

Classified Employee Handbook



Every Student. Every Day.

**Approved by the Board of School Trustees
Effective August 1, 2025**

TABLE OF CONTENTS

	Page
Bylaws and Policies	1
Compensated and/or Uncompensated Absences	
Bereavement Leave	15
Personal Days	14
Sick Days	14
Sick Leave Bank	16
Unpaid Leave of Absence	15
Corporation Policies	
Assignment to Work	3
Attendance	6
Certification Requirements for Paraprofessional Staff	3
Employee Discipline	4
Evaluation Process	3
Medical Conditions	6
Introductory Period	3
Re-employment with HCCS	4
Safety and Security	5
Transfer to a New Position – Pay Rate Adjustment	4
Employee Benefits	
Employee Transfers/Promotions to a Year-Round Position	9
Holiday Pay	10
Tax Deferred Annuity	9
Vacation	9
Employment Definitions	2
Hours of Work	
Break Periods	6
Delays and Cancellations	7
Lunch Periods	7
Timekeeping Requirements	7
Insurance Benefits	
Dental Insurance	11
Health Insurance	11
Life Insurance	11
Long-Term Disability Insurance	12
Section 125 Program	12

Unemployment Insurance	12
Vision Insurance	11
	Page
Miscellaneous	
Employee Privacy	17
Employee Resignation	18
Employee Status	17
Exit Procedures	18
Line of Communication	18
Personnel Records	17
Requests for Reimbursement	18
Substitute Pay	18
Retirement Benefits	
Public Employees' Retirement Fund (PERF)	13
Retirement Pay and Benefits	13

INTRODUCTION

Huntington County Community School Corporation (HCCS) is a great place for raising children and preparing them for a productive life, no matter where that life leads them. It is a school community where administrators, faculty, staff, and parents/guardians work together to provide an education that ensures student achievement, promotes citizenship, and encourages lifelong learning. Our Classified employees are a significant part of this learning process. You bring to our schools' knowledge and skills that may be shared with fellow employees. Educating everyone takes everyone!

This handbook should not be viewed as all-inclusive of the personnel policies and procedures that govern the employment relationship between HCCS and its employees. This handbook is not a contract but is intended as a guideline only and is subject to change at the sole discretion of the HCCS Board of School Trustees. The handbook has been prepared to provide you with an outline of policies, rules, and current employee benefits. This handbook supersedes any prior Classified Employee Handbook of HCCS. You may receive updated information concerning changes in policy from time to time and those updates are maintained in the Classified Handbook found on the HCCS district website.

As a new employee, you will review this Handbook online and will acknowledge electronically that you understand the handbook.

Handbook changes will be communicated to you by your supervisor as well as via email from Human Resources. You should also check the building bulletin boards regularly for notices and announcements. If you have questions about anything in this handbook, please contact your supervisor or Human Resources.

BYLAWS AND POLICIES

The policies and administrative guidelines of HCCS can be found at <http://www.hccsc.k12.in.us> in the Board of School Trustees Board Policy section: Administrative Guidelines specific to classified employees can be found on the district website: "Administrative Guidelines 4000 – Support Staff." The policies incorporate quotations from the statutes and administrative codes of the State of Indiana as well as from the Federal statutes and regulations.

EMPLOYMENT DEFINITIONS

1. Full-Time Employment
Employment in an established position requiring thirty (30) hours or more of work each week. Full-time employees are eligible for participation in employee benefit programs.
2. Part-Time Employment
Employment in an established position requiring less than thirty (30) hours of work per week. Part-time employees are eligible for participation in employee benefit programs on a reduced scale, excluding insurance benefits.
3. Temporary Employment
Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefit programs for temporary employees is limited to eligibility for worker's compensation.
4. Pool Employment
Food Service Pool and Recess Assistant employees who work four (4) or fewer hours per day. Benefits are limited to worker's compensation and bereavement.

Additionally, all employees are defined as either exempt or non-exempt:

1. Exempt Employees- Salaried Employees
Those employees who are employed in an executive, administrator, or professional capacity and who are not covered by the federal minimum wage and overtime payment laws.
2. Non-Exempt Employees-Salaried and Hourly Employees that qualify for overtime.
Those employees who are not employed in an executive, administrative, or professional capacity and who are covered by the federal minimum wage and overtime payment laws.

CORPORATION POLICIES

Introductory Period

All classified employees are hired on an introductory basis until they have completed the first forty-five (45) working days of employment. These forty-five (45) days are a trial period designed to determine whether the employee is suited to the job and is capable of satisfactorily performing the work assigned. During such introductory period, new employees are ineligible for paid absence benefits including sick, personal days, and vacations. Employees will be paid for any holidays and bereavement days as outlined in this handbook that fall within the forty-five day(45) introductory period.

After the completion of forty-five (45) working days, the employee will be evaluated by their supervisor. A satisfactory rating upon completion of the forty-five (45) day introductory period will qualify the employee as a regular employee. An unsatisfactory rating at any time during the initial forty-five (45) day introductory period may result in an extension of the introductory period or immediate termination. No transfers to different positions will be permitted during the introductory period.

Evaluation Process

Each full-time and part-time employee will have a forty-five (45) working day introductory period. Prior to the end of the introductory period, each employee's supervisor will write an evaluation that includes a recommendation of continued employment or immediate dismissal. At the end of the introductory period, certain benefits and/or salary changes may occur. Insurance benefits will be effective on the first day of the calendar month after hire date. After the introductory period has passed, classified employees shall be evaluated at a minimum of one time per year. All evaluations become part of the employee's personnel file which is maintained in the Human Resources office.

Certification Requirements for Paraprofessional Staff

HCCS is committed to the employment of highly qualified paraprofessional staff. Individuals serving in paraprofessional positions are required to hold/obtain appropriate certification. Human Resources will receive, acknowledge and approve the certification has been met.

Certification requirements may be satisfied in four different ways:

1. Completion of two (2) years of study (60 hours) at an accredited institution of high education
2. Obtained an associate's degree or higher
3. Successfully pass the ParaPro examination during the forty-five (45) day introductory period
 - a. The corporation will provide study materials for those needing to take the ParaPro exam.
 - b. The corporation will pay for the first exam.
 - i. Any additional attempts will be paid for by the employee
 - ii. After 3 unsuccessful attempts, the employee may be terminated from their position

Assignment to Work

There may be instances when HCCS will have to transfer an employee to another facility or position, based on the need to provide the best services to our students and staff.

Transfer to a New Position – Pay Rate Adjustment

If an employee transfers from one classified position to another classified position, the rate of pay **will be discussed** and considered with the employee at the time of transfer.

Re-Employment with HCCS

An individual previously employed by HCCS in a benefit eligible position will start at zero (0) years of experience for benefit purposes. After the employee has successfully completed the introductory period, the employee will be eligible for a bridging of benefits. Bridging is adding previous years of experience with HCCSC with current employment experience with HCCSC for benefit calculations. Bridging of benefits will occur 50% at the end of the first year of re-employment, with 100% bridging at the end of the second year of re-employment. At the time of re-employment, previously accrued sick days shall be added as follows: in the first year of employment after introductory period, up to forty (40) previously accrued days will be added (if applicable) and ten (10) days each succeeding year thereafter until the number of accumulated days has been given.

Employee Discipline

We believe that our employees are and will continue to be good citizens, both in the community we live and at their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, students, the general public, or HCCS. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. The degree of discipline in each case, up to and including termination, will be determined by the severity of the situation involved.

If a performance problem is detected, the supervisor will discuss the problem and offer any appropriate assistance needed to remedy the situation. If the performance problem continues, the normal steps of disciplinary action will be a verbal warning, written warning, suspension, reassignment, and termination of employment. If an employee has successfully completed a probationary period but reverts to the problem that warranted the probation, then the employee may be subject to termination without repeating the previously mentioned progressive disciplinary measures.

Discipline is defined as, but not limited to the following:

1. Verbal Warning – The discussion a supervisor holds with an employee in which he/she appraises him/her of unsatisfactory conduct and impresses upon him/her the need for corrective action. A written notation will be made and placed in the employee's personnel file.
2. Written Warning – This is written record of a disciplinary action by the supervisor. It is placed in the employee's personnel file.
3. Suspension – This is the ordered absence without pay from duty.
4. Reassignment – The lowering in rank, lateral movement, or pay of an employee by the Superintendent or designee.
5. Dismissal – The removal from service for misconduct or unsatisfactory performance by the Superintendent or designee upon School Board approval.

It is not the intent of this policy to require that every disciplinary action move through each of the preceding five (5) steps. Circumstances will dictate at which step (1-5) the supervisor begins. If an employee engages in any of the unacceptable behaviors listed below, they may be suspended from work, pending discharge. An employee may be terminated without advance notice for unacceptable behavior.

In all cases, HCCS reserves the right to suspend an employee without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, an employee may be terminated or reinstated. Suspension may be with or without pay, as determined in the sole discretion of HCCS, for the period of suspension.

Unacceptable Behaviors (includes but not limited to)

- Theft
- Physical violence (or threats of such)
- Sexual harassment
- Child abuse
- Criminal conviction
- Verbal harassment or threats to anyone associated with HCCS
- Smoking, vaping or any use of tobacco products, on HCCS grounds or in district vehicles
- Gambling on HCCS premises
- Violation of the drug-free workplace policy
- Possession, consumption or being under the influence of alcohol or drugs on HCCS property or at HCCS functions.
- Committing unsafe acts
- Repeated behavior that is disruptive to the work of other employees
- Carrying or storing a weapon on HCCS property
- Failure to report a work-related accident
- Falsification of any HCCS record or work-related form including applications and time sheets
- Insubordination
- Misuse or destruction of HCCS property
- Use of HCCS equipment or tools for personal use
- Dishonesty
- Excessive absenteeism

Safety and Security

Safety in the workplace is everyone's business, even in an office environment. All staff of HCCS are committed to the task of maintaining a safe and clean work environment. It is expected that everyone shares in this commitment. Specific safety matters that pertain to an employee's work area will be explained by the supervisor. Accidents are not inevitable but can be prevented. Any suggestions, questions or concerns about building security or safety should be discussed with the employee's supervisor.

Medical Conditions

If an employee has a medical condition which might require treatment, please advise your supervisor of the condition. Examples of such conditions are diabetes, epilepsy, or treatment of a disease or illness, which could leave you in need of emergency treatment. We ask this only to ensure that proper emergency treatment may be provided if you should become ill while at work. This is a voluntary action on your part, and under no circumstances, other than the need for medical treatment, will this information be divulged to anyone without your consent.

HOURS OF WORK

The work week is Sunday through Saturday. The hours worked shall be determined by the Superintendent of Schools or designee.

If an employee works in two or more positions with different rates, the overtime rate shall be one and one-half times the weighted average rate for that work week. If a non-exempt staff person is requested and approved to work in excess of forty (40) hours in a work week, compensation will be approved at the employees' overtime rate for any time worked over forty (40) hours in one work week. "Exempt" employees are expected to perform all aspects of the job without overtime or compensatory time. Employees are not permitted to work overtime except as authorized by their supervisor and approved by the Chief Operations Officer. Employees who work past their scheduled hours resulting in overtime pay without advance approval by their supervisor and the Chief Operations Officer may be disciplined up to and including termination of employment. All benefit days including holidays and personal leave days do not count towards the 40-hour work week for overtime calculations unless an emergency situation has been approved by the superintendent or Chief Operations Officer.

Attendance

Punctual and regular attendance is an essential function of each employee's job at HCCS. When an employee is absent, their work must be performed by others. Employees are expected to report to work as scheduled, be on time and be prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for lunch and break periods, or when required to leave on authorized corporation business.

In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. Under normal circumstances, an employee must call in advance of their regular starting time on any day on which the employee is scheduled to work and will not be reporting to work. All classified employees are required to submit an absence statement to their supervisor for any days not worked.

Excessive absenteeism may be grounds for discipline, up to and including termination of employment. Each situation of excessive absenteeism or tardiness will be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances. Any employee who fails to report to work without notification to their supervisor for a period of two days or more will be considered to have voluntarily terminated the employment relationship. An employee whose absence is deemed excessive by their supervisor may be required to provide a physician's note for any sick leave absences.

Delays and Cancellations

In the event there is a delay, Library Clerks, Paraprofessionals, and some food service employees should stay home until the delay has ended. Employees will only be paid for the hours worked. School secretaries and other food service employees (as per supervisor) should report to work at the normal time. Those employees (school secretaries and other employees) who report to work will be paid for the time worked. If school is cancelled after reporting to work, those employees should end their day as soon as possible. In the event of a cancellation nine (9) and ten (10) month employees should not report to work and have the option to take the day unpaid or take an available benefit day. Twelve (12) month employees who are unable to report due to a Level 1 Emergency will be required to take a personal, sick or vacation day if they wish to be paid for the absence. This policy in no way suggests that an employee should risk their safety in inclement weather.

Approved or required training videos may be utilized in the event of a delay or cancellation in place of taking an available benefit day or an unpaid day. Videos will be assigned by the supervisor, and appropriate documentation must be submitted to verify time worked. Time worked will be credited based on the number of hours listed on the certificate of completion.

Lunch Periods

A non-exempt employee will receive an unpaid lunch period of thirty (30) minutes during a shift lasting over four (4) hours. The timing of the lunch period for each employee shall be solely at the discretion of the employee's supervisor.

Break Periods

A non-exempt employee will receive a paid break period of ten (10) minutes in the first four (4) hours of a shift lasting at least four (4) hours and a paid break period of ten (10) minutes in the second four (4) hours of a shift lasting at least eight (8) hours. The timing of break periods for each employee shall be designated by the employee's supervisor.

Timekeeping Requirements

All non-exempt employees must accurately record time worked for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the lunch break. Employees must also record their time whenever they leave the building for any reason other than corporation business. Completing another employee's time record, allowing another employee to complete your time record, or altering any time record will be grounds for discipline up to and including termination. Exempt employees also may be required to record their time. Any errors on an employee's time record should be reported immediately to the supervisor, who will promptly correct legitimate errors.

**HCCS Time Clock
Standard Operating Procedure (SOP)
Attendance on Demand (AOD)**

All employees using AOD to clock in and out, will have a 7-minute grace period.

Ex: If you clock in at 7:35 and your start time is 7:30, the system will set your start time to 7:30. If you clock in at 7:38, the start time will go to the next 15-minute increment (7:45).

All employees who work more than 5.5 hours will have a 30-minute meal period deducted from their time.

Should an employee work through their lunch, it is their responsibility to notify their supervisor/building admin to ensure the timesheet reflects this change.

All employees will be responsible for approving their timecard the Monday after the pay period ends. Employees should approve their timecard prior to supervisors' approval.

All employees will request their time off through AOD. Employees can request all types of days off in the system. Employees can request days off from anywhere. Employees do not need to be on school grounds.

1. Sick
1. Unpaid
1. Personal
1. Professional
1. Vacation
1. Bereavement
1. Jury Duty- Documentation still needs to be provided after jury duty

Employees will receive an email confirmation once their supervisor approves.

Benefit days will automatically populate on the employee's timesheet once they are approved.

Employees may request benefit days at any time. The request does not need to be within the pay period.

Ex: If you know you are going to be out for a doctor's appointment in two months, you may enter the request in advance of the appointment date.

AOD will eliminate the need to complete "Yellow Sheets".

If an employee has already submitted a yellow sheet for an upcoming absence, the employee should go into AOD and request the time off through the system if the absence will occur after the implementation.

If an employee misses a punch clocking in or out, the employee must **make the appropriate notation in the Attendance on Demand timekeeping system.**

Employees will be able to see the balance of their benefit days in AOD.

All employees will be given a 30-day grace period after the implementation to ensure proper usage of timeclock/AOD.

Unplanned absences should be added to AOD the day that they occur along with the employee notifying their supervisor of the unplanned absence. (Ex: Illness)

EMPLOYEE BENEFITS

Tax Deferred Annuity

Tax deferred annuity deductions are available through payroll deduction to voluntarily save additional money towards retirement. The plans available through HCCS comply with all federal regulations for tax deferred annuities, which enables an employee to defer paying income taxes on these savings until retirement, unless a withdrawal is made. Contact the Director of Human Resources for more information.

Employee Transfers/Promotions to a Year-Round Position

If a current employee is transferred/promoted to a year-round position with HCCS, any accumulated sick leave will transfer to the new position within HCCS. Bridging of benefits will occur 50% at the end of the first year of re-employment, with 100% bridging at the end of the second year of re-employment. The employee then bridges their years of service for calculations of vacation.

Vacation

HCCS recognizes the importance of vacation in providing the opportunity for rest, recreation, and personal activities, and grants annual, paid vacations to its full-time employees who work twelve (12) months per year. New employees earn one (1) week of vacation after the completion of six (6) months of employment. Additional vacation benefits are earned according to the following schedule, based upon the anniversary of the employment date. Current employees who accept a twelve (12) month position earn vacation benefits from the date of change in classification. Additional vacation benefits are then earned based upon the anniversary date of change in classification.

Ten (10) days of vacation are earned after one (1) full year of employment

Fifteen (15) days of vacation are earned after the completion of five (5) years of employment

Twenty (20) days of vacation are earned after the completion of ten (10) years of employment

Twenty-five (25) days of vacation are earned after the completion of fifteen (15) years of employment

Vacations may be taken as weekly periods or as individual days as long as the periods chosen meet with the approval of the supervisor. Vacation requests of one (1) or more weeks should be submitted to the supervisor at least two (2) weeks prior to the date a vacation is to begin.

Vacation time must be used in the anniversary year after which it is earned and may not be carried over past the employee's next anniversary date. Employees will not be entitled to pay in lieu of taking time off for vacation. A maximum of ten (10) unused vacation days may be rolled over on the anniversary date of the employee.

Employees who notify HCCS of a resignation of employment are entitled to be paid for all earned, unused vacation. If the termination is for gross misconduct, or the employee quits without notice, all unused vacation benefits may be forfeited.

Holiday Pay

HCCS grants full-time and part-time employees the following holidays with pay:

Twelve (12) Month Employees:

Ten (10) days consisting of New Year's Day, the day after or before New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving day, the day after Thanksgiving, Christmas day, and the day after or before Christmas. Each year by October 1, the Christmas and New Year holiday schedule will be determined by the Superintendent for twelve (12) month employees.

Nine (9) Month through Ten (10) Month Employees (with the exception of Bus Drivers and Pool positions.)

Four (4) days consisting of Good Friday, Labor Day, and Thanksgiving Day and the day after Thanksgiving.

If a holiday falls on a Saturday, the holiday will normally be observed on the previous Friday. If the holiday falls on Sunday, the holiday will normally be observed on the following Monday. Holiday pay is based on the employee's regularly scheduled hours at the employee's regular base rate of pay. To be eligible for holiday pay, the employee must work the scheduled day prior to and the scheduled day after the holiday, unless the absence is pre-approved by immediate supervisor. If days are missed surrounding a holiday, the employee must provide an explanation for the days missed in writing to their immediate supervisor prior to the holiday.

Twelve (12) month employees only need prior approval from their direct supervisor for leave days that occur the day before or the day after a paid holiday.

An employee who is required to report for work on a holiday will be paid the regular hourly rate of pay for those hours worked, plus the holiday pay. If a holiday falls during the employee's scheduled vacation, holiday pay will be paid in lieu of vacation pay. Temporary employees are not eligible for holiday pay.

INSURANCE BENEFITS

Health Insurance

To be eligible for participation, an employee must be employed for a minimum of thirty (30) hours per week or be employed as a Bus Driver for the school year. Insurance benefits will be effective on the first day of the calendar month after hire date. Twelve (12) month employees are responsible for 10% of the monthly health insurance premium. Twelve (12) month employees and licensed employees who are not certified are eligible to enroll in either a single or a family insurance plan.

Nine (9) and ten (10) month employees are responsible for 10% of the monthly health insurance premium. Nine (9) and ten (10) month employees are eligible to enroll in a single insurance plan. Family coverage can also be elected with the additional premium being paid by the employee. All family upgrade premiums owed by the employee must be paid directly to HCCS via personal check by the 25th of the month prior. Payroll deduction is not an option for upgrades to family coverage for nine (9) through ten (10) month employees.

If an employee is unable to return to work at the conclusion of an approved FMLA, insurance benefits will end at the conclusion of the twelve (12) week FMLA period.

For more information about health insurance benefits, please contact Human Resources or refer to the Employee Guide.

Dental Insurance

To be eligible for participation, an employee must be employed for a minimum of thirty (30) hours per week or be employed as a Bus Driver for the school year. This plan is funded entirely by the employee's contributions. For additional information about dental insurance benefits, please contact Human Resources or refer to the Employee Guide.

Vision Insurance

To be eligible for participation, an employee must be employed for a minimum of thirty (30) hours per week or be employed as a Bus Driver for the school year. This plan is funded entirely by the employee's contributions. For additional information about vision insurance benefits, please contact Human Resources or refer to the Employee Guide.

Life Insurance

HCCS offers a \$40,000.00 term life insurance policy to eligible employees. To be eligible, an employee must be employed for a minimum of thirty (30) hours per week during the school year. The cost to the employee is \$1.00 per year. For additional information about life insurance benefits, please contact Human Resources or refer to the Employee Guide.

Long-Term Disability Insurance

HCCS offers a long-term disability policy that pays approximately 67% of an employee's annual salary should the employee meet the disability eligibility requirements as outlined by the policy. To be eligible, an employee must be employed for a minimum of thirty (30) hours per week during the school year. The cost to the employee is \$1.00 per year. For additional information about long-term disability insurance benefits, please contact Human Resources or refer to the Employee Guide.

Section 125 Program

To be eligible for participation, an employee must be employed for a minimum of fifteen (15) hours per week during the school year. For additional information about Section 125 benefits, please contact Human Resources or refer to the Employee Guide.

Unemployment Insurance

No deductions are made from an employee's paycheck for unemployment insurance. This tax is paid completely by the employer.

RETIREMENT BENEFITS

Public Employees' Retirement Fund (PERF)-

The Public Employee's Retirement Fund (PERF) is the State agency that provides retirement, disability, and survivor benefits for its members. The HCCS School Board must approve whether or not a position is PERF qualified. There are two contributions that are required to be paid to PERF, the employee's contribution and employer's contribution. The employee's share is 3% and the employer's share is determined by PERF on an annual basis. Full-time employees of HCCS in a PERF-covered position (Business Department, Payroll Department, Administrative, Bus Driver, Custodial, Secretary, Social Worker, Food Service, Cafeteria Worker, Custodian, Maintenance, Transportation Staff, Health Clinic Staff and Nurses, Occupational and Speech Therapist, Library Technicians and Technology positions) will have the 3% (employee share/contribution) of gross wages paid by HCCS each pay period and deposited into their PERF Annuity Savings Account. For more detailed information, refer to the INPRS website <http://www.in.gov/inprs>.

Retirement Pay and Benefits

Additional retirement pay shall be provided to a retiring employee who has completed a minimum of fifteen (15) years of employment with HCCS and is at least fifty-five (55) years of age. The employee must submit a binding letter of intent to retire sixty (60) calendar days in advance of retirement. Providing that the previously mentioned requirements have been completed, payment of the following will be part of the employee's last payroll check:

- a. \$50.00 for each year of service completed. A year of service shall be defined as nine (9) months and at least thirty (30) hours per week.
- b. One-half (1/2) of accumulated sick leave days (up to maximum of 180 days) to be paid at the employee's daily rate.
- c. Any unused vacation will be paid on the last paycheck of the retiree

In the event an employee passes away who otherwise would have been eligible for retirement pay, the employee shall be considered retired, and benefits will be paid to the employee's beneficiary or designee.

Early retirees may elect to continue their medical insurance by paying the retiree monthly premium (employer and employee portion) until the first day of the month they turn age sixty-five (65).

COMPENSATED AND/OR UNCOMPENSATED ABSENCES

Paid time off (vacation days, sick days, personal days, bereavement, jury duty, etc.) is only available during regularly scheduled workdays. Leave days are added at the beginning of each school year. If an employee does not start the school year due to illness or other leave circumstances, leave days will be issued upon return to work. If an employee is hired after the beginning of the school year, all compensated time will be prorated. (Please refer to Basic Corporation Policies, Introductory Period located in this handbook.) Compensated time off must be taken in half or full day increments. In no circumstances should the total for a day consisting of hours worked and compensated absence (time off) for that day be greater than eight hours, or employee's regularly scheduled hours for that date. Benefit days cannot be "traded" to be used for other days, i.e. sick days are to be used for sick days, etc.

Sick days and personal days are to be considered a benefit to HCCS employees and are not to be abused. Documentation may be requested by the supervisor to verify use of a leave day. The changes listed below to sick days and personal days are effective at the start of the 2019-2020 school year when these changes will be effective for all staff.

Sick Days

Employees (excluding Pool employees) shall be granted paid sick days to be used for the employee's personal illness or illness of a spouse, parent, child or a person for whom the employee is a legal guardian. Sick days may also be used for doctor's appointments of self, spouse, parent, child or a person for whom the employee is a legal guardian. Sick leave days do not count towards the 40-hour work week for overtime calculations. Sick leave days cannot be donated to other employees to use. Sick days are granted as follows:

Employees working 230 days or more in a school year will be granted twelve (12) sick days per year

Employees working less than 230 days in a school year will be granted ten (10) sick days per year

Unused sick days shall accumulate to a maximum of 180 days. Any unused days above the maximum shall be paid annually on August 1 at the following rate:

Employees working between 30 to 40 hours per week - \$75.00 per day

Employees working between 20 to 29 hours per week - \$50.00 per day

Employees working less than 20 hours per week - \$25.00 per day

Personal Days

Employees (excluding Pool employees) shall be granted paid personal days to be used for personal business that cannot be conducted outside the workday. Personal days do not count towards the 40-hour work week for overtime calculations. Unused personal days shall accumulate as sick days for the succeeding school year. Employees (excluding Pool employees) shall be granted three (3) personal days per year.

Bereavement Leave

Employees (including Pool employees) shall be granted up to five (5) consecutive work days for bereavement leave to be used in the event of the death of a member of the immediate family: legal spouse, child, step-child, parent, step-parent, legal guardian, grandchild, brother, sister, in-law (father and mother), or stillbirth by the employee. Bereavement Leave is only available during regularly scheduled workdays. If an employee does not use the days within the five (5) consecutive work days and provides written notice before the completion of that time, the employee may elect to use up to three (3) of those unused days within thirty (30) days of the notification of death.

Employees (including Pool employees) shall be granted up to two (2) consecutive work days for bereavement leave to be used in the event of the death of a grandparent, in-law (son, daughter, brother, sister, grandparent), niece, nephew, or an aunt or uncle of the employee. This leave does not include great-grandparents, great aunts, or great uncles.

Should additional time be needed for travel or other extenuating circumstances, arrangements must be made in advance with Human Resources or immediate supervisor.

Unpaid Leave of Absence

HCCS does not routinely grant unpaid leaves of absence. However, there may be extenuating circumstances when an unpaid leave may be granted such as a personal or family medical emergency leave, or a lifetime event such as a military graduation. Unpaid leave will not be granted if applicable leave days are available to use. If there is not an extenuating circumstance or a lifetime event, no request should be submitted as it will not be approved.

Employees will not accrue vacation or leave days during an unpaid leave of absence. Any unpaid loss of time worked should be recorded on the employee time sheet or work calendar if a salaried employee. Any unapproved unpaid time taken will be taken into consideration during the employee's annual performance evaluation.

FMLA Leave and Insurance

If an employee has an unpaid leave of absence during the twelve (12) weeks, or sixty (60) work days, of an approved FMLA leave and is enrolled in health insurance through HCCS, the employee is entitled to the continuation of the health insurance coverage during the same terms as if he or she had continued to work. An employee on unpaid FMLA leave must make arrangements to pay the normal employee portion of the insurance premiums in order to maintain insurance coverage. Coverage may be dropped if the employee's premium payment is late. Dental and vision premiums are 100% employee paid at all times.

HCCS may require the employee to repay the employer's share of the premium payment if the employee fails to return to work following the FMLA leave unless the employee does not return because of circumstances that are beyond the employee's control, including a FMLA qualifying medical condition. If an employee is unable to return to work at the conclusion of an approved FMLA, insurance benefits will end at the conclusion of the twelve (12) week FMLA period.

Sick Leave Bank

HCCS administers a Sick Leave Bank for classified employees. To request days from the Sick Leave Bank, an employee must have donated at least one day to the Bank before making a request. New employees to HCCS (excluding Substitute and Pool employees) will be given a Sick Leave Bank donation form at the time of hire to either elect to participate or elect to decline participation in the Sick Leave Bank.

For a classified employee to receive days from the Sick Leave Bank, the employee must have exhausted all of their accumulated leave days and have had five (5) days of uncompensated sick leave in a calendar year. Any employee who would like to request days from the Sick Leave Bank must put that request in writing and send it to the Human Resources. A committee comprised of four (4) classified employees chosen by the Superintendent will discuss whether the request will be approved or denied, with the final decision being made by the Superintendent.

A classified employee may request up to twenty-five (25) days from the Sick Leave Bank. Classified employees who are granted days from the Sick Leave Bank must pay back three (3) days a year at the beginning of each school year until the balance of days borrowed from the Bank is returned to the Bank. In the event an employee resigns from HCCS and still has a balance of unreimbursed Sick Bank days, the value of those days will be deducted from the employee's final paycheck.

MISCELLANEOUS

Employee Privacy

HCCS believes that its employees have the right to privacy regarding their personnel files. Individuals have the right to see and copy any information in their personnel file and may correct any errors or file their version of any disputed information. If an employee would like to review their personnel file, they may contact Human Resources. Personnel records will remain secure unless an employee gives written authorization to divulge any information, or unless information is required by law.

HCCS assumes no obligation to furnish information about any employee to any third party (other than to verify current or previous employment). An employee who desires that HCCS furnish certain information to a third party may file a written request to that effect with Human Resources. The employee will be required to execute a release before HCCS will disclose certain information to third parties.

Personnel Records

A confidential personnel file is maintained for every employee and may include the following:

- Job application and resume
- Wage/Salary Information
- Job responsibilities and performance reviews
- Changes in employment status
- Awards
- Disciplinary actions
- Record of job-related training and development
- Termination information, including an exit review form.

Under the **Access to Public Records Act**, specific information in a personnel file may, upon request, be made available to any person requesting it. (i.e. employee name, rate of pay, application for employment, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment). In addition, HCCS is also required to reveal information relating to the status of any formal charges against an employee or information concerning disciplinary actions in which final action has been taken that resulted in employee discharge from employment. All other information in personnel files is accessible only to the supervisor and Human Resources.

Employee Status

It is the responsibility of each employee to notify their supervisor and central office (HR/Payroll) of the following and complete the necessary paperwork to effect the change:

- Change of address and/or telephone number, person to notify in case of emergency
- Legal name change
- Change of marital status
- Change in number of dependents
- Change in insurance beneficiary

Substitute Pay

Substitutes will receive school board approved substitute pay rate regardless of previous employment with HCCS.

Line of Communication

All classified employees are encouraged to go through the appropriate line of communication when concerns arise related to employment. The first line of communication would be to the employee's direct supervisor. If the problem persists, the employee should contact Human Resources.

Requests for Reimbursement

All classified employees are expected to follow State Board of Accounts accepted practices for reimbursement requests for any expenses related to their employment position. Such requests are to be made in a timely manner on State Board of Accounts approved forms. As a general rule, requests should be made in the same pay period for which the expenses were incurred. Reimbursement requests will not be considered from previous school years. The "new school" year will begin on July 1.

Employee Resignation

Employees wishing to resign from employment with HCCS must submit a resignation in writing two (2) weeks prior to the effective date of resignation. Any remaining leave days that the employee may have as of the resignation date (personal or sick days) are not paid out in the employee's final paycheck.

Exit Procedures

An exit sheet will be given to the employee outlining their final pay, benefits and other information at the time employment with HCCS ends. All corporation property will be collected at the time of the exit meeting. Employees may be asked to complete a voluntary exit interview questionnaire, which is provided by Human Resources.