

LSC
Office Professionals
Employee Handbook
2025-2026

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INTRODUCTION

This manual describes in summary form the personnel procedures and policies that govern the employment relationship between you and the Lafayette School Corporation. The procedures stated in this manual are subject to change at the sole discretion of the Corporation. The language used in this manual should not be construed as creating a contract of employment between the Lafayette School Corporation and any of its classified employees who serve as employees at-will. You may receive updated information concerning changes in procedures from time to time, and those updates should be kept with your copy of this manual. The duration of, and particulars associated with all benefits contained in this document is intended to coincide with similar support service employee groups within the Lafayette School Corporation. As other support groups receive modifications to their benefits this employee group would be modified as well. If you have any questions about any of the provisions in this manual, please ask your building administrator, supervisor or the Director of Human Resources.

The pages represent only a portion of the Corporation's personnel procedures and do not change the authority or intent of policies contained in the Board's By-Laws and Policies approved by the Board of School Trustees. A complete set of the Board's By-Laws and Policies is available for review on the Corporation website at www.lsc.k12.in.us and at the Personnel Office.

This manual governs the following positions: Office Professionals

SECTION I: EMPLOYMENT

A. Equal Employment Opportunity

It is the policy of the Lafayette School Corporation to provide equal employment opportunities to all employees and qualified applicants regardless of race, color, religion, national origin, creed or ancestry, gender, marital status, sexual orientation or disability as required by law.

B. Position Vacancies

It is the intent of the Lafayette School Corporation to support the efforts of employees to advance in employment by acquiring and/or improving those skills, which would qualify them for higher-level positions. Lafayette School Corporation provides an atmosphere conducive to exploring other job opportunities within the corporation. Position vacancies will generally be posted in all school corporation buildings and on the Lafayette School Corporation website.

C. Current Employees Interested in Different Jobs

Any employee wishing to be considered for a posted position must respond per instructions on the job posting.

D. New Employee Qualifications

In determining a potential new employee's qualifications for a position, the Lafayette School Corporation will consider factors, including but not limited to, the following:

Ability to perform the essential functions of the job with or without reasonable accommodation

Educational background

Attendance record (not including extended periods of illness or disability or approved leave of absence)

Experience

Past Performance as indicated by reference checks. All relevant factors will be considered.

E. New Employee Appointments

Recommendation of a selected candidate will be made by the interviewing team to the Director of Human Resources. Recommendation for appointment will be made by the Director of Human Resources to the Superintendent and the Board of School Trustees.

Final approval for new employment decisions will be given by the Superintendent and the Board of School Trustees Evaluations

F. Evaluation

Evaluation is a continuous process to improve employee performance and to provide a formal opportunity to commend, recognize and encourage an employee for a job well done. Evaluations also provide an opportunity for communication between the employee and the supervisor.

Classified employees are evaluated annually. Employees who have transferred to new positions, who have serious concerns noted in their previous evaluation, or who exhibit a change in their previous level of performance, may be evaluated more often.

G. Personnel File

An employee may view and duplicate the contents of his/her personnel file at a time that is reasonable with the personnel office. An employee's personnel file is confidential except as provided by law.

H. Work Days

With the exception of "snow day" all office professionals who are employed for the entire calendar year, both central office and building level, shall work every day, Monday through Friday, unless the day is a holiday, paid vacation day, is a leave day provided in the benefits granted to office professional personnel.

10-month employees shall work 207 days. These days shall consist of 15 days before the start of school; 181 teacher work days; 6 paid holidays (Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, Christmas Break ½ day, New Year's Day, Memorial Day); 5 days after the end of the school year. In elementary schools with special programs the hours and days worked shall be coordinated with the program.

The normal workday shall be eight (8) hours for all office professionals. Elementary office professionals shall be offered the opportunity to work seven (7) or eight (8) hours per day.

If in the judgment of the building principal, sufficient need exists; a 10-month employee may work the spring break period. The building principal should work in concert with the 10-month employee to inform him/her at the earliest possible time whether their

services are needed during this period. If services are not needed, the employee will not be paid for the spring break period.

Upon approval of the principal, a 12-month employee may take the Christmas or Spring Break as unpaid leave or use accrued vacation days.

I. Emergencies

In special emergencies declared by the superintendent, only designated emergency service employees will be called to work by the employees' supervisor or designee.

J. Ghost Employment

Indiana law makes it a criminal and civil offense for the school corporation to employ and pay a person when that person is not performing duties related to the operation of the employer. It is unlawful for an employee to receive or accept salary or wages for work not performed in the exercise of duties for the institution.

K. Extra-Curricular Positions

Classified employees who are considered full-time may work in extra-curricular positions for the district. Classified employees who are considered part-time without benefits may not work in extra-curricular positions for the district.

L. Reduction in Force/Layoffs

In the event it becomes necessary to lay off permanent employees for any reason, employees shall be laid off according to past performance evaluations. If all evaluations are equal layoffs will occur in the inverse order of their seniority, provided that the employee retained is qualified to do the work available.

SECTION II: COMPENSATION

Office Professionals wage scales and classifications appear as appendix A.

A. Payroll Information

- To comply with federal regulations, new employees must complete Employment Eligibility Verification Form (I-9) verifying they are a U.S. Citizen or an alien legally authorized to work in the United States. This form must be completed within three days of employment.
- W-4 Federal tax forms and state tax forms must be completed prior to the first pay.
- Tax forms may be changed at any time throughout the year if changes are needed in tax withholdings.
- Hourly service employees must utilize Time and Attendance for each pay period.
- Time and Attendance must be accurately completed and submitted to payroll by appropriate deadlines.
- It is the employee's responsibility to keep accurate Time and Attendance records that account for starting and stopping times each day, meal breaks if applicable and early departures and time away from work.
- Employees are paid on the 7th and 22nd of each month. Direct Deposit Advice Slips will be available via LSC Portal.
- When an error occurs in payment of wages to an employee, an employee's pay will be

adjusted accordingly.

B. Payroll Deductions

Payroll deductions will be withheld for federal income tax, state income tax, Old Age Survivor's Security Insurance (OASDI), Medicare, county option tax, and the employee's share of the premium for any insurance programs offered by the Lafayette School Corporation in which the employee is enrolled. In addition, employees may choose to have deductions made for (a) Approved Credit Union, (b) United Way contributions, (c) tax deferred annuities (403B/ROTH withholdings), Flexible Benefit Plan, voluntary insurance plans, voluntary retirement deductions.

C. Definition of Overtime

Overtime is defined as all time spent working in excess of forty (40) worked hours in one work week. For the purpose of computing overtime, sick days or hours shall not be counted as part of the forty (40) hours in one week.

D. Rate of Overtime Pay

When an employee is asked to work overtime, and has actually worked 40 hours during that week, the employee shall be paid at a rate of one and one-half times the employee's regular hourly rate of pay for the period of overtime actually worked. If the employee has not actually worked 40 hours during that week, all other hours should be reported at the employee's regular hourly rate of pay.

The calculation of overtime for employees who have used sick leave in a work week is as follows:

The rate of pay is the employee's regular hourly rate until forty (40) hours of actual work time is completed. Once 40 hours of actual work time is completed, the overtime rate will be one and one-half (1.5) times the employee's regular hourly rate. Other approved leave (i.e. vacation, holidays, etc.) are excluded from this provision.

E. Holiday Hours for Overtime Purposes

For the purpose of computing overtime – all hours over forty (40) in one work week, the holiday worked or not worked shall count as eight (8) hours. However, should ten (10) hours be worked they shall be counted as ten (10) hours toward the total work week.

F. Holiday Pay

Eligible employees who perform no work on a holiday shall be paid their regular hourly rate, not to exceed eight (8) hours. Eligible employees whose regular work day differs from the standard eight (8) hour day shall be paid their current hourly rate of pay times the number of hours in their regular work day.

G. Eligibility Requirements for Paid Holidays

Employees shall be eligible to be paid for a holiday if the following conditions are met:

- The employee is normally expected to work the last scheduled workday prior to the holiday and the next scheduled workday after the holiday. Exception to the

requirement to work prior to and immediately following a holiday may be granted by the employer on a case by case basis or as provided elsewhere in this handbook.

- If a holiday is observed during an employee's vacation, the employee shall be credited with one day of vacation.

H. Pay for Holidays Worked

If an employee is asked to work on any of the holidays listed in Section IV Part O, he/she will be paid their regular pay in addition to his/her holiday pay.

I. Assignments Requiring Travel

When an employee is required by his/her supervisor to perform a work assignment at a location away from his/her normal work location, he/she is eligible for pay as provided by the Fair Labor Standards Act.

- When traveling by personal vehicle, which has been approved in advance by the Lafayette School Corporation, mileage will be reimbursed at the IRS mileage rate of reimbursement.
- Should an accident occur when traveling by personal vehicle, the employee's personal insurance is the primary insurance.
- When overnight travel occurs, which the Lafayette School Corporation has authorized in advance, LSC will reimburse for lodging. Actual detailed receipts must be submitted with the voucher form for reimbursement.

SECTION III: BENEFITS

A. Eligibility

Eligibility for fringe benefits will be limited to employees who are board appointed employees working on a contract basis or working a schedule of thirty (30) hours per week minimum on a regular basis.

B. Hospitalization and Major Medical Insurance

For the plan renewal period beginning January 1, 2026:

For Plan A, the Board of School Trustees shall pay an amount equal to the 90% contribution to a single plan under Plan B and an amount equal to the 70% contribution to a family plan under Plan B. Contributions for Plan A single (\$7,641.95) and family (\$14,978.30) are frozen at the Feb. 1, 2013 level.

For Plan B, the Board of School Trustees shall pay 90% towards the cost of a single plan and 70% towards the cost of a family plan.

For Plan C, the Board of School Trustees shall pay all but \$1.00 towards the cost of a single plan and will pay an amount equal to the 70% contribution to a family plan under Plan B. The \$1.00 employee contribution for the single plan shall be payroll deducted on the first pay in January and is non-refundable. In 2026, the board will contribute \$1,500 to a single plan HSA and \$3,000 to a family plan HSA. The board HSA contribution will be deposited the first pay following the effective date of health insurance coverage and each pay thereafter.

The board contribution will be equal to 1/24th of the total HSA contribution for employees on a 24-pay schedule and 1/18th of the total HSA contribution for employees on a 18-pay schedule. The board HSA contribution will be deposited the first pay following the effective date of health insurance coverage and each pay thereafter.

Single Plan: \$1500	Family Plan: \$3000
24 pay = \$62.50	24 pay = \$125.00
18 pay = \$83.33	18 pay = \$166.67

Annual movement from plan to plan will be permissible as renewal information becomes available with all changes to be reported by the plan participant in writing no later than the close of the annual open enrollment period prior to the January 1 renewal date.

C. Health Clinic

Any staff member and their dependents covered under any of the LSC insurance plans has access to an employee sponsored health clinic run by a private management firm called Proactive MD. There is no out of pocket expense to the health insurance participant when they use the clinics. Health information from the clinics are protected by HIPPA and not shared with the Lafayette School Corporation. An initial induction meeting must be held with the participant at the clinic. The contact information for the clinics is as follows:

LSC/TSC Health & Wellness Center 4900 Old US 231 Lafayette, IN 765-772-7098

D. Insurance Continuation Option

Employees on an unpaid leave of absence shall have the option to continue in any or all of the insurance programs in effect by paying the entire amount of premiums themselves. The employee must make specific payment arrangements with the Personnel Office. If a payment is not made within thirty (30) days of the date due under the terms of the employee's payment arrangement, and upon Lafayette School Corporation giving the employee notice as required by FMLA, employee coverage under all group insurance programs will end for the employee and all covered dependents at the end of thirty (30) days after the due date. Lafayette School Corporation may withhold a delinquent premium payment from any amount it owes to the employee or may bring legal action to recover the amount of delinquent premiums. (See also FMLA Leave in this document).

E. Group Term Life Insurance

The employer will furnish to each employee who works at least thirty (30) hours a week a group life insurance policy of \$50,000 (\$100,000 for accidental death). In order to comply with Indiana State Law, \$0.24 annually will be withheld from the employee's wages for his/her share of the premium. The \$0.24 employee contribution shall be payroll deducted on the first pay in January and is non-refundable. The carrier, who shall determine when

benefits are reduced or terminated, will determine the exact nature of the benefits to which the employee is entitled.

F. Long Term Disability (LTD)

The Board agrees to pay all but \$0.24 annually towards the payment of premiums for long term disability insurance for those employees who elect to enroll in the LTD program. The \$0.24 employee contribution shall be payroll deducted on the first pay in January and is non-refundable. The Corporation will select the carrier of the LTD insurance and determine the specifications of the insurance coverage.

G. Group Vision Insurance The Board will contribute \$11.23 per month toward the cost of the single plan. The Board shall pay \$20.60 per month toward the cost of the family plan.

H. Group Dental Insurance The Board will contribute \$34.92 per month toward the cost of the single premium. The Board will contribute \$42.30 per month toward the cost of a family premium.

I. Mileage

An employee who is authorized to use his/her own automobile in pursuance of assigned school duties shall be reimbursed at the maximum non-taxable rate allowed by the IRS.

J. Employee Assistance Program

The Lafayette School Corporation provides an employee assistance program called New Beginnings. Employees can seek assistance if experiencing family or marital problems, divorce, death in the family, relocation, financial or legal problems, alcohol or drug dependency, smoking cessation, birth of a child or raising children, emotional adjustment or retirement. The service is free and can be obtained by calling Bill Madden at 765-742-0375. The use of the program by employees is kept confidential from the Lafayette School Corporation. The LSC also offers First Stop Health as an additional EAP option for mental health counseling over the telephone. Contact First Stop Health at 888-691-7867.

K. Early Retirement Benefit

The purpose of the early retirement plan is to provide a bridge of benefits until a qualifying employee is eligible for social security benefits and/or Medicare coverage. To qualify for benefits, the employee must be at least fifty-five (55) years of age and must be credited with at least fifteen (15) years of service with the Lafayette School Corporation. The eligible employee will receive a lump sum severance benefit of \$3,000.

L. Retirement Benefit

At retirement, all unused sick leave will be paid to the employee at the rate of twenty-five dollars (\$25.00) per unused day. If the employee retires after the start of a new sick day year (July 1) sick days for that year will be paid on a pro-rated basis commensurate with 1 additional unused day per month. Any part of the month will count as one month. In case of the employee's death, the money earned from unused sick leave will be paid to the employee's beneficiary, as listed on the employee's group life insurance policy.

At retirement, any employee who has been employed by the Lafayette School Corporation (LSC) for fifteen (15) years shall be entitled to a minimum Retirement Severance Pay of \$1,000. At retirement, any employee who has been employed by the LSC for twenty (20) years shall be entitled to a minimum of \$1,250. At retirement, any employee who has been employed by the LSC for twenty-five (25) years shall be entitled to a minimum of \$1,750. At retirement any employee who has been employed by the LSC for thirty (30) years shall be entitled to a minimum of \$2,250.

At retirement, the employee shall receive \$175.00 per year for each full year of service in the Lafayette School Corporation. This shall be viewed to be an additional amount of retirement severance pay.

“Retirement” is defined as eligibility for either Public Employee Retirement Fund (PERF) retirement benefits and/or social security retirement benefits.

M. Severance Benefit

Employees who have been employed by Lafayette School Corporation at least five (5) full consecutive years will receive a severance payment for all unused sick days at the rate of twenty-five dollars (\$25.00) per unused sick day after resignation from their position. Sick days for this benefit will be pro-rated in the year of severance according to Part L of this section. No benefit will be paid to employees who are terminated, with cause, by Lafayette School Corporation.

N. COBRA

COBRA provides employees and their dependents rights to continuation coverage after termination of their eligibility. Following are general guidelines of COBRA provisions:

- Enrolled employees, their spouse, and qualified dependents, who lose membership may elect to continue their membership in the group plan by paying the full premium plus administration fees for:
 - a. Up to 18 month after loss of membership due to termination of employment or reduction of hours;
 - b. Up to 36 month after loss of membership due to the employee's death, employee's Medicare entitlement, divorce, legal separation, or the dependent ceasing to be an eligible dependent under the plan.
- Employees or a dependent must notify Lafayette School Corporation Benefits Specialist within 15 days of an event causing loss of coverage. Lafayette School Corporation COBRA administrator will then notify the covered individuals of their rights to continuation of coverage.
- Individuals must be given a minimum of 60 days from the later of the Loss of Coverage date or the date the notice is mailed to elect COBRA coverage.
- Continuation coverage may be terminated for any of the following reasons:
 - a. The Lafayette School Corporation no longer provides group insurance to any employee
 - b. Premiums are not paid on time
 - c. Entitlement to Medicare

O. 403(b), Roth Tax Deferred Annuity

- Lafayette School Corporation provides employees with the opportunity to participate in a 403(b) or Roth Plan. Employees may continue or enter into contracts through only the agents presently representing companies who have entered into contracts with the school corporation to offer 403(b) or Roth products.
- A completed Salary Reduction Agreement must be submitted to the Business Office no later than thirty (30) days prior to the effective date when the payroll deductions will begin. Effective dates are January 1, April 1, July 1, and October 1 of each year. Increase or decrease of contributions will begin on these effective dates. In the event of a reduction in income, the employee shall contact his/her carrier to insure legal compliance with Internal Revenue Code for annuity contributions. The employee may cancel the deduction at any time during the year by submitting a Change Form to the Business Office. To participate in the 403(b) or Roth plan, a minimum annual contribution of \$200.00 is required. A change in carrier, without an increase or decrease in the amount of the deduction, may be made by submitting a Change Form to the Business Office for the next effective date.
- The employee releases the Lafayette School Corporation from any liability or responsibility concerning the selection, financial condition or investments of any such company selected by the employee and further agrees to hold harmless Lafayette School Corporation from and against any and all damages, claims, and liability arising there from.

P. Flexible Benefit Program

- Lafayette School Corporation offers employees an opportunity to participate in Section 125 of the Revenue Act of 1978. Section 125 allows employees to pay, on a pre-tax basis, medical and/or dental premiums, unreimbursed medical bills, eligible dependent care expenses, and certain voluntary insurance premiums. Lafayette School Corporation refers to the withholding of premiums on a pre-tax basis as “flex”.
- Unless waived by the employee, all monthly insurance premiums are automatically flexed for those employees enrolled in the group medical and/or dental plan.
- Employees may choose to flex the unreimbursed medical portion over a six (6) month period to an annual maximum of \$5,000 per person per year. Upon termination, an employee may incur claims through the end of the calendar year until the amount contributed is exhausted. In the case of death, ninety (90) days shall be allowed for the survivors to submit expenses.
- Employees may choose to flex eligible dependent care expenses over a six (6) month period.
- Enrollment for the flexible benefit plan in November to be effective in January. Employees must sign up every year for the unreimbursed medical and dependent care.

Q. Health Savings Accounts

- Health Savings Account (HSA) is a bank account set for employees who participate in the Health Plan C /High Deductible Health Plan. This is a benefit to help offset out of pocket expenses for the employee while meeting their deductible with Anthem.

- HSA accounts are not linked to Anthem Health Insurance. They are a separate benefit to be used to pay out-of-pocket health, vision, or dental expenses.
- HSA funds used for dental and vision DO NOT apply to your Anthem health deductible.
- The IRS sets certain guidelines for HSA account holders. The maximum amount of deposits per calendar year beginning Jan. 1, 2026, is as follows: **\$4,400** per single/**\$8,750** per family. If you are 55 or older, you may contribute an additional amount “catch-up” of \$1,000.00 per year.
- You may add contributions to your HSA to what the Lafayette School Corporation contributes up to the IRS maximum of **\$4,400** per single/**\$8,750** per family for the calendar year 2026. Contributions can be made to your HSA account pretax by payroll deduction, or you may deposit money directly with online banking. Online deposits will be tracked by the financial institution, and the employee will receive a 1099 for tax purposes each year.
- Employees who are currently involved in a Section 125/Flex Spending Account/HRA are not allowed to have an HSA per the IRS. This also applies if the employee’s spouse contributes to any of these types of accounts.
- HSA accounts are not available to any employee with another health insurance plan that is not considered high deductible.
- Any dependent on the employee family insurance plan cannot access HSA funds if they file their own taxes with the IRS.
- The IRS can audit HSA accounts for up to 7 years. Employees are encouraged to keep all documentation/receipts for each calendar year.
- HSA funds cannot be used for over the counter medication. All medications purchased with HSA funds must be prescribed by a physician.
- HSA accounts are bank accounts set up in the employee’s name. LSC encourages all HSA account holders to treat this like any other personal bank account.

R. Attendance Incentive

If any employee shall not have used their allotted sick time in any one year, the unused sick time shall be converted to days at a rate of eight (8) hours equals one (1) day. Unused days shall be accumulated to a maximum of 250. If an employee starts the year with 250 sick days accumulated, the new sick time will be added to the 250, and at the end of the year, unused sick time shall be converted to days at the rate stated above. Any unused sick days above 250 but capped at 262 will be paid on the following July 1 at a rate of twenty-five (\$25.00) per unused sick day. The new sick day total will then once again be 250. Those retiring September 1 or later in a given year are subject to this section regarding the attendance incentive.

S. Workers' Compensation Due to Injury on the Job

Lafayette School Corporation provides workers' compensation insurance for each employee for coverage against loss for personal injury, medical expenses, and loss of wages in accordance with the state workers' compensation law.

T. Reporting on the Job Injuries

- If the injury is serious, call 911 or go to the nearest hospital

- Employees must report on-the-job injuries to their supervisor as soon as possible.
- The supervisor must complete the Accident Report form and send the completed form to the Personnel Office within 24 hours. Failure to report the injury within the specified time frames may result in the denial of the claim. Additional injury information should be provided as soon as possible.
- Lafayette School Corporation has designated Franciscan WORKING WELL at 3218 Daugherty Drive, Suite 140, Lafayette, IN 47909 to administer non-emergency treatment for employees on-the-job injuries. The phone number for WORKING WELL is (765) 502-4190.

U. Benefits Under Worker's Compensation

- Employees are not eligible for any amount greater than the regular pay they are receiving from Lafayette School Corporation at the time of injury. In many instances, the pay may be less.
- Employees are paid for the first day of injury as a paid day.
- Employees must claim sick days for the next seven (7) days. Lafayette School Corporation does not allow an employee to take unpaid days if sick, personal, or vacation days are available.
- If eligibility requirements are met, Worker's Compensation begins on the eighth day of disability to pay a portion of the employee's salary. The exact portion paid by Worker's Compensation is determined by state legislation and changes periodically.
- Worker's Compensation checks are sent to the employer. As the Business Office receives a payment on behalf of an employee, the Business Office will inform the employee that the check is available and will prorate the employee's sick leave account to make up the difference between the employee's rate of pay and the Worker's Compensation rate of pay.
- Sick days must be used in conjunction with Worker's Compensation until exhausted.
- Unpaid days cannot be used for injury or illness if sick, personal, or vacation days are available.
- If the injury continues for longer than 21 days, Worker's Compensation will pay the first seven days. If Worker's Compensation goes retroactive and pays the first seven (7) days, Lafayette School Corporation will re-credit those leave days.
- Once leave days are exhausted, an employee will receive only the portion of the pay provided by Worker's Compensation.
- If the employee is given work restrictions by the attending physician, and Lafayette School Corporation can provide work for the employee within the restrictions, the employee is entitled to receive the difference from Worker's Compensation between the lower wage rate and the worker's regular wage rate.
- When the employee no longer receives any payment from Lafayette School Corporation with which to make premium payments for benefit plans, the employee will have to make payments to the Personnel Office in order to keep benefit coverage.
- The employee must make specific payment arrangements with the Personnel Office. If a payment is not made within thirty (30) days of the date due under the terms of the employee's payment arrangement, and upon Lafayette School Corporation giving the employee notice as required by FMLA, employee coverage under all group insurance programs will end for the employee and all covered dependents at the end of thirty (30)

days after the due date. Lafayette School Corporation may withhold a delinquent premium payment from any amount it owes to the employee or may bring legal action to recover the amount of delinquent premiums.

- When an employee returns from an extended Worker's Compensation leave, the employee will receive the full allotment of sick leave and personal days.
- If an employee has exhausted his/her available sick leave and is unable to return to work after one year from the date of injury, the employee may be terminated, and the employer/employee relationship with Lafayette School Corporation ceases.

SECTION IV: LEAVES OF ABSENCE

A. Provisions

Time off must be taken in 2-hour, 4-hour, 6-hour, or full-day increments and must be logged into the AESOP program.

B. Calculation of Leave:

For personnel who work less than full-time, all leave benefits shall be calculated on a pro-rated basis. Such proration shall be based upon the amount of time worked compared to the time worked by full-time employees. A full-time employee shall be defined as a 10- or 12-month employee who works 40 hours per week.

C. Sick Leave

A full-time employee will receive ninety-six (96) hours of sick leave a school year, cumulative to a maximum of 2000 hours. Personnel who are not 12-month employees or do not work full-time during their period of employment shall receive a prorated amount of sick leave hours. Such proration shall be based upon the amount of time worked compared to the time worked by full-time employees. A full-time 10-month secretary will receive eighty (80) hours of sick leave.

D. Sick Leave Usage

Sick leave is intended for use when an employee is unable to work because of a medical problem. Sick leave may be used until such time as an employee is eligible to receive long-term disability. In the event an employee has not accrued sufficient days to reach long-term disability, the administration is empowered to exercise discretion and may grant such leave as it deems appropriate in order for the employee to satisfy the qualifying period for long-term disability. Upon the approval of the employee's immediate supervisor, administrative assistant personnel may use sick leave days for medical and dental appointments, provided that a bona fide effort is made to schedule all such appointments at times other than during school hours. Sick leave of 3 (three) consecutive days must be accompanied by a physician's note.

E. Bereavement Leave

Should there be a death in the employee's immediate family, which shall be defined as: Spouse, children, parents, parental in-laws, brothers, brother-in-law, sisters, sister-in-law, grandparents, grandchildren, niece, and nephew, such term shall also include any individual who in fact reared the employee as the parent during a substantial number of such employee's childhood years. The employee shall be entitled to be absent without

loss of pay for a period up to five (5) consecutive calendar days. Such benefit shall apply to each death in the employee's immediate family, regardless of the date of the occurrence.

F. Funeral Leave

Leave for attendance at the funeral of friends or other relatives shall not be in excess of one full day and must be approved by the employee's immediate supervisor. Such a benefit shall apply to each occurrence.

G. Family Illness Leave

Office Professional personnel shall be allowed up to seven (7) paid leave days per year. These days are non-accumulative, and any days over (7) will be lost on December 31 of the following year. In case of illness or accident involving a member of such employee's immediate family.

H. Personal Leave

Office Professional personnel shall be entitled to three (3) personal leave days per calendar year without loss of pay. Such days may be granted at 2, 4, 6, or 8-hour increments. Such leave shall be used for matters which cannot reasonably be scheduled outside of normal work hours. An application for personal leave must be submitted 48 hours in advance. In case of emergency, an application for personal leave will be submitted upon returning to work. Personal Leave shall not be used to extend holidays or vacations. Any unused leave days over 3 shall accumulate to sick leave on December 31 of the following year.

I. Unpaid Leaves

Leaves of absence for a limited period (not to exceed six (6) months) may be granted for any reasonable purpose, and such leaves may be extended or renewed for a reasonable period. The Office Professionals Association and the employer shall mutually agree upon a reasonable purpose in each case. The employee taking such leave shall not be paid wages nor receive any benefits provided for in this agreement unless specifically approved by the employer. No shows out of paid leave will be considered to have abandoned and resigned their position.

J. Pregnancy Leave

Pregnancy leave shall be granted in accordance with the following rules and requirements:

- The employee shall consult with her physician and determine the date when the maternity absence will begin, as well as the anticipated date that she will be able to resume her duties.
- The employee shall give written notice of the beginning and ending dates of such leave as soon as possible. If unforeseen complications arise, which, in the judgment of the physician, necessitate a change in the dates submitted, the employer shall accept the revised dates. However, in no case shall the period of leave exceed one (1) year.

- A physician’s statement certifying the employee’s fitness to resume her duties may be requested at the time the employee resumes her duties.
- Accumulated sick leave may be used during any part of the maternity absence. Vacation days, personal leave days, and personal holiday(s) (used in this order) may be applied during this absence after sick leave is depleted, at the request of the employee. As with any other illness, the maximum paid absence is 90 days, at which time the employee would be eligible for long-term disability.

K. Extended Absence

The corporation will work with the representatives of Office Professionals personnel to develop a process to permit an ill or injured person who will qualify for Long Term Disability to receive financial compensation during the employee’s qualifying period.

L. FMLA Leave

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous twelve (12) month, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

Reasons for Taking Leave

- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.
- At the employee or employer’s option, certain kinds of paid leave may be substituted for unpaid leave. All applicable paid benefit days must be exhausted before unpaid days will be approved during an FMLA Leave.

Advance Notice and Medical Certification

- The employee is required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met.
- The employee ordinarily must provide thirty (30) days' advance notice when the leave is “foreseeable.”
- Lafayette School Corporation requires medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.

Job Benefits and Protection

- For the duration of FMLA leave, Lafayette School Corporation will maintain the employee’s health coverage under any “group health plan.” The employee must pay the employee’s contribution in order for the coverage to continue.
- Upon return from FMLA leave, most employees will be restored to their original or

- equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

FMLA Leave Time Period

- Each eligible employee shall have up to a total of twelve (12) weeks of FMLA leave during any twelve (12) month period. The Lafayette School Corporation has elected to calculate this twelve (12) month period as a "rolling" twelve (12) month period measured backward from the date an employee begins any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the twelve (12) weeks, which has not been used during the immediately preceding twelve (12) months.
- The twelve (12) week period of FMLA leave begins on the earlier of (a) the day after the last day of the employee's paid accumulated benefit leave or (b) the employee's sixteenth (16) consecutive paid day of benefit leave.

Insurance Benefits and Employee Responsibility

- When on FMLA leave and not receiving pay, the employee may elect to continue participation in any group insurance program in which he/she was enrolled immediately prior to the FMLA leave. If the employee so elects, he/she is responsible for the full premium of all insurance plans in which he/she participates.
- However, during an employee's paid FMLA leave, Lafayette School Corporation will continue to pay the employer's share of the employee's health insurance premium.
- The employee must make specific payment arrangements with the Personnel Office. If a payment is not made within thirty (30) days of the date due under the terms of the employee's payment arrangement, and upon Lafayette School Corporation giving the employee notice as required by FMLA, employee coverage under all group insurance programs will end for the employee and all covered dependents at the end of thirty (30) days after the due date. Lafayette School Corporation may withhold a delinquent premium payment from any amount it owes to the employee or may bring legal action to recover the amount of delinquent premiums.

Intermittent FMLA

- The FMLA permits employees to take leave on an intermittent basis under certain circumstances.
- Intermittent FMLA days must be used in half-day or full-day increments up to a total of sixty (60) days.
- Lafayette School Corporation has elected to calculate this intermittent FMLA leave as a "rolling" twelve (12) month period measured backward from the date an employee begins his/her first intermittent leave day.
- The intermittent FMLA leave period will begin on the earlier of (a) the day after the last day of the employee's paid accumulated benefit leave or (b) the employee's sixteenth (16) paid day of intermittent leave.

M. Vacations

- Paid vacations shall be granted to full-time, 12-month personnel. All vacations must be taken in no less than $\frac{1}{4}$ day increments (2 hours).
- Ten (10) working days shall be granted to those who have been employed prior to July 1st of each year. A prorated amount shall be granted to those who have been employed less than one full year by the first of September. Those retiring after September 1 will have vacation days adjusted pro rata equal to one vacation day per month worked before retirement, or ten (10) total for those retiring in month 11 or 12 of the office professional year.
- Employees with one full (1) year to five (5) full years of service shall receive ten (10) days of vacation.
- Employees who have more than five (5) full years of service up to and including twelve (12) years of service shall receive fifteen (15) days of vacation.
- Employees who have more than twelve years of service, up to and including twenty (20) years of service, shall receive twenty (20) days of vacation. Employees with more than twenty years of service shall receive twenty-two (22) days of vacation. Employees with twenty-five (25) or more years of service will have twenty-five (25) days of vacation.
- Prorated vacation shall be granted to 12-month personnel who work at least 21 hours per week, but less than 40 hours per week.
- Unused vacation days may be carried over and used until December 31 of the following school year. After December 31 of the following school year, any day unused shall accumulate to sick leave.
- It is understood that vacation is administered on a school-year basis.

N. Snow Days

On September 1st each office professional shall be given two days, which shall be termed “snow days”. “Snow Days” are days of unanticipated school closings when the Superintendent of Schools announces that school is officially closed due to (1) inclement weather, (2) other acts of God, or (3) other just cause. Each office professional, office assistant, and administrative assistant shall be given the following option(s):

- The office professional may report to work. In such a case, the normal workday shall be considered from 9:00 am to 3:00 pm. If the office professional works 9:00 am to 3:00 pm on such a day, the employee will be paid for eight hours. With one exception, if the employee works less than from 9:00 am to 3:00 pm on such a day, the employee will be paid only for the time actually worked unless the employee elects to use one of his/her “snow days.” The one exception shall be if the Superintendent of Schools or his/her designee should decide to send the office professionals home early, then the employee shall be paid for the entire day.
- If the office professional chooses not to report to work, then he/she may use one of their “snow days” and be paid for the day. The employee must use the whole day or none of it. The employee cannot use partial days. Once the two “snow days” are used and the employee does not report to work, should the employee again be absent from work, the employee will not be paid for the time not worked.

- Under the existing snow day policy, 12-month office professionals who work shall be given an equal amount of time as vacation that may be used at their discretion. Ten (10) month office professionals who work on snow days will be given an additional personal leave day to be used during the ten-month work period.
- Any “snow day” unused by December 31 of the following school year shall be accrued to sick leave.
- “Snow days” are only to be used on days in which school is canceled for a “snow day.”

O. Paid Holidays

Office professionals shall receive all holidays that fall during their normal term of employment.

Days recognized as paid holidays shall be as follows:

	12 Month Personnel	10 Month Personnel
New Year Day	2 days	1 day
Martin Luther King's Birthday*	1 day	1 day
Memorial Day	1 day	1 day
Independence Day	1 day	--
Labor Day	1 day	1 day
Thanksgiving Day	2 days	2 days
Veterans Day*	1 day	1 day
Christmas Day	3 days	1.5 days
Personal Holiday	1 day	1 day

The exact dates for such holidays shall be established by the Superintendent of the School Corporation or his designee.

*Veterans Day and Martin Luther King's Birthday will be celebrated as a holiday unless the school calendar requires that school be held on that day. If school is held on Veterans Day, each secretary will be expected to work and will receive one full day of personal holiday for Veterans Day, which may be used at a time approved by the office professionals supervising administrator. If school is held on Martin Luther King's Birthday, each secretary will be expected to work and will receive one full day of personal holiday for Martin Luther King's Birthday, which may be used at a time approved by the office professionals supervising administrator.

The day entitled “personal holiday” provides one day of paid leave for each Office Professional to be used during each employee’s normal work year. The day may be used at the discretion of the employee, provided that the timing of such leave does not create an undue hardship on the corporation. Specifically, this day may be used by the 10-month

Office Professionals during the school year. Any unused personal holiday shall accumulate to sick leave by December 31 of the following school year.

SECTION V: CONDUCT IN THE WORKPLACE

It is important to demonstrate respect for an individual's beliefs, opinions, and attitudes, so long as the expression of such conforms with generally accepted community values and is without regard to another's race, gender, religion, national origin, disability, and/or economic status. Consequently, administrators, teachers, classified staff, students, and members of the general public, while visiting Corporation facilities, property, or participating in school-sponsored functions, shall make all reasonable efforts to treat staff members and students respectfully. Speech or conduct that ridicules or personally demeans another person sets a negative example, reduces self-esteem, and therefore, cannot be tolerated. All staff members are cautioned that any person who demeans, insults, or abuses another person is subject to disciplinary action.

A. Dress Code

All employees shall, when assigned to Corporation duty:

- be physically clean, neat, and well-groomed
- dress in a manner consistent with their classified responsibilities
- be groomed in such a way that their dress or hairstyle does not disrupt the educational process or cause a health or safety hazard.

B. Tobacco-Free Workplace

The School Board is committed to providing students, staff, and visitors with a tobacco-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second-hand smoke, are well established. Further, providing a tobacco-free environment is consistent with the role-modeling responsibilities of teachers and staff to our students. The Board recognizes the right of individuals under state law to use lawful products, including tobacco, off of Corporation premises. Accordingly, the Board prohibits the use of tobacco, including, but not limited to, cigarettes, cigars, snuff, and chewing tobacco on Corporation premises and in Corporation vehicles.

Lafayette School Corporation premises are defined as land and all improvements thereon which are owned by the district.

C. Drug-Free Workplace

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements of the Drug-Free Workplace Act and Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the Corporation's classified staff at any time while on Corporation property or while involved in any Corporation-related activity or event. Any

staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines.

D. Substance Abuse

Lafayette School Corporation recognizes alcoholism and drug abuse as treatable illnesses. Employees are encouraged to seek counseling and treatment for those illnesses outside the workplace. The LSC offers mental health and substance abuse counseling through an Employee Assistance Program.

The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected substance abuse problem rests with the employee.

Failure to do so, for whatever reason, will result in appropriate corrective or disciplinary action, up to and including termination.

If an employee's observable behavior indicates he/she may be under the influence of alcohol or other drugs, the employee will be required to take a drug test. Refusal to do so will be considered a positive test. The same standards as used in the procedures for the Commercial Driver's License will be utilized.

Furthermore, any violation of the Corporation's Drug Free Workplace Policy will subject the employee to disciplinary action, up to and including immediate termination.

E. Sexual Harassment/Racial Harassment

Lafayette School Corporation maintains a workplace free of all unlawful harassment, specifically including sexual and/or racial harassment.

Sexual harassment is any deliberate or repeated, unsolicited, and unwelcome sexual overture that affects the employment relationship. Such harassment includes any unwelcome verbal or physical conduct, gestures, or physical contact, which are of a sexual nature. Any administrator or other employee who uses implicit or explicit coercive sexual behavior to control, influence, or affect the career, job, or working environment of an employee or co-worker is engaging in sexual harassment and is in violation of the law and Lafayette School Corporation policy. It is also a violation of Lafayette School Corporation policy for any employee to engage in any unwelcome conduct directed toward another employee solely based on that employee's sex. This policy is also intended to protect employees from harassment from any third party, including but not limited to contractors, parents, and students.

Conduct constituting sexual and sex-based harassment includes, but is not limited to: requests for sexual favors (whether expressed or implied); unwanted physical contact of any nature; verbal harassment, including but not limited to sexual innuendos, suggestive comments, jokes of a sexual nature, and threats; non-verbal conduct, including but not limited to display of sexually suggestive objects or pictures; and acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature).

Racial harassment consists of unwelcome racial comments, and other inappropriate verbal or physical conduct, and gestures of a racial nature that affect the employment relationship.

An employee who believes he or she has been harassed in violation of this policy should immediately report the conduct to his/her supervisor. However, if the supervisor is responsible for the harassment, then the report should be made to the Director of Human Resources. Alternatively, if an employee so prefers, the conduct may be reported to the Director of Human Resources in the first instance.

Reports of harassment will be treated seriously. Further, such reports will be kept confidential to the extent reasonably possible. Lafayette School Corporation will not take any adverse action against an employee because he/she has reported, or participated in the investigation of, a legitimate report of possible discrimination or harassment. Further, to the extent possible, Lafayette School Corporation will not allow anyone else to take adverse action against an employee for such acts. Lafayette School Corporation will promptly conduct a complete and impartial investigation of all such reports and such investigations will be conducted, to the extent reasonably possible, in a confidential manner. Any employee of Lafayette School Corporation who, after reasonable investigation, is determined to have engaged in harassing or retaliatory conduct of any nature in violation of this policy will be subject to disciplinary action, including but not limited to immediate termination.

F. Conflict Resolution

When an employee has concerns regarding his/her work or matters related to the work, the employee should discuss the issue with the immediate supervisor. When a sincere effort by the employee and the immediate supervisor does not resolve the concern, the employee may schedule an appointment with the next person in the chain of command as follows:

- Building Principal or Direct Supervisor
- Director of Human Resources
- Superintendent

G. Child Abuse/Neglect Reporting

The Lafayette School Corporation is concerned with the physical and mental well-being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse and neglect in accordance with the law. When a school employee suspects that a child is a victim of child abuse or neglect, the employee must make an oral report, followed by a written report, to the building principal or his/her designee.

H. Bullying Reporting

The Lafayette School Corporation will provide a safe learning environment to learn and achieve. Lafayette School Corporation has found that bullying causes physical and emotional harm to students, which interferes with the learning process. It's the Lafayette School Corporation's objective to create an environment free of bullying so students feel safe and supported academically, emotionally, and physically.

Bullying is defined as overt repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

When any school employee witnesses an act of bullying, the employee must make an oral report, followed by a written report, to the building principal or his/her designee.

I. Privacy in the Workplace

The Lafayette School Corporation recognizes its employees' rights to privacy in their personal lives. However, the Lafayette School Corporation has established the following practice with respect to employee privacy in the workplace to protect the Lafayette School Corporation's interests.

All offices, desks, lockers, communications equipment (including but not limited to computer equipment), telephone systems, facsimile devices, electronic mail systems, voice mail systems, and work files are the property of the Lafayette School Corporation and are to be used primarily for school business purposes. The Lafayette School Corporation reserves the right to monitor and access by various means the above-named areas and locations. Employees should have no expectation that any information contained on such systems or in such locations is confidential or private.

Review of such information may be done by the Lafayette School Corporation with or without the employee's knowledge and will be motivated by a legitimate school business reason. The use of passwords does not guarantee confidentiality, and the Lafayette School Corporation retains the right to access information in spite of a password.

J. Electronic Information Source Terms and Conditions

Acceptable Use- The purpose of Lafayette School Corporation providing Internet access is to support research and education by providing access to unique resources and opportunities for collaborative work. The use of the account **MUST** be in support of education and/or research and be consistent with the educational objectives of the Lafayette School Corporation. The following uses of school-provided Internet access are **NOT** permitted: (This list is not all-inclusive.)

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, sexually explicit, or threatening language.
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;
- to access another individual's materials, information, or files without permission; and,
- to violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Privileges - The use of electronic information is a privilege, not a right. Access entails responsibility. Inappropriate use will result in the cancellation of privileges. The network administrators may close an account at any time, and will deem what is inappropriate use. Their decision is subject only to review by the administrator or designated certified personnel of the Lafayette School Corporation. The administration, faculty, and staff of the Lafayette School Corporation may request the network administrator to deny, revoke, or suspend specific user accounts. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Politeness. Do not threaten or become abusive in messages to others.
- Appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Personal addresses or telephone numbers should not be revealed, including one's own, friends, family, or colleagues.
- E-mail is not guaranteed to be private. Electronic messages and files stored on school-based computers may be reviewed. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.
- Do not respond to unsolicited e-mail. If you receive offensive unsolicited e-mail, notify your network/building administrator or the Lafayette School Corporation K-12 Computer Coordinator immediately.
- The Lafayette School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing.
- The Lafayette School Corporation will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, regardless of cause, or user errors or omissions.
- Use of any information obtained via these resources is at the user's risk. The Lafayette School Corporation specifically denies any responsibility for the accuracy or the quality of information obtained through its service.
- Security is very important, especially when many users are involved. The Lafayette School Corporation takes security issues very seriously. If an electronic information security problem has been identified, a network administrator or the Lafayette School Corporation K-12 Computer Coordinator must be notified. Problems must not be demonstrated to other users.
- Another person's account shall not be used without written permission from the individual.
- Attempts to log on to any system as a network administrator will result in cancellation of user privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to electronic information sources.

- Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the information of another user or any of the agencies or networks connected to the Internet. This includes, but is not limited to, the uploading or sending of computer viruses.

K. Ethics

All employees of a state-funded entity are subject to the Indiana Code of Ethics as outlined in 42 IAC 1-1. In general, the Indiana Code of Ethics states the following:

- As a state employee, you, your spouse, or children shall not receive from anyone with a business relationship gifts, food or drink, service, entertainment, travel expenses or registration fees. You may not accept an honorarium for any activity considered part of your regular duties.
- You may not engage in political activity, including solicitation of political contributions, while on duty or in an official capacity. You cannot, at any time, solicit political contributions from people you have a business relationship with in regard to Lafayette School Corporation or anyone you directly supervise.
- You cannot accept employment involving compensation if it would impair your ability to perform your job with the Lafayette School Corporation. You cannot accept employment or engage in other activity that will require you to disclose confidential information. You cannot use your position to secure unwarranted privileges that are of substantial value or not available to all similar individuals.
- You cannot participate in any decision or vote that has a financial interest of any of the following: You, any member of your family, any business or organization where you are serving as officer, director, partner, or employee. Any business/person with whom you might have prospective employment.
- You cannot knowingly have a financial interest in a contract made by an agency unless the contract was made after public notice through competitive bidding, you have filed a statement with the commission making disclosure of all financial documents, the contract can be performed without compromising your official duties and responsibilities.
- You cannot solicit or accept compensation for your official duties other than as provided by law. You cannot offer to pay compensation for performance of official duties except as permitted by law. You cannot benefit, nor permit others to benefit from, confidential information, you cannot divulge confidential information, except as permitted by law.
- You cannot make use of state materials, funds, personnel, or equipment for any business other than official business or that which is permitted by the Lafayette School Corporation.
- You cannot engage in or direct others to perform official duties during any other hours than working hours, except as permitted by the Lafayette School Corporation.
- Once you leave employment with the Lafayette School Corporation, you cannot accept employment as a lobbyist, negotiate on behalf of your employer agency contracts that applied directly to your former position, or accept employment from an employer if it was given for the purpose of influencing your duties or responsibilities while still employed.
- No family member (father, mother, brother, sister, uncle, aunt, husband, wife, son, daughter, son-in-law, daughter-in-law, niece, or nephew) may be placed in a direct supervisory-subordinate relationship.
- All state employees shall be trained in the code of ethics. State agencies are required to

maintain documentation to demonstrate compliance. Please sign the LSC Ethics form and return to your supervisor.

L. Conferences and Workshops

Requests for permission to attend conferences and/or workshops should be submitted in writing and filed with the Superintendent or his designee. Such requests shall be filed no later than the first of the month in which the meeting or other relevant activity is scheduled to occur. The payment of reasonable itemized expenses incurred in attendance will be made, provided that money budgeted for such purposes remains, and the Office Professionals' leave has been approved by the Superintendent or his designee. A written report shall be filed with the Superintendent on the activities of the conference or visitation with recommendations, if any, for use in the school corporation. It shall be clearly understood that the Superintendent or his designee may disapprove any requests.

M. Use of School Buildings

The Office Professionals Association shall have the right to use school buildings for meetings at reasonable times after school hours. Fees for such meetings shall be waived except as the employer incurs additional custodial wages because a meeting is conducted at a time and place at which custodians are not normally on duty. The employer shall be given reasonable notice of the use of such buildings.

N. Discussion Committee

- A discussion committee may be formed. The committee shall be comprised of such members of the management team that the Board of School Trustees sees appropriate; the President of the Office Professionals Association or designee; any office professional who may desire to communicate to the Board on a matter which has an impact on a significant number of office professional employees. The size of each team shall be limited to no more than eight (8) members. The office professional team shall contain no more than two (2) representatives, each from the elementary, intermediate/junior high/high school, and central office.
- The purpose of such a committee shall be to meet and confer on items that may develop, which have a serious impact on office professionals or upon management.
- Unless otherwise approved by the Superintendent or designee, the committee shall meet at a time which does not interfere with the normal workday of the committee members. Office professional representatives to the committee shall not receive pay for participating in the committee. A meeting shall be arranged within thirty (30) days after both parties have agreed on an agenda. It shall be the responsibility of the Superintendent or designee to identify a time and place for such a meeting. The frequency of meetings shall be dependent upon the submission and mutual acceptance of an agenda for discussion. It is understood that no more than six (6) meetings shall be held in any one calendar year unless both parties consent to increase the number of meetings.
- Either the Board of Trustees or the designees of the Board of Trustees, or the President of the Office Professional Association or designee may develop an agenda. The agenda shall include the items to be discussed and shall indicate the order in which the items shall be discussed. If the office professional develops an agenda, such an agenda shall be submitted to the Superintendent or designee. Either party may delete items from the

agenda. Only those items mutually agreed upon, as subjects of discussion, shall be discussed at the committee meeting. Once an agenda has been agreed upon, the agenda shall be given to the Superintendent or designee in order to initiate a meeting.

SECTION IV: RETIREMENT

A. Public Employee Retirement Fund

- Board-approved employees classified as full-time and working a minimum of 1,000 hours per year are eligible for the Public Employees' Retirement Fund (PERF). A full-time employee is an employee who works a minimum of thirty (30) hours per week on a regular basis.
- The 3% mandatory contributions for the PERF retirement plan shall be paid by Lafayette School Corporation.
- Upon employment or eligibility, employees must complete the PERF application located in the Personnel Office. A handbook describing the state retirement program is available through the Public Employees Retirement Fund or Personnel Office. A comprehensive website is maintained by the State of Indiana detailing PERF at <http://www.in.gov/inprs/>

PERF offers a disability retirement. Employees needing information concerning disability retirement should consult the PERF handbook or website at <http://www.in.gov/inprs/>

B. Retirement Eligibility Age

- Under federal law, there is no mandatory retirement age for employees.
- Under PERF, participants can begin receiving their retirement income at age 65 with 10 years of PERF service or at age 60 with 15 years of PERF service. Reduced PERF income is available as early as age 50 with 15 years of PERF service. An employee who is at least age 55 and whose age and years of service total 85 can receive an unreduced benefit from PERF.

Appendix A Office Professionals Wage and Fringe Benefits

The wage schedules and fringe benefits for Office Professionals are approved by the Board of School Trustees of the Lafayette School Corporation as the wage schedule and fringe benefits to be effective for Office Professionals effective with the second bi-weekly payroll in July 2025.

There is no wage increase in effect per the schedule above for employees for the 2025-2026 year.

Employees who have served the school corporation at least 15 years and who will meet the PERF rule of 85 in the next 5 years shall be entitled to an increment of thirty (\$.30) cents per hour for each of the next five years of employment. This will be accrued on or after August 1st when the employee receives the rate increase. The employee may exercise the option to delay the implementation of this increment until age 60. If no retirement occurs or if the employee returns to work after retirement, the employee will be paid at a pay rate that does not include the total retirement increment paid each of the previous five (5) years.

Office Professionals who complete additional duties as a result of a **tuition-funded preschool program** offered at their building will receive a full stipend of **\$425** on October 22, February 22, and May 22. Application of the stipends is subject to administrative approval and the availability of tuition-supported money to fund the stipends.

Level I

Corporation Positions	Base Hourly Rate	\$19.83
Payroll Specialist Certified 12 month		
Payroll Specialist Classified 12-month		
Human Resources Specialist Certified 12 month		
Human Resources Specialist Classified 12-month		
Benefits Specialist 12-month		
Grants/Computer Specialist 12-month		
Budget Specialist 12-month		
Accounts Pay. Specialist 12-month		
Purchasing Specialist 12-month		
Superintendent's Executive Administrative Assistant 12-month		
Special Education Director, Executive Administrative Assistant 12 12-month		

Level IA

Corporation Positions	Base Hourly Rate	\$17.83
Receptionist 12 month		
Assistant to the Curriculum Directors 12-month		
Field Trip Coordinator/Transportation 12-month		

Level II

Positions	Base Hourly Rate	\$18.08
Jefferson High School Administrative Assistant to the High School Principal 12-month		
Jefferson High School ECA Treasurer 12 month		
GLASS Grants 12 month		

Level III

Positions **Base Hourly Rate** **\$16.83**

Elementary Office Professional/Treasurer 10 month
Intermediate Office Professional/Treasurer 12 month
Junior High Office Professional/Treasurer 12 month
Oakland High School Office Professional/Treasurer 12 month
Jefferson Book Rental/Student Billing 12 month
Facilities Office Professional 12 month
Gifted Education Office Professional 12 month
Transportation Office Professional 12 month
Warehouse Office Professional 12 month
Transportation Dispatch Assistant 12 month

Level IV

Positions **Base Hourly Rate** **\$15.83**

Jefferson Assistant Principal Administrative Assistant 10 month
Jefferson Athletic Administrative Assistant 10 month
Jefferson Guidance Data Specialist 10 month
Jefferson Guidance Assistant ESL 10 month
Jefferson Health Services Administrative Assistant 10 month
Jefferson Student Services Administrative Assistant 10 month
Jefferson Registrar Specialist (1) 12-month and (1) 10-month
Jefferson Book Rental Specialist 12 month
Jefferson Receptionist 10 month
Sunnyside Main Office and Guidance Administrative Assistant 10 month and 12 month
Sunnyside Receptionist 10 month
Tecumseh Main Office and Guidance Administrative Assistant 10 month and 12 month
Tecumseh Receptionist 10 month
GLASS Administrative Assistant 10 month
GLASS Receptionist 10 month
Linnwood Administrative Assistant 10 month
Washington Administrative Assistant 10 month

Level V

Position **Base Hourly Rate** **\$14.58**

Jefferson Performing Arts Office Assistant 10 month
Tecumseh & Sunnyside Band Office Assistant 10 month
Media Center Professional Assistant 10 month
Print Shop Specialist 10 month
Jeff-Tecumseh Athletic Office Assistant 10 month

Starting Wage Determination Factors

A. Starting Base Wage for Positions I, IA, II, III, IV, V

- B. LSC Length of Service in any position or Length of Service in any similar position outside of LSC 1 year = .10 Max. .50
- C. Sum of A and B equals the starting wage for new hires and transfers from other positions within LSC.

Longevity Wage Increase for Service in Handbook Covered Positions

Fifteen (15) Years of Service Anniversary = .15 added to current wage

Twenty (20) Years of Service Anniversary = .25 added to current wage

Receipt and Acknowledgment of the Lafayette School Corporation Employee Handbook

This Employee Manual is an important document intended to help you become acquainted with the Lafayette School Corporation. This manual is not the final word in all circumstances. Individual circumstances may call for individual attention. This manual is not a contract.

I have received and read a copy of the Lafayette School Corporation Employee Manual. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Lafayette School Corporation.

My signature below indicates that I have read and understand the above statements and have received and read a copy of the Lafayette School Corporation Employee Manual.

_____ Employee's Printed Name	_____ Employee's Position
_____ Employee's Signature	_____ Date
_____ Supervisor's Signature	_____ Date