

GOOD AT LEARNING. GOOD AT LIFE.



2026-27

NORTH ADAMS COMMUNITY SCHOOLS

CLASSIFIED

HANDBOOK

RESPECT

GROWTH

COMMUNITY

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I. Introduction

Welcome to North Adams Community Schools. We hope that you will find your employment with the school system both challenging and rewarding. We are proud of our reputation as a leader in education.

For the purposes of this handbook, when “staff member” is used it is assumed the listed information applies to all classified employees. In some situations, different information will apply to specific sub-categories of classified employees. Those classifications shall be as follows and will be directly referenced throughout the handbook.

260-Day Employees	Other Professional Standards Board Licensed Professionals	Extended School Year Employees (186+ Days)	School Year Employees (185 Days)
<ul style="list-style-type: none"> • Business Manager • Administrative Assistant to the Superintendent • Payroll and Benefits Coordinator • Deputy Treasurer • Purchasing and Receiving Clerk • Maintenance • Custodial • Grounds 	<ul style="list-style-type: none"> • School Nurses (if possesses BS-RN) • Social Worker • Occupational Therapist • Physical Therapist • Interpreter • Speech Language Pathologist Assistant 	<ul style="list-style-type: none"> • Building & District Secretaries • ECA Treasurer • Food Service Production Management • Technology Paraprofessional / Technician • Student Support Specialist • Behavioral Therapist • Communications • Library/ Media Paraprofessional • Transportation Assistant 	<ul style="list-style-type: none"> • Instructional Paraprofessional • Bus Drivers • Food Service (non-management) • ISS Supervisor

This employee handbook is not a contract for employment but is a listing of working conditions and procedures adopted by the North Adams Community School Board of Trustees. This handbook is subject to change by action of the Board of Trustees with or without notice.

A copy of this handbook is available at www.nadams.k12.in.us or the Central Office located at 625 Stadium Drive, Decatur Indiana. Employees are expected to be familiar with its contents. This handbook is only a summary of our personnel guidelines. Please contact your direct supervisor if you have any questions regarding this handbook.

II. Employment Policies

A. Employee Expectations

As an employee of North Adams Community Schools (“NACS”) you are a part of the educational process and will have opportunities to influence students with whom you come in contact. As a result, you must always conduct yourself in a manner expected of someone with the responsibility of educating children.

B. At-Will Employment

All classified employees are considered at-will employees. This means your employment is for an indefinite period and is subject to termination by you or NACS, with or without cause, with or without notice. Any statements or representations to the contrary should be regarded by you as ineffective.

At the conclusion of the school year, a reasonable assurance letter will be issued to all non-260 day employees the district has identified to return for service for the upcoming school year. It should be clearly understood that this letter is used primarily to notify an employee of his or her specific assignment. In no way does it alter the "employment at-will" status of classified employees.

C. Equal Opportunity

NACS is an equal opportunity employer and does not discriminate based on the Protected Classes of race, color, national origin, sex, gender, disability, age, religion, military status, ancestry, or genetic information in its educational programs activities or its employment policies and practices.

D. Non-Harassment

Intentional and/or unintentional harassment of any individual by another person based on any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, gender, sexual orientation, or age is strictly prohibited.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Operations Director or Superintendent.

Every report of perceived harassment will be fully investigated, and corrective action will be taken when appropriate. Violation of this policy will result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the School Corporation will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including termination.

E. Sexual Harassment

Harassment of any employee by any supervisor, employee, customer, student, visitor, or vendor on the basis of sex or gender is strictly prohibited. Examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, intentionally displaying sexually graphic print materials in the person's view or space, sending sexually explicit communications, and/or other verbal or physical conduct of a sexual nature. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive as to create an unprofessional and/or hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the Operations Director or Superintendent. Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including termination. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the School Corporation will not allow any form of retaliation against individuals who report unwelcome conduct or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including termination.

F. Drug and Alcohol-Free Workplace

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect School Corporation property, and to ensure efficient operations, the School Corporation has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the School Corporation. The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on School Corporation premises, while on School Corporation business (whether on School Corporation premises), or while representing the School Corporation, is strictly prohibited.

Employees and other individuals who work for the School Corporation also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

Employees must notify the School Corporation within five calendar days if they are convicted of a criminal drug violation in the workplace. Such employees will be subject to discipline up to and including termination.

Violation of this policy will result in disciplinary action, up to and including termination.

G. Workplace Violence

North Adams is committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to School Corporation and personal property. Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous

threats such as bad things will happen to a particular person or a catastrophic event will occur; sudden and significant decline in work performance; irresponsibility; irrational thoughts; intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use; overreacting or reacting harshly to changes in School Corporation policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; or demonstrating a propensity to behave and react irrationally.

If you witness or know of a colleague who seems to be demonstrating some of these behaviors, you should report your concerns to your supervisor, the Director of Operations, the SRO, or the Superintendent. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation, or disciplinary action because of reporting a threat in good faith under this policy.

If the School Corporation determines, after an appropriate good faith investigation, that someone has violated this policy, the School Corporation will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our school district. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

H. Hiring Procedures

Open positions will be posted on the school's website. Individuals are employed on the recommendation of the Superintendent and once confirmed by the Board of School Trustees. Assignments will be made to best meet the needs of NACS.

Prior to employment, new hires will complete an expanded background check, including an expanded child protection index check, paid by the employee.

When an employee changes job classifications, any change in benefits will become effective as determined upon the date that the employee begins the new position. It is the employee's responsibility to be aware of a change in benefits when moving from one classification to another. If there are any questions, employees should contact the Payroll and Benefits Coordinator at Central Office.

I. Required Annual Training

All new and existing employees must complete annual mandatory training. Notification will be sent by email to the employee's school email account and given thirty (30) days in which to complete said training. This is a condition of employment and must be completed outside of scheduled working hours. Failure to comply may lead to disciplinary steps including termination.

If a classified employee does not complete ALL of the training videos by the annual training due date or within 30 days of their hire date, the employee may not be able to return to work until the training videos have been completed.

J. Pre-Employment Testing and Screening

Depending on several circumstances, including the nature of the job for which an individual may apply, the skills associated with certain jobs, whether the person in the job may be involved in handling money or financial records, and/or Government Regulations for a certain job, North Adams reserves the right to require certain tests or checks, including, but not limited to:

- Previous Employment
- Measuring specific job skills or abilities
- Extended Background Check (Initial Extended Background check cost responsibility of applicant)
- Confidential physical examination
- Eligibility for bonding
- Sex offender registry check
- CPS/ DCS background check

In addition, North Adams Community Schools reserves the right to screen all job applicants for the presence of alcohol or illegal substances or drugs for which an applicant does not have a prescription.

K. Continued Employment

Similarly, employees in certain positions with North Adams Community Schools may be required to submit to a physical health assessment to validate the employee's fitness to perform the job he or she holds if there becomes a question as to the employee's physical ability to competently meet job expectations. Again, some examples of positions which may require this step for employment include bus aides, custodians, grounds, maintenance, food service, bus drivers, and paraprofessionals who must supervise students in unstructured settings, escort students, and/or service students with high levels of aggression or violence.

Applicants shall be directed to an appropriate assessment facility. The School Corporation will pay the cost of the physical.

III. Code of Conduct

A. Rules of Conduct

Rules are needed in any organization so that the operation runs smoothly. All NACS employees are to treat others with respect, courtesy, and dignity. A violation of one or more of these rules may result in a reprimand, suspension, or dismissal without previous warning:

- Falsifying employment application
- Refusal to do the job assigned, willful disobedience of job instructions, or deliberate insufficient/ineffective work production
- Excessive absenteeism or tardiness, unauthorized absence, failure to notify supervisor of absence, or leaving job duties early without prior permission from the supervisor
- Abuse of illness or personal leave privileges
- Fighting, immoral behavior, or indecency
- Being under the influence, intoxicated, or drinking on duty or at school-sponsored events.
- Being under the influence of, using, selling, or possessing controlled or illicit substances without a prescription
- Engaging in acts that endanger oneself, other employees, or violate safety regulations
- Deliberate or intentional sharing of confidential information
- Willful or deliberate destruction, damage, or defacement of NACS property or equipment or the personal property of a person on North Adams property
- Use of obscene or abusive language while working or in the presence of students at school activities
- Theft
- Intentional falsification of time reporting or other NACS records
- Making or insinuating a threat of any act that would endanger life or property

- Threatening, intimidating, or coercing fellow employees or students
- Engaging in discourteous, unethical, or insubordinate conduct with others including, but not limited to, students, parents, visitors, co-workers, or supervisors
- Engaging in unprofessional conduct with students, parents, visitors, co-workers, or supervisors
- Being negligent, loafing, sleeping on the job, or otherwise misusing work time
- Creating or contributing to unsafe working conditions.
- Failing to report employment-related injuries at the time of injury or as soon thereafter as safety allows
- Excessive non-emergency, non-work-related telephone use
- Failing to report an arrest and/or conviction of criminal charges to the Superintendent within two (2) business days of the occurrence
- Failing to report an investigation of abuse or neglect of a child by the Department of Child Services to the Superintendent within two (2) business days of the occurrence
- Other conduct deemed out of compliance with the mission of NACS.

The rules stated above are meant as a guide. Any act or form of behavior not specifically listed which may adversely affect the operation of NACS or in any way jeopardize the safety, welfare, morale, or general well-being of employees, students, or visitors, may be grounds for disciplinary action up to and including dismissal.

B. **Attendance**

North Adams Community Schools expects every employee to be at work and ready to start their day as scheduled. Absenteeism and tardiness place an extra burden on one's co-workers.

Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start of the workday. It is the employee's responsibility to ensure proper notification is received. If notification is not given, it will be assumed after three consecutive days of absence that an employee has willfully resigned from their position.

Employees may be required to provide a physician's note if they miss three consecutive days or need to use accumulated sick leave for a medical condition.

Each unplanned absence must be entered as soon as possible, preferably by 9:00 a.m. on the day of the absence, in Frontline Absence Management.

C. **Social Media**

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This notice includes staff members' online conduct that occurs off school property and includes postings from the employee's private devices. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

D. Dress Code

NACS expects all employees to dress professionally and appropriately relative to their specific job duties and responsibilities. Employees who do not, in their supervisor's judgement, follow the appropriate dress code will receive a notice from them. Repeated violations may result in disciplinary action up to and including termination.

E. Personal Cell Phone Use During Work Hours

While NACS recognizes that it is occasionally necessary for employees to make or receive personal telephone calls and texts during work hours, it is expected that employees restrict their personal telephone use to emergency situations, times when students are not present, or during break times. Excessive personal telephone use may result in disciplinary action up to and including termination.

F. Supervision and Fraternization with Students

A classified staff member shall not associate inappropriately with students at any time in a manner which may give even the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive, sexually suggestive, or involves drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment.

Additionally, classified staff must also demonstrate appropriate boundaries with individuals who are current students (except for those with whom the employee has a familial relationship) both in and outside of school. Some examples include, but are not restricted to:

- Hugging, kissing, or other physical contact with a student.
- Taking an undue interest in a student.
- Initiating or extending contact with students beyond the school day for personal purposes.
- Using e-mail, text-messaging, websites, or other social media services to discuss personal topics of interest with students.
- Giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval.
- Going to a student's home for non-educational purposes or for events that do not involve the invitation of the parent/guardian of the student.
- Inviting students to the staff member's home without proper chaperones (i.e., another staff member or parent of student).
- Being alone with a student behind closed doors without a legitimate educational purpose.

G. Discipline Procedure

In the event it is necessary to take disciplinary action, your direct supervisor or the Superintendent or their designee *may* follow these steps to encourage improvement for an employee who has shown poor work habits or prohibited conduct:

Step 1--Discussion with your supervisor (verbal warning) and/or a written warning;

Step 2--Final warning, suspension, and/or corrective action plan;

Step 3 –Termination

The main purpose of having a disciplinary procedure is to give an employee an opportunity to correct and improve their work situation. In some instances, suspension or termination without prior warning may

be imposed due to the seriousness of any individual offense, due to insubordination, or in situations where the best interest of children or staff necessitates an administrative decision to remove an employee from the schools or property. Thus, North Adams reserves the right to suspend or terminate any employee without prior notice and without utilizing any of the steps outlined above.

IV. Compensation General Procedures

A. Pay Days and Paychecks

- Employees are paid on Fridays on a bi-weekly basis.
- Time is calculated to the nearest quarter hour.
- When payday falls on a holiday, employees will generally receive pay the day prior to the holiday.
- It is mandatory that all employees participate in direct deposit.
- The first payment for a new employee will be in the form of a paper check.
- Overtime is paid for hours worked only and for hours over forty (40) per week. Longevity Bonus is excluded from overtime rate.
 - Exceptions to this practice are for maintenance staff, who receive overtime anytime they work over eight (8) hours per day and/or are called in after scheduled hours.
- Direct deposit information and pay history are available through DOCULIVERY.

B. Work Schedule

- The length of one's "regular" work week will be based on one's job description.
- For payroll purposes, a normal work week begins at 12:00 a.m. Sunday and ends at 11:59 the following Saturday.
- Hours may vary based upon assigned responsibility. Start and end times may be adjusted by your supervisor/principal.
- Staff who work eight (8) or more hours per day are entitled to two 15-minute paid breaks and one 30-minute unpaid lunch break.
- Any deviation from a normal work schedule must be approved by one's supervisor/principal.
- Mealtime is a minimum of 30 minutes and is unpaid.

V. Employee Time Reports

Classified employees must report time using Frontline (Veritime) or the current system adopted by the district for such purposes. It is the employee's responsibility to submit accurate time reports in a timely manner. The electronic timekeeping system and associated work records are considered the official record of the workday. By law, time reports must reflect the actual time worked during the pay period. Falsification of the timesheet may result in immediate dismissal.

It is a job requirement that all support staff must "clock in" at the beginning of their workday and "clock out" at the end of the workday. Employees may clock in up to seven (7) minutes before the start of their shift and clock out up to seven (7) minutes after the end of their shift. An employee should never clock in after their contracted start time or before their contracted end time regardless of the rounding of time the system may do. Should that happen inadvertently, the employee should report the incident to their supervisor. If found to be clocking in late or out early, an employee may be subject to discipline, including but not limited to termination.

If an employee is approved to take time off during the day to attend to a personal issue, an hourly employee must clock out and back in for the time they are not working. An employee who regularly fails to “clock in” or “clock out” correctly, necessitating the supervisor to adjust the timecard, may receive disciplinary action for failing to follow expected timekeeping mandates per State and federal law. All timesheets must be approved by the supervisor or designee.

Any attempt to tamper with timekeeping hardware or software will be considered a serious offense. Any interference with other employees’ use of the time reporting system will be considered a serious offense. Due to the severity of these infractions, tampering with time reports and/ or timekeeping hardware or software will result in immediate disciplinary action, up to and including immediate termination.

If an employee is unable to clock in or out because of a time clock malfunction, it is the employee’s responsibility to immediately inform their supervisor. The supervisor or designee will determine the next steps as to documentation of the employee’s time report.

REMOTE WORK

In general, North Adams employees are expected to work on-site during their assigned workday schedules. However, there may be times for certain classified employees when working remotely is an option. To work remotely, the following conditions must be satisfied:

- **Approval:** Remote work must be approved by the employee’s direct supervisor and superintendent (or his/her designee) prior to work commencing.
- **Availability:** Employees must be reachable and responsive during their remote work hours.
- **Communication:** Remote workers should engage in regular communication with supervisors and team members to provide updates and receive feedback.
- **Productivity:** Productivity levels and timeliness of task completion must remain comparable to on-site work.

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

- **Equipment:** Necessary equipment and technology to perform job duties, including a computer, internet access, and any other required tools. The district may provide certain equipment, as needed, at the discretion of the Superintendent.

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

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

These arrangements will be subject to regular review to ensure they meet operational needs and maintain productivity standards. If not, the employee’s supervisor and/or Superintendent (or their designee) may withdraw approval to work remotely with or without notice.

VI. Leave Days

All new hires must be employed for at least sixty (60) days prior to being able to use Personal, Illness, or Vacation Leave, unless approved by the Supervisor and Superintendent.

A. Personal Leave

A classified employee shall be granted three (3) days with pay, each school year, for the transaction of personal business that cannot be handled outside of normal working hours. Leave days are adjusted on July 1st of each year. Individuals hired after the start of the school year will receive Personal Leave on a pro-rated basis.

If all annually granted personal days are not used, up to two (2) unused days will accumulate as personal leave days for the next year. The number of accumulated personal days may not exceed five (5). The remainder of unused personal leave days will be added to the illness leave days up to a maximum of ninety-seven (97) days. Accumulated personal days will not be paid upon separation from employment.

Arrangements must be made with the immediate supervisor before leave may be taken except in emergency situations. In the event of a school cancellation which results in eLearning, school year and extended school year employees may use their **personal** days.

Personal leave as specified in the above paragraph will not be allowed on the occasions:

- 260-day employees:
 - Any day immediately before or after a vacation day except with a written request two weeks in advance and supervisor permission.
 - Any day immediately before or after a holiday or a scheduled district calendar break except with a written request at least two weeks in advance as well as supervisor AND superintendent permission.
- Other non-food service classified employees:
 - Any day immediately before or after a holiday or a scheduled district calendar break except with a written request at least two weeks in advance as well as supervisor AND superintendent permission.
- Food service employees
 - Food service employees are entitled to personal leave as stated above, except no leave shall be available within the first 60 days without supervisor permission in writing at least two weeks before the desired leave.

B. Personal Illness/Family Illness

A classified employee will be entitled to seven (7) paid leave days each school year to be used for illness, family illness, accident, doctor's appointments, etc. Family illness days are to be used when needing to care for an immediate family member for whom the employee is the primary caregiver. The employee should provide the name and relationship of the family member in the "Notes to Administrator" section of Frontline Absence Management.

If illness days are not used, they will accumulate to a total of ninety-seven (97) days. Individuals hired after the start of the school year will receive Illness Days on a pro-rated basis.

Anyone requiring more than three consecutive days of Illness Leave or whose use of Illness Leave is considered excessive or signals a pattern of absences may be required to provide a physician's statement to support the request and to provide confirmation that the employee has been released to work their scheduled job.

In the event of a school cancellation which results in eLearning, employees may use illness leave if their personal leave time has been exhausted. Unused illness days are not payable upon separation from employment.

C. Bereavement Leave

1. The employee may be absent from work for up to six (6) workdays for immediate family. These days will be granted full compensation. Immediate family is defined as spouse, parents (including step-parents), child, stillborn child, miscarriage occurring beyond twelve (12) weeks gestation, brother, sister, stepbrother, stepsister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandchild, or other persons living in the immediate household.
2. Three (3) working days shall be granted to the parents experiencing a miscarriage which occurs at or before twelve (12) weeks gestation and for death of grandparents, step-grandparents, grandparents-in-law, and step-grandparents-in-law.
3. If there is a need for non-consecutive leave, the employee may request such at the time of the request for bereavement leave. Documentation must be provided to support the need for the non-consecutive days. The supervisor will determine the number of, if any, days which may be non-consecutive as described in Items 1 and 2 above.
4. The day of the funeral will be granted with full compensation for the death of an uncle, aunt, niece, nephew, first cousin, foster parent, or foster sibling.
5. The day of the funeral will be granted to an employee serving as a pallbearer or in another official capacity when the above situations do not apply. Verification of this service is required.

D. Unpaid Leave

Absenteeism can be one of the most serious problems any organization may face. North Adams Community Schools considers repeated or habitual absences to be unacceptable and may result in disciplinary action, up to and including termination.

NACS does not routinely grant unpaid personal leave of absence. However, it is recognized that there may be situations that require special consideration. All unpaid leave requests must be submitted to the Superintendent at least two weeks before the requested unpaid leave and be approved before the absence. All eligible paid leave days must be exhausted before a day without pay is considered. Employees who are absent using unpaid days for reasons that do not meet the handbook guidelines may be recommended for termination of employment.

E. Vacation Days

Eligible employees will be granted vacation days according to their benefit schedule. A request for using vacation days should be submitted to the employee's supervisor at least two weeks prior to the intended use, except in the case of an emergency. NACS reserves the right to restrict the use of vacation days in the best interest of the corporation. Employees will not be compensated for unused vacation days after separation from employment. See Support Staff Employee Benefit Listing (pages 13-14).

Vacation days for 260-day (12 month) employees:

1. Vacation leave days are based upon the fiscal calendar year July 1st to June 30th each year.

2. The number of vacation days an employee receives is based on position (see below) and full years of continuous service as of July 1st. The Superintendent may recognize related experience outside of NACS.
3. Vacation days will not accumulate from one year to the next.
4. Employees working less than a forty (40) hour week will be entitled to vacation time accumulation in proportion to full time employment.
5. Vacation scheduling will be the responsibility of the supervisor and/or the building principal. Every effort will be made to accommodate the employee's request for vacation; however, the supervisor must be able to assure that needed work can be accomplished in their absence. Only one member of the maintenance team may be on vacation at any given time.
6. Vacation requests must be entered into Frontline Absence Management at least two weeks in advance.
7. If an employee moves from a position that does not include vacation into a position that does include vacation, only those full years worked in the position that includes vacation time will be used to calculate the benefit.
8. A person approved for hire at a July through December board meeting will receive three (3) vacation days to use before the following July 1st. The employee will receive five days on July 1st to be used that fiscal year. *
9. A person approved for hire at a January through June board meeting will receive five (5) vacation days on the following July 1st to be used that fiscal year. *
10. Employees must be employed a minimum of sixty (60) days prior to using a paid vacation day.
11. Vacation days may not be used in an increment of more than five (5) consecutive days without prior approval of the Superintendent.

Corporation Office Employees – based on full years of continuous service as of July 1st.

1 year of service	10 days
10 years of service	15 days
15 years of service	20 days

Custodial, Grounds, and Maintenance Employees—based on full years of continuous service as of July 1st.

1 year of service	10 days
11 years of service	11 days
12 years of service	12 days
13 years of service	13 days
14 years of service	14 days
15 years of service	15 days

*Example of vacation for **new hires**:

A person hired at the September board meeting will receive three (3) vacation days to be used by June 30th. The individual will receive five (5) vacation days on July 1st. A person hired at the February board meeting will receive five (5) vacation days on July 1st.

F. Holidays

Eligible support staff receive holiday pay as noted in the Support Staff Employee Benefit Listing (pages 1314).

Paid Holidays for 260-day (12 month) Employees:

- New Years' Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday will be observed the previous Friday. Holidays falling on a Sunday will be observed on the following Monday.

G. Jury Duty

Jury duty leave with pay will be granted to employees during the time they are absent for such duty. Upon receipt of evidence of jury pay, North Adams Community Schools will deduct the jury duty compensation, less expenses, from the next regular payroll check. While on jury duty, employees are required to communicate daily with their supervisor about their schedule for the following day. Employees must report to work once released from Jury Duty for one day or more. The time spent on jury duty will not be charged against any paid leave and will count as time spent on the job.

H. Family and Medical Leave (FMLA)

In accordance with Federal law, North Adams Community Schools provides up to twelve weeks of unpaid FMLA leave to eligible employees for their own serious health condition, the birth or placement of a child, or to care for an immediate family member. FMLA also provides up to twenty-six work weeks of leave to care for a covered service member with a serious injury or illness. Employees are eligible if they have worked for at least twelve months **and** at least 1,250 hours over the twelve months prior to the leave request. FMLA may run concurrent with paid leave, worker's compensation, or other leave.

Employees are required to provide advance leave notice and medical certification according to the FMLA. Please contact the Payroll & Benefits Coordinator for additional information.

I. Maternity/Paternity Leave/Child Rearing Leave

Paid leave of three (3) days shall be granted for scheduled workdays when a child is born. If the child is born during a time when an individual is not scheduled to work (for example, summer break), paid leave will be available for the next three days when an employee is scheduled to work.

Maternity Leave is defined as the initial six weeks after delivery or eight weeks after a C-section. This is straight time from the date of delivery and includes any breaks (summer, weekends, holidays, etc.). Accumulated sick days may be taken with a physician's statement for Maternity Leave for scheduled workdays.

Child Rearing Leave is defined as any additional time taken after Maternity Leave. Child Rearing Leave may be taken, without pay, for a period of up to one year immediately following maternity leave or adoption. Sick leave bank days may not be used for maternity, paternity, adoption, or child rearing leave.

VII. Sick Leave Bank

A. Purpose

The purpose of the Sick Leave Bank is to help its members with undue financial burdens due to absence from work on a long-term basis due to the employee's illness, injury, or incapacitation sufficiently severe that it would make their presence in school inadvisable. A request form must be submitted to the Sick Leave Bank committee for consideration. Approval is not guaranteed.

Any participating classified staff member who is approved for Sick Leave Bank will, in essence, be *borrowing* paid leave time. Any participating employee requesting to use Sick Leave Bank agrees to repay the Sick Leave Bank at the rate of two (2) days per year over a period of consecutive years immediately following return to active employment with NACS. An accelerated repayment plan may be established by mutual agreement of the staff person and the Superintendent or designee.

Any participating employee finding it necessary to borrow Sick Leave Bank days and subsequently electing not to return to active employment when eligible to return (eligibility to be determined by a physician approved by NACS), or electing to accept employment elsewhere, shall repay NACS in cash. The employee agrees that any payments due on separation shall be applied to repayment of such borrowed Sick Bank time. He/she shall repay this cash amount in total at their per diem rate at the time of separation from North Adams per sick day borrowed. Any payment still due after application of separation payments may be set up on a payment plan for up to three (3) years immediately following his or her health eligibility to return to active employment. All unpaid balance shall be due at the end of the third (3rd) year.

In the case of continued disability, retirement because of a disability, or death, it is understood that the participant, participant's family, or estate will have no obligation in regard to this agreement. Continued disability is to be verified by a NACS-approved physician.

B. Administration

The Sick Leave Bank shall be administered by a committee of five members. The Superintendent shall appoint two members who serve in supervisory roles, and the supervisors will select three additional members to serve on the committee. Each committee member shall be appointed for a two-year period and may be reappointed. The entire membership of the committee shall select one of their members to act as chairperson for the duration of the year.

The committee shall meet during the year as needed. Special meetings may be called by the chairperson or at the request of the committee members. Any official action of the committee shall require majority approval. The quorum of the committee is three. If an appeal of any committee decision becomes necessary, the appeal will be sent to the School Board of Trustees.

The committee shall prepare an annual report in conjunction with the district's payroll department.

C. Composition of Sick Leave Bank

Any classified employee is eligible to participate in Sick Leave Bank. To participate, the eligible employee must contribute one (1) illness day within ten (10) days of initial employment.

After initial enrollment, with the exception of new employees, those wishing to enroll must do so during the open enrollment period for insurance election and then must donate the number of days equal to the days donated by charter members of the program or back to the year of their initial employment.

D. Criteria for Use of Sick Leave Bank

- All accumulated paid leave must be exhausted by the employee
- The applicant must be a current participant in the bank and employed for at least ninety (90) days
- Sick Leave Bank is to be used only for the employee's serious health condition
- The maximum number of days that may be granted is thirty (30) per school year and must be used before the last scheduled day of the current school year
- The minimum number of days for which an employee may request Sick Bank is five (5) days
- The applicant shall submit medical documentation to support the request.
- The illness or accident must be of a serious or incapacitating nature such that it is impossible or impracticable for the employee to work, as determined by the committee and with the recommendation of the attending physician.
- Sick Leave Bank days may not be used by employees on leave for maternity/paternity/child rearing leave.
- Any member receiving public funds or benefits (i.e., short-term disability) for the illness or disability causing the absence is not eligible for Sick Leave Bank benefits.
- Application for Sick Leave Bank may be made by a personal representative in cases where the employee is unable to do so.

For more information regarding Sick Leave Bank, please contact the Payroll & Benefits Coordinator.

IX. Employment Benefits

A. Indiana Public Retirement System – INPRS

Any employee in a position working six hundred (600) or more hours per year will be enrolled in the Indiana Public Employees Retirement Fund (PERF). All employees in the positions covered will have their compensation to the fund paid by the school. Eligibility is based on position and number of hours worked. PERF is a benefit that provides substantial income when one is eligible to retire from the school system. Additional information can be found at www.in.gov/INPRS/.

B. Annuities – 403(b)

All employees are permitted to participate in a 403(b)-tax deferred retirement program. Please contact the Payroll & Benefits Coordinator for a list of approved brokers and available options.

C. Annuities – 401(a)

North Adams Community Schools shall establish a qualified retirement plan as described in section 401(a) of the tax code. Any employee contributing to a 403(b) account will have an equal amount, up to 1% of their base contract or at-will agreement amount, matched by the school. This match will be contributed to an individual separate 401(a) account. Temporary employees, substitutes, and employees hired for part-time work requiring less than 600 hours per year are ineligible to participate in the 401(a) match.

Each employee shall be twenty percent vested in these individual 401(a) accounts per year with one hundred percent (100%) vestment occurring upon the completion of the fifth (5th) year of continuous employment, regardless of participation in the plan during that time.

An employee will be ineligible to receive this benefit if they are discharged and/or fail to return to work on schedule following a leave of absence except for cases of serious illness as verified by a medical physician.

D. Medical Insurance

Employees in an eligible position may enroll in an affordable health insurance plan through NACS. Employees become eligible effective the first of the month following 30 days from the date of hire. Employee contribution to health insurance varies depending upon the job classification of the employee and the Benefits Schedule for the position.

If you are enrolled in the NACS Health Insurance Plan, you have options available to meet your specific needs. You will have access to the EverSide/Marathon Health Clinic which provides no cost services to the participants. Services include primary/acute care, preventative care, medication dispensing, laboratory services, annual physicals, health coaching, and much more. You will also have access to OC24Health, which provides quality healthcare to you at anytime and anywhere through their mobile app.

Employees who choose to waive health insurance during the initial enrollment period must sign a waiver of coverage and will not be eligible to enroll unless the employee has a special enrollment event or until the next open enrollment period. Employees will have thirty (30) days from the special enrollment event to elect health insurance coverage.

All insurance premiums are deducted in the month prior to the coverage dates. Coverage upon separation will vary with different policies. Please see the Payroll and Benefits Coordinator to determine coverage.

Health insurance coverage will be from January 1 of each school year through the following December 31. Benefits paid by the corporation cease when the employee terminates his or her services to the school corporation. All classified employee's health insurance coverage will cease at the first of the month following his/her termination.

E. Dental and Vision Insurance

Employees will be offered Dental and Vision insurance. Employees are responsible for the entire premium for the elected coverage.

All insurance premiums are deducted in the month prior to the coverage dates. Coverage upon separation will vary with different policies. Please see the Payroll and Benefits Coordinator to determine coverage.

F. Term Life Insurance

Eligible employees will receive a \$15,000 term life insurance policy. North Adams Community Schools pays 99% of the premium for eligible employees. The cost to the employee will be the annual 1% of the basic plan regardless of when they are hired during the plan year. Supplemental and dependent insurance may be purchased by the employee at their own expense.

To be eligible for life insurance benefits, the employee must work a minimum of ten hours per week. Bus drivers must work a minimum of five hours per week.

Coverage upon separation will vary with different policies. Please see the Payroll and Benefits Coordinator to determine coverage.

G. Employee Assistance Program

All Employees are eligible to access ComPsych Services. These services may include confidential counseling sessions, work-life solutions, financial information, legal support, estate guidance, etc.

NIS (long-term disability) provides EAP benefits to any employee that works at least 600 hours per year. You can receive no-cost confidential assistance for a variety of needs and concerns.

H. Section 125

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to employees. This employer-sponsored plan allows employees to pay for certain qualified expenses on a pretax basis. These out-of-pocket expenses can be broken into three categories: insurance premiums, out-of-pocket medical expenses, and dependent care expenses.

In addition, NACS offers voluntary insurance through American Fidelity Insurance for eligible employees:

- Accident Insurance
- Cancer Insurance
- Short Term Disability Insurance
- Hospitalization Insurance
- Critical Illness Insurance
- Health Savings Account
- Flexible Spending Account

I. Long Term Disability

Each regular employee working over 600 hours per school year will be covered by long term disability insurance paid by NACS.

I. Longevity Bonus Pay

Longevity is a bonus paid in addition to the employee's hourly rate based on length of service at North Adams Community Schools or recognized years of experience as approved by the Superintendent. The current longevity rate is \$0.05 per hour.

The years of service used in the calculation of longevity are the number of full years of service as of July 1st. An employee who is hired at a school board meeting July 1 through December 31 for a position that includes longevity compensation will be granted a full year of service on the following July 1. Overtime rate does not include longevity bonus pay. The Superintendent may recognize related experience outside of NACS.

K. Workman's Compensation

All employees on the payroll of North Adams Community Schools are covered by Workman's Compensation. Any employee who has a job-related injury must report that injury in the following manner and according to the following timelines:



STAFF INJURY REPORTING PROCEDURES

NORTH ADAMS COMMUNITY SCHOOLS

Please follow these steps when an employee is injured while engaged in their job.

<div style="text-align: center; background-color: #003366; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">INJURY</div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <p style="font-size: x-small;">Attend to staff person's safety and well-being first. This may include:</p> <ul style="list-style-type: none"> Having the school nurse assess the employee, Arranging transportation to go to Corporate Medical, or Calling 911 for emergency medical attention. </div> </div> <div style="text-align: center; background-color: #003366; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">REPORT</div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <ul style="list-style-type: none"> Notify an administrator, department director, and/or school nurse. Notify Central Office so they may provide Authorization for Treatment Form before or at the employee's arrival for assessment. As soon as possible, the employee, administrator/director, nurse, or witness must complete an Accident/Injury Report, even if no treatment is sought. Accident/Injury Reports completed more than 24 hours after the incident may be denied by the insurance carrier. </div> </div> <div style="text-align: center; background-color: #003366; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">TREATMENT</div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <ul style="list-style-type: none"> Ultimately, it is the employee's responsibility to determine if they will seek medical treatment. Unless an emergency, the staff member should report to Corporate Medical Services/ER at Adams Memorial Hospital (100 Mercer Ave., Decatur) for assessment or treatment. </div> </div>	<div style="text-align: center; background-color: #003366; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">FOLLOW-UP</div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <ul style="list-style-type: none"> Central Office submits First Report of Injury Form Employee contacts Jolene Wynn (wynnj@nads.k12.in.us) at Central Office if assessed to share assessment results. Employee completes Medical Authorization Form and submits it to Central Office. Central Office asks administrator/supervisor to complete Supervisor's Incident Report. </div> </div> <div style="text-align: center; background-color: #003366; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">REVIEW</div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <ul style="list-style-type: none"> Copies of all forms, notes, and bills should be provided to Central Office. If on-going treatment and/or recovery is needed, stay in regular communication with Central Office. School administrator/director conduct in-house investigation of the incident and report any concerns related to the incident to Central Office. The insurance carrier may request additional information of the employee, school, or provider. </div> </div> <div style="text-align: center; background-color: #003366; color: white; padding: 5px; border-radius: 10px; font-weight: bold; font-size: 1.2em;">RESOURCES</div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;"> <ul style="list-style-type: none"> North Adams Central Office--260-724-7146 Jolene Wynn, Ext 2107 Beth Quinn, Ext 2105 Lori Baumer, Ext 2102 Jana Werling, Ext 2105 </div> </div>
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In short, after notifying one's immediate supervisor immediately or as soon as possible and seeking treatment, an employee must notify the Superintendent's office either by telephone or in person (preferably in-person) in order that the proper forms may be completed and then sent to the insurance carrier within five (5) working days from the time of the injury. Without filing the proper forms with the insurance company, Workman's Compensation claims may not be paid.

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

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

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

Any employee found falsifying or making misleading statements in connection to a workman's compensation claim will be subject to a possible insurance fraud investigation, which could include immediate termination and/or arrest.

The State Board of Accounts has ruled, based on the Official Opinion of the Attorney General No. 134 of 1945, that an employee would be entitled to receive only the difference between the amount received under the Workmen's Compensation Act and the full benefit otherwise provided by local board regulations.

If you have any questions or need further information, please call the Central Office at 260-724-7146.

X. Work Procedures for School Delays and Cancellations

The work schedules for classified employees whose school is closed due to weather-related or emergency conditions is as follows:

A. Snow Emergency or Warning Level Travel Emergency Status in Adams County

- When these travel emergencies are declared by the Indiana Department of Homeland Security (DHS) and verified by the Superintendent, employees should not report to work unless requested by the superintendent or his/her designee.
- Two hundred sixty (260)-day employees (district office personnel, secretaries, custodians, grounds, and maintenance personnel) may be compensated for up to two days of snow emergency, after which they will be compensated only for hours worked unless they choose to take personal, vacation, or, if the former leave is not available, illness leave.
- All other classified staff will be compensated only for hours worked unless they choose to take personal, vacation, or, if the former leaves are not available, sick.
- If make-up days are required, affected classified personnel shall work in the same manner as certified personnel.
- Exceptions to the above regulations may be made by special order of the Superintendent or their designee.

B. Early Dismissal--If weather conditions deteriorate during the course of a school day and a decision is made to dismiss students early:

- Two hundred sixty (260)-day employees (district office personnel, secretaries, custodians, grounds, and maintenance personnel) shall complete their workday unless otherwise ordered by the Superintendent.
- Classified employees will be paid for hours worked.
- If make-up days are required, affected classified personnel shall work without compensation in the same manner as certified personnel.
- Exceptions to the above may be made by the Superintendent or his/her designee.

C. Instructional Assistants at All Levels

- When school is delayed, instructional assistants will report to work later than normally scheduled by the number of hours of the delay (two or three hours). For example, if the normal start time is 8:00 am and school is delayed two hours, the staff member would report at 10:00 am. If school is delayed three hours, the staff members will report at 11:00 a.m.
- When school is delayed, instructional assistants will end their workday at their regularly scheduled time, unless asked by the principal to stay later.
- When school is cancelled with NO eLearning, instructional assistants will not report to work, and no hours will be reported for that day.
- When school is cancelled WITH eLearning, instructional assistants **may** be asked by their supervisor to report to work or to work from home. Hours worked should be reported for that day. **IF** instructional assistants are NOT asked to work by their supervisor, the employee **may** use a personal day in order to be paid. If no personal days are available, the employee **may** use an illness day, if desired, to receive pay. Failure to or the decision to not request personal or illness leave will result in an unpaid day.
- If make-up days are required, affected classified personnel shall work in the same manner as certified personnel.

D. School Secretaries

- When school is delayed, only one designated secretary for each the high school and elementary/middle school will report to work at their regularly scheduled time. This designated secretary will work their regularly scheduled hours for that day.
- Non-designated secretaries will report to work later than normally scheduled by the number of hours of the delay (two or three hours).
- When school is delayed and then becomes a cancellation day, the designated secretary will continue to either work or be sent home at the discretion of the highest-ranking administrator in the building.
- When school is cancelled with NO eLearning, secretaries will not report to work, and no hours will be reported for that day.
- When school is cancelled WITH eLearning, one secretary will work their regularly scheduled day in each building. Other secretaries may be asked by their supervisor to report to work. Hours worked should be reported for that day. IF the employee is not asked to report, the employee may use a personal then illness day, if desired.
- If make-up days are required, affected classified personnel shall work in the same manner as certified personnel.

E. Custodians, Maintenance, Building and Grounds, Central Office

- When school is delayed by two hours, the above-listed employees will report to work at their regularly scheduled time. They will work their regularly scheduled hours for that day.
- When school is cancelled, the above-listed employees will report to work unless other direction is given by their supervisor. Hours worked should be reported for that day.
- If make-up days are required, affected classified personnel shall work in the same manner as certified personnel.

B. **Other**--Any other classified staff will be paid only for the hours worked during these events.

XI. Employee Terminations

A. Resignation and Retirements

A written notice of resignation or retirement is expected at least two weeks in advance of the last intended workday. Supervisors are required to obtain written notice and forward the notice to the Administrative Assistant to the Superintendent. The notice must specifically state the last day of employment. Employees must return all school property, including keys and access cards, to their supervisor prior to or on the final date of employment.

B. Dismissal

Classified employees are considered At-Will Employees. North Adams Community Schools reserves the right to terminate employment immediately for the failure of the employee to perform his or her duties in a professional manner and/or for actions which are considered detrimental to the school system.

C. Job Abandonment

If an employee does not report to work or communicate the absence to their immediate supervisor or building administrator for three (3) consecutive days, said employee may be terminated due to job abandonment. Failure to report will be considered a voluntary resignation.

XII. Safety and Accident Rules

Safety is a joint venture at North Adams Community Schools. Employees have a duty to comply with the safety rules of the School District, including observing all posted safety rules, adhering to all safety instructions provided by their supervisor, and using required safety equipment or procedures. An employee's workspace should be kept neat, clean, and orderly.

Employees are required to report any accidents or injuries immediately to a supervisor, even if medical attention is not required at that time. Failure to do so may result in a loss of benefits under the state workers' compensation law.

Failure to abide by the School District's safety and accident rules may result in disciplinary action, up to and including termination.

XIII. Dual-Employed Individuals

This section addresses those employees who work in more than one role consistently or intermittently. Some examples NACS currently have which fit these situations are teachers who also drive bus or perform custodial duties or a grounds staff person who also drives bus. Indiana State Board of Accounts (SBOA) defines an employee's primary job as that job for which the employee is projected to work the most hours and/or days annually. The other position will be referred to as the employee's secondary position. Per SBOA, the employee's provided benefits are based upon the employee's primary job. See information below for some example situations, although this list may not be exhaustive.

A. Leave Time

Leave time for dual-employed individuals will be based solely on the employee's primary position. For example, if a teacher is also driving a bus, teaching would be the employee's primary job, which would determine the award and usage of leave time the employee is entitled to. In this situation, the teacher drivers would not use a leave day when they could not drive unless they were not going to teach, as well. They simply would not get paid for driving. Certainly, they still must follow notification requirements to their supervisor to make sure coverage occurs when they cannot drive.

B. Field Trips/Extra-Curricular Event Driving

When coaches, teachers, or sponsors with their bus license drive the bus for a field trip or extra-curricular event primarily AFTER-HOURS and NOT overnight, they are paid for three (3) hours.

When coaches, teachers, or sponsors with their bus license drive the bus for a field trip or extra-curricular event primarily DURING-HOURS, they are paid only for their time spent actually driving (as opposed to the entire span of time of event), recognizing a one (1) hour minimum.

C. Contract Time

For some dual-employed individuals, there may be some overlap in what the expected contract time or hours for their primary role and their secondary role are. For those certified staff who have secondary classified positions, it is understood they will fulfill the expectations of time for their primary position's contract at another time and as approved by their supervisor.

XIV. Grievance Procedure

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

PROCEDURE:

Level 1 - Within twelve (12) calendar days from the time that the grievant knew or reasonably should have known of the grievance, a classified employee with an alleged claim shall first discuss it with his or her immediate supervisor with the objective of resolving the matter informally. Within five (5) calendar days after hearing the grievance, the immediate supervisor shall orally answer the grievant.

Level 2 - In the event that the aggrieved person is not satisfied with the disposition of his or her claim at the previous level or in the event no decision has been made within the five (5) calendar days after presentation of the informal claim, he or she may file a formal grievance in writing on the form provided by the Superintendent's office. The formal written grievance must contain the name of the grievant, state the facts giving rise to the grievance, identify the specific provisions of the classified employee handbook or Board Policy alleged to be violated, state the position of the grievant with respect to the grievance, and indicate the specific relief sought. The grievance form must be signed by the grievant.

One copy of the formal grievance will be sent to the immediate supervisor within five (5) calendar days after receipt of the oral answer or, if no oral answer was received, within ten (10) calendar days after the meeting for presentation of the informal claim.

Within seven (7) calendar days from the receipt of the written grievance by the immediate supervisor, the supervisor and Superintendent (or his/her designee) shall meet with the aggrieved person in an effort to resolve the grievance.

Within seven (7) calendar days after the formal hearing, the immediate supervisor shall respond in writing to the aggrieved person with his or her answer. Unless the grievance involves the termination of the employee's Employment Agreement, the action at Level 2 shall be deemed final. If the grievance involves the termination of an Employment Agreement, the employee may continue to Level 3.

Level 3 - Within ten (10) calendar days after receiving the written decision of the immediate supervisor and counter-signed by the Superintendent or his/her designee, an appeal from the decision may be made to the Board of School Trustees. The Board shall hold a hearing in executive session on the grievance and render its decision in writing to the grievant. The Board's decision is final.

OTHER CONSIDERATIONS:

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