

LSC  
Technology Department  
Employee Handbook  
2025-2026

Technicians  
Engineers  
Specialists



## Table of Contents

Introduction.....	1
Section I: Employment.....	1
A. Equal Employment Opportunity.....	1
B. Position Vacancies.....	1
C. Current Employees Interested in Different Jobs.....	1
D. New Employee Qualifications.....	1
E. New Employee Appointments.....	2
F. Evaluation.....	2
G. Personnel File.....	2
H. Work Schedule.....	2
1. Definition.....	2
2. Regular Hours.....	2
3. Work Week.....	2
I. Emergencies.....	2
J. Ghost Employment.....	2
K. Extra-Curricular Positions.....	3
L. Reduction in Force/Layoffs.....	3
Section II: Compensation.....	3
A. Payroll Information.....	3
B. Payroll Deductions.....	3
C. Definition of Overtime.....	4
D. Rate of Overtime Pay.....	4
E. Vacation Pay.....	4
F. Holiday Pay.....	4
G. Assignments Requiring Travel.....	5
Section III: Benefits.....	5
A. Eligibility.....	5
B. Hospitalization and Major Medical Insurance.....	5
C. Dental and Vision Insurance.....	6
D. Health Clinic.....	6
E. Insurance Continuation Option.....	6
F. Group Term Life Insurance.....	6
G. Long-term Disability Insurance.....	7
H. Mileage.....	7
I. Corporation Cell Service Plan.....	7
J. Employee Assistance Program.....	7
K. Early Retirement Benefit.....	7
L. Retirement Benefit.....	7
M. Severance Benefit.....	8
N. COBRA.....	8
O. 403(b) Tax-Deferred Annuity.....	9
P. Flexible Benefit Program.....	9
Q. Health Savings Account.....	9
R. Attendance Incentives.....	10
S. Workers Compensation Due to Injuries on the Job.....	11

T. Reporting On the Job Injuries.....	11
U. Benefits Under Workers Compensation.....	11
Section IV: Leaves of Absence.....	12
A. Definition.....	12
B. Provisions.....	12
C. Sick Leave.....	12
D. Funeral Leave for Members of the Immediate Family.....	13
E. Other Funeral Leave.....	13
F. Personal Leave.....	13
G. Unpaid Leave.....	14
H. Pregnancy Leave.....	14
I. Absence for Court Duty.....	14
J. Military Leave.....	14
K. Training Leave.....	14
L. FMLA Leave.....	14
M. Paid Holidays.....	16
N. Vacation Provisions.....	17
O. Paid Vacations for Employees with More than Five (5) Years of Service.....	17
P. Paid Vacations for Employees with More than Twelve (12) Years of Service...	18
Q. Paid Vacations for Emp. with More than Twenty-Seven (27) Yrs. of Service...	18
R. Vacation Requests.....	18
S. Unused Vacation Days.....	18
Section V: Conduct in the Workplace.....	18
A. Dress Code.....	18
B. Tobacco-Free Workplace.....	18
C. Drug-Free Workplace.....	19
D. Substance Abuse.....	19
E. Sexual Harassment/Racial Harassment.....	19
F. Conflict Resolution.....	20
G. Child Abuse/Neglect Reporting.....	21
H. Bullying Reporting.....	21
I. Privacy in the Workplace.....	21
J. Electronic Information Source Terms and Conditions.....	21
K. Ethics.....	23
Section VI: Retirement.....	24
A. Public Employee Retirement Fund.....	24
B. Retirement Age.....	24
Appendix A Job Titles and Hourly Wage Table.....	25

Receipt and Acknowledgment of the Lafayette School Corporation Employee Manual

## **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. 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](http://www.lsc.k12.in.us) and at the Personnel Office.

This manual governs the following positions: Technicians, Engineers, Specialists

### **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 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. The Lafayette School Corporation Technology and Support Effectiveness Rubric form appears in the Standard for Success online platform.

#### **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 Schedule**

##### **1. Definition**

A full-time employee is one whose job assignment consists of forty (40) hours per week year-round.

##### **2. Regular Hours**

Each full-time employee shall work eight (8) hours a day, excluding the employee's lunch period which shall be thirty (30) minutes in length.

##### **3. Work Week**

With the exception of part-time employees, the normal work week shall be defined as forty (40) hours of work performed between the hours beginning 12:01 A.M. Sunday to 12:00 P.M. the following Saturday.

#### **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**

Technology 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 clock in and out on Time and Attendance on a shift by shift basis.

*It is the employee's responsibility to keep accurate daily time records that account for:*

- *Starting and stopping times each day*
- *Meal breaks, if applicable*
- *Early departures and time away from work*

- Employees are paid the 7<sup>th</sup> and 22<sup>nd</sup> of each month. Direct Deposit Advice Slips will be available electronically 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) hours in one work week. For the purpose of computing overtime, sick days or sick hours shall not be counted as part of the forty (40) hours in one work week.

**D. Rate of Overtime Pay**

When an employee works overtime, the employee shall be paid at a rate of one and one-half (1.5) times the employee's regular hourly rate of pay for the period of overtime worked. Over- time must be approved by the Technology Director or the Superintendent or Superintendent's designee.

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, personal, holidays, etc.) are excluded from this provision.

**E. Vacation Pay**

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect during the employee's vacation period.

Computation of vacation entitlement for a full-time employee who has had previous experience in the Lafayette School Corporation as a part-time employee:

A full-time employee who has worked in the Lafayette School Corporation as a part-time employee shall receive a prorated credit for his/her service as a part-time employee. For example, an employee who worked twenty hours a week for four years as a part-time employee shall receive two years' credit when computing the employee's vacation benefit. Thus, if the same employee as described above would have worked full-time for three years after his part-time employment, he/she would be considered to have five years of employment credit to apply to the vacation benefit set out in this article.

**F. Holiday Pay**

If an employee works any of the holidays listed in Section IV, Part M, he/she will be paid one and one half (1 ½) times his regular rate times all hours worked in addition to his/her holiday pay.

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.

Eligible employees who perform no work on a holiday shall be paid their regular hourly rate, not to exceed eight (8) hours.

Part-time personnel who are not scheduled to work on a holiday will receive no pay.

**G. 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, 2025:

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 single plan employee contribution will be payroll-deducted from 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 on the first pay following the effective date of health insurance coverage and each pay thereafter.

The board contribution will be equal to 1/24<sup>th</sup> of the total HSA contribution for

employees on a 24-pay schedule and 1/18<sup>th</sup> of the total HSA contribution for employees on an 18-pay schedule. The board HSA contribution will be deposited on 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 advertised open enrollment before the January 1 renewal date.

**C. Dental and Vision Insurance**

Dental and Vision Insurance will be offered to all employees working 30 hours or more per week. The costs and coverage of Dental and Vision Insurance will be communicated to the employees before open enrollment each year. The plan year will run from January 1 through December 31 of each year.

**D. Health Clinic**

Any staff member and their dependents covered under any of the LSC insurance plans have access to an employee-sponsored health clinic run by a private management firm called ProactiveMD. There is no out-of-pocket expense to the health insurance participant when they use the clinics. Health information from the clinics is protected by HIPAA 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

**E. 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).

**F. 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). The exact nature of the benefits to which the employee is entitled will be determined by the carrier, who shall also determine when the benefits will terminate or change in any way. 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 from the first pay in January and is non-refundable.

**G. 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 bargaining unit employees who elect to enroll in the LTD program. The \$0.24 annual employee contribution will be payroll-deducted from 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.

**H. Mileage**

An employee who is not provided with a car and 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.

**I. Corporation Cell Service Plan**

In order to meet high expectations of technical support, the LSC corporate cellular service plan is offered to all members of the Technology Department. The employee's portion of the plan cost is \$9 per pay and will be automatically deducted from each pay.

**J. Employee Assistance Program**

The LSC offers mental health counseling via telephone to all employees through First Stop Health. First Stop Health can be reached at 888-691-7867. The use of the program by employees is kept confidential from the Lafayette School Corporation.

**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 of age for early retirement by PERF qualifications 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. 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 in the bargaining unit who has been employed by the LSC for twenty (20) years shall be entitled to a minimum of \$1,250. At retirement, any employee in the bargaining unit 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 for thirty (30) years shall be entitled to a minimum of \$2,250.

With at least two calendar years of advance notice of retirement, any employee shall receive their retirement severance pay in installments over the pay periods remaining before retirement.

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.

**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. No benefit will be paid to employees who are terminated, with cause, by Lafayette School Corporation.

**N. COBRA**

COBRA provides employees and their dependents the right to continuation coverage after termination of their eligibility. The 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 months after loss of membership due to termination of employment or reduction of hours;
  - b. Up to 36 months after loss of membership due to the employee's death, the 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. The 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) Tax Deferred Annuity – Roth Plans**

- 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 that 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 ensure legal compliance with the 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 therefrom.

#### **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 is in November to be effective in January. Employees must sign up every year for the unreimbursed medical and dependent care.

#### **Q. Health Savings Accounts**

- A Health Savings Account (HSA) is a bank account set up 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 a high deductible.
- Any dependent on the employee's 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 Incentives**

Leave day as used in this section shall refer to personal illness, family illness or any other day permitted as a leave day. It is understood that personal days, court duty, military leave, immediate family funeral leave, service as a member of a firing squad or military escort at a military funeral, and days taken as the result of an injury on the job shall not count as a day of use for the purpose of calculating the benefit described below.

As an attempt to reward employees for good attendance, the following incentive is offered:

For each quarterly period: January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31 of this agreement, the employer agrees to pay:

\$125 for no leave days used during each period.

It is understood that docked days shall not be used to reward employees for good attendance. Unpaid leave time/day(s) shall count as time/day(s) of use for calculating this benefit.

In the event an employee reaches the maximum of 250 sick leave days, the additional 12 days added for the next year will be added to the sick leave accumulation. At the end of that calendar year, the number of sick leave days above 250, capped at 262, will be compensated at \$25 per day in the month of January of the subsequent calendar year.

**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 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. Definitions**

- Retired Employee shall be considered to mean any employee who is receiving retirement and/or disability benefits from Social Security and/or Public Employees Retirement Fund.
- Immediate Family is spouse, children, parents, parental in-laws, brothers, brothers-in-law, sisters, sisters-in-law, grandparents, or grandchildren. 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.
- Full-time Employee shall mean any employee who, upon accepting employment, is normally expected to work not less than forty (40) hours a week, fifty-two (52) weeks a year, except for the leaves to which the employee is entitled under this section.

##### **B. Provisions**

Time off must be taken in half-day or full-day increments and must be logged into the Time and Attendance (AESOP) program.

##### **C. Sick Leave**

Employees hired after August 31, 1999, are entitled to eight (8) days of paid sick leave in the first year, ten (10) days in the second year, and twelve (12) days in the third year and thereafter. All other full-time non-certified personnel are entitled to twelve (12) days of paid sick leave (or quarantine) each calendar year. Seven (7) of these sick days may be used for family illness. If any employee has not used their allotted sick days in any one

year, the unused days shall be accumulated for personal sick leave only to a maximum of 250 days. Sick leave of 3 consecutive days or more must be accompanied by a physician's note.

Part-time personnel shall earn sick leave days prorated to the number of hours worked. For example, a part-time employee who works twenty hours a week shall be entitled to five (5) days of paid sick leave (or quarantine) each calendar year.

In the event that an employee is injured on the job, the employee may use sick leave to cover the employee's absence but may not receive compensation from the employer and workman's compensation of sick leave and collect workman's compensation for the same period. In the event the employee opts to waive use of sick leave and collect workman's compensation, the days paid by workman's compensation shall not be charged as sick days nor paid as such. In the circumstance where an employee is injured on the job and uses his/her sick leave, he/she shall be paid for such leave but shall remit to the School Corporation any money collected from workman's compensation benefits. For each day of absence, for which the employee remits workman's compensation benefits, the employee will be credited with two-thirds of a sick leave day upon his return to work.

**D. Funeral Leave for Members of the Immediate Family**

Full-time and part-time non-certified personnel are entitled to leave without loss of pay for up to five (5) consecutive work days within seven (7) calendar days per occurrence for the death of members of the employee's immediate family. In computing this absence, the work day immediately following the death shall be counted as the first day. Such leave must be approved by the Director of Technology or the Chief Financial Officer, and any variation or extension of such leave must be approved by the Superintendent or the Superintendent's designee. It is understood that the benefit provided in this section is intended to apply per occurrence.

**E. Other Funeral Leave**

Leave for attending the funeral of friends or other relatives may be granted. Such leave shall be paid and shall not be in excess of one full day, and must be approved, in advance, by the employee's immediate supervisor.

**F. Personal Leave**

Each non-certified employee who works at least thirty hours per week year-round shall be granted three (3) days of personal leave per full calendar year in addition to sick leave. Personal leave days not used during the calendar year shall accumulate to a total of five (5) days. Additional unused personal leave days shall accumulate to sick leave. Such leave shall be used for matters which cannot reasonably be scheduled outside of normal work hours. A written application for personal leave must be submitted two (2) working days in advance. In case of an emergency, an application will be submitted upon returning to work. Personal leave shall not be used to extend paid holidays or vacations.

### **G. Unpaid Leave**

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. Reasonable purpose in each case shall be mutually agreed upon by the employee and the employer. The employee taking such leave shall not be paid wages nor receive any benefits provided for in this handbook unless specifically approved by the Superintendent or the Superintendent's designee. Unless pre-approved, the district does not recognize unpaid leave, and a no-show to work will be considered job abandonment and a resignation of one's position.

### **H. 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 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 that 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.

### **I. Absence for Court Duty**

If an employee is called for jury duty for a full day or half day, the employee will receive his/her regular salary for a full day or half day minus the amount he/she receive as a juror. The employee should report his/her contemplated absence. Receipts for pay received as a juror should be presented to the Payroll Office for salary adjustment purposes.

### **J. Military Leave**

If an employee is called for reserve military duty during regular scheduled working hours, the employee will receive his/her regular salary minus the amount he/she receives while on reserve duty. Employees returning from reserve duty shall be reinstated to their position as per all relevant state and federal statutes. The employee should report his/her contemplated absence. Receipts for pay received as a reservist should be presented to the Payroll Office for salary adjustment purposes.

### **K. Training Leave**

Leaves of absence with pay may be granted by the employer to attend training sponsored by, provided through, or specifically required by the Lafayette School Corporation. This leave shall be granted at the sole discretion of the employer.

### **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) months, 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.

#### *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.

#### **M. Paid Holidays**

Days recognized as paid holidays shall be as follows:

New Year's Day	2 days
*Martin Luther King's Birthday	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
*Veterans Day	1 day
Thanksgiving Day	1 day
Day after Thanksgiving	1 day
Christmas Day	3 days
Personal Holiday	1 day

The exact dates for such holidays shall be established by the Superintendent of the school corporation or his designee. The personal holiday listed above 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. Such a personal holiday does not accumulate and must be used within the calendar year. The personal holiday will not accumulate to any other leave. The personal holiday requested must be received by the immediate supervisor at least 48 hours prior to the day requested. Should an employee need to be called to work on the day the personal holiday is requested, the corporation will pay for regular hours worked, and the personal holiday may be rescheduled.

\*In the event school is held on Veterans Day and/or Martin Luther King's Birthday, such days shall not be considered holidays. When school is held on Veterans Day and/or Martin Luther King's Birthday, each eligible employee shall work on said day and shall receive a day (1) of vacation to be used on some other date.

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

The employee worked his last scheduled work day prior to the holiday and the next scheduled workday after the holiday. An 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.

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

**N. Vacation Provisions**

Paid vacations are granted only to employees who are employed to work at least thirty (30) hours a week, twelve months a year. For those employees who are projected to work 30 hours per week for at least one full calendar year by January 1st, ten (10) six-hour vacation days will be granted. For those employees who are projected to work forty (40) hours per week for at least one (1) full calendar year by January 1st, ten (10) eight-hour vacation days will be granted. A prorated amount shall be granted to those having been employed in any combination of thirty- and forty-hour weeks, and for employees who are projected to work thirty (30) hours per week for less than one (1) full year. The following schedule will be used for new employees who will work less than one (1) full year prior to January 1st:

Employed:	
Less than 3 months	None
3 months	1 working day
4 months	2 working days
5 months	3 working days
6 months	4 working days
7 months	5 working days
8 months	6 working days
9 months	7 working days
10 months	8 working days
11 months	9 working days

The length of the working day for vacation will be based on the employee's actual length of working day. If an employee resigns, retires, or is terminated for any reason after using said vacation days before the projected length of employment, then said unearned vacation pay will be deducted from the employee's last paycheck.

**O. Paid vacations for employees with more than five (5) years of service**

Any employee who has been employed in the Lafayette School Corporation at least five (5) years shall be entitled to fifteen (15) working days.

**P. Paid vacation for employees with more than twelve (12) years of service**

Any employee who has been employed in the Lafayette School Corporation for at least twelve (12) years shall be entitled to twenty (20) working days of paid vacation.

**Q. Paid vacation for employees with more than twenty-seven (27) years of service**

Any employee who has been employed in the Lafayette School Corporation for at least twenty-seven (27) years shall be entitled to three (3) additional vacation days.

**R. Vacation Requests**

Vacation requests must be approved by the Director of Technology or the Superintendent. Vacations may be taken at any time during the calendar year from January 1 to December 31, provided that the dates for each employee's vacation are approved by the Director of Technology or the Superintendent.

**S. Unused Vacation Days**

Unused vacation days may be carried over and used until July 4 of the following year. After July 4th, any day unused shall accumulate to sick leave. Employees who work part-time shall receive a prorated amount of vacation.

**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 are in conformity 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 in a respectful manner. 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 is 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 in 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 of those illnesses outside the workplace.

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 drug, the employee will be required to take a drug test. Refusal to do so would be considered a positive test. The same standards as used in the procedures for 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, 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:

Director of Technology  
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 not expect 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 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 expect 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, and the contract can be performed without compromising your official duties and responsibilities.
- You cannot solicit or accept compensation of 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 hours other 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.

## **SECTION VI: 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 Employee's Retirement Fund (PERF). A full-time employee is an employee who works a minimum of thirty (30) hours per week regularly.
- 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 in the PERF Hybrid plan can begin receiving their retirement pension 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 Job Titles and Hourly Wage Table

Job Title	Range Min	Range Max
Technician	\$23.00	\$32.00
Engineer	\$30.50	\$41.00
Specialist	\$30.50	\$41.00

Starting Wages will be recommended by the Director of Technology to the Superintendent and School Board based upon experience and training, and within the parameters of the wage table in Appendix A

Hourly wage increases will be set each year by the administration when monies are available for an increase. The rates shall become effective with the first payroll in September.

### Continuing Technology Certification Incentive

Employees who successfully earn an additional technology certification may apply for a certification pay increase. Certifications must have prior approval by the Director of Technology and must have been earned on or after January 1, 2023. Only one increase is applied for each certification earned. Each technology-related certification has been assigned a level by the Director of Technology. The Director of Technology maintains the certification list and updates the list as needed. The certification levels generally reflect the time commitment required to earn the certification, the cost of attaining the certification, and the market value of each certification. All pay increases for additional technology certifications must be approved by the Director of Technology, Director of Human Resources, Superintendent, and Board of Trustees prior to the increase going into effect. Applications for an additional technology certification increase must be turned in to the Director of Technology by September 30<sup>th</sup> of the school year the increase is to be applied. An employee can only earn one certification increase each year.

Employees who request LSC funds for the pursuit of additional technology certifications are expected to stay with LSC for a full year after the certification is earned. If an employee who has received LSC funds for certification leaves prior to a full year after certification, they are required to pay back 50% of the LSC funds that were provided to support their certification.

Level 1 Technology Certification	.25 cents per hour or \$520 salary (40-hour employee)
Level 2 Technology Certification	.50 cents per hour or \$1040 salary (40-hour employee)
Level 3 Technology Certification	.75 cents per hour or \$1,560 salary (40-hour employee)
Level 4 Technology Certification	\$1.00 per hour or \$2,080 salary (40-hour employee)
Level 5 Technology Certification	\$1.25 per hour or \$2,600 salary (40-hour employee)

#### A. Effective Date of New Rate:

The rate shall become effective with the first payroll in September.

#### B. PERF

The LSC will pay the 3% mandatory employee contribution to PERF.

**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