

***Northwestern Consolidated School District of Shelby County***

4920 W. 600 N. Fairland, IN 46126

[www.nwshelbyschools.org](http://www.nwshelbyschools.org)

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

# Triton Central Schools Employee Handbook

Updated as of July 2022

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## **GOVERNING PRINCIPLES OF EMPLOYMENT**

### **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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 or to address any complain 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**

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extracurricular, and school-sponsored activities. The School prohibits discrimination and harassment through a computer, computer system, or computer network. Notwithstanding any other prohibition, the Corporation will not take action to regulate expression protected by the United States and Indiana Constitutions.

Harassment, hazing and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to

participate in or benefit from the services, activities, or opportunities provided by the Corporation. These procedures will be used to investigate and address complaints of discrimination and harassment alleging discrimination by students, employees, or third parties.

“Hazing” as used in this Policy means causing a person to perform or submit to an act of initiation or rite of passage into a class, group, team, or organization if the act or series of acts is demeaning, or results in a risk of mental, emotional, or physical harm. Consent, or assumption of risk by a target, shall not be considered in determining if hazing has occurred. See also I.C. 35-42-2-2.5.

The goal of these procedures is to ensure they adequately address and provide sufficient options for prompt and effective responses to incidents of discrimination and harassment. The Corporation’s response will be reasonably calculated to end harassment and discrimination, eliminate hostile environments, prevent recurrence, and provide for a free appropriate public education (“FAPE”). The Corporation will ensure that its policy and procedures against discrimination and harassment are widely distributed and readily available to students, parents of students, and employees. The Corporation will take appropriate steps to educate employees, students, and parents regarding its non-discrimination and anti-harassment policies and reporting procedures. This may include: presentations during employee training; seminars, workshops, or speakers; or signs, posters, or demonstrations emphasizing important parts of the policy. Policies and reporting procedures will be made available to the school community through hardcopy and via the Corporation’s website.

**Anyone who believes that a student, staff member or member of a school community has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or coordinator based on the form of harassment or discrimination. Any employee who observes, suspects, or is notified of discrimination, hazing or harassment must report the behavior to his/her building level leader.** The reporter need not be the target of the discrimination or harassment. Complaints against a staff member should not be reported to the accused staff. Instead, complaints against a staff member should be reported to that staff member’s supervisor or appropriate coordinator based on the form of harassment or discrimination. For example, harassment based upon disability should be reported to the Section 504 Coordinator.

## **SEXUAL HARASSMENT**

(A100)

Complaints that fall under this section are sexual harassment complaints in which a student is either the Complainant (alleged victim) or Respondent (alleged harasser).

The term “sexual harassment” as used in this procedure shall mean conduct on the basis of sex, failure to conform to stereotypical notions of masculine or feminine traits, sexual orientation, or gender identity including:

1. A Corporation employee conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo sexual harassment);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Corporation's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined by Federal law.

The term "consent" as applicable to this procedure shall mean an individual voluntarily agreeing, by words or actions, to the proposal of another individual. An individual may be incapable of consent due to mental or physical incapacitation. The vast majority of Corporation students are incapable of giving consent to sexual contact, because Indiana law generally establishes the age of consent as 16.

The Corporation designates the following staff member as the Corporation's Title IX Coordinator and authorizes this individual to coordinate the Corporation's Title IX compliance. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator.

**Title IX Coordinator**

Northwestern Consolidated School District of Shelby County  
Attn: Superintendent of Schools  
4920 W. 600 N  
Fairland, IN 46126  
317-835-7461

The Corporation is committed to promptly responding to reports of sexual harassment. All reference to "days" within these procedures shall mean instructional days. The procedures described below may be subject to temporary delays based on good cause (e.g., law enforcement involvement, absence of a party, witness, or advisor, translation or accommodation needs) with written notice to both parties explaining the reason for the delay

**DRUG-FREE WORKPLACE**

(D275)

(D275 – [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1238012/D275\\_-\\_Drug-Free\\_Workplace.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1238012/D275_-_Drug-Free_Workplace.pdf))

The School is committed to protecting the safety, health and well-being of all employees and other individuals in the workplace. 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. This policy

covers employees, volunteers, applicants for employment and any individual who conducts School-related business ("Covered Individual"). This policy applies to such covered individuals during work hours, whether on District property, at a District-sponsored events, or otherwise. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, and any drug paraphernalia, by any Covered Individual at any time while on District property or while involved in any District-related activity or event. A Covered Individual who reports for duty or attends a District-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Covered Individual who violates this policy shall be subject to disciplinary action in accordance with District.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each Covered Individual 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 for appropriate disciplinary actions, if and when needed.

### **REPORTS OF ARREST AND CRIMINAL CHARGES**

(D325 - [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1238014/D325\\_-\\_Personal\\_Background\\_Checks\\_and\\_Mandatory\\_Reporting.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1238014/D325_-_Personal_Background_Checks_and_Mandatory_Reporting.pdf))

During the course of his/her employment with the School Corporation, each employee shall be required to report his/her arrest or the filing of criminal charges against the employee; any substantiated report of child abuse or neglect, and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall review each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

No Corporation employee, contractor, or agent shall assist a Corporation employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

I.C. 20-26-2-1.3

I.C. 20-26-2-1.5

I.C. 20-26-5-10

I.C. 20-26-5-11

I.C. 20-26-14-8

I.C. 20-26-14-9

I.C. 20-28-5-8

I.C. 20-28-5-9 20

## **REPORTING THREATENING AND/OR INTIMIDATING BEHAVIORS**

(A100- Non-Discrimination & Anti-Harassment)

The Corporation will address both formal and informal complaints of discrimination and harassment. Complaints of discrimination and harassment should be received within 30 days of discovering the alleged discrimination or harassment.

### **Informal Process**

Complaints need not be in formal written format. Reporters may informally and verbally report discrimination and harassment to an appropriate staff member. The appropriate coordinators shall be included in the informal complaint to ensure compliance. Resolution of an informal complaint may include: an opportunity for the complainant to explain to the alleged offender that his or her conduct is unwelcome or offensive, either in writing or face-to-face; a warning to the alleged offender that the alleged conduct is not appropriate and could lead to discipline; mediation with individuals involved in the complaint; or any of the responses available in an formal complaint. Mediation will not be permitted for complaints of sexual violence. All complaints involving a Corporation employee or any other adult member of the Corporation community harassing or discriminating against a student will be formally investigated. At any time during the informal process any of the parties may end the informal process and initiate the formal process.

### **Formal Process**

The formal complaint form is found here. The formal complaint form should be filed with the appropriate non-discrimination or anti-harassment coordinator. The coordinators shall receive and process formal complaints of discrimination or harassment based on the protected class. All investigations into formal harassment or discrimination complaints will be prompt, thorough, and impartial. Investigations will be completed within 60 days from the date the coordinator receives the complaint unless there is good cause for a longer timeline. The means of investigating harassment include: target, witness, and accused interviews; opportunity for the parties to present evidence and witnesses; requests for written witness statements from the parties; assessment of whether harassment or discrimination occurred pursuant to the preponderance of the evidence. If appropriate, the Corporation will make alternative arrangements to avoid targets being in the same room as the accused during formal proceedings. The Corporation will inform all parties at regular intervals of the status of the investigation.

Written notice of the outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law. A formal investigation outcome may be appealed by any party in writing to the corporation coordinator within ten (10) days receipt of the outcome of the formal investigation. The written appeal should identify the reasons why the coordinator should reconsider the outcome of the investigation. The coordinator should respond to the

appealing party within ten (10) days of receipt of the written appeal indicating any reconsideration of the investigation outcome based on the appeal. A reconsideration of the formal investigation outcome may be appealed by any party in writing to the Corporation's governing body within ten (10) days of receipt of the coordinator's reconsideration. The governing body or their designee should respond to the appealing party within forty-five (45) days of receipt of the written appeal indicating the final outcome of the investigation. Written notice of the final outcome of the investigation will be provided to parties involved in the complaint to the extent permitted by law.

### **Responses to Substantiated Harassment or Discrimination**

In response to a complaint investigation, if the Corporation determines that harassment or discrimination has occurred, the Corporation will take prompt and effective steps reasonably calculated to stop the harassment or discrimination, remedy the harassment or discrimination, and prevent the harassment or discrimination from recurring. Steps may include: separating the harasser/discriminator and the target, providing counseling for the target and/or harasser/discriminator, taking prompt disciplinary action against the harasser/discriminator, or identifying the discriminatory or harassing incident and reaffirming the school's non-discrimination and anti-harassment policy. These steps should not penalize the target of the harassment or discrimination.

Disciplinary actions against the harasser/discriminator may include but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors.

Following a substantiated discrimination or harassment incident, the Corporation will communicate with the target and all participants of the investigation regarding how to report subsequent problems. The Corporation shall follow-up to ensure that there has not been continuing or new incidents of discrimination or harassment.

Incidents of harassment or discrimination may be referred to appropriate law enforcement officials. If an incident is referred to law enforcement or another outside agency, including the Department of Child Services, the Corporation will proceed with an internal investigation of discrimination or harassment simultaneously designed not to interfere with the law enforcement investigation. In the course of discrimination and harassment investigations, the Corporation will assess whether the nature of the conduct has civil rights implications. If the harassing or discriminatory behavior is on the basis of a protected class, the Corporation will respond in accordance with the applicable federal civil rights statutes and regulations. The Corporation shall follow the then-current legal standards for nondiscrimination and anti-harassment including the standard of whether a hostile environment or disparate treatment exists.



Overall, the Corporation's process will provide for prompt and equitable resolution of complaints of discrimination and harassment.

## **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**

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**

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 time 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](http://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 1<sup>st</sup> 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**

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 accumulative 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 1<sup>st</sup> year

2 weeks after 2<sup>nd</sup> – 5<sup>th</sup> year

3 weeks after 6<sup>th</sup> 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 (5<sup>th</sup>) 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 1<sup>st</sup> – August 31<sup>st</sup>.

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:**

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

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

[www.anthem.com/mydentalvision](http://www.anthem.com/mydentalvision)

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

[www.vsp.com](http://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](http://www.nwshelbyschools.org) and select Hoosier Heartland Trust under the Human Resources Tab.

## **CONTROL OF BLOOD-BORNE PATHOGENS**

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 classification 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 vocations/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**

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:

- A. work the normally scheduled amount of hours for the day (secretaries only)
- B. 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**

(D400)

Northwestern Consolidated School District of Shelby County and its Board of School Trustees will comply with the Family Medical Leave Act (“FMLA”). The Superintendent/designee will develop administrative guidelines to ensure compliance with the current regulations of the FMLA. 29 U.S.C. 2601 et seq. 29 C.F.R. Part 825 Adopted 3/13/19

#### **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**

Employee standards of conduct are necessary to provide students with a positive example of adult behavior and an orderly instructional environment.

Progressive discipline, meaning imposition of the least severe sanction that the Board determines, in its sole discretion, to be likely to prevent a recurrence of the offense, will be utilized to address employee conduct issues. If the Board finds facts that support the use of progressive discipline, the Board may impose a penalty which may include, but not be limited to one or more of the following:

- A. Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- B. A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- C. Probation for a period of time determined by the supervisor in connection with the written warning.
- D. Suspension without pay imposed in compliance with the applicable Indiana statutes.
- E. Termination imposed in compliance with applicable Indiana statutes.

The Board reserves the right to terminate employment or make other exceptions to the principle of progressive discipline contained in this policy where the interests of students and the school community make the application of the principle of progressive discipline inappropriate.

## **GENERAL STANDARDS OF CONDUCT**

### **PERSONNEL RECORDS REVIEW**

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**

(D450 - [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1238019/D450\\_-\\_Resignation.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1238019/D450_-_Resignation.pdf))

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**

(A250)

The Northwestern Consolidated School District of Shelby County ('Corporation') is a smoke and tobacco free environment.

The Board prohibits the use of tobacco in any form and the use of e-cigarettes or vaping in any building owned or leased by the Corporation; on Corporation property or grounds (including parking lots, athletic facilities, etc.); in vehicles owned, leased, or operated by the Corporation; and during Corporation events, even if held outside of Corporation property (for example, prom or field trips). This policy applies to all employees (including employees of services contracted by the Corporation), students, parents, patrons, vendors, visitors, and all third parties at all times.

## **STAFF DRESSING AND GROOMING**

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 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.

## **NEWS MEDIA RELATIONS**

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 of privacy, but when it is felt that the publishing of the photograph services 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 meeting with news media representatives.

## **PROCEDURE FOR REPORTING CHILD ABUSE/NEGLECT**

(A225)

The School Board is concerned with the physical and mental well-being of all children and will cooperate in the identification and reporting of cases of child abuse and neglect in accordance with law.

If a staff member has reason to believe that a student is the victim of child abuse or neglect, that staff member shall immediately make an oral report to the Department of Child Services (DCS) or local law enforcement. After the report is made, the staff member shall immediately notify the building administrator if the building administrator was not with the staff member when the report to DCS or law enforcement was made. If appropriate, the building administrator may also immediately report to the Superintendent or designee.

Information concerning alleged child abuse or neglect of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency.

A staff member who violates this policy may be subject to disciplinary action.

I.C. 31-33-1 et seq.

I.C. 20-26-5-35.5

Adopted 3/13/19