Richland-Bean Blossom Community School Corporation

EDGEWOOD SCHOOLS

Caring. Daring. Preparing.

CLASSIFIED PERSONNEL EMPLOYMENT HANDBOOK 2026-2027

RBBCSC Board Approved on May 19, 2026

TABLE OF CONTENTS

Page#

Welcome 1

Non-Discrimination Policy 2

General Employment Expectations 2

General Employment Rules 2

Disciplinary Procedures 3

General Employment Procedures 4

Schedule of Paid Holidays 6

Schedule of Paid Leave & Vacation Leave 7

Insurance Coverages 9

Worker's Compensation 9

Family and Medical Leave 10

Transfers/Substitutes/New Hires/Background Verifications 12

APPENDICES:

Pro-Rated Leave days 13

RBBCSC Retirement Appendix 14

Internal Complaint Procedure and Guidelines 16

Employee verification of Pre-Employment Orientation 16

Available Classified Pay Schedules 17

Nutrition Services Personnel Addendum 21

Maintenance & Custodial Staff Addendum 25

Classified Staff Evaluation Form 29

Welcome to the Richland-Bean Blossom Community School Corporation

Welcome to a new school year at Richland-Bean Blossom Community School Corporation! We are proud of the reputation and success of our students, staff and community. We believe this success was achieved because of the dedication and hard work of all of our employees. We are grateful for your team effo1t and shall count on you to support our continuing school improvement efforts.

Your Classified Personnel Employment Handbook is designed to inform you of our general employment expectations, fringe benefit programs, and employment policies. It is your responsibility to become knowledgeable of this information. Each new employee will have a pre-employment orientation with their immediate supervisor, the payroll department or the Benefits Coordinator.

If after your conference, you have questions regarding the information in your handbook, or believe you have not received the benefits outlined within, please contact your Building Principal, Supervisor or our Payroll/Business Department.

We hope your employment is rewarding, and we wish you the best of luck in your career with Richland-Bean Blossom Community School Corporation.

This handbook should not be construed to create or be a part of a contract between the Richland-Bean Blossom Community School Corporation ("RBBCSC") and any classified employee. The provisions contained herein may be amended or deleted at any time by RBBCSC. All classified personnel of RBBCSC are at-will employees.

NON-DISCRIMINATION POLICY

Richland-Bean Blossom Community School Corporation does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance may be directed to Jerry Sanders, Superintendent, or Jennifer Barrett, Assistant Superintendent, 600 S. Edgewood Drive, Ellettsville, IN 47429, phone (812) 876-7100, or fax (812) 876-7020.

GENERAL EMPLOYMENT EXPECTATIONS

Many factors are considered when RBBCSC selects a new employee. One of the primary considerations is the ability to get along with co-workers and supervisors, and the ability to project a positive image to our students, parents, and the community.

The following employment rules and procedures represent our general employment expectations. More specific rules and procedures will be discussed with you by your supervisor and will vary depending on your work assignment and location.

GENERAL EMPLOYMENT RULES

1. Employment by RBBCSC shall be considered probationary until approved by the RBBCSC School Board.
2. Report to work every scheduled workday unless you have a personal illness, an approved paid leave day, vacation day, or a death in your family.
3. Do your job to the best of your ability.
4. Work as a "Team Player" with all school personnel.
5. Follow Corporation employment policies and procedures printed in this handbook and the Board policies, which can be found at https://go.boarddocs.com/in/rbbcsc/Board.nsf/Public?open&id=policies.

Rules of Conduct

Rules are needed in any organization so that the operation runs smoothly. The following rules exist because they are essential for the safety, welfare, morale, and general well-being of our students and co-workers. A violation of one or more of these rules may result in a reprimand, suspension, or dismissal. The following behaviors may subject an employee to immediate dismissal or other disciplinary action without previous warning:

- falsifying employment application;
- refusal to do the job assigned, willful disobedience of job instructions and/or orders, deliberate inefficiency/slow work production;
- severe and/or persistent incompetence;
- fighting, immoral behavior, or indecency;
- intoxication or drinking on duty;

- use, sale, or possession of controlled substances on the job or use of tobacco products, including e-cigarettes, is prohibited;
- gambling on RBBCSC premises;
- engaging in horseplay or other acts endangering self, other employees, students or in violation of safety regulations;
- deliberate or intentional release of confidential information;
- deliberate destruction, damage, or defacement of RBBCSC property or equipment;
- use of obscene or abusive language, repeated use of profanity;
- theft; attempted theft;
- falsification of payroll sheets, or other RBBCSC' records, including, but not limited to, writing time in or out on another employee's payroll sheet, lying to a supervisor;
- soliciting or accepting gifts other than those of small intrinsic value;
- absent without notice or approval of supervisor;
- excessive absenteeism or tardiness, unauthorized absence, failure to notify supervisor of absence, quitting early without permission;
- a threat of any act that would endanger life or property;
- threatening, intimidating, or coercing others (including, but not limited to students, parents, visitors, co- workers, or supervisors);
- discourteous, unethical, or insubordinate conduct with others (including, but not limited to, students, parents, visitors, co-workers, or supervisors);
- substandard work performance, negligence, loafing or sleeping on the job, misuse of work time;
- failure to report job-related injuries;
- posting non-approved material on bulletin boards or removing posted material without authorization;
- unauthorized solicitation, in any form, of other employees, students or visitors;
- failure to report an arrest to immediate supervisor within twenty-four (24) hours;
- any act or form of behavior not herein specifically listed which violates the intent of rules as stated in the above section and other acts, incidents, or conduct, which may adversely affect the efficient operation of Richland-Bean Blossom Community School Corporation or in any way jeopardize the safety, welfare, morale, or general well-being of employees, students, or visitors. The rules stated above are meant as a guide. Other conduct deemed out of compliance with the mission of Richland-Bean Blossom Community School Corporation, though not listed, may be grounds for disciplinary action or dismissal.

Disciplinary Procedure

In the event it is necessary to take disciplinary action, your direct supervisor, the building principal, or the Superintendent/Assistant Superintendent 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) or Written Warning
Step 2	Final Warning/Suspension
Step 3	Discharge (Termination)

The main purpose of having a disciplinary procedure is to give a valued 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 necessitates an administrative decision to remove an employee from the school atmosphere. Thus, RBBCSC reserves the right to suspend or terminate any employee without prior notice, and without utilizing the step procedure outlined above.

GENERAL EMPLOYMENT PROCEDURES

Attendance

Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start time of their workday. Supervisors will give classified employees instructions, names and numbers of cell phone contact and/or voicemail procedures that should be followed. Employees are expected to explain why they will be absent or late and when they expect to return to work. It is the employee's responsibility to ensure proper notification is given.

Poor attendance on the job may result in termination of employment.

Staff Email

Employees are expected to monitor and review their corporation-issued email regularly and respond to work-related communications in a timely manner.

Pay Days

Employees are paid within 10 business days following a ten-fourteen (10-14) day work period. A work period begins at the conclusion of the previous work period and ends ten to fourteen (10-14) days later. Employees will only be paid when their time cards have been approved by the building principal or supervisor. It is your responsibility to review the portion of the Time Report that records the hours you have worked each pay period.

**Any employee will be ineligible for any pay raise or movement on a particular schedule if their overall evaluation is less than effective or they are on an improvement plan.

Dress Code

All staff is expected to dress in a professional and acceptable manner at all times.

Classified Staff - Time Cards/Frontline Verification

Employees who are required to record all hours worked on a Time Card must "clock-in" at the beginning of each shift and must "clock-out" at the end of each shift. All employees are required to sign in to Frontline with their user name and password to request leave days, absences, or notification of any time off work that will be recorded. Employee use of Frontline is mandatory and not recording time off may result in termination. Knowingly signing in for or punching another employee's time card, having your own time card punch in or being signed in by another employee, or falsification in any mam1er of Time Cards is a serious matter and a violation of rules that may result in disciplinary action up to and including termination of employment.

Failure to use the RBBCSC recording system "clocking in", creates an atmosphere of distrust and can result in disciplinary action or termination.

Unpaid Personal Leave of Absence

Absenteeism can be one of the most serious problems any organization can face. It is harmful to both the employer and employee. RBBCSC considers repeated or habitual absences to be unacceptable and may result in disciplinary action. However, we realize that there will be some exceptions, such as extended illness, that require special consideration.

RBBCSC does not routinely grant unpaid personal leaves of absence. All available leave days must be used prior to a day without pay is considered unless otherwise granted by RBBCSC. The personnel office will deduct available leave days in this order: paid leave - then vacation. RBBCSC may grant an unpaid personal leave of absence on an individual basis. The decision to grant an unpaid leave will be based on the length of requested leave, the length of service, the level of job performance, and the overall operational needs of RBBCSC. A leave of absence request less than 1 year must be approved by the Superintendent. A leave of absence request greater than 1 year must be approved by the school board. Some leaves may be unavoidable and covered by *The Family Medical Leave Act of 1993.* Please see pages 9-10 of your handbook for a description of this provision.

Without an approved leave, workdays "Without Pay" may result in termination of employment.

Probation

Employees new to RBBCSC* shall serve approximately eight (8) weeks of probationary employment (forty workdays). During probation, paid leave shall not be available. After completion of probation, the employee is awarded paid leave on a pro-rated basis (schedule attached- Page 12). Each employee and their supervisor will be informed of their new benefits by the business office when a new employee successfully completes their probationary status. If an employee transfers from a position that does not earn paid leave days, has no break in employment, and has already completed 40 working days, the employee is not required to repeat the probationary period upon transfer.

The Superintendent or Assistant Superintendent has the discretion to grant a leave day during the probationary period.

Days and Hours Worked and Overtime

Employees are assigned a regular job with regular hours and workdays. Occasionally illness, absence, vacation or other circumstances make it necessary to transfer an employee to another position or adjust their hours. Employees may be transferred to another location or have their hours adjusted at any time at the discretion of their supervisor and/or the Superintendent/Assistant Superintendent.

In some cases, employees are asked to work "Special Events" which would pay them overtime if they have already worked the 40-hour week. In the event that RBBCSC can't find workers to cover the events, the Supervisor may have employees work a "flex week" to make sure the event is covered. Example: Bill will not work on Monday, but he will work Tuesday through Saturday (40 hours) to cover the Saturday "Special Event". Overtime is calculated for each work week within a single pay period.

Leaving Campus

Employees are required to remain on campus for their entire shift except during lunch break or when specifically authorized to leave campus by the Principal/Supervisor.

Pay/Compensatory Time for Approved Overtime

This will be 1 1/2 times regular hourly rate/time. No overtime shall be worked except in cases of emergency. Overtime pay must be approved in advance by the Superintendent or Assistant Superintendent. Compensatory time is figured on a forty (40) hour work week at time-and-a-half, and only if forty (40) hours were actually worked (straight time only not if the work week contains any holidays, paid leave, bereavement, vacation days, or compensatory time taken). Compensatory time may accumulate only to forty (40) hours. Board Policy #4413 and Fair Labor Standards Act, Policy 6700.

Cancelled Workdays

Employees will only be paid for days worked unless otherwise noted by an emergency action taken by the Board or Superintendent. An employee who is absent or missing time due to inclement weather (when school is closed or delayed) may use available leave time of their choice.

For eLearning Days refer to the RBBCSC eLearning Day Staff Expectations Handbook found online at:
https://resources.finalsite.net/images/v1778681344/rbbschoolsnet/snvsyzbzfitvsuxxoesq/RBBCSCeLearningDayStaffExpectationsHandbook.pdf

Return to Work Policy

If an employee is absent from work for 5 consecutive days due to medical reasons, injury, or health concerns, the employee is required to contact the personnel office to inform administration of when and in what capacity the employee is able to return to work with no restrictions. At the time of that meeting, the employee is required to provide medical clearance from a licensed physician that shows, in writing, that the employee is allowed to work with no restrictions or whether they are able to return to work on a limited basis. Administration may need to consider whether it is possible for the employee to return to work on a limited basis. No employee is allowed to return to work without proper notification of why there was an absence from work, or to what degree the employee is able to perform the expected duties of their job.

SCHEDULE OF PAID HOLIDAYS

Paid Holidays

Employees that work on a 12-month year-round basis will have the full schedule of paid holidays as outlined below. Employees that work on a less than 12-month year-round basis will have the paid holidays that are notated with an (*) Clerical Staff (Building Secretaries, Assistant Secretaries, Attendance Clerks, ECA Treasurer) & Nutrition Services District Level Staff (Director, Supervisor & the Culinary Skills Specialist) who work on a less that 12-month year-round basis will also receive holiday pay for Memorial Day in addition to those notated with an (*).

Labor Day (*)
Thanksgiving Day (*)
Thanksgiving Friday (*)
Christmas Eve Day
Christmas Day (*)
New Year's Day (*)
(Day before or after New Year's Day - Supt. Discretion)
Independence Day
Memorial Day

Employees must work their scheduled workday before and after a paid holiday or be on PAID leave time to receive holiday pay.

Employees who work a portion of their scheduled workday the day before or after a holiday will be paid for the same number of hours for the holiday as they were paid on the day they did not work a full shift. If an employee works only one full day on the day before or after a holiday, but not both, they will receive half of the holiday pay.

**Holiday Pay is not applicable to temporary positions, substitutes, lunch room assistants & student workers.*

SCHEDULE OF PAID LEAVE AND VACATION LEAVE

Leave & Vacation Days

If you are on uncompensated leave as of July 1 in any given year, you will receive your annual allotment of leave days when you have returned to active work status for 15 workdays. This provision also includes any employee who receives vacation days on June 1.

Paid Leave

After the customary 40-workday probationary period, paid leave days shall be granted on a pro-rated basis for that year. Paid leave is not vacation leave. Vacation leave is a separate category of benefit. Paid leave days are for illness of the employee, family members, or for personal business that cannot be done outside of the workday.

- 12-month employees hired prior to June 21, 2021: 15 paid leave days per year.
- 12-month employees hired on or after June 21, 2021: 10 paid leave days per year.
- Part-Time 12-month employees hired prior to June 21, 2021: 14 paid leave days per year
- Part-Time 12-month employees hired on or after June 21, 2021: 5 paid leave days per year
- Non-12-month employees hired prior to June 21, 2021: 11 paid leave days per year
- Non-12-month employees hired on or after June 21, 2021: 5 paid leave days per year

If the annual allocation is not used, it will be added to accumulated leave not to exceed one hundred eighty (180) days. If three (3) or more consecutive days will be missed for anything other than health reasons, the leave must be submitted well in advance to seek approval from the immediate supervisor. All leaves for health reasons lasting five (5) or more days will need to be accompanied by a doctor's statement. All approvals are not automatic and notification of your supervisor is to be made as far in advance as possible. The needs of RBBCSC will be considered of primary importance.

****Transportation and Nutrition Services staff will have available three (3) E-Learning Paid Days to be used only during E- Learning days that would count towards their normal working day schedule. These days do not accumulate. Days to be used at discretion of department Supervisors or Superintendent.

**Paid leave days may be taken in full or half(l/2) day increments only.*
**Part-Time employees paid leave days may only be taken in full day increments unless specifically authorized in special situations or by their building administrators or director.*
**Paid leave is not paid out at separation unless otherwise specified in retirement benefit language*
**Paid leave cannot be used for non-working days.*
**Paid leave days are not applicable to temporary positions, substitutes, latch key assistants, lunch room assistants & student workers.*
***E-Learning Paid Days are not applicable to substitutes.*

Bereavement Leave

Bereavement leave for death in the immediate family shall be granted for a period not to exceed seven (7) consecutive calendar days (this would mean through a weekend/ weekend day are not paid and would not be put into Frontline). Immediate family shall be defined as spouse, child, step-child, ward, parents, step-parents, parents-in-law, siblings, step-siblings, grandchild, son-in-law, or daughter-in-law. This leave will commence within fourteen (14) days of the date of the death.

Two (2) days shall be granted for bereavement leave for grandparents, grandparents-in-law, aunt, uncle, niece, nephew, brother-in-law, sister-in-law of employee or spouse or any other relative of the employee whom the employee counts as a dependent. If out of state travel is required for attendance at the funeral, the employee may receive three (3) days rather than two (2) days of leave. This leave must occur within fourteen (14) days of the date of the death.

Notice of bereavement leave/verification must be in writing and given to the employee's immediate supervisor/building principal as soon as possible. The written notice must include the relationship to the deceased family member.

**Bereavement leave days are not applicable to temporary positions, substitutes, & student workers.*

Jury Duty/ Trial Witness Leave

Employees who are called upon to serve our community as a jury member or as a trial witness shall be paid for that service. Employees must verify with court documentation. Employee cannot receive double payment from the school and from jury duty.

Paid Vacation Leave

Vacation with pay for all full-time personnel who work on a twelve (12) month basis is awarded following completion of one year of work. An employee who's one year is after June 1 will be awarded a prorated number of days for the first year. Subsequent awards of vacation time will be awarded in the summer when all other employees receive their vacation award. Personnel working on less than a twelve (12) month basis, or who work part-time only, are not subject to vacation pay unless otherwise noted in an individual employment contract. The schedule of paid vacation leave is listed in the table below. Only an individual employment contract can supersede the language in this provision. Vacation days require the prior approval of the Superintendent or designee.

Vacation days may accumulate up to 20 days. Any days over that will be rolled to paid leave accumulation on June 1st of every year prior to loading of new days, and shall be subject to the paid leave day restrictions and conditions. Any current classified employees, will have their vacation days capped at the number of which they currently have over 20 as of May 31st, 2021.

Any personnel receiving vacation days who retires or separates from RBBCSC for any reason will have that year's vacation leave prorated to the nearest half day based on time served for the current year.

SCHEDULE OF VACATION LEAVE

SCHOOL YEARS OF EXPERIENCE	VACATION DAYS
Summer Following 1st Year	10 days
10+ Years (by 6/1/21)	15 days
15+ Years (by 6/1	15 days
25+ Years (by 6/1/21)	20 days

INSURANCE COVERAGES

Health Insurance

The SCIST (South Central Indiana School Trust) Health Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week to be eligible for coverage in one of the health insurance plans offered by RBBCSC unless otherwise noted to the individual employee. RBBCSC shall contribute a set amount per year toward the cost of an insurance plan elected by these employees. The employee shall pay the difference. These health insurance rates can be viewed by the employee by reaching out to the HR/Benefits Specialist. This includes any HSA contributions that the board has approved for eligible employees in HSA eligible plans. For the current year that is $300 for an employee only eligible plan and $800 for an employee plus eligible plan. No contribution will be made for employees who enroll after January 1 of the insurance year.

Dental Insurance

The SCIST (South Central Indiana School Trust) Dental Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week to be eligible for coverage in one of the dental insurance plans offered by the RBBCSC, unless otherwise noted to the individual employee. RBBCSC shall contribute a set amount per year toward the cost of an insurance plan elected by these employees. The employee shall pay the difference. These dental rates can be viewed by the employee by reaching out to the HR/Benefits Specialist.

Vision Insurance

The SCIST (South Central Indiana School Trust) Vision Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week, to be eligible for coverage in the vision insurance plan (VSP) offered by RBBCSC, unless otherwise noted to the individual employee. The employee pays 100% of the cost. These vision rates can be viewed by the employee by reaching out to the HR/Benefits Specialist.

Term-Life Insurance

The Board will provide a term life insurance policy with a benefit valued at $50,000 (30 hours or more weekly). The Board shall pay all but one dollar ($1.00) of the annual premium.

Long-Term Disability Insurance

The Board will provide a long-term disability insurance policy (30 hours or more weekly). The Board shall pay all but one dollar ($1.00) of the annual premium.

WORKER'S COMPENSATION

When an accident/injury arises out of and in the course of duty, an employee may be eligible for Worker's Compensation benefits. The accident/injury must occur after a healthy employee has arrived at the employee's workstation and is in their normal course

of work. The employee will not be eligible if the injury occurs on the way to work or if the injury had been sustained during an activity before the scheduled work day. An accident/injury must be reported to your supervisor immediately or the claim may be denied. The supervisor will call the insurance triage telephone number and fill out the appropriate accident/injury report, which should be forwarded to Central Office immediately. An employee cannot return to work without a doctor's release indicating no restrictions or limited work restrictions of duty after an employee seeks medical attention for an accident/injury that occurs during the course of normal work duties.

An employee must follow the instructions or recommendation of their supervisor when advised to seek medical attention. A refusal to follow a reasonable request by an immediate supervisor can be grounds for termination.

Before any medical attention is provided by the occupational health clinic designated by the school corporation, the employee may be required to submit to a drug and alcohol screening. This screening is to protect the individual from potential harmful effects of any medical procedure or possible drug interactions during their visit. If the employee refuses the drug screening or tests positive for alcohol or an unauthorized or illegal substance, the school corporation may assume no liability in connection to the accident, injury or ongoing health problems of the employee. Depending on the nature of a positive test for alcohol, unauthorized or an illegal substance, the employee may also be terminated immediately.

Any employee found falsifying or making misleading statements in connection to a worker'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 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 School Corporation.

Double payment or overlapping payment of compensation on account of the same injury is not authorized. If the employee receives no sick leave pay from the RBBCSC, the employee retains the Worker's Compensation check.

FAMILY AND MEDICAL LEAVE POLICY

Richland-Bean Blossom Community School Corporation has adopted the following Family and Medical Leave Policy in compliance with federal and state law. All employees who have been with the RBBCSC for at least twelve (12) months and who have worked at least 1,250 hours in such 12-month period are eligible for up to twelve (12) weeks of Leave in each Leave Year (as defined below) for certain qualifying circumstances with continuation of health insurance and other benefits and restoration to the same or an equivalent position upon return from leave.

Family and Medical Leave is available for employees who experience the birth, adoption or placement of a child for foster care ("Family Leave") or for an employee's serious health condition or the serious health condition of the employee's spouse, parent or child

("Medical Leave"). A serious health condition means an illness or injury that requires hospitalization or the services of a healthcare provider for three (3) or more days for the same condition. A "Leave Year" is a rolling twelve (12) month period measured backward from the date the leave is used. Leave under this policy will be unpaid, except that employees will be required to use accumulated vacation, personal, and sick days for a Medical Leave and must use accumulated personal and vacation days for a Family Leave. All paid days used will count against the twelve (12 weeks) available Leave. Unused family and medical leave days do not accumulate from year to year.

A request for leave must be made in writing thirty days (30) before the requested start date when the need for leave is foreseeable. Notice of less than thirty (30) days is permissible only if the need for leave is not known thirty (30) days prior to the requested start date, in which case the employee must give notice as soon as the employee learns of the need for leave. Failure to give notice as required hereunder may result in postponement of the starting date of the leave for up to thirty days (30). In certain serious health conditions, the School District may require the employee to provide medical certification of the need for leave, which certification shall set for the expected dates or duration of medical treatment and that the employee cannot perform with the employee's normal duties or that the employee is needed to care for a spouse, child, or parent with a serious health condition. The School District reserves the right to request a second medical opinion in addition to the employee's medical certification, and if necessary, a third medical opinion in the event of a conflict. Employees returning from Medical Leave must provide certification from the healthcare provider that the employee is capable of performing his or her job functions.

Medical insurance coverage, under the school's group health plan for employees on Leave will be continued, provided that the employee pays the employee portion of the insurance premium. If an employee fails to pay the required premium within thirty days (30) after it is due, insurance coverage may be canceled, but it will be reinstated upon the employee's return from Leave. In certain circumstances, the School District reserves the right to advance an employee's portion of the insurance premium to prevent cancellation of the employee's insurance, provided that the employee shall repay such advanced premiums upon return from Leave. Holidays will not be paid to the employee when the employee is on unpaid leave.

FMLA NOTICE OF EXPECTATIONS

1. The first twelve (12) weeks of an FMLA leave will be counted towards an employee's annual FMLA entitlement.
2. The twelve (12) month period to determine annual entitlement will be a rolling twelve (12) month period measured backwards from the date leave is used.
3. An employee may substitute paid leave in the following manner:
4. Maternity leave - an employee may substitute paid leave as outlined in the negotiated Agreement (certified employees) or the employee handbook (classified employees).
5. Adoption leave - an employee may substitute paid leave as outlined in the negotiated Agreement (certified employees) or the employee handbook (classified employees).
6. During the first twelve (12) weeks of a leave (paid or unpaid), health, dental, life, and long-term disability insurance, in which the employee may be enrolled, will continue as if they are working. The employee will be responsible for payment of premiums in the same manner. If an employee continues to be on an approved unpaid leave at the conclusion of the first twelve (12) week period, the employee granted such a leave shall have the right to maintain during the remainder of the leave insurance benefits at the employee's sole expense. Please contact Personnel for more details.

7. Failure to return to work after an unpaid portion of an FMLA leave will result in an employee being charged for any health, dental or life insurance premiums paid by the employer during the unpaid portion of the leave.
8. Upon an employee's return to work a fitness for duty certificate must be presented. This would be for return from leave for an employee's own serious illness.
9. An employee granted a leave under the FMLA provisions will be returned to the same assignment or one that is comparable and equal in benefits as determined by the administration.
10. An employee would be required to notify their building principal or supervisor of the employee's intention to return to work. This should be done at least two weeks prior to returning.
11. Complete the medical certification form to certify a serious health condition for an employee or qualifying family member. Failure to do so will be cause to deny leave until certification is provided (not required for maternity leave).

TRANSFERS/SUBSTITUTES/NEW HIRES

An applicant is not considered employed until they have cleared the SafeHiring Solutions screening process, completed their pre-employment orientation and have reported to work for their first day as an employee. Substitutes should not assume they will receive regular employment or are full time employees until they have been notified of their full-time status during a pre-employment orientation meeting. New hires may be subject to immediate termination if a criminal conviction or notification of criminal proceedings is found on any background check or it is determined that any information was withheld during the hiring process that may be considered material after employment has started. If a current employee requests a transfer, they need to place their request in writing to their building principal or immediate supervisor. Administration reserves the right to decide placement at any time for every classified employee regardless of years of experience or current position.

BACKGROUND VERIFICATIONS

All applicants are required to utilize the on-line background process before RBBCSC approves a recommendation of employment. RBBCSC reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. RBBCSC reserves the right to obtain criminal record information on any employee at any time.

All classified employees will be required to follow the on-line background process with initial employment and no more than 5 years after their previous background verification.

Leave Days awarded after 40 probationary days have been worked.			
12 Month Employees*	FT/ PT	Eligible Non-12-Month Employees**	
Hire Month	Paid Leave	Hire Month	Paid Leave
July	10/5	July	5
August	10/5	August	5
September	10/5	September	5
October	8/4	October	4
November	8/4	November	4
December	7/4	December	4
January	6/3	January	3
February	5/3	February	3
March	4/2	March	2
April	3/2	April	2
May	2 / 1	May	1
June	1/1	June	5 for following school year

* The part-time Central Office Assistant will receive 12 paid leave days per year. The days will be prorated on the same monthly schedule as above, decreasing one day per month in the first year based on the date of hire.

** Culinary Skills Specialist – 11 days/year

** Part-time eligible employees who are appointed to fewer than five (5) days per week shall be granted the same number of paid leave days annually as their number of regularly scheduled workdays per week.

RETIREMENT APPENDIX

Retirement Savings

1. Effective with the 2004-05 school year, all PERF covered classified employees shall have the option of investing in the Section 403(b) Plan to the maximum allowable under Federal law. Effective with the 2004- 05 school year, the Board will match such PERF covered classified employee contributions in a qualified Section 401(a) Annuity Plan ("401(a) Plan") maintained by the Board on behalf of the PERF covered classified employee on a dollar for dollar basis according to the following schedule:

   A. PERF Covered Classified Employees - up to two tenths percent (.002%) but no less than fifty dollars ($50.00) of the PERF covered classified employee's salary as reflected on the salary schedule annually.
   B. PERF Covered Classified Employees employed on or after May 30. 2004 - a contribution of fifty dollars ($50.00) annually.

   This Section 401(a) account shall be in addition to the Section 401(a) accounts established for the retirement buyout dollars in Section C above.

2. Employees hired before May 30, 2004, shall be one hundred percent (100%) vested in any contributions made by the Board on the employee's behalf to the Section 401(a) Plan. Employees hired after May 30, 2004, shall be one hundred percent (100%) vested in any contributions made by the Board on the employee's behalf to the Section 401(a) Plan when the employee has ten (10) completed years of service. A PERF covered classified employee who is not fully vested in this program and who voluntarily resigns shall not retain any prior partial vesting rights if ever rehired by the Board.

Retirement Pay Buyout

- PERF Covered Classified Employees Hired Prior to May 30, 2004:

  Upon receipt of the Senate Bi11 199 bond proceeds, all PERF covered classified employees hired before May 30, 2004, with an Unused Leave Accumulation of one hundred (100) days or more, the Board will buy all unused leave days at the end of the school year at the rate of thirty-five dollars ($35.00) per day. The money shall be deposited into the PERF covered classified employee's Section 401(a) account. Thereafter, the Board will buy a PERF covered classified employee's unused annual leave days in excess of one hundred (100) days, until such time as the Board has bought a total of eighty (80) additional leave days from the PERF covered classified employee, and deposit such money into the PERF covered classified employee's Section 401(a) account by August 1. In no case will the Board reimburse the PERF covered classified employee for more than one hundred and eighty (180) cumulative leave days. However, the PERF covered classified employee may accumulate an unlimited number of days for leave purposes.

  At the time the PERF covered classified employee retires, the Board will buy the PERF covered classified employee's unused accumulated leave days, up to one hundred (100) days, at $35.00 per day.

- PERF Covered Classified Employees Hired After May 30, 2004:

  PERF covered classified employees hired after May 30, 2004 may accumulate up to one

hundred (100) unused leave days. Once a PERF covered classified employee has accumulated one hundred (100) unused leave days, the Board will buy back unused leave days at the end of each school year at the rate of thirty-five dollars ($35.00) per day to a maximum of eighty (80) days and deposit such money into the PERF covered classified employee's Section 401(a) account. At retirement up to 100 days will be paid at a rate of thirty-five dollars ($35.00) per day. In no case will the Board reimburse the PERF covered classified employee for more than one hundred and eighty (180) cumulative leave days, however the PERF covered classified employee may accumulate an unlimited number of days for leave purposes.

Retiree Insurance

Newly retiring full-time employees that meet ALL the following requirements are eligible to continue on with our insurance at their sole cost.

1. The retiree must be at least age 55 before their retirement date, but not yet eligible for Medicare coverage.
2. The retiree must complete 20 years of creditable employment with a public employer and 10 of those years must have been completed immediately preceding their retirement date.
3. The retiree must have 15 years of participation in PERF or ISTERF prior to their retirement date.

Coverage ends when the retiree becomes eligible for Medicare coverage.

A retired employee who is eligible for continued insurance coverage may elect to have the employee's spouse covered under the health insurance program at the time the employee retires. If a retired employee's spouse pays the amount the retired employee would have been required to pay for coverage, the spouse's subsequent eligibility to continue insurance under this section is not affected by the death of the retired employee. The surviving spouse's eligibility ends on the earliest of the following:

1. When the spouse becomes eligible for Medicare coverage.
2. Two (2) years after the date of the employee's death.
3. The date of the spouse's remarriage.

**Retiree must request continuation of coverage within 90 days of their retirement date.*

INTERNAL COMPLAINTS PROCEDURE

Richland-Bean Blossom Community School Corporation aims to provide an efficient, helpful and courteous environment to all staff. If any member of our staff needs to make a complaint about their environment, please contact the Assistant Superintendent or Superintendent giving details of the nature of the complaint, dates and staff involved. The Assistant Superintendent or Superintendent will contact the appropriate Supervisor, who will investigate the matter and respond.

An acknowledgement of receipt of the complaint will be sent within two working days and, normally, a response will be made within ten working days of receipt of the complaint.

The Superintendent will be informed of any complaints made.

Employee Verification of Pre-Employment Orientation and Annual Update Form

- I have received a copy of the 2026-2027 Classified Employee Handbook.

- I have carefully and thoroughly read all policies and procedures including grounds for dismissal and/or disciplinary action.

- I have had an opportunity to have my questions answered with regards to the classified handbook, insurance coverage, benefits and over-time pay.

Print employee name: _____

_____ _____

Employee Signature Date

_____ _____

HR/Supervisor/Administrator Date

PAY SCALES

(BOARD APPROVED 11/17/2026)

CUSTODIAL STAFF	
Hired After 7/1/10	
Year 0	$17.15
Years 1-2	$17.40
Years 3-4	$17.90
Years 5-9	$18.90
Years 10+	$19.90
Hired Prior to 7/1/10	
Years 10-14	$20.90
Years 15-19	$21.53
Years 20-24	$21.86
Years 25+	$22.38

Head Custodians receive a $2,750 stipend each year starting with the 2024-2025 School Year.

MAINTENANCE STAFF	
Year 0	$21.90
Years 1-2	$22.40
Years 3-4	$23.15
Years 5-9	$24.15
Years 10+	$25.65
Maintenance Sub	$16.75

TRANSPORTATION	
Bus Monitor	
Years 0-4	$15.90
Years 5+	$16.15
Driver	
Year 0	$21.90
Years 1-2	$22.15
Years 3-4	$22.65
Years 5-9	$23.15
Years 10+	$23.65
ECA Trips (Drivers)	$17.00

INSTRUCTIONAL AIDES/ASSISTANTS/CLASSROOM LEADS/LATCH KEY

Note: Instructional Assistant schedules include all school-year contracted teacher days.

Instructional Aides / Latch Key / Health Aides/Childcare/Daycare Assistant*	
Year 0	$14.90
Years 1-2	$15.40
Years 3-4	$15.90
Years 5-9	$16.65
Years 10+	$17.90

*Highly Qualified/Title 1/Self-Contained Classrooms or 1:1 SPED Aides/ISS/Alt School	
Year 0	$16.65
Years 1-2	$16.90
Years 3-4	$17.15
Years 5-9	$17.65
Years 10+	$18.15
Substitute Health Aide	$14.50
Substitute RN Nurse	$170/day

Instructional Assitant Leads/Interventionists	
Year 0	$20.40
Years 1-2	$20.90
Years 3-4	$21.65
Years 5-9	$22.90
Years 10+	$24.40

Daycare Leads	
Year 0	$18.40
Years 1-2	$18.65
Years 3-4	$19.15
Years 5-9	$19.65
Years 10+	$20.90

Pre-School Leads/Before - After School Director	
Year 0	$19.40
Years 1-2	$19.65
Years 3-4	$20.15
Years 5-9	$20.65
Years 10+	$21.90

SECRETARIES

School Secretaries	
Year 0	$18.40
Years 1-2	$18.90
Years 3-4	$19.65
Years 5-9	$20.65
Years 10+	$21.90

Assistant / Guidance / Athletic Secretaries & Attendance Clerks & Library Assistants	
Year 0	$17.15
Years 1-2	$17.65
Years 3-4	$18.15
Years 5-9	$18.65
Years 10+	$19.93

ECA TREASURER

Year 0	$18.40
Years 1-2	$18.90
Years 3-4	$19.65
Years 5-9	$20.65
Years 10+	$21.40

NUTRITION SERVICES

Supervisors	
Year 0	$17.62
Years 1-2	$18.17
Years 3-4	$19.25
Years 5-9	$20.33
Years 10+	$20.87

Cooks / Cashiers	
Year 0	$14.65
Years 1-2	$15.17
Years 3-4	$15.71
Years 5-9	$16.26
Years 10+	$16.79

Lunch Room Assistants	
Year 0	$11.90
Years 1-2	$12.43
Years 3-4	$12.81
Years 5-9	$13.59
Years 10+	$15.43

Nutrition Services Sub	
Support Staff Substitute	$12.90
Cook/Cashier Sub	$13.90
with Serv Safe Certification	$14.15
Lead Cook Stipend (up to 4)	$3,600 annually/$20 a day
Mustang Market Support Lead Cook/Cashier	$1800 annually/$10 per day
Culinary Skills Specialist	$34.25

OTHER CLASSIFIED POSITIONS

Lifeguards	$14.00
Coffee Corral Staff Student Workers	FEDERAL MINIMUM WAGE
ILC Staff Student Workers	FEDERAL MINIMUM WAGE

Movement on any schedule based on years of service will be considered on the following dates each year:
January 1, April 1, July 1 & October 1

** Non-Retroactive

**** Other classified positions are compensable based on qualifications and experience

Nutrition Services Personnel Addendum

Richland-Bean Blossom Community School Corporation

The purpose of this addendum is to establish clear expectations, procedures, communication standards, and safety requirements for Nutrition Services personnel. This document supplements the RBB Classified Handbook and Board Policies and provides department-specific operational guidance.

General Duties and Responsibilities

The following is a policy and procedure guideline for Nutrition Services Staff. The goal of this department is to provide safe, nutritious, and satisfying meals to all RBB students. The rules of the kitchen staff have been implemented to do just that.

- Follow the portions guidelines as explained by the kitchen supervisor.
    - Portions must be served in the correct amounts—no more and no less. Food portions are imperative in in the operation of the department.
    - When running a register, it is essential that the right student/staff account is charged.
    - Incorrect transactions and portioning may result in disciplinary action.
- Deliveries
    - All deliveries and orders must be checked in.
    - When putting deliveries away, items must be dated and rotated.

Dress Code/Uniforms/Professional Appearance

- Hair restraints must be worn by all Food Service Personnel at all times.
    - All Nutrition Services staff are furnished with RBB ball caps and uniform shirts.
- After a 90-day probation period, and the commitment of employment throughout the school year, a shoe allowance will be provided.
    - Employees should choose a slip resistant type of sole to wear while at work only.
- It is the employee's responsibility to provide white, black or khaki pants, capris, or long skirts.
    - Short skirts above the knee are not appropriate.
    - No shorts may be worn (except summer feeding - knee length allowed)
- Sleeveless garments may not be worn in the kitchens.
- Shoes must not be open toed or have heels.
- Socks or stockings must be worn.
- Staff may wear sweaters; however, they are not permitted on the serving line.
- Aprons should be removed before leaving the kitchen area. They are not to be worn outside of the kitchen.
- The only jewelry permitted is a watch and one ring (wedding band).
- Facial piercings need to be removed or taped and covered so they do not fall out.

Work Schedule & Attendance

As a continuing effort to provide excellent customer service, a full staff is essential.

- Please try to schedule appointments before or after work hours.
    - If you have to schedule an appointment during the day, please let your Supervisor know and put your AESOP request in as soon as you know.
- Please do not report to work if you have a fever, vomiting, or have uncontrollable cold-like symptoms that may lead to the spread of bacteria.
- Your attendance and tardiness record will be a factor in your evaluation.
- If you need to schedule a day off or are sick, please report it to your Supervisor ASAP and put it in AESOP online or by phone 1-800-942-3767 immediately upon the request. This is

your responsibility to track in AESOP, failure to do so will result in not getting paid for the day.
- Please note that new staff have a 40-workday probation period before receiving any paid leave days. If your attendance goes into unpaid days, you may be terminated from your appointed position.
- Being on-time is essential.
    - Walking in the door at your scheduled time is not on-time, please arrive 2-3 minutes early to put your items away and then clock-in.

Communication & Professional Conduct

Proper conduct is essential. A good example must be set for students.

- A Team is not successful unless members work together. Employees are expected to help each other, ask questions, and communicate effectively.
- Customer service is an essential responsibility of Nutrition Services staff and is expected to be demonstrated in all interactions with students & staff.
    - Food service personnel shall present a pleasant and friendly demeanor on a daily basis. Smiles must be worn regardless of any conflicts or personal issues. Bad attitudes, crankiness, put-downs, etc. are not acceptable.
    - Personnel should treat one another with respect.
- The following infractions could lead to discharge: stealing, any violation of student handbook(s), excessive swearing, smoking on school property, transferring or removing any item from one facility to another without approval, gossip and/or slander of students, parents, school officials, or co-workers, any form of insubordination.
- Excessive personal phone calls should not be made.
    - Staff may have their cell phone on them, but it should not be seen during service times.
    - If a phone is used, hands must be washed.
        - Please limit cell phone use to before or after work or during a break.
        - In the event of an emergency, employees should ask their supervisor to attend to their phone.

Sanitation & Personal Hygiene

A higher approach to personal hygiene must be taken for food service employees. Staff must present themselves in a professional manner.

- Washing hands is a key way to prevent cross contamination.
    - Wash hands after any activity that could pose a cross contamination: Using the restroom, taking out the garbage, touching your skin, etc.
    - Hands should be washed only in designated sinks and never in sinks used to prepare food.
    - Follow ServSafe procedures to wash hands.
    - Gloves should be put after washing hands.
- Gloves act as a Second Skin for hands.
    - Use gloves at all times to avoid bare hand contact with ready-to-eat-foods.
    - Always change gloves when soiled; wash hands, and get a new pair of gloves.
- Nail polish, fake and “long” nails are not acceptable for food service personnel.

- Uniforms must be clean and free of wrinkles.
- Gum chewing is not permissible during working hours.

Safety & Emergency Procedures

- All PPE (personal protection equipment) must be worn.
- Employees must be aware of their surroundings at all times.
- Earbuds are not permitted as they can become a safety hazard.
- Due to liability/insurance purposes, children are not allowed in the kitchen unless through nutrition education engagement.
    - Children can be in the dining room/office only if a secondary school student.
        - If an employee's start time needs to be adjusted due to this policy, they should notify the Nutrition Services Director immediately.

Compensation & Benefits

- Pay Schedule
    - The current pay scale was discussed during the interview process.
    - The pay cycle is bi-weekly, payday is on Friday, and checks are direct deposit only.
    - The first check might be a hard copy depending on the timing of payroll.
- Benefits
    - Health, Dental, Vision, LTD and Basic Life Insurance is available to full-time Supervisors only.
        - Eligible employees should make an appointment with Human Resource personnel to complete paperwork.
    - Supplemental insurance through American Fidelity is available for all staff who work 17.5 hours or more per week. All staff must schedule an appointment to see an AF rep during the open enrollment time.
- Meals
    - All Nutrition Services personnel will receive one complimentary breakfast and lunch during their working hours.
    - All other items must be purchased through the register at full adult price.
    - All food must be consumed in the dining room or break area only.
    - Employee's drinks must be stored in designated employee areas.

I acknowledge that I have received, read and understand this addendum to the employee handbook and agree to adhere to the guidelines, policies and procedures.

Signed _____ Date _____

Maintenance & Custodial Personnel Addendum

Richland-Bean Blossom Community School Corporation

The purpose of this addendum is to establish clear expectations, procedures, communication standards, and safety requirements for Maintenance and Custodial personnel. This document supplements the RBB Classified Handbook and Board Policies and provides department-specific operational guidance.

Department Structure & Supervision

Maintenance and Custodial employees report to the Director of Facilities and/or Building Administrator as assigned. Work assignments, schedules, and responsibilities are determined based on building needs and district priorities.

General Duties and Responsibilities

Employees are expected to perform all assigned duties in an efficient and timely manner.

- Custodians
  Custodial staff are expected to maintain assigned areas in a clean, safe, and sanitary condition daily. Expected duties and responsibilities for Custodians include:
  - Responding to tickets as assigned.
  - Empty trash and recycling.
  - Clean and disinfect restrooms and high touch areas.
  - Sweep, mop, and vacuum floors.
  - Clean classrooms, offices, and common areas.
  - Restock paper products and soap.
  - Maintain entryways and high-traffic areas.
  - Secure the building at the end of shift.
  - Other duties as assigned.

- Maintenance Staff
  Expected duties and responsibilities for Maintenance staff include:
  - Maintain outdoor facilities and grounds.
  - HVAC monitoring and minor repairs.
  - Plumbing and electrical repairs within scope.
  - Equipment maintenance.
  - Preventative maintenance tasks.
  - Responding to maintenance tickets.
  - Supporting custodial staff when necessary.
  - Special Event Support – applies to Maintenance & Custodians
  - Assist with setting up and cleaning for assemblies, athletic event, performances, and community activities.
  - Follow event-specific cleaning and security instructions from supervisors.

Dress Code/Uniforms/Professional Appearance

- Custodial and maintenance crews will wear school provided attire on all work days unless previously specified by their supervisor.
- Uniforms should be kept clean and in good repair.
- Only closed-toe non-slip shoes should be worn.
- Staff are required to maintain personal hygiene while at work.

Work Schedule & Attendance

- Employees will receive a 45-minute lunch period (30 minutes paid and 15 minutes unpaid) and one 15-minute break each workday.
- Vacation requests must consider summer school schedules, building projects, and special events.

    - Vacation days will be not approved in the two weeks prior to the start date of a new school year.
- Schedule adjustments may be required during summer months, inclement weather, or emergency situations.

Equipment Use & Care

- Equipment should be used only for its intended purpose.
- Employees must receive proper training before operating specialized equipment.
- Equipment must be cleaned after each use.
- Batteries must be charged properly.
- Malfunctions must be reported immediately to immediate supervisor.
- Employees shall not attempt repairs beyond their training level.

Supply Management & Inventory Control

- Employees are expected to monitor supply levels in assigned areas.
- Supply requests must follow established procedures.
    - Custodians – report to Head Custodian
    - Head Custodians – report to Director of Maintenance
    - Maintenance Staff – report to Director of Maintenance

Communication & Professional Conduct

Employees are expected to follow all conduct and communication standards outlined in the Classified Handbook. The following are department-specific expectations:

- Maintenance/Custodial staff should remain impartial in school matters and avoid discussing student discipline or confidential issues.
- Maintenance/Custodial staff should not engage in disciplinary action with students – refer issues to appropriate school staff.
- Conversations not related to the task assigned should be kept to a minimum
- Maintenance/Custodial and teaching staff are expected to maintain cooperative working relationships.
- Work radios are for the purpose of transmitting only necessary information, should be carried with employees at all times and remain powered on to assigned channel. Caution must be exercised when the names of students and staff are broadcast via the radio. Names are to be used only when necessary and never in a way that could disclose personal information about an individual. Excessive, unnecessary conversation and comments that are discourteous or derogatory toward other individuals, groups, or agencies are prohibited.
- Concerns should follow the chain of command.
- Department meetings may be held to review expectations and address concerns.

Safety & Emergency Procedures

- Complete annual refresher courses on equipment use, chemical safety, and emergency protocols
- Staff must be familiar with fire alarm systems and evacuation routes.
- All workplace injuries must be reported immediately to a supervisor and the school nurse.
    - An incident report must be completed before the end of the shift when possible.
- Employees must know locations of main water shutoffs, gas shutoffs, and electrical panels.
- After-hours emergencies must follow the department emergency contact protocol.

    - Employees should contact their immediate supervisor as soon as possible. However, if the situation involves an immediate threat to life, safety, or property, employees should first contact emergency services by dialing **911**, and then notify their supervisor when it is safe to do so.
- Use cleaning chemicals according to manufacturer and district guidelines.
- Wear required PPE (gloves, goggles, masks, etc).
- Immediately report safety hazards (wet floors, broken glass, exposed wiring).
- Never block emergency exits or fire extinguishers.

Security

- Be familiar with school, local and state security guidelines.
- Understand and be capable of employing emergency procedures.
- Protect keys, key cards, and access codes – never share them.
- Do not allow unauthorized individuals into secured areas.
- Report any suspicious behavior to administration immediately.
- Report any suspicious packages/objects to administration immediately such as:
    - Abandoned packages or objects left by someone who quickly leaves the scene.
    - Packages or objects with tanks, bottles, or bags visible.
    - Items accompanied by a suspicious cloud, mist, gas, or vapor.
    - Common or uncommon objects/packages in abnormal locations.
    - Objects that use batteries to supply power.
    - Devices with switches, wire, or timers for no obvious reason.
    - Objects accompanied by a threatening message.

I acknowledge that I have received, read and understand this addendum to the employee handbook and agree to adhere to the guidelines, policies and procedures.

Signed _____ Date _____

RICHLAND-BEAN BLOSSOM COMMUNITY SCHOOL CORPORATION
NON-CERTIFIED EMPLOYEE EVALUATION

EMPLOYEE'S NAME _____ DATE: _____

JOB CLASSIFICATION_____

EVALUATOR: _____ TITLE: _____

D: DISTINGUISHED	P: PROFICIENT	B: BASIC	U: UNSATISFACTORY

	AREAS OF PERFORMANCE	D	P	B	U	COMMENTS
1	ACCEPTS CHANGE					
2	ACCEPTS CONSTRUCTIVE SUGGESTIONS					
3	ACCEPTS RESPONSIBILITY					
4	APPEARANCE OF WORK STATION					
5	ATTENDANCE					
6	CONTACT WITH EMPLOYEES					
7	CONTACT WITH PUBLIC					
8	CONTACT WITH STUDENTS					
9	FOLLOWS DISTRICT POLICIES					
10	GROOMING AND DRESS					
11	KNOWLEDGE OF WORK DUTIES					
12	MAINTAINS CONFIDENTIALITY					
13	MEETS DEADLINES					
14	PLANNING AND ORGANIZATION					
15	POSITIVE ATTITUDE					
16	OBSERVES WORK HOURS					

NARRATIVE SECTION:

* A signature does not indicate agreement with those statements above. A signature indicates that this evaluation has been reviewed by the employee.
* Employees with an unsatisfactory evaluation may be re-evaluated in 30 days. Failure to improve will result in disciplinary action or termination. Violation of confidentiality is a serious event that may result in immediate termination.
* The instructional assistant will receive a copy of each written evaluation. A copy of each written evaluation will become part of the instructional assistant's file.

_____ _____

EMPLOYEE'S SIGNATURE DATE

_____

PRINCIPAL SIGNATURE