Southeast Dubois County School Corporation

Support Staff Handbook

The policies in this handbook are subject to revision at any time per changes in Federal and State law and at the discretion of the Southeast Dubois County School Corporation Board of School Trustees. This handbook is not a contract of employment.

August 2026

Welcome to Southeast Dubois County School Corporation!

The purpose of this Support Staff Handbook is to provide employees with information regarding their employment with the school corporation. It is intended that this handbook become a communication resource document.

Because of different working situations within the school corporation, it is nearly impossible to include every item of information and interpretation to individual circumstances that might arise during the school or work year.

Our policies, practices, and benefits are continuously reviewed for updating, and we expect to change them from time to time. Therefore, you should always check with your building principal for the most current ones. Corporation benefits plans are defined in legal documents such as insurance contracts, official plan texts, and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is a difference in language, the formal language of the plan documents governs, not the simple wording of this handbook. Plan documents are available for your inspection in the Superintendent's office.

We look forward to your continued employment with Southeast Dubois County School Corporation in order that we may offer the best possible educational programs to its students. Support Staff personnel play a vital role in the efficiency of the school corporation, even though your duties may not relate directly to classroom instruction. Your individual contributions to the school corporation are highly valued and appreciated.

Dr. Jamie Pund, Superintendent
Southeast Dubois County School Corporation

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Southeast Dubois County School Corporation
Employee Guide

Support Staff

Complete SE Dubois Board Policies addressing Classified Staff may be viewed by visiting: https://go.boarddocs.com/in/sedub/Board.nsf/Public?open&id=policies

To demonstrate compliance with federal and state mandates, all SE Dubois employees must complete courses on Blood-borne Pathogens and on Bullying Prevention. Depending upon an employee's duties, other courses may also be assigned. Employees use their district single sign-on to access German American Insurance portal and complete the required coursework within the specified deadlines.

EQUAL OPPORTUNITY

Southeast Dubois County School Corporation is an Equal Opportunity Employer and shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no staff member or candidate for such a position in this District shall, on the basis of race, color, religion, national origin, creed or ancestry, age, gender, genetic information, marital status, disability or sexual orientation, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

INTRODUCTION

This Employee Guide outlines Southeast Dubois County School Corporation's current personnel policies and employee benefits. It is designed to be a reference and does not address all issues or have all of the answers. If you have any questions about the information provided in this Employee Guide, please speak with your supervisor, building principal, Superintendent or contact the Business Manager. Please note that the information contained in this Guide does not and is not intended to create a contract of employment or employment benefits. It does not create any express or implied contractual rights or give any basis for any cause of action. Except where bound by the Collective Bargaining Agreement for certified staff, and subject to discussion for certified staff as set forth in Indiana Code 20-29-6-7, Southeast Dubois County School Corporation (SE Dubois) has the right to interpret, modify or deviate from this Guide at any time and at its sole discretion.

EMPLOYMENT POLICY

SE Dubois believes it is the duty of the school to provide and maintain an atmosphere of caring and support that will nurture talents, promote dignity, and give equal access to opportunities for all. Every member of this community, including the Board of Education, administrators, faculty, staff, students, parents, and patrons, has the right to receive and the responsibility to treat others with courtesy, honesty, fairness, and respect. Commitment and adherence to these ideals is the cornerstone of good human relations that will empower all to achieve their maximum potential as productive members of society. Employees are to provide and maintain the best possible educational opportunities for the students. To that end, employees are expected to accept all reasonable assignments of work which relate to their positions.

EQUAL OPPORTUNITY

This policy affirms SE Dubois's commitment to the principles of equal opportunity employment. Internal inquiries regarding equal opportunity compliance should be directed to Dr. Jamie Pund, Superintendent, Southeast Dubois County School Corporation, 432 E 15th St, Ferdinand, Indiana at 812-817-0900. The School District will investigate and respond to all incidents and/or complaints of discrimination, harassment, retaliation and similar conduct under common complaint, investigation, and appeal procedures as set forth in Administrative Guidelines for Board Policies.

EMPLOYMENT OF SUPPORT STAFF

SE Dubois recognizes that it is vital to the successful operation of the school corporation that positions created be filled with qualified and competent staff. Employees of the SE Dubois whose position does not require teacher/administrator

training, specific licensing or a teacher contract in order to fulfill the position. Support staff is sometimes referred to as non-certified staff.

All support staff employees not covered by the terms of a negotiated agreement are “at-will” employees. Their employment can be terminated with or without cause at any time. No other representative of SE Dubois other than the Superintendent has the authority to enter into any agreement for employment for any specified period of time with a support staff employee. Upon recommendation of the Superintendent, the School Board shall approve the employment and establish the term of employment for each support staff member employed by SE Dubois.

Individuals employed in the following categories shall be considered members of the support staff:

- Bus Drivers
- Athletic Director
- Nine month employees:
    - Administrative Assistants
    - Food Service staff
    - Instructional Assistants
    - Social Worker
- Twelve month employees
    - Business Manager
    - Corporation Administrative Assistant
    - Custodian
    - Data Manager
    - Deputy Treasurer
    - Director of Technology
    - Landscaping/Grounds
    - Maintenance
    - On-site Technology Staff

The SE Dubois Support Staff Employee Handbook is not an employment contract.

EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

SE Dubois may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be members of the SE Dubois's classified staff, support staff, or individuals from the community or nearby areas.

All part-time employees selected as coaches or activity sponsors who are not members of the professional staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the SE Dubois other than

the Superintendent upon approval of the School Board has the authority to enter into any agreement for employment for any specified period of time with such an employee.

SE Dubois requires that all coaches or sponsors of an extra activities shall complete a certified coaching education course approved by the Indiana Department of Education not less than once during a two (2)-year period.

The coach has to be accredited by the Indiana High School Athletic Association recognized sport that he/she is coaching. SE Dubois shall report to the association when a nonteaching coach accredited by the association has been convicted of a criminal offense.

SE Dubois shall report suspected misconduct by a non teaching coach that may constitute a crime to local law enforcement and shall make a report to the Department of Child Services if a nonteaching coach has engaged in suspected child abuse or neglect.

DISCLOSURE OF CRIMINAL ARRESTS AND CHARGES

During the course of his/her employment with the SE Dubois, each support staff employee shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent will review each report and will take appropriate action based upon the circumstances of the situation. Failure to report under this policy may result in disciplinary action up to and including termination.

The Board requires that an expanded criminal history check be conducted for each Corporation employee every five (5) years. The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.

DRUG-FREE AND ALCOHOL-FREE WORKPLACE

SE Dubois shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, and any drug paraphernalia, by any member of the Corporation's staff at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of any collective bargaining agreements, if applicable.

STUDENT SUPERVISION

A certified or classified staff member shall not transport students, other than the staff member's own children, in a private vehicle except only in the following circumstances:

1. Advance approval of the Superintendent or designee; or
2. An emergency in which a ride is provided solely to protect the safety of the student.

If an emergency exists, a professional staff member must contact and gain approval to transport from his/her supervisor, and attempt to contact the parents prior to the ride. The next business day after transporting the student, the staff member must provide a written report to the building principal concerning the details of the ride and the facts giving rise to the emergency.

CHILD ABUSE AND NEGLECT REPORTING

SE Dubois employees are responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect. Employees shall notify their direct supervisor immediately if they suspect abuse, cruelty, or neglect of a child.

PERSONNEL RECORDS AND FILES

Employees should promptly notify the Business Manager of any change in name, home address, telephone number, marital status, number of dependents, or any other pertinent information. Employees desiring to inspect their personnel file shall make their request in advance to the Business Manager. The employee's personnel file must remain in the Administration Office at all times during the inspection. Employees may receive copies of documents contained in their personnel file upon written request to the Business Manager.

USE OF SCHOOL DISTRICT PROPERTY AND MATERIALS

All SE Dubois property including buildings, vehicles, equipment, office supplies, and materials is intended for school district business only. Any misuse of School District property and/or materials may be grounds for discipline up to and including termination.

Upon resignation/retirement with the school corporation, all equipment and supplies that were purchased by the school corporation are our property of SE Dubois and not taken by the prior employee.

TECHNOLOGY RESPONSIBLE USE

SE Dubois maintains computers for student instruction and school administrative functions. In many cases support staff employees have a direct need to use school computers for school related business. In those cases, it is mandatory that the employee sign and follow the provisions of the **Internet and Other Electronic and Communication Resources Contract**. Users should not expect that the files stored on school-based computers will always be private. Internet activities will be monitored by the school corporation to guard against the access of inappropriate sites.

Corporation staff shall not use corporation equipment or personal equipment including cellular telephones, computers including laptops, or other devices to respond to personal emails, access the Internet for personal use, or return personal telephone calls during the instructional time, work time, or professional development. This does not apply to prep or personal break periods, or personal emergencies.

Personal technology such as cell phones or laptops should only be used as needed during school sponsored field trips or extra-curricular activities. Corporation staff shall not view or allow students to view or have access to inappropriate Internet sites at any time, including while on school sponsored field trips or extra-curricular activities.

USE OF E-MAIL

All employees of SE Dubois will be assigned a district email account. It is the responsibility of the employee to check this account on a regular basis to obtain important communications from their building and corporation administration. Employees shall use their District e-mail account for school business purposes only. Any misuse of the District email system may result in discipline up to and including termination.

EMPLOYEE IDENTIFICATION

As a means of providing a safe environment for Southeast Dubois County School Corporation students, each employee, while on duty, must have a Southeast Dubois County School Corporation identification badge on his or her person in full view. This badge can be used to open doors with “door swipe” pads at select doors. If the badge is lost, you are required to immediately report this to Technology Ticket Support so the badge can be inactivated and to obtain a replacement badge.

DRESS CODE

Employees are expected to wear appropriate clothing. Styles, modes of dress and personal grooming habits of employees shall be reasonable, acceptable, and conducive to a health school or office atmosphere, are highly encouraged. Shorts are not to be

worn except in extreme weather conditions and after approval from the supervisor. Employees should refrain from wearing slogans that might be offensive to co-workers or to visitors.

ETHICAL STANDARDS / CONFLICT OF INTEREST

The Southeast Dubois County School Corporation has an excellent reputation for conducting its mission with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the corporation's reputation, please discuss it with your building principal or Superintendent.

An employee, officer (that is, any member of the Board), or agent of the Corporation making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.

OUTSIDE ACTIVITIES OF SUPPORT STAFF

SE Dubois advises employees to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Corporation. If non-school activities threaten an employee's effectiveness within the School Corporation, the Superintendent reserves the right to evaluate the impact of such activity upon the employee's responsibility to the Corporation.

- Support staff members should not give school time to outside activities when there is no valid reason to be excused from assigned duties.
- Support staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- Support staff members shall not campaign on school property during school time on behalf of any political issue or candidate for local, State, or National office except on election day at election polls on school property.
- Support staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- Support staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

VERIFICATION OF HEALTH

If an immediate supervisor has any doubt about an employee's mental or physical capabilities, which are necessary to perform assigned duties, the immediate supervisor may request a written doctor's statement which attests that the employee is physically and mentally capable of performing the assigned duties defined in his/her job description. All employees must meet the State and Federal Regulations for employment with the Southeast Dubois County School Corporation.

BLOODBORNE PATHOGENS

SE Dubois provides at no cost to the staff member the Hepatitis B vaccination series for all employees as well as post-exposure evaluation and follow-up for any employee who experiences an exposure incident. Designated employees will be provided with proper training in universal precautions against exposure and/or contamination. SE Dubois will also provide these designated employees with appropriate protective supplies and equipment. Employees must adhere to the proper procedures for reporting, evaluating and following up to any and all incidents of exposure.

PROFESSIONAL DEVELOPMENT

Employees and principals will collaborate in learning and development programs to replenish and acquire new skills for classified staff to their better jobs. All professional development has to be approved by an administrator prior to being registered for a program. Instructional assistants at a Title I school will be required to complete professional development within three months of their date of hire.

LIABILITY INSURANCE

The School Corporation provides and pays the premium for general liability insurance coverage for all employees during the period of time that employees are acting as agents of the school corporation.

TRAVEL AND MILEAGE REIMBURSEMENT

Employees who use their personal automobiles in performing assigned employment duties shall receive mileage reimbursement at the mileage rates at the current federal IRS rate. Mileage reimbursement claims must be approved by the immediate supervisor.

When an employee is required / approved in writing by the Superintendent or his/her designee to attend a particular conference or event which would necessitate expenses related to travel and lodging, the employee shall be reimbursed for expenses as evidenced by paid invoices approved by the Superintendent. Reimbursable expenses

should be submitted monthly. The Board shall pay all expenses in the following amounts:

- Conference costs should be billed and paid directly by the school corporation.
- Lodging - Fully funded
    - Employees should stay in the same hotel as the event. If the event is held at a different location, the employee should stay at a local hotel with the best rate.
- Food reimbursement - limit of $45 per day with itemized receipts submitted for reimbursement. The $45 limit per day includes food, tax, and tip. No alcohol purchases will be reimbursed. Credit card receipts are not acceptable.
- Submit an Accounts Payable Form (located on District Website: https://www.sedubois.k12.in.us/payroll) with itemized receipts of lodging and food attached to the Deputy Treasurer for reimbursement. Taxes will be reimbursed on travel expenses.

VACANCIES AND TRANSFERS

New positions or positions created by retirements, resignations, or administrative assignments will be posted on the corporation website (www.sedubois.k12.in.us). The posting will contain notification of the vacancy and a complete description of employee qualifications and performance responsibilities. Transfer requests should be made in writing via email to the contact person listed on the vacancy notice. You may be asked to complete or update a resume. Internal candidates will be considered for the position based on qualifications, work performance, attendance, skills, and years of service.

SE Dubois reserves the right to transfer an employee from their current position or building at any time based on student enrollment or district needs and the right to fill school year/calendar year openings with temporary or permanent employees.

CHANGE OF EMPLOYMENT STATUS

When an employee changes from one job classification to another, any change in benefits will become effective upon the first of the month after 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 concerning benefits, employees should contact the Business Manager.

FAIR LABOR STANDARDS ACT

The Fair Labor Standards Act (FLSA) is a federal law, which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments. The FLSA requires all employees to address rules regarding weekly hours of employees and other related areas.

FLSA requires hourly employees to be paid for all hours worked in a workweek. In general, “hours worked” includes all time an employee must be on duty, or on the employer’s premises or any other prescribed place of work, from the beginning of the first principal activity of the work day to the end of the last principal work activity of the workday.

CLASSIFIED EMPLOYEES WORK HOURS / COMPENSATION

Attendance

Employees must come to work and be on time to be successful and to ensure the students and staff of SE Dubois are successful. Recognizing that people become ill or sometimes need personal leaves from the workplace, a position may be eligible for leave time. It is expected that an employee reports their absence in Frontline at least two (2) hours before the scheduled work is to begin. The corporation may require a written statement from a physician stating that the employee is physically unable to work. Poor attendance and/or tardiness may lead to disciplinary measures up to and including termination.

Work Hours

All hourly employees will be compensated for hours actually worked throughout their defined year as approved by the SE Dubois Board of Trustees for each hourly position. Paychecks will reflect actual hours worked during the bi-monthly payroll period.

Documenting Work Hours

- Hourly employees are only permitted to work the Board approved daily hours for the position in which they are hired. This is not inclusive of a designated lunch break.

- Reporting times and other responsibilities shall be determined by the Principal.

- All hourly employees must clock in and out using the K-Time clocking system. Clocking must occur within 5 minutes of the assigned beginning and ending work hours. All lunches are automatically taken out by K-Time.

- Banking hours is not permitted. Employees should adjust time in the week if they work more than the required hours in day.

- Overtime may be authorized only by a supervisor to address circumstances of an emergency or temporary nature. Hourly employees may not work more than their assigned hours without prior approval from a building Principal and approval of the Superintendent.

- Salaried staff members should work their required hours. Comp hours must be pre-approved by the Building Principal or Superintendent.

- Should an employee work a paid holiday, per requirement from their direct supervisor, they can use a comp day at a later date.

- Any adjustments that need to be made in the K-time system should be notified to the administrative assistant, or if the administrative assistant is not available, contact the Business Manager.

Failure for employees to comply with the above directives may result in disciplinary action up to termination.

Leave Days Allotment
Classified employees' leave day period is from July 1 to June 30. New employees' leave days are prorated based on hire date.

Employees working at least six (6) hours per day are permitted to use all leave days in increments of one-quarter (.25), one-half (.50), and full day. Employees who work less than 6 hours per day are permitted to use leave in increments of one-half (.50) and full day. Employees who work 4 or less hours per day to leave days in increments of full day only.

For example, if employee works:

Hours per day	One-Quarter (.25)	One-half (.50)	Full Day
4 hours or less	n/a	n/a	4 hours or less
5.75 hours	n/a	2 hours and 53 minutes	5 hours and 45 minutes
6 hours	1 hour and 30 minutes	3 hours	6 hours
6.5 hours	1 hour and 38 minutes	3 hours and 15 minutes	6 hours and 30 minutes
7 hours	1 hour and 45 minutes	3 hours and 30 minutes	7 hours
7.5 hours	1 hour and 53 minutes	3 hours and 45 minutes	7 hours and 30 minutes
8 hours	2 hours	4 hours	8 hours

If an employee who has completed at least ten (10) years of service with the School Corporation and attained at least age fifty (50) retires or otherwise terminates employment, the School Corporation will pay $40 for any accumulated sick/personal days.

Sick Days

Nine Month Employees:

- Three (3) sick days per school year
- Accumulate up to eighteen (18) sick days

Twelve Month Employees and Athletic Director:

- Five (5) sick days per school year
- Accumulate up to twenty (20) sick days

Sick days shall be used only for the purpose of sick leave. Sick days may be used to take care of dependents in your household. Employees shall not use sick days for the purpose of vacation or personal leave. The corporation will pay $40.00 for any unused sick days above the maximum amount the employee can carry on the last check of the school year.

Personal Days

Nine Month and Twelve Month employees earn three (3) personal days per school year. The Athletic Director earns eight (8) personal days per school year. Unused personal days at the end of the school year or June 30 are moved to sick days.

Vacation Days (Twelve month employees only)

- Employees are eligible for one week (5 days) vacation after 6 months of employment
- Additional vacation with pay shall be given from July 1 to be used by June 30 of the following year:
  - Years 2 through 3: 5 days
  - Years 4 through 10: 10 days
  - Years 11 through 20: 15 days
  - Years 21 or more: 20 days

Unless the employee is on a leave of absence as approved by the Superintendent and has exhausted their paid leave, employees do not have a right to leave without pay without building principal approval prior to the leave. When absent from work, available leave hours must be used before leave without pay will be considered by the Supervisor. While all classified hourly staff will have their leave hours charged in quarter, half or whole day increments, non-FMLA related absences of less than a half day may be “made up” at the employee’s discretion within the same work week, with prior approval of the Supervisor.

Bereavement Days

For the purpose of bereavement leave, an “employee” shall be defined as being a person employed by SE Dubois for a minimum of twenty-five (25) hours per week for not less than nine (9) months per calendar year. Said employee must, during said absence, attend the burial rites of the stated family member; said burial rites must occur while said employee is performing duties as assigned by the School Corporation; and said burial rites shall not occur during the time when said employee is absent from assigned duties due to vacation, Holiday, or leaves of absences, or sick leave, which may have been previously granted or approved by the School Corporation. (Adopted by School Board 12/17/96)

In the case of the death of the following, the employee is entitled to be absent without loss of compensation:

- Employee’s Spouse, Child, Step-Child, and Household Member
    - Seven (7) consecutive day period beginning, at the option of the employee, on the date of death or on the day following the date of death. Two (2) days may be used for legal matters, beyond such death.
- Mother, Father, Step-Mother, Step-Parent, Brother, Sister, Father-in-Law, Mother-in-Law, not living in household
    - Five (5) consecutive day period beginning, at the option of the employee, on the date of death or on the day following the date of death. Two (2) days may be used for legal matters, beyond such death.
- Grandchild, not living in household
    - Four (4) consecutive day period beginning, at the option of the employee, on the date of death or on the day following the date of death.
- Grandparent, Grandparent of the employee’s spouse, Brother-in-Law, or Sister-in-Law not living in the household
    - Two (2) consecutive calendar days, one such being the date of burial rites.
- Uncle or Aunt, Niece or Nephew, of the employee or employee’s spouse
    - One (1) day

Holiday Pay

Twelve Month employees,administrative assistants, cafeteria managers, asst. cafeteria managers, and preschool leaders are eligible to be paid in an amount equal to their usual rate of pay for the following holidays (**exceptions):

- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Good Friday
- Memorial Day
- 4th of July (** only Twelve month employees)

Reasonable Assurance / Unemployment Compensation
The District has implemented school breaks as set forth in the school calendar (available on the District's website at www.sedubois.k12.in.us) and in accordance with the District's regular policies and practices. Please note that receiving the annual letter of reasonable assurance of employment will make an employee ineligible for unemployment compensation for these breaks or other unscheduled breaks announced by the District's Administration. Those employees receiving work provisions and letters of reasonable assurance should thoroughly review these documents as they provide important details regarding employment with SE Dubois.

Personal Illness
Upon request by the supervising administrator, Support Staff personnel who are absent in excess of three (3) consecutive days due to personal illness are to present a statement from their physician on the day they return.

Breaks
The State of Indiana currently has no laws of break time. It is a policy of the SE Dubois employees to take at least a 30 minute lunch break if they work 5 or more hours per day. Employees who leave school grounds during their lunch period may do so without permission of the Building Principal. For safety, the employee should notify the office of their intent to leave.

All full-time employees are eligible for short breaks (15) fifteen-minute max) during the workday. Employees shall receive one (1) fifteen-minute break for each four (4) hours worked, provided his/her position is covered while absent. Employees shall remain on the premises.

Pay Increases
All salary increases are determined by the Board of School Trustees. Pay increases, when applicable, will be done on an annual basis and will take effect in January.

Flex Time
The School District has the right to shift the time of employees during the work week. For example, an employee may be asked to work ten (10) hours on one day and six (6) hours on another day during a work week. This flexing of time is allowed during the work week when an employee will not work more than the hours allowed for the week.

Jury Duty
Employees called for jury duty or to give testimony before a court (except testimony being given in cases in which the employee is adverse to the School Corporation or testimony for an alleged personal violation of the law or as a party to a lawsuit) will receive full compensation for such leave. The employee has to pay SE Dubois for the per diem amount received from the court of agency, exclusive of mileage and/or meal

reimbursement. The employee shall submit the court verification of attendance form to the Business Manager in order to receive jury duty leave.

Unrequested Leaves of Absence
SE Dubois protects the students and employees from the support staff members who are unable to perform essential job functions with or without accommodation.

Superintendent may place a support staff member on unrequested leave of absence when the staff member is unable to perform assigned duties in conformance with statute and the negotiated, collectively-bargained agreement with or without accommodation.

The support staff member will be offered the opportunity for a meeting to discuss these issues.

If a support staff member refuses to attend the meeting, the Superintendent may order the support staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

PERSONNEL PAYROLL

Payroll is distributed via direct deposit to one bank account (either checking or savings) according to a posted schedule under the Payroll Calendar link on the school website: https://www.sedubois.k12.in.us/payroll .

All employees must access their pay advice/pay stub:
https://my.doculivery.com/External/sedubois/Login.aspx

TAX DEFERRED ANNUITIES

All eligible employees may elect to receive a portion of their pay in the form of Tax Deferred Annuities. Payroll deductions for annuities (403b and Roth 403b) contributions for all employees from the following vendors: Lincoln National Life, American Fidelity Assurance, and Security Benefit.

A 403b annuity payroll deduction is taken out of employee's pay before federal, state, and local taxes are figured. Roth 403b is taken out after payroll taxes are figured.

Please refer to the retirement on school website: https://www.sedubois.k12.in.us/payroll

RETIREMENT OF CLASSIFIED STAFF

SE Dubois offers a 401a Employer match to classified employees working six hundred (600) or more hours annually. The School Corporation will match up to six percent (6%)

of the employee's six percent (6%) to Security Benefit 403b contribution into a Security Benefit Employer 401a account.

Employee contributions will be 100% vested immediately. Vesting for the employer matching contribution will be a 5-year graded schedule of 20% per year.

Additional information may be found under the Retirement tab of the SE Dubois website: https://www.sedubois.k12.in.us/payroll

SECTION 125 BENEFITS

SE Dubois's Section 125 plan is administered by American Fidelity. Section 125 lets employees use pretax money to pay for health insurance premiums, health savings accounts, flex spending accounts, dependent care reimbursement, cancer insurance and accident insurance.

Employees are required by IRS regulations to meet with the American Fidelity's representative to complete the annual section 125 election form.

OTHER PAYROLL DEDUCTIONS

SE Dubois offers these other payroll deductions available to employees:

- Life insurance, Disability, Hospital Care through American Fidelity
- Dubois-Pike Federal Credit deposit into employee's account of choice or loan payment

BENEFITS

Information regarding benefit eligibility for an employee's specific assignment will be given to the employee at the time of new hire orientation. For further information on health, dental, vision, life and long term disability insurance, COBRA continuation, and Family Medical Leave Act, please see Appendix of this Guide.

Employee Assistance Program (EAP)

SE Dubois has contracted with an employee assistance program to provide all employees and their families, regardless of whether an employee is covered by the district health plan, with easy access to licensed, caring counselors focused on helping solve personal problems or concerns that may affect an employee's work, family, and well-being.

Access to dedicated counselors with specialties in child and adolescent behavioral counseling, as well as marriage and family therapy, is provided free of charge with health and life insurance benefits (no copayments, no deductibles) 7 days-a week, 365

days-a-year. All services are completely confidential – the Corporation will never receive any reporting of who uses the service or why.

Common reasons employees and their families use these services include:

- Depression
- Grief counseling
- Family and marital problems
- Stress and anxiety management
- Drug and alcohol abuse

Specific details regarding the program can be found on the District website: https://www.sedubois.k12.in.us/payroll

WORKER'S COMPENSATION – DUTY TO REPORT

Workplace Injury/Illness

SE Dubois maintains a Worker's Compensation policy for all employees. Employees have a right to report any injury sustained while at work or any illness arising from their employment without fear of any retaliation. Such incidents must be reported to the employee's supervisor as soon as reasonably possible regardless of whether the employee wishes to seek medical treatment. The employee must complete a First Report of Injury or Illness form that must be sent to the Business Manager as soon as reasonably possible.

Worker's Compensation Benefits

When an injury occurs while on the job, the following benefits are provided under Worker's Compensation:

1. Worker's Compensation will pay the medical expenses incurred as a result of a workplace injury/illness when the employee obtains medical treatment from Memorial Health Employer Services by presenting a Consent for Treatment signed by the Business Manager. The consent form will contain the names and addresses of authorized centers.

   Important Note: If the employee is covered under any group health insurance plan, a claim should not be submitted to the insurance plan. Injuries related to Worker's Compensation are not covered by any group health plan.

2. After the employee is off more than seven (7) consecutive days, Worker's Compensation will begin paying on the eighth (8) consecutive day and for every day thereafter.

3. After the employee is off work for more than twenty-one (21) consecutive days, then Worker's Compensation will go back and pay for the first seven (7) days. If the employee is not off work for twenty-one (21) days, his/her own leave benefits (sick days) must cover the first seven (7) days of absence.

4. Worker's Compensation will only pay 66 2/3 of the employee's weekly salary up to a statutory maximum per week for 52 weeks. For a total impairment this is paid for a maximum of 500 weeks.

5. Worker's Compensation uses a formula of 1/7 of the weekly rate to establish the daily rate.

Payment of Sick Leave

1. Under the State Board of Accounts rules, based on the official opinion of the Attorney General, No. 134 of 1945, an employee would only be entitled to receive the difference between the amount received under the Worker's Compensation Act and the full benefit the employee would otherwise receive.

   If the employee uses an accrued sick day and receives full pay from the school corporation, then the Worker's Compensation benefit must be turned over to the corporation. Double payment or overlapping payment of compensation on account of the same injury is not permitted.

2. If the employee receives no sick leave pay from the corporation, he retains the Worker's Compensation check.

TERMINATION AND RESIGNATION

It is our policy to make a reasonable effort to retain good employees. However, employment in the corporation is for no specified times, regardless of the length of service, just as you are free to leave for any reason, we reserve the same right to end our relationship with any employee at any time, with or without notice, for any reason not prohibited by law. If an employee plans to terminate employment with the SE Dubois, the employee is expected to give at least two weeks' notice submitted in writing to the immediate supervisor/building principal. The building principal will forward the notice to the Superintendent and Business Manager.

The written resignation should contain the reason for termination, as the letter is placed in the individual's file and may be used for references at a later date. A resignation is a voluntary cessation of employment when the employee is not eligible for retirement. Accrued vacation and personal day pay is forfeited if there is less than two weeks' notice before voluntary termination. Employees leaving without notice will be

considered as voluntary termination, and accrued vacation and personal day pay is forfeited.

On the last day of employment, the return of all Corporation items (i.e. keys, ID's, and Corporation owned uniforms) to the immediate supervisor is required.

DISCIPLINARY ACTIONS

In the event of an infraction of Board policy, administration guidelines, rules, or directives by a support staff member, it shall be the policy of the School Board to apply the statutes of the State, these policies, and the guidelines of the Corporation with equal consideration to each support staff member.

The Board reserves the right, within law, to impose penalties for disciplinary reasons. However, where a support staff member fails or refuses to perform work without acceptable reason, the Superintendent may deduct, without further authorization, wages reasonably related to the time not worked.

Other disciplinary actions, up to and including dismissal, may be recommended to the Board by the Superintendent.

EMERGENCY DELAYS AND CLOSINGS

If it is necessary to close or delay the start of SE Dubois due to inclement weather, power failure, or any other emergency, the Superintendent will notify the media of the closing or delay. Employees are to listen to local radio and television stations for information. In addition, employees may be notified of school delays and closings via the automated calling system.

In the event of a school closing that results in a make-up day, the employees will be expected to work the make-up day without additional compensation unless they are required to work on the day school was closed.

When school has a two (2) hour delay, instructional assistants that work less than 5 hours on the day, are not required to take a lunch break upon approval of the building principal, and cafeteria staff are not required to take a lunch break upon approval of cafeteria manager or Food Service Director.

When school is closed and conducted with a virtual day for students, classified staff can use a personal day to be paid for the day.

Work Schedule for Support Staff Personnel When School is Closed due to Inclement Weather

CLASSIFIED POSITION LIST	WORK SCHEDULE
Administrative Assistant	Report to work unless otherwise directed/may telework with approval from Building Principal
Assistant Cafeteria Manager	Do not Report
Athletic Coach	Do not Report
Athletic Director	Report to work unless otherwise directed/may telework with approval from Superintendent or High School Principal
Athletic Secretary	Report to work unless otherwise directed/may telework with approval from High School Principal or Athletic Director
Building Maintenance Supervisor	Report to work unless otherwise directed
Bus Drivers	Do not report
Business Manager	Report to work unless otherwise directed/may telework with approval from Superintendent
Cafeteria Manager	Do not Report
Cafeteria Staff	Do not Report
Corporation Administrative Assistant	Report to work unless otherwise directed/may telework with approval from Superintendent
Corporation Maintenance Supervisor	Report to work unless otherwise directed
Data Manager	Report to work unless otherwise directed/may telework with approval from Superintendent
Deputy Treasurer	Report to work unless otherwise directed/may telework with approval from Superintendent
Director of Technology	Report to work unless otherwise directed/may telework with approval from Superintendent
Food Service Director	Report to work unless otherwise directed/may telework with approval from Superintendent
Instructional Assistant	Do not Report
Janitor	Report to work unless otherwise directed
Preschool Leader	Do not Report

Technology On-Site Assistant	Report to work unless otherwise directed/may telework with approval from Superintendent
Transportation/ Grounds Supervisor	Report to work unless otherwise directed

APPENDIX A

HEALTH INSURANCE

Eligible employees are offered group health insurance. Coverage is available for the employee, his/her eligible spouse and/or eligible dependent children. Specific details regarding the plan can be found on the District website. The Business Manager will provide the employee with information and enrollment instructions for benefits.

An eligible employee works 30 hours or more per week, includes the following positions:

Administrative Assistants	Cafeteria Manager	Nurses
Administrators	Certified Teachers	Preschool Leaders
Assistant Cafeteria Managers	Food Service Director	Social Worker
Athletic Director	Full-time twelve month employees	Library Assistant

COST

SE Dubois contributes toward the annual cost of coverage, and employees pay their share of the annual premium through payroll deduction. Premiums are paid a month in advance.

ENROLLMENT

Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will decline on the enrollment form during the enrollment process. Enrollment of an eligible spouse is only permitted if the spouse is not employed, is self-employed, or the spouse's employer does not offer health insurance coverage. A Spouse Other Coverage form must be completed and along with a marriage certificate.

Enrollment of an eligible dependent child requires a copy of the birth certificate.

An employee who declines coverage when first eligible for themselves or a family member due to other group coverage may enroll at a later date, if they lose that coverage through no fault of their own. Coverage must be requested within thirty-one (31) days of the date the other coverage ends. Otherwise, enrollment after the initial

eligibility period will be limited to the annual open enrollment period in October/November for January 1 coverage.

ADDING YOUR SPOUSE OR CHILD AFTER THE INITIAL ENROLLMENT
Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty-one (31) days of the marriage, birth of a child, or placement of a child for adoption. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period.

WHEN COVERAGE ENDS
Coverage terminates at the end of the month when the employee separates from employment or moves to a position that is ineligible for coverage. Certified staff that resign/retire at the end of the school year terminate coverage as an employee on August 31.

For dependent children, coverage ends at midnight of the last day of the month in which the child turns twenty-six (26).

APPENDIX B

HEALTH SAVINGS EMPLOYER CONTRIBUTION

Employees who enroll in a SE Dubois health insurance plan and meet IRS guidelines for a Health Savings Account (HSA) will receive an employer contribution to their HSA account. American Fidelity administers the HSA accounts for SE Dubois.

The monthly employer contribution is made on the second payroll of the month.

SE Dubois contributes $41.67 per month for all election coverages.

Further information on HSA can be found on the school website (https://www.sedubois.k12.in.us/payroll) under Health Savings Account - American Fidelity.

APPENDIX C

DENTAL INSURANCE

Eligible employees are offered group dental insurance. Coverage is available for the employee, his/her eligible spouse and/or eligible dependent children. Specific details regarding the plan can be found on the District website. The Business Manager will provide the employee with information and enrollment instructions for benefits.

An eligible employee includes the following positions:

Administrative Assistants	Cafeteria Manager	Nurses
Administrators	Certified Teachers	Preschool Leaders
Assistant Cafeteria Managers	Food Service Director	Social Worker
Athletic Director	Full-time twelve month employees	Library Assistant

COST
SE Dubois contributes 100% of the annual cost of coverage for eligible employees. Certified staff who work less than 100% pay an employee portion of the premium. Premiums are paid a month in advance.

ENROLLMENT
Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will decline on the enrollment form during the enrollment process.

Enrollment of an eligible spouse requires a copy of the marriage license.

Enrollment of an eligible dependent child requires a copy of the birth certificate.

An employee who declines coverage when first eligible for themselves or a family member due to other group coverage may enroll at a later date, if they lose that coverage through no fault of their own. Coverage must be requested within thirty-one (31) days of the date the other coverage ends. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period in September for October 1 coverage.

ADDING YOUR SPOUSE OR CHILD AFTER THE INITIAL ENROLLMENT
Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty-one (31) days of the marriage, birth of a child, or placement of a child for adoption.

WHEN COVERAGE ENDS
Coverage terminates when the employee separates from employment or moves to a position that is ineligible for coverage. Certified staff that resign/retire at the end of the school year terminates coverage on August 31.

For dependent children, coverage ends at the end of the month in which the child turns 19 or 23 and is a full time student.

APPENDIX D

VISION INSURANCE

Eligible employees are offered group vision insurance. Coverage is available for the employee, his/her eligible spouse and/or eligible dependent children. Specific details regarding the plan can be found on the District website. The Business Manager will provide the employee with information and enrollment instructions for benefits.

An eligible employee includes the following positions:

Administrative Assistants	Cafeteria Manager	Nurses
Administrators	Certified Teachers	Preschool Leaders
Assistant Cafeteria Managers	Food Service Director	Social Worker
Athletic Director	Full-time twelve month employees	Library Assistant

COST
SE Dubois contributes 100% of the annual cost of coverage for eligible employees. Certified staff who work less than 100% pay an employee portion of the premium. Premiums are paid a month in advance.

ENROLLMENT
Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will decline on the enrollment form during the enrollment process.

Enrollment of an eligible spouse requires a copy of the marriage license.

Enrollment of an eligible dependent child requires a copy of the birth certificate.

An employee who declines coverage when first eligible for themselves or a family member due to other group coverage may enroll at a later date, if they lose that coverage through no fault of their own. Coverage must be requested within thirty-one (31) days of the date the other coverage ends. Otherwise, enrollment after the initial eligibility period will be limited to the annual open enrollment period in September for October 1 coverage.

ADDING YOUR SPOUSE OR CHILD AFTER THE INITIAL ENROLLMENT
Employees may add an eligible spouse or eligible dependent child(ren) by requesting coverage within thirty-one (31) days of the marriage, birth of a child, or placement of a child for adoption.

WHEN COVERAGE ENDS
Coverage terminates when the employee separates from employment or moves to a position that is ineligible for coverage. Certified staff that resign/retire at the end of the school year terminates coverage on August 31.

For dependent children, coverage ends at the end of the month in which the child turns 19 or 23 and is a full time student.

APPENDIX E

LIFE INSURANCE

Eligible employees are offered a group term life insurance policy which includes benefits for accidental death and dismemberment. Details of the coverage provided by the policy are outlined in the Certificate of Insurance for each covered employee group and can be found on the District website. The Business Manager will provide the employee with information and enrollment instructions for benefits.

The summary of coverage for the following positions:

Twelve month full time employees: $35,000
Nine month employees (work 25 or more hours per week): $15,000

COST
Employees pay $1.00 per calendar year deducted over each pay period.

ENROLLMENT
Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will decline on the enrollment form during the enrollment process. There are no “open enrollment” provisions. Employees who fail to enroll when first eligible may enroll at a later date by completing and submitting an Evidence of Insurability form by contacting the Business Manager. Coverage is subject to approval by the carrier.

CHANGE OF BENEFICIARY
To change the beneficiary of life insurance proceeds, the employee must complete a new Enrollment Form and return it to the Business Manager. The form may be found on the District website.

DEPENDENT LIFE INSURANCE
Employees may purchase, at their expense of $1.98 per month for all dependents, additional group term life insurance through payroll deduction for their eligible spouse and/or dependent child(ren). Coverage must be elected when first eligible within thirty-one (31) days of becoming eligible for benefits.

REDUCTION IN COVERAGE
Coverage reduces to 65% when the employee reaches age sixty-five (65) and reduces to 30% when the employee reaches age seventy (70).

WHEN COVERAGE ENDS
Coverage terminates at the end of the month when the employee separates from employment, retires, or moves to a position that is ineligible for coverage.

CONVERSION PRIVILEGE
Upon termination of coverage, the policy can be converted to an individual policy of coverage by contacting the carrier from the Portability and Conversion information sheet. The information sheet may be obtained from the Business Manager within thirty (30) days of the date employment ends.

APPENDIX F

LONG TERM DISABILITY

Certified teachers, administrators, athletic director, food service director and full time twelve month employees are offered a group long term disability income protection policy which replaces 66 2/3 of their monthly earnings after an elimination period of ninety (90) continuous calendar days. Details of the coverage provided by the policy are outlined in the Certificate of Insurance for each covered employee group and can be found on the District website. The Business Manager will provide the employee with information and enrollment instructions for benefits.

COST
Employees pay $1.00 per calendar year deducted over each pay period.

ENROLLMENT
Employees must complete the enrollment process within thirty-one (31) days of becoming eligible for benefits. If coverage is being declined, the employee will decline on the enrollment form during the enrollment process. Enrollment at a later date is subject to approval by the carrier after completing and submitting an Evidence of Insurability form which can be obtained from the Business Manager.

APPENDIX G

COBRA CONTINUATION COVERAGE

WHAT IS COBRA CONTINUATION COVERAGE:

Federal law requires that the Corporation give employees and their families a Notice of COBRA Continuation Rights (Notice) which outlines the opportunity to continue their health care coverage as a "qualified beneficiary" when there is a qualifying event that would result in a loss of coverage under the plan. Examples of qualifying events are termination of employment, reduction in hours, loss of coverage due to an employee's death, divorce or legal separation, the employee becoming eligible for Medicare benefits or a dependent child ceasing to be eligible for coverage.

Continuation coverage is the same coverage offered to other plan participants who are not receiving continuation coverage under COBRA. Each qualified beneficiary who elects continuation coverage will have the same rights under the Plan as other participants of beneficiaries covered by the plan, including special enrollment rights.

HOW LONG WILL CONTINUATION COVERAGE LAST?

In the case of a loss of coverage due to end of employment or reduction in hours of employment, coverage may be continued for up to eighteen (18) months.

In the case of loss of coverage due to an employee's death, divorce or legal separation, the employee becoming entitled to Medicare benefits or a dependent child ceasing to be a dependent under the terms of the plan, coverage may be continued for up to thirty-six (36) months.

CAN THE MAXIMUM CONTINUATION PERIOD BE EXTENDED?

An extension of the maximum period of coverage may be available if a qualified beneficiary is disabled or a second qualifying event occurs. The employee must notify the Business Manager of a disability or a second qualifying event in order to extend the period of continuation coverage. Failure to provide notice of a disability or second qualifying event may affect the right to extend the period of continuation coverage.

HOW CAN YOU ELECT COBRA CONTINUATION COVERAGE?

To elect continuation coverage, you must complete and return the Election Form included with the Notice. Each qualified beneficiary has a separate right to elect continuation coverage. For example, the employee's spouse may elect continuation coverage even if the employee does not. Continuation coverage may be elected for only one, several, or for all dependent children who are qualified beneficiaries. A parent may elect to continue coverage on behalf of any dependent children. The employee or the employee's spouse can elect continuation coverage on behalf of all of the qualified beneficiaries.

In considering whether to elect continuation coverage, you should take into account that you have special enrollment rights under federal law. You have the right to request special enrollment in another group health plan for which you are otherwise eligible (such as a plan sponsored by your spouse's employer) within thirty (30) days after your group health coverage ends because of a qualifying event. You will also have the same special enrollment right at the end of the COBRA continuation period if you continue coverage for the maximum time available to you.

There may be other coverage options for you and your family through the Health Insurance Marketplace. In the Marketplace, you could be eligible for a new kind of tax credit that lowers your monthly premiums right away, and you can see what your premium, deductibles, and out-of-pocket costs will be before you make a decision to enroll. Being eligible for COBRA does not limit your eligibility for coverage for a tax credit through the Marketplace. Additionally, you may qualify for a special enrollment opportunity for another group health plan for which you are eligible (such as a spouse's plan), even if the plan generally does not accept late enrollees, if you request enrollment within thirty (30) days.

HOW MUCH DOES COBRA CONTINUATION COVERAGE COST?
Each qualified beneficiary is required to pay the entire cost of continuation coverage. There is no Board contribution toward the cost of continuation coverage. The amount a qualified beneficiary is required to pay may not exceed 102% (or, in the case of an extension of continuation coverage due to a disability, 150%) of the cost to the group health plan for coverage of a similarly situated plan participant who is not receiving continuation coverage.

WHEN AND HOW MUST PAYMENT FOR COBRA CONTINUATION COVERAGE BE MADE? *First payment for continuation coverage*
You must make your first payment for continuation coverage not later than forty-five (45) days after the date you elect continuation coverage. (This is the date the Election Notice is postmarked.) Your first payment will include the premium due from the first date of continuation coverage. It is your responsibility to contact the Business Manager to confirm the amount of your first payment. If you do not make your first payment for continuation coverage in full not later than forty-five (45) days after the date of your election, you will lose all continuation coverage rights under the Plan.

Periodic payments for continuation coverage
After you make your first payment for continuation coverage, you will be required to make subsequent payments for each coverage period. The amount due for each coverage period for each qualified beneficiary will be outlined in the Notice of COBRA Continuation Rights.

Payments can be made on a monthly basis or paid ahead. Under the Plan, payment for continuation coverage is due on the 15th of the month prior to the month for which

premium is due. For example, January's premium is due December 15th, February's premium is due January 15th, and so on. The Plan does not send periodic notices of payment or payment reminders. There is a thirty (30) day grace period. Failure to make payments before the end of the grace period for that coverage period will result in termination of coverage without reinstatement.

WHEN WILL CONTINUATION COVERAGE END?

Continuation coverage will terminate on the earlier of:

- The date required premium is not paid in full on time,
- The date a qualified beneficiary becomes covered, after electing continuation coverage, under another group health plan,
- The date a qualified beneficiary becomes entitled to Medicare benefits (under Part A, Part B, or both) after electing continuation coverage,
- The date the continuation period ends, or
- The date the employer ceases to provide any group health plan for its employees.

Continuation coverage may also be terminated for any reason the Plan would terminate coverage of a participant or beneficiary not receiving continuation coverage (such as fraud).

APPENDIX H

Family Medical Leave (FMLA)

SE Dubois will comply with the **Family Medical Leave Act of 1993** which provides twelve (12) weeks of unpaid leave to eligible employees for their own serious health condition, for care of a spouse, child, or parent with a serious health condition, or birth, adoption, or foster care of a child and twenty-six (26) weeks for service member FMLA. Employees who have been approved for FMLA on an intermittent basis are required to comply with the normal procedures for notifying the supervisor of an absence or the need to take time off and must identify the absence as FMLA related.

Under the Family and Medical Leave Act of 1993 (FMLA) the Corporation is required to provide eligible employees with up to twelve (12) weeks of unpaid, job protected leave for certain family and medical reasons. Employees are eligible if they have worked for at least one year, and for 1,250 hours over the previous twelve (12) months preceding the 1st day of requested FMLA leave.

At the time an employee gives verbal or written notice of the need for FMLA leave to the supervisor or Business Manager, the employee will be given written notice of his/her rights and responsibilities under the FMLA, along with the required forms for certification of need for the leave, if applicable. The employee need not specifically cite this Policy or the FMLA in order to request FMLA leave. The Superintendent or Business Manager

will assist the employee in determining whether the FMLA applies to his/her specific circumstances.

Below is a general overview of the provisions under the FMLA. Please refer to the U.S. Department of Labor notice of Employee Rights and Responsibilities Under the Family and Medical Leave Act included in this Guide on the following page for greater detail.

Reasons for Taking Leave

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, or daughter, or parent, who has a serious medical condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

The Corporation may require an employee to use accrued leave such as sick leave as a part of the FMLA leave. These days shall run concurrently with the non-paid leave benefit.

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if the requirements are not met:

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable."
- The Corporation may require certification to support a request for leave because of a serious health condition and may require second or third opinions (at the Corporation's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

- For the duration of the FMLA leave, the employee's health coverage must be maintained, and the Board contribution toward the cost of coverage must continue.
- Upon return from FMLA leave, most employees must be returned to their original or equivalent position with equivalent pay, benefits and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee leave.

SUPPORT STAFF HANDBOOK ACKNOWLEDGMENT

This handbook is designed to introduce you to the organization, familiarize you with the Southeast Dubois County School Corporation policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may

arise in connection with your employment. This handbook covers all non-certified employees.

This handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the SE Dubois Board of School Trustees or other authorized representative(s) of the SE Dubois has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This handbook is intended solely to describe the present policies and working conditions at the SE Dubois. This handbook does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state and local laws will take precedence over policies when applicable.

Personnel policies are applied at the discretion of the SE Dubois. The School Corporation reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. The School Corporation may notify you of such changes via email, posting on the School Corporation’s intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, you acknowledge that you have received a copy of the SE Dubois’s Classified Staff Handbook, and understand that it is your responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, you acknowledge that you are employed “at-will” and that this handbook is neither a contract of employment nor a legal document.

Employee Name: _____

Position: _____

Hours Per Day: _____ Hours Per Week: _____ Days Per Year: _____

_____

SIGNATURE **DATE**

Please sign and date one copy of this notice and return it to the corporation central office. Retain a second copy for your reference.