain from "friending" students via social networking sites. The expectation of professionalism should not be compromised during staff/student interactions. Social media usage must adhere to district

policy. In some instances, appropriate relationships may exist outside of the scope of an employee's duty where "friending" a student via social networking sites may be appropriate so long as conduct both in and out of the school environment is appropriate and in line with the ethics and standards expected of BHMSD employees.

COMMITMENT TO TEAMWORK

Classified employees are expected to work collaboratively with colleagues to support the common goals of the school and district. This involves setting aside personal objectives for the greater good of the school community and contributing to a positive, inclusive environment.

PROFESSIONAL DEVELOPMENT

Classified employees are encouraged to pursue continuous professional development to stay current with best practices and advancements in their area of work. Permission may be granted by the superintendent or his or her designee for an employee to attend training or professional development activities. Payment of regular wages or designated grant funded stipend(s) plus previously agreed upon conference expenses will be made for all previously approved in-service meetings.

ACCOUNTABILITY

Classified employees are accountable for their actions and decisions. This includes taking responsibility for the outcomes of their work and being punctual and prepared for the work day.

OPERATIONS

TIME CLOCK SYSTEM

All classified employees with the exception of salaried employees must utilize the time clock system. Submissions should be completed via the electronic timekeeping system.

Overtime hours must have advanced approval by the immediate supervisor. Payment for approved overtime will be made at the rate of one and one-half times the regular hourly rate.

A time clock system houses the time sheet, which is a legal document and it is authorization for the school district to pay an employee for services rendered. Care should be taken to clock in and out as directed. Time clock systems are eligible for audit by the State Board of Accounts every two years.

COMP TIME

Accrual of comp time hours must have advanced approval by the immediate supervisor. Comp time will be taken as straight time unless a forty (40) hour work week has been worked. If an employee has worked over forty (40) hours in the work week, comp time will be given at 1 ½ time. A maximum of forty (40) hours comp time can be accrued. Employees must use accrued comp time within the next two pay periods. A work week is the period of Sunday through Saturday. Hours worked do not include leave days. (Example: sick time, personal leave,

bereavement leave, vacation, holiday, etc.)

No employee may work more than 40 hours in one week without the prior approval of the building principal. Normal hours should be shown on the time sheet as they are actually worked. Comp time hours should be reported using the electronic timekeeping system.

WORK SCHEDULE ALTERATION DUE TO INCLEMENT WEATHER

The safety and well-being of students in the schools of the Bluffton-Harrison Metropolitan School District are of utmost priority and importance. From time to time during the course of the school year, alterations may need to be made in the regular working schedule due to inclement weather. Changes in the regular schedule will be announced using an automated messaging system.

The following guidelines will be followed due to schedule alterations:

SCHOOL CANCELLATION

If conditions warrant, school may be canceled by the superintendent of schools. The work schedule for classified employees whose school is closed due to weather related or emergency conditions is as follows:

Unless a snow emergency is verified by the superintendent's office, twelve month secretaries, custodians and maintenance personnel will report to their school buildings and work under the direction of the school principal and/or the superintendent or his designee. Classified employees will be paid for hours worked. If make-up days are required, affected classified personnel will work in the same manner as certified personnel. If twelve month secretaries, custodians and maintenance personnel experience compensation inequities as a result of cancellations, compensatory time off will be granted accordingly.

During a time of a warning level travel emergency officially declared either in Wells County and/or the city of Bluffton, and verified by the superintendent's office, employees should not report to work unless requested by the superintendent or his/her designee. Twelve-month secretaries, custodians, and maintenance personnel may be compensated for up to three days of snow emergency, after which they will be compensated only for hours worked. Personal business days and vacation time may be used for snow emergencies. Classified employees will be paid for hours worked. If make-up days are required, affected classified personnel shall work in the same manner as certified personnel. Subject to the limitations stipulated above, "Leave" days shall not be charged for school days that are canceled.

Exceptions to the above regulations may be made by special order of the superintendent of schools or his/her designee.

SCHOOL DELAYS

If school is delayed due to weather conditions or any other cause, all twelve-month classified personnel report at the regular time. All non-twelve-month classified personnel will report as directed by the building principal.

If a delay is changed to a cancellation, classified employees will be paid for hours worked. If virtual learning is not possible and make-up days are required, affected classified personnel will work without compensation in the same manner as certified personnel.

Bus drivers should plan to begin their duties according to the delay schedule in effect. If a substitute bus driver is on call and is prepared to run a regular bus route, but school is canceled due to these conditions, he or she will be paid one-half a day's wages.

Exceptions to the above may be made by order of the superintendent of schools or his/her designee.

EARLY DISMISSAL

If weather conditions deteriorate during the course of a school day and a decision is made to dismiss students early, twelve-month secretaries, custodians, and maintenance personnel shall complete their work day unless otherwise ordered by the superintendent. Classified employees will be paid for hours worked. If make-up days are required, affected classified personnel shall work without compensation in the same manner as certified personnel.

Exceptions to the above may be made by the superintendent of schools or his/her designee.

VIRTUAL STUDENT DAY

In the event a Virtual Student Day is authorized by the school district in lieu of a traditional school day, classified employees may be required to report for work.

If classified personnel are not required to work on a Virtual Student Day, classified personnel may elect to take the day as an unpaid day or to use an available personal day if the classified personnel wishes to be paid for the day. For classified employees not required to work on a Virtual Student Day, sick leave or accumulated sick leave may not be used on a Virtual Student Day.

Exceptions to the above may be made by the superintendent of schools or his/her designee.

EVALUATION

Each classified employee will be formally evaluated one time per year by his or her immediate supervisor or building supervisor (or designee). The evaluation instrument will be developed and updated from time to time in consultation with the Superintendent's Cabinet and/or classified employees and will contain items to help assure a successful working relationship.

Upon completion, the evaluation form will be signed by the evaluator and the classified employee and placed in the employee's personnel folder which is maintained in the School Administration Building. A classified employee who does not agree with the evaluation may attach a written statement outlining his or her exceptions to the evaluation made. The attached employee statement will also be filed in the personnel folder.

A copy of the evaluation form will also be given to the employee if requested.

Past evaluation forms on file in the personnel folder may be reviewed by the employee upon advance request to the superintendent's office.

BREAK PERIODS

Each 12 month classified employee will be provided break times during the work day. Break periods will be structured as follows:

- **10-hour shift:** One 30-minute morning break (paid), one 30-minute lunch (unpaid), and one 10-minute afternoon break (paid)
- **9-hour shift:** One 30-minute morning break (paid) and one 30-minute lunch (unpaid)
- **8-hour shift:** One 30-minute morning break (paid) and one 30-minute lunch (unpaid)
- **4-hour shift:** One 15-minute morning break (paid)

Administration may alter break and lunch periods as necessary to best serve the needs of the school and/or district.

FLEXIBLE WORK HOURS

Each 12 month classified employee will select from the following work schedule options during the summer period:

- **Standard Work Week:** Maintain the usual 5-day work week with no changes to daily hours.
- **Four 10-Hour Days:** Work four 10-hour days each week with one day off.
- **Four 9-Hour Days and One 4-Hour Day:** Work four 9-hour days and one 4-hour day each week

Flexible schedule options will be available on the first Monday following the completion of the academic school year and conclude on the last Friday in July. Administration may alter the flexible schedule period as necessary to best serve the needs of the school and/or district.

Regardless of flexible work hours elected by a 12 month employee, standard holiday pay for the July 4 holiday(s) will apply (eight hours per day), and flexible scheduling will not be available for the week of July 4. Work schedules will revert to a standard work week for the July 4 holiday.

Employees electing to work more than 8 hours in a work day during the flexible work hours period are expected to maintain open communication with supervisors and team members, approach work with a positive and proactive mindset, and ensure productivity and efficiency does not lessen throughout the longer work day.

Employees must elect their preferred flexible schedule by notifying the Central Office prior to the end of the academic school year (last staff day). Once selected, the schedule must be adhered to for the entirety of summer period to ensure operational efficiency.

REMOTE WORK

In recognition of the evolving work environment and the potential benefits of flexible work arrangements, Bluffton-Harrison Metropolitan School District is committed to supporting work-life balance for its employees. The following remote work provisions apply to central office, communications, and technology department classified employees.

Eligible employees may be approved to work remotely up to two days per week, provided they meet the following conditions:

- **Approval:** Remote work must be approved by the employee's direct supervisor and superintendent (or his/her designee).
- **Schedule Consistency:** Employees should establish a consistent remote work schedule, including set start and end times, to ensure availability during regular business hours.
- **Availability:** Employees must be reachable and responsive during their remote work hours.

Brief, extended remote work periods exceeding two days per week may be considered under special circumstances. These arrangements require:

- **Administrative Approval:** Extended remote work periods must be approved by the employee's direct supervisor and superintendent (or his/her designee).
- **Justification:** A clear justification for the extended remote work period, outlining the

necessity and expected duration, must be provided.

- **Evaluation:** These arrangements will be subject to regular review to ensure they meet operational needs and maintain productivity standards.

Employees are responsible for setting up a conducive work environment at home. This includes:

- **Workspace:** A quiet, dedicated workspace free from distractions.
- **Equipment:** Necessary equipment and technology to perform job duties, including a computer, internet access, and any other required tools. The district may provide certain equipment as needed.

Employees must adhere to district policies on data security and confidentiality, ensuring that:

- **Data Protection:** Sensitive information is protected and not disclosed to unauthorized individuals.
- **Device Security:** Devices used for remote work are secured with appropriate security measures, such as antivirus software and strong passwords.

Remote employees are expected to maintain high levels of productivity and meet performance standards. Supervisors will monitor:

- **Task Completion:** Timely completion of tasks and projects.
- **Communication:** Regular communication with supervisors and team members to provide updates and receive feedback.
- **Productivity:** Maintenance of productivity levels comparable to on-site work.

To ensure effective communication and collaboration:

- **Meetings:** Employees must attend virtual meetings as required using district-approved platforms.
- **Reporting:** Regular progress reports must be submitted to supervisors as requested.
- **Availability:** Employees should be accessible through email, phone, and other communication tools during work hours.

The remote work arrangement will be evaluated periodically to assess its effectiveness. Adjustments may be made based on:

- **Performance Reviews:** Employee performance and productivity metrics.
- **Feedback:** Input from employees and supervisors regarding the remote work experience.
- **Operational Needs:** The district's operational requirements and any changes in work demands.

Employees must comply with all district policies and procedures while working remotely. Failure to adhere to the remote work policy may result in revocation of remote work privileges and other disciplinary actions.

GRIEVANCE PROCEDURE

Definition: A grievance is a claim by a classified employee of an alleged violation, misinterpretation, or misapplication of one of the terms or conditions of employment as stated in this classified employee handbook or as contained in the written Board Policy.

Purpose: Good employee morale is maintained if, as problems arise, a sincere effort is made by

all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. Classified employees should be aware that proper channels are open for them to find equitable solutions to just grievances.

PROCEDURE:

Level 1 - Within 12 calendar days from the time that the grievant knew or reasonably should have known of the grievance, a classified employee with an alleged claim shall first discuss it with his or her immediate supervisor with the objective of resolving the matter informally. Within five calendar days after hearing the grievance, the immediate supervisor shall orally answer the grievant.

Level 2 - In the event that the aggrieved person is not satisfied with the disposition of his or her claim at the previous level or in the event no decision has been made within the five calendar days after presentation of the informal claim, he or she may file a formal grievance in writing on the form provided by the superintendent's office. The formal written grievance must contain the name of the grievant, state the facts giving rise to the grievance, identify the specific provisions of the classified employee handbook or Board Policy alleged to be violated, state the position of the grievant with respect to the grievance, and indicate the specific relief sought. The grievance form must be signed by the grievant.

One copy of the formal grievance will be sent to the immediate supervisor within five calendar days after receipt of the oral answer or, if no oral answer was received, within ten calendar days after the meeting for presentation of the informal claim. Within seven calendar days from the receipt of the written grievance by the immediate supervisor, he or she shall meet with the aggrieved person in an effort to resolve the grievance. The superintendent or his/her designee shall also be present at the aforementioned meeting. Within seven calendar days after the formal hearing, the immediate supervisor shall respond in writing to the aggrieved person with his or her answer.

Unless the grievance involves the termination of the employee's Employment Agreement, the action at Level 2 shall be deemed final. If the grievance involves the termination of an Employment Agreement, the employee may continue to Level 3.

Level 3 - Within ten calendar days after receiving the written decision of the immediate supervisor and counter-signed by the superintendent or his/her designee, an appeal from the decision may be made to the Board of School Trustees. The Board shall hold a hearing in executive session on the grievance and render its decision in writing to the grievant. The Board's decision is final.

OTHER CONSIDERATIONS:

1. The number of days indicated at each level should be considered as maximum. Efforts should be made to expedite the process. Time limits stated in this grievance procedure may be extended only by the mutual written agreement of the parties.
2. Any grievance not advanced from one level to the next within the stated time limits shall be deemed resolved by the answer at the previous level.
3. Nothing contained in this procedure shall deny to an employee his or her rights under state or federal constitutions and laws.

LEAVES

All new classified employees will be placed in a probationary employment period for thirty (30) workdays. During the probationary employment period, leave day benefits will not be in effect for the new classified employee. In specific situations, the Superintendent may waive or reduce the probationary employment period.

BEREAVEMENT LEAVE

Each classified employee shall be permitted to be absent from work for death in the immediate family for a period extending not more than five (5) work days beyond such death without loss of compensation. Immediate family means the employee's spouse, parent, child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, daughter-in-law, son-in-law or a person living in the same house as part of the family.

The chart below outlines the number of bereavement days for employees depending on the relationship to the deceased.

Relationship to Employee	5 Days	1 Day
Spouse	X	
Parent	X	
Child	X	
Brother or Sister	X	
Father-in-law or mother-in-law	X	
Grandparent	X	
Grandchild	X	
Son-in-law or daughter-in-law	X	
Person living in same house as part of the family	X	
Other member of the family		X

Each classified employee shall be permitted to be absent from work without loss of compensation for one (1) work day for attending bereavement services of any other member of the family.

The relationship of the relative should be recorded with the leave request when it is submitted for bereavement leave utilization. Bereavement leave days are non-accumulative.

FAMILY AND MEDICAL LEAVE - ACT OF 1993

A number of leaves allowed under this contract also qualify as leaves entitled to protection under the Family and Medical Leave Act (FMLA). All eligible employees will be entitled to the maximum leave allowed, when necessary, under the provisions of either the specific leave section listed above and/or this family leave section.

An unpaid leave of absence for up to twelve (12) weeks in duration may be granted to eligible employees for certain family or medical reasons. An employee who has been employed for at least twelve (12) months (need not be consecutive) before the leave request and who has worked at least 1,250 hours during the previous year is eligible for a leave of absence pursuant to this section.

A. Qualifying Events

1. A family or medical leave will be granted should the need arise for any of the following qualifying reasons:
 - a. Birth of the employee's child, or the placement of a child for adoption or foster care, and first-year care of the child.
 - b. To care for the employee's spouse, child, or parent who has a serious health condition.
 - c. For a serious health condition that causes the employee to be unable to perform his/her job.
2. Leaves may begin before the birth of a child if a medical condition exists that makes the employee unable to perform the job, or prior to the placement of a child for adoption or foster care if circumstances require absence from work for the placement to proceed. An employee's entitlement to leave for the birth or placement of a child expires at the end of the twelve (12) month period beginning on the date of the birth or placement.

B. Notice Requirement

If the leave is foreseeable, thirty (30) days written notice is required. Failure to provide thirty (30) days notice for a foreseeable leave may cause the leave to be denied until thirty (30) days after the employee first gave the required notice of the foreseeable leave. If the need for the leave is not foreseeable, the employee must give notice to the office of the Superintendent as soon as possible.

C. Certification Requirement

Any request for leave due to a serious health condition or due to the serious health condition of a qualifying family member must be supported by a timely certification issued by a healthcare provider. The employee must provide the requested medical certification within fifteen (15) calendar days after the request was made. If the Superintendent has reason to doubt the validity of medical certification, the employee may be required to obtain a second opinion at school corporation expense. Should any variance between the two medical certifications exist, a third opinion, at school corporation expense, may be requested. This opinion shall be final and

binding. Failure to submit the required medical certification may result in the denial of the leave or denial of basis. Medical certification shall be submitted on forms provided by the school corporation.

D. Request Procedure

Requests for leaves of absence and extensions must be submitted in writing and on the prescribed form supplied by the office of the Superintendent unless impossible due to an emergency.

E. Leave Substitution

Employees will substitute accrued vacation, personal leave, sick leave, or other qualifying leave for all or part of any otherwise unpaid FMLA. This qualifying paid leave will be counted as part of the employee's twelve (12) weeks of FMLA leave entitlement. However, the use of paid leave by the employee under circumstances which do not qualify as family medical leave cannot be counted against the twelve (12) weeks of FMLA leave to which the employee is entitled.

F. Maintenance of Group Insurance

During the FMLA, eligible employees will maintain coverage under the employee's group health plan (including life insurance) at the same level and under the same conditions for which coverage would have been provided if the employee had continued in active employment continuously for the duration of such leave. Employees who contribute to such a group health plan must continue to make such contributions during the period of their leave in order to maintain coverage. The employer may recover the premium paid for maintaining an employee's health plan coverage during any period of unpaid leave if the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave, or other circumstances beyond the employee's control.

G. Restoration to Position and Benefits

Eligible employees returning from family or medical leave within twelve (12) weeks will be returned to the position that they held when they went on leave, or they may be placed in equivalent positions with equivalent benefits, pay and other terms and conditions of employment

H. Return to Work

Employees returning from any form of leave of absence must be able to assume duties as assigned by the district upon their return. The district and returning employee will adhere to Board Policy - D400-R Administrative Guidelines as applicable. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee must provide certification from the employee's health care provider stating that the employee is able to resume

work.

I. Failure to Return from Leave

An employee granted a leave of absence pursuant to this provision who fails to return to work upon expiration of the leave granted shall be classified as "voluntarily terminated."

J. Intermittent or Reduced Schedule Leave

1. During the first twelve (12) weeks of leave for a serious health condition (either an employee's own or a qualifying member), intermittent or reduced schedule leave may be taken when medically necessary. Employees seeking intermittent or reduced schedule leave must provide medical certification issued by a healthcare provider. Employees who have requested foreseeable intermittent or reduced schedule leave due to planned medical treatment may be transferred temporarily to an available alternative position at the discretion of the Superintendent if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits. Classified staff are required to take leave in half (.5) day increments.
2. Employees requesting FMLA leave near the end of an academic term will be subject to special rules of the FMLA.

K. Leave Entitlement Period

The twelve (12) month period in which the twelve (12) weeks of family leave entitlement occurs will consist of the twelve (12) month period measured forward from the date the particular employee's FMLA leave begins.

L. Status Reports

During the leave, an employee may be required to provide periodic reports on his/her status and intent to return to work following leave. Requested information must be provided within fifteen (15) days of the request.

M. Jointly Employed Spouses

A total of twelve (12) weeks of FMLA leave will be granted to each jointly employed spouse regarding birth or adoption of a child or to care for a sick parent. If the FMLA leave request is for personal illness, each spouse will be entitled to twelve (12) weeks of FMLA leave.

HOLIDAYS

Ten official holidays observed in the Bluffton-Harrison Metropolitan School District are:

- Independence Day, July 4 plus one workday immediately preceding or following July 4th
- Labor Day, the first Monday in September
- Thanksgiving, the fourth Thursday in November and the following Friday
- Christmas Vacation, December 25 plus two other days during the published school Christmas vacation period
- New Year's Vacation, January 1
- Good Friday
- Memorial Day, the fourth Monday in May

The use of floating holidays must be appropriately submitted using the district's absence management system in order for the employee to be properly compensated for floating holiday usage.

If Presidents' Day and/or Martin Luther King Day is observed as an official school holiday or an approved instructional waiver day resulting in an in-person school activity, it will be considered a paid holiday.

If a holiday falls on Saturday, it will be observed on the preceding Friday. If a holiday falls on Sunday, it will be observed on the following Monday.

The aforementioned holidays are paid days for 12 month classified employees. Food service personnel receive paid holidays during the ten-month academic calendar, which is defined as the first teacher work day through the last teacher work day.

Regardless of flexible work hours elected by a 12 month employee, standard holiday pay for the July 4 holiday(s) will apply (eight hours per day), and flexible scheduling will not be available for the week of July 4. Work schedules will revert to a standard work week for the July 4 holiday.

Central office employees may carry-over two additional holidays until June 30 of the following year if end of year workload prevents the employee from expending granted holidays during the standard holiday break time. Arrangements for taking the carry-over holidays must be approved in advance by the superintendent or his/her designee.

JURY DUTY LEAVE

When requested, a classified employee may serve on jury duty. The Board of School Trustees will pay the employee his or her full salary provided that such employee agrees to return to the Board all pay received for serving on jury duty. This return payment does not include the expense payment, if any, that also may accompany such service.

Employees must provide jury duty documentation to the central office indicating jury duty assignment and dates of service. Employees who are required to serve on jury duty should, whenever possible, report to work before and after their jury duty assignments.

PAID TIME OFF

Each classified employee shall be granted leave days as specified within this section. Leaves shall be requested in advance through the district approved leave management system, unless there is an emergency situation. In which case, the employee must contact their direct supervisor about their need to be absent from their role. In that case, the district approved leave management system must be completed upon the employee's return. All paid leave time, regardless of position, will be prorated based upon the beginning date of service for the employee and the total work days expected for a full service year. Employees must exhaust all paid leave prior to using unpaid time off, and the use of unpaid time off may result in a negative evaluation and/or termination.

Throughout this handbook the word day(s) is used for classified employee; however for 12 month classified employees in the following classifications: Technology, Custodial, Maintenance, and Central Office work shall be provided paid leave time off in hour increments. For the purpose of paid time off for these specified classifications, the total number of hours per day assigned to the employee shall result in one (1) day equivalent of paid time off.

The table below converts paid time off from day increments to hour increments for the classifications: Technology, Custodial, Maintenance, and Central Office

	8 Hour Work Day	7.5 Hour Work Day
Leave Day Amount	Total Leave Hours	Total Leave Hours
1	8.0	7.5
2	16.0	15.0
3	24.0	22.5
4	32.0	30.0
5	40.0	37.5
6	48.0	45.0
7	56.0	52.5
8	64.0	60.0
9	72.0	67.5
10	80.0	75.0
11	88.0	82.5
12	96.0	90.0
13	104.0	97.5
14	112.0	105.0
15	120.0	112.5
16	128.0	120.0
17	136.0	127.5
18	144.0	135.0

19	152.0	142.5
20	160.0	150.0

PERSONAL LEAVE

Each classified employee shall be granted leave days as listed in the following table for the transaction of personal business and/or for the conduct of personal or civic affairs during each year of employment:

Classified Category	Personal Leave Days
Aides	3
Custodians	2
Food Service Personnel	3
Food Service Director	3
Kitchen Manager	3
Maintenance Personnel	2
School Nurse	2
Secretaries (9 month)	2
Treasurers (9 month)	2
Secretaries (12 month)	2
Bus Drivers	2
High School Treasurer	2
Middle School/Elementary School Treasurer	2
School Day Childcare Personnel	2
Preschool Personnel	2
Technology & Communications Personnel	As Denoted in Work Agreement

Personal days may be taken in ½ day units. An employee may accumulate a maximum of four (4) personal leave days. The request for use of personal days must be submitted via the approved absence management system and if possible should be completed in advance of the absence. If the request is an emergency request or after 6:30 AM on a work day, the classified staff must report their need to be absent to their supervisor.

Personal days in excess of four (4) remaining at the end of June will be transferred to the employee's sick leave balance until the sick leave maximum balance is achieved.

SICK LEAVE

Sick leave is provided to ensure employees can manage their health without the added stress of work responsibilities.

Each classified employee shall be granted sick leave days as listed in the following table:

Classified Category	Sick Leave Days
Aides	6
Custodians	9
Food Service Personnel	6
Food Service Director	8
Kitchen Manager	7
Maintenance Personnel	9
School Nurse	7
Secretaries (9 month)	6
Secretaries (12 month)	9
Bus Drivers	6
High School Treasurer	8
Middle School/Elementary School Treasurer	7
School Day Childcare Personnel	6
Preschool Personnel	4
Technology & Communications Personnel	As Denoted in Work Agreement

Annual sick leave may be used for personal illness and/or health appointments for the employee or the employee's immediate family. Immediate family is defined as father, mother, spouse, children, father-in-law and mother-in-law. A maximum of one (1) family medical leave day shall be granted for the birth of a grandchild (grandfather or grandmother), if available. Accumulated sick leave may not be used for a family member's illness or family member's health appointment. Sick days may be taken in ½ day units.

All requests for sick leave will be treated confidentially and with respect to the employee's privacy.

Unused sick leave days shall accumulate to a total as outlined in the table below:

Employee Type	Max Sick Leave Accumulated Total
9 month employee	95
9.5 month employee	100
10 month employee	105
11 month employee	115
12 month employee	125

Accumulated sick leave may be used for personal illness and/or health appointments for the employee only. Accumulated sick leave may not be used for illness or health appointments for members of the employee's immediate family.

The accounting of sick leave days available will be recorded on the employee's check stub. Employees must exhaust all available paid leave prior to the use of unpaid leave.

The Bluffton-Harrison Metropolitan School District reserves the right to require a physician's statement whenever an employee's use of sick time is deemed excessive.

Any classified employee absence beyond the benefit days provided (e.g. loss of pay day) may result in disciplinary action up to and including termination of the classified employee.

STAFF ABSENCES FOR MEDICAL LEAVE

If circumstances warrant, the Board of School Trustees of the Bluffton-Harrison Metropolitan School District may grant a medical leave of absence without pay upon request of an employee of the school district. The following steps should be taken if an employee wishes to be considered for and be granted a medical leave:

1. A written request signed by the employee or his or her agent and directed to the Superintendent of Schools and the Board of School Trustees indicating the reason for the leave should be submitted no later than the week prior to the date for Board consideration.
2. Medical substantiation signed by a doctor shall be provided if requested by the Board.
3. The length of the medical leave shall be established in time intervals which will accommodate the overall educational program for the students in the school, that is, the remainder of a marking period, the remainder of a semester, or the like.
4. A medical leave may be extended for a specific period of time upon written request and positive action by the Board.
5. All decisions of the Board shall be considered final.

While an employee is on medical leave granted by the Board according to the aforementioned guidelines, the person will continue to be defined as an employee of the school district and will be eligible to participate in the various group insurance programs by individually paying the premiums due. However, no other employment benefits will be granted during the course of the unpaid leave (i.e., sick leave, personal leave, paid vacations, etc.).

VACATIONS

The district values the importance of work/life balance for all employees. Recognizing that personal time is essential for overall well-being and job satisfaction, we are dedicated to providing comprehensive benefits to support our employees in achieving this balance. This provision applies to Custodians, Maintenance, Technology, and Central Office personnel. We believe that these vacation days are crucial for every employee and are committed to fostering a work culture that prioritizes the holistic wellness of our staff.

Allocation of Vacation Days

Vacation time is allocated on a fiscal year basis (July 1 through June 30). A 12 month classified employee's hire date determines the vacation day allocations for the remaining fiscal year in which the employee was hired. The table below outlines the allocation of vacation days based on hire date:

Hired Between July 1 and October 31	10 days
Hired Between November 1 and March 31	5 days
Hired Between April 1 and June 30	0 days

At the beginning of each fiscal year (July 1 through June 30), all 12 month classified employees will receive vacation days regardless of hire date as outlined in the table below:

Completed Service Year	Vacation Days
Year 0-9	10 days
Year 10 - 19	15 days
Year 20	16 days
Year 21	17 days
Year 22	18 days
Year 23	19 days
Year 24+	20 days

Usage of Vacation Days

- Vacation days are available for use after an employee has completed 90 calendar days of employment.
- Vacation days may not be used in an increment of more than five (5) consecutive days without prior approval of the Superintendent.
- Twelve-month maintenance and custodial personnel may expend earned vacation days for the upcoming fiscal year beginning June 1 of the current year.

- Twelve month employees with any unused vacation days at the end of the current fiscal year (June 30) may be used within the first six (6) months of the upcoming fiscal year (July 1 through December 31).
- Any unused vacation days after December 31 from the previous fiscal year will expire and cannot be used.
- Vacation requests should be logged in the approved absence management system and will be approved by the building principal and central office personnel. Classified staff should also notify immediate supervisors of any vacation requests for scheduling purposes.

Approvers will take into account various factors, including but not limited to the employee's years of service, their work schedules, ongoing project timelines, departmental and/or building coverage needs, as well as any other relevant factors when evaluating a vacation request.

BENEFITS

GROUP LIFE INSURANCE INCLUDING ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)

All classified employees may participate in the group life insurance program provided by the Board of School Trustees. A \$20,000 face value group life policy will be provided by the employer at a cost of \$1.00 to the employee. This plan contains a \$20,000 payment in case of death, a \$40,000 payment in case of accidental death, and certain dismemberment benefits. The anniversary date of the policy is January 1 of each year. An eligible classified employee may join the life insurance program by completing the proper enrollment forms upon employment, and the benefit goes into effect on the first of the month following the first work day as an employee of the school district. Additional Life Insurance is available to the employee by his or her paying a small additional premium. Information is available from the Treasurer of the Bluffton-Harrison M.S.D at 260-824-2620.

If an employee who is eligible and participates in the group life insurance program retires, he/she will be responsible for the full cost of coverage to continue benefits. This provision also applies to dependent life insurance.

HEALTH INSURANCE

The school district through the School Employees Benefit Trust offers a health insurance plan for all classified employees.

A single or family plan will be offered as appropriate. The Board may pay a portion of the actual premium. Said portion will be determined annually. This amount will only be paid for group health insurance carried by the school corporation and will not exceed the total individual premium less \$1.00 to be paid by the employee.

When a classified employee who is eligible for health insurance benefits reaches the month of his or her 65th birthday, he or she may choose to remain on the regular health insurance plan as long as the employee is actively at work.

Health insurance coverage will be from January 1 of each school year through the following

December 31. Benefits paid by the corporation cease when the employee terminates his or her services to the school corporation. All classified employee's health insurance coverage will cease at the first of the month following his/her termination. A twelve-month employee will be eligible for insurance the first of the month following his/her first work day as an employee of the school district. A nine-month employee will be eligible for health insurance coverage the first of the month following his/her first work day as an employee of the school district.

If a classified employee who is eligible and participates in the group health insurance program retires before the age of 65 (but after age 55) and wishes to remain in the group plan, he or she may pay the full premium and be a member in good standing until the month of his or her 65th birthday.

Changes in the prime carrier and the coverage included may be made by official action of the School Employees Benefit Trust. In the event of a change, employees will be notified promptly.

Board Contribution for Health Insurance

Board contribution for health insurance benefits will be eligible to the following employee categories:

- Custodians
- Food Service Director
- Maintenance Personnel
- School Nurse
- Secretaries
- CDL Yellow School Bus Drivers*
- Childcare Director

The amount of board contribution for health insurance benefits for employees is defined in the table below:

Effective Date	PPO Single Plan	PPO Family Plan	CDHP Single Plan 1	CDHP Family Plan 1	CDHP Single Plan 2	CDHP Family Plan 2
January 1, 2025	\$8,169	\$13,416	\$6,186	\$9,713	\$5,424	\$9,034
January 1, 2026	\$8,496	\$13,953	\$6,433	\$10,102	\$5,641	\$9,395

Any classified employee who works part time and is eligible to receive the board contribution for health insurance coverage will receive a prorated benefit.

*The board contribution for health insurance for School Bus Drivers applies to CDHP Single insurance plans only.

Questions may be clarified by calling the Bluffton-Harrison M.S.D. Central Office at 260-824-2620.

LONG TERM DISABILITY INSURANCE

A long term disability insurance plan will be provided for all classified employees pending carrier approval. The Board will pay an annual amount equal to .00245 times the employee's base salary.

Coverage is subject to change by the carrier. In the event of a change in coverage by the carrier, employees will be notified promptly.

PERF BENEFITS

All classified employees excluding non-transportation aides, special activity bus drivers, childcare personnel, preschool personnel, and food service personnel qualify for PERF benefits. Eligible employees must participate in the Retirement Fund throughout their employment with the school district.

*Classified employees hired prior to July 1, 2007, will retain PERF benefits held at that time so long as the employee remains in a PERF eligible position.

*Effective August 1, 2013, any employee who voluntarily transfers to a non-PERF benefit eligible position will no longer retain PERF benefits.

RETIREMENT PAY BENEFITS

To help express in a monetary way the community's appreciation for years of service to the school district at the time of a classified employee's retirement, a severance pay program was initiated on January 1, 1986.

To qualify for severance compensation, an employee:

1. Must be at least 55 years of age and have indicated in writing plans to retire from full-time employment.
2. Must have a minimum of ten (10) successive years of service to the school district immediately preceding the intended retirement date. Service time which was not accompanied by a written agreement with the Bluffton-Harrison Metropolitan School District shall not be considered a part of the service time. Neither shall employment for extracurricular activities qualify for retirement benefits.

An employee who meets the above criteria is eligible to receive retirement benefits computed as follows:

1. Definitions
 - a. A "work day" shall be considered an average of the hours worked per day based on employment agreements for the three years preceding retirement.
 - b. "Hourly rate" shall be the amount paid per hour on the employment agreement of the fiscal year immediately preceding retirement. Employees who retire at the end of the calendar year shall be paid at their current hourly rate.
 - c. "Years of service" shall be considered to a maximum of 30.
 - d. "Accumulated sick leave" shall be as defined in the section titled SICK LEAVE.
2. Computation
 - a. Using the definitions above, an eligible employee shall receive a retirement benefit computed by multiplying the "workday" times the "hourly rate" times the "years of service."
 - b. Eligible classified employees shall receive an additional amount of \$25.00 for each day of accumulated sick leave.
 - c. Twelve month classified personnel may have the option to receive a retirement payout on prorated vacation days earned for the current contract year. Any vacation days being carried over will need to be used before the individual's retirement date. The total prorated vacation days will be added to years of service and banked sick days all to be deposited into the individual's post-retirement 403(b) account. This does not apply to twelve month classified personnel who resign.

SEVERANCE PAY PROGRAM

Effective July 1, 2002, the Board will establish and maintain a qualified 401(a) Annuity Plan (hereinafter referred to as the “401(a) Plan”) for all classified employees covered under the provisions of this Classified Employee Handbook and eligible for PERF (Public Employees Retirement Fund). The maximum contribution that will be made to the 401(a) Plan by the Board will be 2.00% of the projected annual salary. The contribution will be deposited into the classified employee’s 401(a) account in installments over the ensuing year. All eligible employees will be 100% vested in the 401(a) Plan at the completion of ten years of service with the Bluffton-Harrison Metropolitan School District.

The 401(a) Plan replaces the current Retirement Pay Benefits section of the Classified Employees Handbook. However, the Retirement Pay Benefits section so described in section 1 (Definitions) and section 2 (Computation) will remain in effect until such time as the classified employee receives a greater benefit from the value of the 401(a) Plan than he or she would receive under the Retirement Pay Benefits section of the Classified Employees Handbook, except for employees described in the following paragraph. The value of the Board contributions and the appreciation, if any, of the 401(a) Plan will be counted as an offset to the amount that the classified employee would have received had he or she retired under the current Retirement Pay Benefits section. In the event, due to market fluctuation, a classified employee’s 401(a) Plan account experiences a loss, the Board’s responsibility during the period prior to the expiration of the Retirement Pay Benefits section will be the amount which the employee would have received under the Retirement Benefits section less the amount previously contributed by the Board under the 401(a) Plan.

For classified employees hired after July 1, 2001, the 401(a) Plan will replace the current Retirement Pay Benefits section. No provision of the Retirement Pay Benefits section will be available to employees hired after July 1, 2001. The severance benefits for such classified employees will be limited to the balance in the 401(a) Plan account at the time of separation of employment; amounts contributed to the 401(a) Plan by the Board and interest or appreciation, if any. Employees hired after July 1, 2001 will be vested in the 401(a) Plan at the completion of 10 years of service.

The 401(a) Plan will:

- a. Be subject to all applicable Internal Revenue regulations.
- b. Have no contract initiation fees charged to the employee.
- c. Have no administrative Plan Document charge to the Board.

The 401(a) Plan will be valued effective the last contracted day of employment for the separating employee. In addition, for those classified employees for whom payments are yet scheduled to be made under the Retirement Pay Benefits section, such payments will be made into a non-elective post-retirement 403(b) Plan (excluding the applicable amount currently allowed by the Indiana State Board of Accounts which will be paid as salary) created at retirement in the name of the retiring employee. Such payment by the Board will be made in one (1) payment on or before January 15th following the year of retirement.

WORKMAN'S COMPENSATION

All employees on the payroll of the Bluffton-Harrison Metropolitan School District are covered by Workman's Compensation. Any employee who has a job-related injury must report that injury in the following manner and according to the following timelines:

After notifying the building principal and seeking treatment for the injury, an employee must notify the superintendent's office either by telephone or in person (Preferably in person) in order that the proper forms may be completed and then sent to the insurance carrier within **five (5) working days** from the time of the injury. Without filing the proper forms with the insurance company, Workman's Compensation claims **may not be paid**.

Documentation and procedures are outlined on the district's webpage at <https://www.bhmsd.org/staff>

PLEASE NOTE: Health Insurance Carrier **will not pay** for any work-related injury claims since these must be paid through Workman's Compensation.

An employee who is absent from work due to a work related injury may choose to collect from Workman's Compensation or school district sick leave. If sick leave is chosen, any payment for compensation sent to the employee must be deposited with the school district. The compensation for any given day may not exceed one full day's wages through any combination of Workman's Compensation and regular wages.

Employees who are required to attend an appointment related to their injury should, whenever possible, report to work before and after their appointment.

If you have any questions or are in need of further information, please call the Bluffton-Harrison M.S.D Central Office at 260-824-2620.

Sexual Harassment

The BHMSD School Board does not discriminate on the basis of sex in its education program or activity. BHMSD appoints a Title IX Coordinator who will investigate all complaints, written or verbal, of sexual harassment taken place at school or any school-sponsored activity in the U.S. BHMSD will take appropriate action to stop any harassment, take appropriate action against any student or school employee who violates Policy A100, and take action to end or prevent future harassment of school employees. This statement acts as notification to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations of our Title IX Coordinator:

Title IX Coordinator: Julie Meitzler, jmeitzler@bhmsd.org
805 E. Harrison St. Bluffton, IN 46714
260-824-2620

COMPENSATION

CLASSIFIED PERSONNEL STIPEND - CPI

Classified personnel required to maintain student crisis prevention and de-escalation certification will be eligible for a stipend at the conclusion of the school year. Only classified personnel employed by the school corporation on the last student day of the school year and required to maintain student crisis prevention and de-escalation certification will be eligible to receive the stipend. Building principals will notify classified personnel required to maintain student crisis prevention and de-escalation certification. A \$100.00 stipend will be paid in the payroll following the last student day of the school year to eligible classified personnel.

CLASSIFIED PERSONNEL STIPEND – Preschool Documentation

All regularly employed staff who are required to obtain fingerprinting and drug testing to work or substitute in our Preschool classrooms will be paid a \$100.00 stipend at the conclusion of each school year.

CLASSIFIED PERSONNEL STIPEND – Preschool Parent Liaison

One (1) position responsible for recruiting and assisting parents of preschool-aged children in enrolling into the preschool program. The position will be compensated through an annual stipend in the amount of \$2,000.00.

CENTRAL OFFICE PERSONNEL

Yrs of Exp	Account Manager	Payroll Specialist	Adm Asst to Sup't
0	22.58	22.58	22.58
1	23.07	23.07	23.07
2	23.57	23.57	23.57
3	24.07	24.07	24.07
4	24.57	24.57	24.57
5	25.06	25.06	25.06
10	25.52	25.52	25.52
15	26.65	26.65	26.65
The Central Office Personnel will be reimbursed for business use of a personal cell phone in the amount of \$15.00 per pay for a period of 26 pays per year.			

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE

FOOD SERVICE PERSONNEL

Yrs of Exp	Food Service	Director	Manager	Substitute
0	15.70	20.48	18.48	15.07
1	16.04	20.94	18.83	15.39
2	16.37	21.42	19.21	15.70
3	16.70	21.88	19.56	16.01
4	17.03	22.35	19.93	16.33
5	17.37	22.82	20.29	16.65
6	17.69	23.28	20.65	16.95
Banquets (Evening, Saturday, Sunday)				Time and a half of standard hourly rate.

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE

CHILDCARE PERSONNEL

Yrs of Exp	Childcare	Supervisor
0	8.58	13.02
1	8.87	13.47
2	9.17	13.90
3	9.46	14.35
4	9.74	14.79
5	10.04	15.24
Childcare Director Stipend		8,776.00

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE

INSTRUCTIONAL AND CLERICAL AIDES

Yrs of Exp	Assistant	Intense Intervention	ISS	ESL
0	15.70	16.33	16.94	18.17
1	16.12	16.77	17.41	18.69
2	16.55	17.22	17.87	19.19
3	16.96	17.66	18.34	19.70
4	17.39	18.09	18.79	20.20
5	17.81	18.53	19.26	20.71
6	18.24	18.97	19.73	21.21
7	18.66	19.42	20.19	21.73
8	19.08	19.86	20.66	22.24
Substitute Instructional Aide				12.66
Summer Textbook Coordinator				15.05

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE

OTHER LICENSED AND/OR PROFESSIONAL PERSONNEL

Yrs of Exp	WSI Lifeguard	Nurse	Head Nurse
0	20.44	28.42	28.88
1	21.05	29.10	29.58
2	21.67	29.78	30.26
3	22.29	30.48	30.99
4	22.89	31.15	31.68
5	23.51	31.85	32.38
Additional Roles			
Substitute Certified Teacher License		95.00 / Day	

Substitute Teacher License	95.00 / Day
Substitute Retired BHMSD Teacher	250.59 / Day
Certified Long Term Substitute Teacher	Service Days 1-15 95.00 / Day Service Days 16+ 250.59 / Day
Substitute Nurse	28.13 / Hour
On Call Nurse	1.50 / Hour*
On Call Nurse services shift to regular time when called into duty.	

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE.

MAINTENANCE PERSONNEL

Yrs of Exp	Maintenance	Director	Non-CDL	Student Worker
0	22.54	33.35	21.41	10.50
1	22.83	33.78	21.69	11.00
2	23.11	34.21	21.96	11.50
3	23.42	34.65	22.25	
4	23.7	35.08	22.51	
5	23.99	35.51	22.8	
6	24.3	35.94	23.07	
7	24.58	36.38	23.35	
8	24.87	36.81	23.63	
Driving Bus ½ Day		22.73		
Driving Bus Full Day		45.44		
The Maintenance Personnel will be reimbursed for business use of a personal cell phone in the amount of \$15.00 per pay for a period of 26 pays per year as per the BHMSD Cell Phone Usage Agreement. The Director of Maintenance and Associate Director of Maintenance will be reimbursed for business use of a personal cell phone in the total amount of \$30.00 per pay for a period of 26 pays per year.				

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE.

CUSTODIAL PERSONNEL

Yrs of Exp	1 st Shift	2 nd Shift	3 rd Shift	Lead	Grounds	Substitute	Student Worker
0	17.54	17.65	17.77	19.30	16.83	16.13	10.00
1	17.78	17.89	18.01	19.55	17.07	16.36	10.50
2	18.02	18.14	18.27	19.82	17.30	16.59	11.00
3	18.28	18.39	18.51	20.08	17.54	16.81	
4	18.51	18.64	18.75	20.37	17.78	17.03	
5	18.76	18.88	18.99	20.64	18.01	17.26	
6	19.00	19.13	19.25	20.90	18.25	17.48	
7	19.25	19.38	19.5	21.17	18.48	17.71	
8	19.50	19.63	19.75	21.45	18.72	17.93	
9	19.75	19.86	19.99	21.72	18.95	18.16	
10	19.98	20.11	20.25	21.98	19.18	18.39	
11	20.24	20.37	20.49	22.26	19.42	18.61	
12	20.48	20.61	20.74	22.53	19.66	18.83	
13	20.72	20.86	20.98	22.80	19.89	19.06	
Pool Service			2% Increase Per Hour				
Driving Bus ½ Day			\$22.50		22.73		
Driving Bus Full Day			\$44.99		45.44		

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE.

SECRETARIES AND TREASURERS

Yrs of Exp	Secretary	Treasurer	Head Treasurer
0	15.96	18.80	19.11
1	16.30	19.22	19.53
2	16.61	19.63	19.94
3	16.92	20.04	20.37
4	17.24	20.46	20.78
5	17.56	20.87	21.20
10	17.77	21.15	21.49
15	17.98	21.43	21.78

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE

TRANSPORTATION PERSONNEL

Yellow Bus Route Yearly Salaries		
City Route	\$17,714	
Country Route	\$20,892	
Driver Longevity Bonus (Min 5 Years of Service)* Rate Multiple - 0.030 of City Route	\$531.42	
Base Daily Rate (182 Days)	\$97.33	
Positions	Rate Multiple	Salary Rate
Substitute – Full Day City	0.910	88.57
Substitute – Half Day City	0.455	44.29
Substitute - Full Day Country	1.074	104.53
Substitute - Half Day Country	0.537	52.27
White Activity Bus Driver Salaries		
Base Rate		
Positions	Rate Multiple	Salary Rate
Activity Bus (No CDL)	1.000	18.54
Activity Bus (CDL)	1.036	19.21
Substitute	0.910	16.87
Driver Longevity (Min 5 Years of Service)** (Hourly Additional Rate)	0.030	0.56
All Transportation Personnel		
Base Rate	18.54	
Positions	Rate Multiple	Salary Rate
Training/Inspections	1.000	18.54
2nd Chance Bus Driver	0.7662	14.21
Summer Bus Cleaning		Substitute Custodial Rate
Transportation Trainer	1.093	20.27
Special Education Route Bus Assistant	0.883	16.37
Special Education Route Substitute	1.300	24.10
Special Education Route	Per Year	\$31,794
ECA/Field Trip:		
\$56.81 Minimum earnings per trip		
For any trip exceeding four (4) hours of time, the driver will earn \$14.21 per hour for each hour of service beyond the fourth (4 th) hour of service. Late cancellation of an event trip will		

result in a minimum of four (4) hours of service paid to the driver. Late cancellation is defined as notification of cancelled trip within one hour (1) of departure time.

*Driver Longevity Bonus is only applicable to CDL Yellow Bus Drivers serving as a ***full-time driver in a full time route.***

EMPLOYEES MUST HAVE ASSUMED THEIR DUTIES PRIOR TO JANUARY 1 IN ORDER TO RECEIVE AN INCREMENT ON THE FOLLOWING YEAR'S SALARY SCHEDULE

Transportation Personnel hired prior to July 1, 2007, will retain benefits held at that time.

TECHNOLOGY PERSONNEL

<u>Lead Device Repair Technician</u>	Annual Stipend \$5,250.00
<u>Assistant Device Repair Technician</u>	Annual Stipend \$2,625.00
<u>Tier 0 Bluffton Technology Dept</u>	Hourly Rate: \$14.19
• Part-time position • Technology field interests or related experience preferred • Demonstrates proficient computer knowledge	
<u>Characteristics of Tier 0 Technology Staff:</u> • Strong interpersonal skills • Able to work independently and as part of a team • Self-motivated • Possess a valid driver's license and provide their own transportation • Basic knowledge of computer hardware components and connectivity	<u>Responsibilities of Tier 0 Technology Staff:</u> • Device/hardware connections • Audio/video event setup • General cleaning, organizing, inventorying, and other duties as assigned by the Technology Director.

<u>Tier 1 Bluffton Technology Dept</u>	Starting Salary Level: \$45,432.00
• Entry level position • Pursuing 2 or 4-year degree in a technology field or have completed a degree in the technology field • Equivalent work experience may be considered • Demonstrates proficient computer knowledge	
<u>Characteristics of Tier 1 Technology Staff:</u> • Knowledge of computers and able to troubleshoot a variety of situations • Exceptional interpersonal skills. • Strong documentation skills. • Able to work independently and as part of a team. • Self-motivated • Willing to learn • Possess a valid driver's license and provide their own transportation between school buildings. • Able to prioritize and resolve work requests in an efficient and timely manner. • Desire to move to tier 2 position	<u>Responsibilities of Tier 1 Technology Staff:</u> • Entry level work tickets • Manage own time • Provide customer focused technical assistance to our staff and students on a variety of technologies including but not limited to ○ Chromebooks ○ iPads ○ Macbooks ○ Windows PCs ○ Smartboards ○ TVs ○ Other • Step into other roles as needed in the department • Inventory technology accurately

<u>Tier 2 Bluffton Technology Dept</u>	Salary Range: \$47,250.00 - 59,062.00
• Second step • Provide building support • Fill in for other technology personnel as needed	
<u>Characteristics of Tier 2 Technology Staff:</u> • Proficient with all Tier I requirements • Initiative to learn Tier 3 skills	<u>Responsibilities of Tier 2 Technology Staff:</u> • Manage work tickets • Setup/configure/troubleshoot ○ PC's ○ Mac's ○ Chromebooks ○ iPads ○ TV's ○ Smartboards ○ Apple TVs ○ Chromecasts • Able to support a school with general technology needs • Proficient with: ○ Microsoft Active Directory ○ MDM solution (Filewave and Chromebook Management) ○ LMS (Canvas) • Knowledge of district internet filters • Troubleshoot: ○ Filter issues ○ Connectivity issues ○ Wireless and wired network issues • Fill in for other technology personnel as needed

<u>Tier 3 Bluffton Technology Dept</u>	Salary Range: \$59,062.00 - 70,874.00
• Third Step • Provide building support • Fill in for other technology personnel as needed	
<u>Characteristics of Tier 3 Technology Staff:</u> • Proficient in all Tier 1 and Tier 2 requirements	<u>Responsibilities of Tier 3 Technology Staff:</u> • Manage work tickets • Proficient and able to assist in Network administration • Complete high level technical tasks as assigned • Proficient with setup/configure/troubleshooting all: ◦ PC's, Mac's, Chromebooks, iPads, TVs, Smartboards, Apple TVS, Chromecasts • Proficient in using and troubleshooting: ◦ Microsoft ACtive Directory ◦ MDM solution (Filewave and Chromebook Management) ◦ LMS (Canvas) ◦ SIS (PowerSchool) • Advanced knowledge of ◦ Internet filters ◦ whitelist/blacklisting ◦ Troubleshooting problems due to filters ◦ Wireless and wired networks • Manage and use various servers ◦ File storage, DHCP, DNS, Other • Assist with troubleshooting of: ◦ Server configuration ◦ SAN configuration ◦ LANs, WANs, VLANs ◦ Other • Proficient with: ◦ Database configurations ■ Oracle ■ SQL • Proficient with advanced coding

Tier 4 Bluffton Technology Dept	Negotiable
• Fourth step • Provide building support • Fill in for other technology personnel as needed • Assist in training lower tier technology staff • Performs role of Network Specialist / Associate Technology Director	
<u>Characteristics of Tier 4 Technology Staff:</u> • Proficient with all Tier 1, 2, 3 requirements	<u>Responsibilities of Tier 4 Technology Staff:</u> • Infrastructure Proficiency including: ◦ Engineering, Implementation, Maintenance, Updating, Security • Lead person for high-end technical projects • Configure servers utilizing best practices for physical and virtual servers including the virtualization infrastructure ◦ Microsoft servers, Linux servers • Build a comprehensively secure wireless and wired network using industry standards • Perform system monitoring, verifying the integrity and availability of all hardware, server resources, systems, and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups. • Perform regular security monitoring to identify any possible intrusions. • Engineer, implement and monitor appropriate backup and disaster recovery plans for all systems, including off site redundancy as appropriate. • Strong programming skills, with the ability to create scripts and projects from scratch using a variety of programming languages. • Apply OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities. Configure/add new services as necessary. • Perform ongoing performance tuning, hardware upgrades, and configuring all resources for optimal performance. • Current in Cybersecurity matters prioritizing the BHMSD network, data, and server protection

BHMSD Technology Director will recommend tier status for personnel within the annual evaluation process.

All employees receiving reimbursement for business use of a personal cell phone agree to the following guidelines, procedures, and responsibilities:

- 1) Cell phone users are responsible for following Board policy and carrying out administrative procedures.
- 2) Cell phone users are expected, based on their job responsibilities, to be accessible via cell phone after normal business hours.
- 3) All charges and fees for the cell phone plan purchased by the employee will remain the employee's responsibility. BHMSD will not reimburse any fees or charges.

CLASSIFIED HANDBOOK RECEIPT

It is the responsibility of all Bluffton-Harrison classified employees to understand and follow all guidelines outlined within the Classified Handbook. Classified employees may be suspended or terminated for failure to follow/comply with policies or procedures listed in the Classified Handbook. Decisions regarding suspension or dismissal will be made on a case-by-case basis.

Employee Name: _____

Position: _____

I hereby acknowledge receipt of the Bluffton-Harrison M.S.D. Classified Handbook via hard copy or digital copy. I agree to read the handbook and abide by its content. If I have any questions regarding the content of the Classified Handbook, I will direct my questions to my immediate supervisor for assistance.

Signature: _____

Date: _____