

Northwestern Consolidated School District of Shelby County

4920 W. 600 N. Fairland, IN 46126

www.nwshelbyschools.org

(p) 317-835-7461 (f) 317-835-4441

Triton Central Schools Employee Handbook

Updated as of May 2016

PREFACE

The successful administration of a school system is dependent upon definite school board policies for the operation of the school system. This policy handbook of the Northwestern Consolidated School District of Shelby County brings together the policies of the Board of School Trustees. It is intended to set the framework under which the Triton Schools are managed.

The Board of School Trustees will review its policies, and incorporate changes as needed to meet changing conditions.

This handbook states only general corporation guidelines. Northwestern Consolidated Schools may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

Each employee of this school system is expected to be familiar with the contents of this manual. If any employee's question is not answered in this handbook, they should consult the superintendent of the school system (as the agent of the school board) for an official opinion.

Acknowledgment and Receipt

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

GOVERNING PRINCIPLES OF EMPLOYMENT

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

(Neola Policy 4122)

The School Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex, disability age, religion, military status, ancestry, genetic information, or any other legally protected category, in its programs and activities, including employment opportunities.

The following person is designated to handle inquiries regarding the nondiscrimination policies of the District of to address any complaint of discrimination:

Mr. Christopher Hoke, Superintendent
Northwestern Consolidated School District of Shelby County
4920 W. 600 North
Fairland, IN 46126
317-835-7461

Military Status

For purposes of this policy/administrative guideline, “military status” refers to a person’s status in the uniformed services which includes the performance of duty, on a voluntary or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

ANTI-HARASSMENT

(Neola Policy 1662)

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex (including sexual orientation and/or transgender identity), race, color, national origin, religion, disability, or genetic information that are protected by Federal Civil Rights Laws (hereinafter referred to as unlawful harassment) and encourages those within the School Corporation community as well as

third parties who feel aggrieved to seek assistance to rectify such problems. All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged harassment that the employee observes or which is reported to the employee. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school. Corporation employees who fail to report any incident of alleged harassment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

SEXUAL HARASSMENT

(Neola Policy 1662)

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. physical and/or sexual assault;
- C. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the

- unwelcome use of sexually degrading language, joke or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone call;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environments, which may embarrass or offend individuals;
 - F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
 - G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
 - H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
 - I. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
 - J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by Corporation's employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach or other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in Indiana Code 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under Indiana Code 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under Indiana Code 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

DRUG-FREE WORKPLACE

(Neola Policy 3122.01/4122.01)

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from the use of any controlled substance and alcohol.

The Board 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 District's support staff/professional staff at any time while on District property or while involved in any District-related activity or event. An employee who reports for duty or attends a District-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 District guidelines and the terms of any collective bargaining agreements, if applicable.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful manufacture, possession, use, distribution, or dispensing of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement, if applicable.

REPORTS OF ARREST AND CRIMINAL CHARGES

(Neola Policy 4121A/3121A)

Employees shall report their arrest and/or the filing of criminal charges against them to the Superintendent within forty-eight (48) hours of their arrest or the filing of criminal charges against them. If the employee is held in custody for more than twenty-four (24) hours, the report shall be made within forty-eight (48) hours after the employee is released from custody.

Arrest or the filing of criminal charges shall not automatically result in the suspension or termination of the employee. The Superintendent shall evaluate the circumstances of the arrest or charge(s) based upon the factors established by the Board for the evaluation of criminal convictions, plus the presumption of innocence afforded every person charged with a crime.

As used here, "crime" means an action initiated by the State of Indiana, another state, or the United States with a penalty that includes the possibility of a term of imprisonment. The term includes all prosecutions denominated as a felony or misdemeanor. Infractions such as speeding and other minor traffic infractions are not covered unless the job description for an employee's position includes operating a vehicle as an essential function. Any doubt about reporting a charge or arrest should be resolved in favor of reporting the offense.

If available, the evaluation of the charge(s) or arrest will be expedited if the employee provides the Superintendent a copy of:

- A. the criminal charge(s), i.e. the information or indictment;
- B. any probable cause affidavit filed with the charge;
- C. the case number and court in which the matter is pending; and
- D. any policy report or accident report prepared by law enforcement.

In evaluating information surrounding the arrest or filing of criminal charges against an employee, the Superintendent will take into account:

- A. the relevance of the circumstances of the arrest/charge(s) to the qualification standards and essential functions of the position held by the employee;
- B. how recently the behavior occurred and the behavior of the employee since that time;
- C. whether the employee admits or denies the facts of the allegation;
- D. the relative reliability of the information and objectivity of the source of the information;
- E. the certainty with which the facts have been or can be determined;
- F. the nature and severity of any potential harm to students and other employees that would result from an error in assessing the facts of the arrest/charge(s)
- G. the extent to which the position involves being an exemplar and the potential for the presentation of a negative exemplar to students; and
- H. how the information came to the attention of the District, i.e. was it reported by the employee or discovered through other means.

The Superintendent will give the appropriate weight to each of these factors in determining whether the employee will be permitted to continue to work while the charges are resolved in the trial court, and will recommend that the employee continue to work or be placed on administrative leave or suspension.

REPORTING THREATENING AND/OR INTIMIDATING BEHAVIORS

(Neola Policy 4362A/3362A)

Threatening or intimidating behavior may take different forms, including, but not limited to, the following:

- A. face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy
- B. written communication that include comments toward the staff member or his/her family which are disparaging or imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence

- C. written or spoken comments to a staff member which could subject him/her to blackmail or extortion
- D. written or spoken communication that implies or explicitly states that some form of damage may be done to the staff member's property or that of his/her family
- E. written or spoken communication that causes a dwelling, a building, another structure, or a vehicle to be evacuated.

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with the District such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

- A. If the alleged threatener is the staff member's principal or a member of the central office, the affected employee should, as soon as possible after the incident, contact the Superintendent.
- B. If the alleged threatener is not the staff member's principal or a member of the central office staff, the affected staff member should, as soon as possible after the incident, contact his/her principal.
- C. The principal or Superintendent who has received the report of alleged threat or intimidation shall immediately make an oral report to the local law enforcement agency.

The staff member reporting the incident to the principal or the Superintendent should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the principal or Superintendent receiving the report, and the principal shall forward it to the Office of the Superintendent.

Each report received by the principal or Superintendent, shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- A. protect the confidentiality of the staff member who files a complaint;
- B. encourage the reporting of any incidents of threats or intimidations;
- C. protect the reputation of any party wrongfully charged with threatening or intimidating conduct.

Investigation of a complaint will normally include conferring with the parties involved and any named or apparent witnesses. All staff members and others involved are to be protected from

coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate, remedial and/or disciplinary action will be taken to prevent the continuance of the threat or its recurrence.

The District recognizes that determining whether a particular action or incident is a threat must be based on all of the facts in the matter. Given the nature of this type of intimidation, the District recognizes that false accusations of threat can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow staff members, students, or others associated with the District.

OPERATIONAL POLICIES

EMPLOYEE CLASSIFICATIONS

For purposes of this handbook, all employees fall within one of the following classifications:

Full-Time Employees: Employees who regularly work at least thirty-five (35) hours per week and were not hired on a temporary basis.

Part-Time Employees: Employees who regularly work twenty-nine (29) hours or less per week and were not hired on a temporary basis.

In addition to the above classifications, employees will also fall into an “exempt” or “non-exempt” category, for the purposes of federal and state wage hour laws, as well as “certified” or “non-certified” positions.

TIME SHEET PROCEDURES

(Neola Policy 6510A)

Time sheets for temporary, non-salaried personnel, or per diem substitutes, and overtime work by all non-management personnel, using the appropriate form, are to be completed and submitted by supervisors to the Payroll Clerk by no later than the Friday prior to the scheduled pay date.

General Instructions:

- A. Place complete information requested in proper area of the time sheet
- B. Work location and assignment must be filled in on each time sheet submitted
- C. An individual time sheet is to be submitted for work done at each location

- D. Dates must be filled in for each day worked during the pay period
- E. Hourly employees must show the number of hours worked each day

Employees must record their ACTUAL TIME WORKED for payroll and benefit purposes. Hourly (non-exempt) employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason. Please see your building office staff for PTO, Vacation, and Bereavement Request Forms.

Altering, falsifying, or tampering with time sheets is prohibited and subjects the employee to discipline, up to and including termination of employment.

Salary (exempt) employees are required to report full or half-day absences from work for reasons such as leaves of absence, sick leave, or personal business. Please see your building office staff for PTO and Bereavement Request Forms.

DUTY-FREE LUNCH

Employees shall have duty-free time, without supervision responsibility, of not less than thirty (30) consecutive minutes.

OVERTIME

(Board Policy 4413)

Hourly (non-exempt) employees who work in excess of forty (40) hours in a scheduled work week, will be compensated at the rate of one and one-half times his/her normal hourly wage.

Employees may only work overtime hours with prior approval from the Superintendent.

PAYCHECK

Northwestern Consolidated School District employees will be paid on a bi-weekly schedule. A copy of each school year's pay calendar can be requested by contacting your Payroll Clerk or Deputy Treasurer.

Your payroll stub itemizes deductions made from your gross earnings. By law, the District is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. If you believe an error has been made in your pay, please contact your Payroll Clerk immediately so that the matter may be resolved quickly.

Access your payroll stub by visiting <https://my.doculivery.com/External/NWCSD/Login.aspx>. You can enroll to receive an electronic copy of your W2 by visiting the same link.

DIRECT DEPOSIT

Northwestern Consolidated Schools pays all employees via direct deposit only. It is imperative the banking information on file with your payroll department is current. Please contact your Payroll Clerk for an authorization/change form to update any direct deposit information.

EMPLOYEE BENEFITS

LIFE INSURANCE

A specified amount will be paid by the school employer toward the cost of term life insurance in the amount of \$50,000.00 coverage per eligible employee, with the employee paying not less than One Dollar (\$1.00) per year.

Eligible Employees

- A. Treasurer/Secretary
- B. Payroll Clerk
- C. Deputy Treasurer
- D. Maintenance Director
- E. Full-Time Custodians
- F. Transportation Director
- G. Corporation Mechanic
- H. Technology Director
- I. Full-Time Technology Assistants

LONG-TERM DISABILITY INSURANCE

A specified amount, will be paid by the school employer toward the cost of long-term disability insurance for each eligible employee enrolled in the school district's group long-term disability insurance plan, with the employee paying not less than One Dollar (\$1.00) per year.

Eligible Employees

- A. Treasurer/Secretary
- B. Payroll Clerk
- C. Deputy Treasurer
- D. Maintenance Director
- E. Full-Time Custodians
- F. Transportation Director
- G. Corporation Mechanic
- H. Technology Director
- I. Full-Time Technology Assistants

PUBLIC EMPLOYEES' RETIREMENT FUND (PERF)

PERF membership is mandatory of all permanent position employees working in a PERF covered position.

PERF Covered Positions

- A. Treasurer/Secretary
- B. Payroll Clerk
- C. Deputy Treasurer
- D. Maintenance Director
- E. Full-Time Custodians
- F. Transportation Director
- G. Corporation Mechanic
- H. Technology Director
- I. Full-Time Technology Assistants

Public Employee's Retirement Fund
143 W Market Street Indianapolis, IN 46204
www.in.gov/inprs.memberlogin.htm
1-888-526-1687

ADDITIONAL RETIREMENT PAY

Additional retirement pay shall be provided to retiring qualified (PERF covered) non-certified employees according to the following requirements and provisions:

- A. unused accumulated PTO/Banked Days and payment for years of service in this school corporation will be paid upon retirement as stipulated below, provide the retiring employee has reached the age of fifty-five (55) and has a minimum of six (6) years of experience in this school corporation;
- B. said employee shall notify the Superintendent of intent to retire not later than July 1st in the year prior to retirement
- C. permanent retirement must be evidenced and application for retirement benefits must have been made by said employee to the Public Employee's Retirement Fund;
- D. said notification and minimum age requirement as provided herein may be waived by the school employer in case of permanent retirement due to disability;
- E. payment will be part of said employee's last check based upon the accumulated sick and personal leave totals as of the last day of the school year of employment and upon the number of years of service in this school corporation as follows:
 - a. unused accumulated PTO, Vacation, and Banked Days -- \$55.00 per day
 - b. each year of service in this school corporation -- \$60.00 per year

- c. at no time shall severance pay daily rate exceed employee's regular daily rate
- F. said total additional retirement pay under this provision shall not, however, exceed the sum of Ten Thousand Five Hundred Dollars (\$10,500.00);
- G. upon the death of said employee otherwise eligible for said additional retirement pay, said pay will be paid to said employee's estate.

An employee, upon retirement from the corporation, shall have the right and option to continue the group health insurance coverage until age sixty-five (65), at full cost to such person. Said employee must have served the corporation for a minimum of six (6) years to be eligible for such benefit, or be on board approved leave of absence.

WORKERS' COMPENSATION/REPORTING ACCIDENTS

(Neola Policy 8442)

The School Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end, and so that legitimate employee claims for workers' compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the District business office. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

Please contact the Administrative Assistant for the District to obtain required paperwork.

PAID TIME-OFF (PTO)

(Teacher Contract/Article IV, Section D)

Each employee shall be entitled to a number of days each year of employment without loss of compensation. The number of days an employee receives depends on the job classification in which they work. If in any one school year the employee shall be absent for less than the prescribed number of days, three (3) of those days may roll over to the next year and all others will accumulate as sick days only (Banked Days). Said employee that is employed for only a portion of the year shall be entitled to only a proportionate number of PTO days, and unused days will be accumulated as specified herein.

In addition to PTO Days, eligible (260 Day Non-Certified) employees will receive Vacation Days. Vacations Days will be earned per the following schedule:

1 week after 1st year

2 weeks after 2nd – 5th year

3 weeks after 6th year

3 weeks carryover allowed with Superintendent approval

BEREAVEMENT LEAVE

(Teacher Contract/Article IV, Section E)

In the case of death in the immediate family of a District employee, the employee is entitled to be absent without loss of compensation for a period extending not more than five (5) school days beyond such death, for the purpose of attending the last memorial rites and attending to other personal matters of the immediate family member, provided, however, that such memorial rites occur while said employee is performing duties as assigned by the school employer; and that said memorial rites do not occur during the time when said employee is absent from assigned duties due to vacation, or leaves of absence, which may have been previously granted or approved by the school employer. (School holidays falling in this period shall be counted as school days.) "Immediate family" is defined as by blood, marriage, or adoption: spouse, children, (includes in-laws and step) parents, siblings, grandchildren, grandparents, or others living in the Employee's household. An employee may choose to use one (1) of the five (5) bereavement days at a later time to handle matters related to the death of the family member by notification in writing within four (4) school days of the death. Upon such notification the fifth (5th) bereavement day shall be converted to a personal day.

In the case of the death of an uncle or aunt, niece or nephew not living in the household of the employee, the employee is entitled to be absent two (2) days without loss of compensation, provided, however, said employee does attend in person the last memorial rites of the stated family member not living in the household of said employee; that said memorial rites occur while said employee is performing duties as assigned by the school employer; and that said memorial rites do not occur during the time when said employee is absent from assigned duties due to vacation, or leaves of absence, which may have been previously granted or approved by the school employer.

INSURANCE PROGRAMS

Full-time employees (working more than 29 hours per week), may participate in the District's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families. The plan period for insurance coverage is September 1st – August 31st.

Once eligible for participation, employees will receive detailed information describing each benefit plan option available as well as the bi-weekly costs.

Employees have 30 days from the date of hire to enroll in our health, dental, and vision coverages. Additional enrollments and plan changes can only occur during our Trust's Open Enrollment Period (August).

Please contact Human Resources or one of the following representatives with questions:

Health Insurance – Hoosier Heartland School Trust: Marta Tingle 1-877-605-6400

<https://mybensite.com/hoosier/> User ID: hoosier Password: shelby

Dental Insurance – Anthem: Customer Service 1-877-604-2142

www.anthem.com/mydentalvision

Vision Insurance – VSP: Customer Service 1-800-877-7195

www.vsp.com

SHELBY COUNTY SCHOOLS HEALTH & WELLNESS CLINIC

Insurance-eligible employees (and their covered dependents), that choose to enroll in our school's health trust, are able to visit our local health and wellness clinic. This clinic is available to eligible members at no cost. To access information regarding the clinic please visit the school's website www.nwshelbyschools.org and select Hoosier Heartland Trust under the Human Resources Tab.

CONTROL OF BLOOD-BORNE PATHOGENS

(Neola Policy 8453.01/Sections A,E)

The following guidelines provide for the District's compliance with Federal regulations for protecting staff members against exposure to blood pathogens and other infectious materials which can cause Hepatitis B and/or HIV viruses.

A. EXPOSURE DETERMINATION

Staff members in the following job classifications have responsibilities for which they could reasonably anticipate exposure to blood and other potentially infectious materials:

1. school nurses
2. custodians
3. special education teachers and aides who work with students who are prone to biting, scratching, and other such actions that can cause bleeding or exposure to saliva and other body fluids
4. teachers in vocational/technical education whose students work with equipment that can cause cuts or other injuries that produce bleeding
5. members of a school staff who have been designated to provide first aid when and if necessary
6. coaches
7. bus drivers

E. TRAINING

Blood-borne pathogen training is required within ninety (90) days of initial employment, at the time of initial assignment to tasks where occupational exposure may take place, and at least annually thereafter.

JURY DUTY

(Neola Policy 4235)

Staff members shall report to their direct supervisor when they are called for jury duty or a court appearance.

Staff members who choose to serve on a jury will not be penalized for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day, and must report to work when excused for a day or more or suffer loss of pay.

The time spent on jury duty will not be charged against personal leave and will count as time on-the-job.

Staff members must submit to their direct supervisor a record from the courts of the number of days served.

E-LEARNING DAYS

When Northwestern Consolidated School District is cancelled due to snow or other weather-related conditions, the District will conduct an E-Learning Day.

Non-certified (hourly) employees that may be affected by school closings, can make up lost hours in one of the following ways:

- D. work the normally scheduled amount of hours for the day (secretaries only)
- E. make up lost hours during the week the E-Learning day took place (please note – if the E-Learning day takes place on Friday, the lost hours cannot be worked the following week)

Per the Transportation Contract, bus drivers will be paid their normal wages for E-Learning Days.

LEAVES OF ABSENCE

FAMILY & MEDICAL LEAVES OF ABSENCE

(Neola Policy 1630.01)

In accordance with Federal law, the School Board shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
- D. the staff member's own serious health condition prevents him/her from performing the functions of his/her position.

GENERAL PROVISIONS

Professional staff members are "eligible" if they have worked for the Board for at least twelve (12) months, **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. All full-time professional staff members are presumed to meet the 1,250 hour requirement if they were employed by the Corporation in this capacity for the preceding twelve (12) months. Months and hours that employees who performed USERRA-covered service would have worked if they had not been called up for military service count towards the staff member's eligibility for FMLA leave/service Member Family Leave. Employment service time may be aggregated when the break in employment service is less than seven (7) years, is for fulfillment of military obligations, or if the employee is subject to recall under a written agreement (NOTE: this includes a collective bargaining agreement).

Twelve (12) month period is defined as the calendar year.

For Service Member Family Leave, the use of the twenty-six (26) weeks will be measured forward from the first date on which the employee takes leave.

STAFF MEMBER NOTICE REQUIREMENT

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) days' notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at the buildings.

When planning medical treatment or taking leave pursuant to Service Member Family Leave, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the Corporation, subject to the approval of the healthcare provider.

LIMITS

In cases in which the Board employs both spouses, the total amount of FMLA leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child. Additionally, the aggregate number of work weeks of leave to which both the

husband and wife may be entitled pursuant to this policy is limited to twenty-six (26) work weeks during the single twelve (12) month period for the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA leave and Service Member Family Leave.

RETURN FROM LEAVE

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay and conditions of employment. During FMLA leave, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA leave, the staff member must continue to pay his/her share during the leave.

Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruptions to the students' program.

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave pursuant to reason (C) or (D) above or Service Member Family Leave, or for circumstances beyond the control of the staff member, the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA leave period.

A staff member who fraudulently obtains FMLA leave is not protected by this policy's job restoration or maintenance of health benefits provisions.

The approval, denial and administration of leave under this policy will be governed by the Family Medical Leave Act of 1993, as amended, and its published regulations, as applied and interpreted by the Superintendent.

PERSONAL LEAVE

If you are ineligible for any other District leave of absence, Northwestern Consolidated School District of Shelby County, under certain circumstances, may grant an employee a personal leave of absence without pay. A written request for a personal leave should be presented to the human resource department at least two (2) weeks before the anticipated start of the leave. If the leave is requested for medical reasons and you are not eligible for FMLA, medical certification also must be submitted. Under unusual circumstances, a personal leave may be extended if, prior to the end of the leave, a written request is submitted.

When a return to work date is anticipated, the employee should notify the human resources department. This notification should be made at least one week prior to the completion of said leave.

Upon completion of your personal leave of absence, the Corporation will attempt to return you to your original job, or to a similar position, subject to prevailing business considerations.

Failure to advise the administration of a return to work date will be considered a voluntary resignation of your employment.

EVALUATIONS/LETTERS OF REASONABLE ASSURANCE

LETTERS OF REASONABLE ASSURANCE

Non-certified employees (not working two hundred and sixty (260) days that are expected to return the following school year, will receive a Letter of Reasonable Assurance in the month of May (prior to the start of summer break).

NON-CERTIFIED EMPLOYEE EVALUATIONS

All non-certified employees will be evaluated prior the first of May by their immediate supervisor or building principal. Evaluations will be completed using the form that can be located in the back of the Employee Handbook.

DISCIPLINE PROCEDURES

PROGRESSIVE DISCIPLINE

The progressive discipline procedures apply to all non-certified at-will employees of the school district. Progressive discipline subjects an employee to more severe discipline where standards of conduct or performance continue to be violated. The progressive steps consist of the following:

- verbal warning
- written warning
- suspension/termination

Any non-certified at-will employee may be terminated for any legally permissible reason, and the district may skip or change any progressive step, as deemed necessary.

GENERAL STANDARDS OF CONDUCT

PERSONNEL RECORDS REVIEW

(Neola Policy 8320)

An employee shall have access to his/her file upon request. Personnel wishing to review their own records shall:

- A. request access in writing;
- B. review the record in the presence of the administrator designated to maintain said records or designee;
- C. make no alterations or additions to the record nor remove any material therefrom.

Personnel wishing to appeal material in their record as to its accuracy, completeness, relevance, or timeliness shall make a request in writing to the administrator delegated to maintain the records and specify therein:

- A. name and date;
- B. material to be appealed;
- C. reason for appeal.

The responsible administrator shall hear the appeal and make a determination within ninety (90) days of the appeal in accordance with law. The Superintendent shall prepare administrative guidelines defining which personnel records are to be maintained.

ATTENDANCE

You were hired to perform an important function within our school corporation. Your attendance and punctuality are very important, and operating effectively takes cooperation and commitment from every employee. We expect excellent attendance from each of our employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize that there are times when absences cannot be avoided. In such cases, you are expected to contact your building secretary as early as possible. This will allow time for a substitute to be found to fill in for you (if applicable). Please call stating the nature of your illness/reason for your absence, expected number of days off. You will need to meet with your building secretary to obtain his/her contact number and procedures.

RESIGNATION

(Neola Policy 4140)

The support staff member should recognize the obligation to faithfully fulfill the terms of his/her contract until it is dissolved by mutual consent or by due process of law.

A support staff member intending to resign should submit a written resignation to the Superintendent as far as possible in advance of the effective date of resignation.

SMOKING

Smoking is prohibited on our school campus and in all school vehicles.

STAFF DRESSING AND GROOMING

(Neola Policy 3216)

The School Board believes that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner towards the maintenance of discipline.

The Board retains the authority to specify the following dress and grooming guidelines for staff that will prevent such matters from having an adverse impact on the educational process. All professional staff members shall, when assigned to District duty:

- A. be physically clean, neat, and well groomed;
- B. dress in a manner consistent with their professional responsibilities
- C. dress in a manner that communicates to students a pride in personal appearance;
- D. dress in a manner that does not cause damage to District property;
- E. be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.

FREEDOM OF SPEECH IN NONINSTRUCTIONAL SETTINGS

(Neola Policy 3310)

The School Board acknowledges the right of its professional staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, the professional staff member's expression must be balanced against the interests of this District.

The following guidelines are adopted by the Board to help clarify and; therefore, avoid situations in which the professional staff member's expression could conflict with the District's interests. In situations in which the professional staff member is not engaged in the performance of professional duties s/he should:

- A. state clearly that his/her expression represents personal views and not necessarily those of the School District;

- B. refrain from expressions that would disrupt the harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make abusive or personally defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions which s/he knows to be false or are made without regard for truth or accuracy;
- E. not make threats against co-workers, supervisors, or District officials.

Violations of these guidelines may result in disciplinary action up to and including termination.

NEWS MEDIA RELATIONS

(Neola Policy 9120C)

The Superintendent will function as the District's communication representative with the news media and the principal will serve that function at the school level. In order to maintain a progressive and coordinated program of public relations for the District, it is essential that:

- A. staff members not give school information or an interview requested by representatives of the news media without prior approval of the school communication representative who will either set up an appointment for this purpose which will not interfere with the staff member's daily activities, or speak to the media representative about the matter personally;
- B. anyone given permission to photograph a nonpublic school event or activity must submit the photographs to the principal for approval prior to their use in order to avoid possible invasion of privacy problems;
- C. in cases where there is doubt with regard to taste or privacy, but when it is felt that the publishing of the photograph serves a purpose which is in the best interests of the District, the communication representative will not authorize the use of the photograph without first obtaining a release from the individual(s) concerned or their parent or guardian;
- D. students are not permitted, during school hours or on school property, to provide information about school activities or an interview to representatives of the news media without prior approval of the school communications representative who is to be present at all such meetings with news media representatives.

PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT

(Neola Policy 8462)

All **suspected** cases are to be reported even if documentation is not available. In accordance with statute, there is a duty for a staff member to immediately notify the principal. A "victim of child abuse or neglect" refers to a child in need of services as described above. It does not include a child who is alleged to be a child in need of services if the child is alleged to be a victim of a sexual

offense under I.C. 35-42-4-3 involves the fondling or touching of the buttocks, genitals, or female breasts.

The law provides protection for the reporting staff member. All staff members are to report to the student's principal who, in turn, shall make an oral report to Children's Protection Services or the Shelby County Sheriff's Department. The staff member is not relieved of the obligation to report to one of the above agencies unless a report has already been filed to the best of the individual's belief (I.C. 31-33-5)

It is the responsibility of the Children's Protection Service to investigate possible abuse and/or neglect and prepare a written report within forty-eight (48) hours. School personnel should not pressure the child to divulge information regarding any injury or other circumstances surrounding the abuse and/or neglect. The school need not provide that abuse and/or neglect exists before reporting. They need only suspect that abuse and/or neglect has or is currently occurring.

If a staff member is suspected of abuse, his/her supervisor should be notified immediately and the matter kept in strict confidence by the reporting person. The supervisor shall follow the District's due-process procedures for dealing with an employee's real or alleged violation of any law or District policy. This procedure does not negate the requirement for the reporting person to report the suspected abuse to the proper agency.