



Classified Staff Handbook

Adopted July 20, 2022

Inspire, Engage, Empower!

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www.eastnoble.net

EAST NOBLE SCHOOL CORPORATION CLASSIFIED STAFF HANDBOOK

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SECTION I - INTRODUCTION

WELCOME TO EAST NOBLE SCHOOL CORPORATION

As an employee of East Noble School Corporation, you fulfill an important role in the education of the children who attend our schools. The jobs you perform help in completing the tasks necessary to the operation of our schools. You have been offered employment with our school corporation with the confidence that you do your job well and serve as a representative of East Noble. You are a valued employee and your continued support of East Noble's mission to "Inspire, Engage, Empower" is appreciated.

PURPOSE OF THE CLASSIFIED STAFF HANDBOOK

The School Board of Trustees policies have been developed to ensure the educational goals of the corporation pursued through consistent practices and performance of duties. As you read the Classified Staff Handbook you will see that it covers a majority of employment areas, which is the aim and purpose. The handbook cannot address all issues and situations that may arise; School Board policy and procedures as well as the Superintendent's discretion will be referred to in such cases. School Board policies can be found at www.eastnoble.net under "District" and "Board of Trustees". Employees will acknowledge receipt of the Classified Staff Handbook and a copy will be placed in the employee's permanent file. A copy of the receipt can be found in Appendix A.

DEFINITION OF CLASSIFIED STAFF AND AT-WILL EMPLOYMENT

Classified personnel are employees of East Noble School Corporation who are not required to have a license issued by the Indiana Department of Education in order to perform a specific duty in the corporation. All classified personnel are hired as at-will employees; this means either party (corporation or the employee) may terminate employment at any time, for any reason or no reason.

SCHOOL BOARD POLICIES

East Noble School Corporation school board policies that pertain specifically to Classified Staff (Series 4000) can be found on the corporation website under the "District" section and Board of Trustees: <https://go.boarddocs.com/in/ensc/Board.nsf/Public?open&id=policies>

NONDISCRIMINATION AND ANTI-HARRASSMENT

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board (ENSC Board Policy 1422) that no employee or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

Unfair treatment, unkind remarks, or harassment of any kind that refers to a person's race, religion, gender, ethnic background or national origin will not be tolerated and should be reported immediately.

It is the policy of the East Noble School Corporation to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the East Noble School Corporation to harass another employee or students through conduct or communications of a sexual nature. (ENSC Board Policy 1662)

EMPLOYEE TECHNOLOGY RESPONSIBLE USE POLICY

All use of the Internet shall be consistent with East Noble School Corporation's goal of inspiring, engaging and empowering every person every day by facilitating resource sharing, innovation, and communication. Guidance and instruction will be provided and required for each individual granted Internet access through the school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, including possible termination of employment and/or appropriate legal action. The signature on the Employee Signature Form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Every employee will be given a complete copy of the responsible use policy. The signature on the Employee Signature Form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. (ENSC Board Policy 7540.04)

BACKGROUND CHECK

East Noble School Corporation reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. East Noble School Corporation is required by Indiana Codes 20-26-2-1.3 and 20-26-2-1.5 to conduct an expanded child protection index check through the Division of Child Services and an expanded criminal history check on all new employees. The cost of the pre-employment background check will be paid by the prospective employee.

Effective July 1, 2017, the corporation is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for current employees of the school corporation every five (5) years.

The elements of an expanded criminal history check:

- Verification of identity
- Search of all names associated with the employee
- Search of the records maintained by all counties in Indiana in which the individual who is the subject of the background check resided

- Search of the records maintained by all counties or similar governmental units in another state, if the individual who is the subject of the background check resided in another state (there may be additional county search fees)
- Search of United States district court records from the districts in which the applicant resided
- Check of sex offender registries in every state or the national sex offender registry maintained by the United States Department of Justice, and multistate criminal data base search

The school corporation has partnered with a third-party vendor to conduct the background screening requirements.

Up to \$25.00 will be reimbursed to current employees who are required to complete the background check renewal every 5 years.

IDENTIFICATION / ACCESS ENTRY BADGE

Each employee will be issued an identification / access entry badge by the Central Office. This will allow the employee to enter designated areas of their respective buildings. If the badge is lost, notify the building principal or director immediately.

There will be a \$15.00 replacement fee for a badge that is lost or damaged by the employee. If the ID card is damaged while the staff member is carrying out duties directly related to their employment, the supervisor must be notified and they will work with the Safety Director or his designated staff to determine if a fee is required.

90 DAY PROBATIONARY PERIOD

New classified employees will serve a ninety (90) day probationary period. No personal days, sick days or vacation will be available to probationary employees; employees will not be paid for absences during the probationary period. Additionally, employees who receive paid holidays will not be paid for holidays that fall within the (90) day probationary period.

Employees who are eligible may belong to the Indiana Public Employees Retirement Fund as required by Indiana Statute. Other employee benefits available require enrollment the first of the month following thirty (30) days of employment. Upon completion of the ninety (90) day probationary period, sick days and personal business days will be pro-rated based upon the employee's work year.

East Noble School Corporation reserves the right to terminate employment prior to the end of the ninety (90) day probationary period, for any reason or no reason.

East Noble School Corporation reserves the right to alter or waive the ninety (90) day probationary period.

SECTION II – GENERAL POLICIES AND PROCEDURES

WORK WEEK AND HOURS

The maximum number of hours worked per week will be forty (40). Prior approval of the employee's supervisor must be sought for time worked in excess of forty (40) hours per week and 8 hours per day. Overtime compensation will be at one and one-half (1½) times the employee's hourly rate for approved hours worked over 40 per week.

- a. Exception - If an employee is directed or scheduled to work by his/her supervisor on one of the ten school holidays, pay will be at 1.5 times the employees' regular hourly rate. This includes scheduled time worked on a holiday in support of ENSC events (i.e., athletic events) that may occur the day after the school holiday.
- b. Exception - Employees will be paid double time for the time worked on Sunday when the building is rented by an outside group and is not affiliated with ENSC.

Approved paid absences, including sick leave, vacation leave, holiday leave, Family and Medical Leave Act (FMLA) leave, jury duty, funeral/bereavement leave, are paid at an employee's regular rate of pay, but are not counted as time worked for the purposes of computing overtime.

FULL TIME AND PART TIME CLASSIFICATION

Status	Assigned Hours in Regular 5-day Work Week
Full-time Equivalency	30 hours per week, 52 weeks per calendar year. Classified personnel will receive benefits based upon full-time employment status unless otherwise stated in the Fringe Benefits list.
Part-time with Benefits	Average 30 hours per week, for the duration of the 44-week school year. Classified personnel will receive benefits based upon employment status unless otherwise stated in the Fringe Benefits list.
Part-time	Average less than 30 hours per week, for the duration of the 44-week school year.

DIRECT DEPOSIT

All payment of compensation will be by direct electronic deposit. Each classified employee shall be given the option of what financial institution/institutions he/she determines to have their paycheck deposited. The school corporation will absorb the cost associated with this benefit. Pay stubs and annual tax information will be electronically stored in the ENSC HR Portal (eSuite): <https://employeeportal.eastnoble.net/websites.hr.portal/default.aspx>

PAY CYCLE

East Noble School Corporation pays classified employees whose pay is annualized every first and third Friday for a total of 24 pays per year. Hourly classified employees, who complete a time sheet, will be paid within 10 days of the end of a pay period.

TIME SHEET

Upon employment, classified staff who must submit time sheets will be instructed on how to properly fill out the time sheet by their immediate supervisor. Time sheets will be updated by the employee on a daily basis.

It is mandatory for classified staff who must submit time sheets, to complete them for every pay period in order to be paid. It is important that all time sheets be complete to avoid confusion in calculating pay. An example of a classified employee time sheet can be found in Appendix D.

“Zero-hour” timesheets are not required when hourly staff is out of the building on a regular school break in service.

Time sheets must be turned in to the central office from each building no later than **12:00 PM Monday every week**.

If a holiday falls on a Monday, time sheets must be turned in to the central office from each building no later than 4:00 PM on the Friday prior to the holiday. All classified employees’ hours of work will be reported weekly to the corporation’s business office by the employee’s immediate supervisor. Time sheets must include:

1. Employee’s full legal name
2. Pay period and date
3. Supervisor and employee signatures
4. Hours worked on indicated days of pay periods
5. Sick/Personal/Vacation days
6. Overtime hours
7. Lost time

CLASSIFIED STAFF EVALUATION

The classified employee’s supervisor or designee will use the East Noble School Corporation “Employee Performance Review” form (Appendix B) to document all evaluations.

Classified staff will be evaluated by his/her supervisor or designee every 30, 60, 90 days during the probationary period.

Classified staff will be evaluated by his/her supervisor or designee prior to the employee’s anniversary salary increase. After the employee has reached the top of the Classified Salary Index for his/her position, the employee will be evaluated on an annual basis. The results of these evaluations are to be

in written form and discussed with the employee by his/her supervisor or designee and signed by both parties. The supervisor shall retain a copy of the signed evaluation, a copy of the signed evaluation is to be given to the employee, and a copy of the signed evaluation is to be sent to the Human Resources department to be placed in the employee's personnel file.

The employee's signature on the evaluation does not indicate agreement with the evaluation but indicates the evaluation was discussed with him/her by the supervisor. The employee shall have the right to respond in writing within five business days to an unfavorable evaluation.

SALARY INCREASE POLICY

On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

1. Staff with annualized salaries: Salary increases for classified staff whose pay is annualized and have not reached the top rate of their respective scale shall receive the incremental raise on/around the employee's anniversary date as a result of their supervisor/directors' recommendation. If the Classified Salary Index has increased and the classified employee has reached the top of his/her scale, the annualized salary will be increased when the annualized pay cycle starts over for the next school year. This usually occurs between July and August of every year.

2. Staff with hourly salaries: Salary increases for classified hourly staff will be granted on/around the employee's anniversary date that corresponds with the salary scale's rate increment cycle. This raise will be granted as a result of their supervisory/directors' recommendation. Once the classified employee reaches the top of the scale, his or her hourly rate of pay will increase as a result of changes made to the Classified Salary Index.

SCHEDULE CHANGES DUE TO INCLEMENT WEATHER, OTHER SCHOOL CLOSURE, OR TRAINING EVENT

When it is necessary to cancel or curtail school activities due to adverse weather conditions, these changes will be reported to the following media:

School Messenger	Nixle
ENSC Facebook	ENSC Twitter
Wane TV	WFFT Fox
WAMI Magic 95	WOWO
The Hawk WAWK	

The following guidelines will be followed when work schedule changes are required:

1. School Delays

If school is delayed due to weather conditions or any other cause, the following classified staff will report at their regular time: Group A employees (see Group A list below) and Office Assistants, Food Service Managers, Cooks.

The following classified staff will report according to the delay schedule in effect and record hours worked on their timesheet. Sports and Fitness Assistants, Instructional Assistants, Media Coordinators, and Media Assistants.

If a delay is then changed to an e-Learning Day, food service staff who have reported to work will be paid a minimum of two (2) hours pay.

If a delay is then changed to an e-Learning Day, Sports and Fitness assistants will conduct eLearning and will be paid according to the remaining hours worked after the delay.

Bus drivers will report as instructed by immediate supervisor. Bus drivers who have not reported to work will adjust their schedule according to the student schedule in effect.

Route drivers whose routes begin at 6:05 and who have started pre-trip actions will be credited one hour towards eLearning day make-up in the event an e-Learning day is called after 5:45 AM. Non-contracted drivers (subs) whose routes begin at 6:05 and who have started pre-trip actions would be paid for one hour at the "Sit Time" rate for their pre-trip actions. (Sit Time rate in Fringe Benefits List)

Note - In the event a delay is called prior to the e-Learning day, the above example will be adjusted to the delay schedule in effect.

If a delay is then changed to an e-Learning Day see the following guidance.

2. e-Learning Day Due to Weather

When school buildings are closed due to weather related or emergency conditions, the work schedule for classified personnel will be as follows:

Group A

Employees in Group A are expected to report to work on eLearning days unless travel is restricted to emergency vehicles (Red/Warning) only on the roadways.

1. Central Office Staff (Superintendent, Assistant Superintendent, Director of Special Education, Chief of Finance and Operations Officer, Deputy Treasurer, HR Director, Payroll Specialist, Food Service Director, Food Service Secretary, CO Receptionist, CO Administrative Assistant, Community Outreach Coordinator) will report to work on their regular schedule.
2. Director of Maintenance and Director of Transportation will report to work on their regular schedule. Transportation Secretary
3. Mechanics, custodial and maintenance personnel will report to work on their regular schedule.

4. Technology staff (secretary included) will report to work on their regular schedule.
5. Social workers will report to work on their regular schedule.
6. Building Secretaries/Treasurers will report to work on their regular schedule.

In the event that travel is restricted, Group A employees may use sick, personal, or vacation days to be compensated. The following Group A employees *also have the option* to continue a work schedule from home through corporation supplied technology device in order to maintain the operations of the corporation only during periods of travel restricted to emergency vehicles/personnel on the roadways: Superintendent, Assistant Superintendent, Director of Special Education, Chief of Finance and Operations Officer, Deputy Treasurer, Human Resources Director, Payroll Specialist, Food Service Director, Central Office Administrative Assistant, Technology Secretary, Transportation Secretary, Building Secretaries/Treasurers, Director of Maintenance, Director of Transportation, Technology staff, and Social Worker.

Group B

1. Classroom Instructional Assistants will not report to work.
 - a. Personal and sick days may be used as credit for compensation lost due to e-learning days. Personal days are to be used first before the usage of sick days. Classified absence request forms to use a personal or sick day in leu of unscheduled e-learning day credit must be submitted with the timesheet for the week/pay period in which the cancellation occurs. Instructional Assistants are responsible for monitoring/managing their allotment of leave days through the school year.
2. Media Assistants will not report to work.
 - a. Personal and sick days may be used as credit for compensation lost due to e-learning days. Personal days are to be used first before the usage of sick days. Classified absence request forms to use a personal or sick day in leu of unscheduled e-learning day credit must be submitted with the timesheet for the week/pay period in which the cancellation occurs. Media Assistants are responsible for monitoring/managing their allotment of leave days through the school year.
3. Food service staff will not report to work.
 - a. Personal and sick days may be used as credit for compensation lost due to e-learning days. Personal days are to be used first before the usage of sick days. Classified absence request forms to use a personal or sick day in leu of unscheduled e-learning day credit must be submitted with the timesheet for the week/pay period in which the cancellation occurs. Food service staff are responsible for monitoring/managing their allotment of leave days through the school year.

4. Bus driver routes will be canceled – In accordance with Indiana statute (Ind. Code 35-44.1-1-3 Ghost Employment) employees must be assigned duties for which they are compensated. Unplanned e-learning days will be deducted at a rate equivalent to the bus drivers' daily rate and deducted in the pay period in which the e-learning day occurs.
 - a. Personal and sick days may be used as credit for compensation lost due to e-learning days. Personal days are to be used first before the usage of sick days. Classified absence request forms to use a personal or sick day in leu of unscheduled e-learning day credit must be submitted with the timesheet for the week/pay period in which the cancellation occurs. Bus drivers are responsible for monitoring/managing their allotment of days through the school year.

Group C

1. Office Assistants, if able to report safely, may report to work and record hours worked on their timesheet.
2. Media Coordinators, if able to report safely, may report to work and record hours worked on their timesheet. *Maximum hours will be based upon 2-hour delay schedule.*
3. Nurses, if able to report safely, may work. If unable to report will set office hours at home in accordance with their supervisors' direction.
4. Occupational Therapists and Physical Therapists, if able to report safely, may work. If unable to report will set office hours at home in accordance with their supervisors' direction.
5. Sports and Fitness Assistants will post assignments from home on corporation supplied technology device on eLearning days.

3. Cancellation (non e-Learning Day)

In the event of total cancellation (non-eLearning Day) the following employees from **Group A** will report to work; #1, #2, #3, #4, #5. All other classified staff will work on established Make-up Day.

4. Make-up Days

If the school year is extended to make up a day during the regular school year, the superintendent of schools or his/her designee will determine which classified staff shall report to work.

5. Early Dismissal

From time-to-time weather conditions may deteriorate during a school day necessitating early dismissal from school. Notification of early dismissal will be made through School Messenger, Nixel, ENSC social media, radio announcements and P.A. announcements in the schools. Classified personnel other than instructional assistants, food service staff, and bus drivers will work their regular schedule on early dismissal days.

6. Corporation Planned eLearning Day or Staff Professional Development

All Classified Staff are expected to report and work up to their regularly scheduled hours on “All-Staff Professional Development Days”. Staff will report to their Supervisor/Director to participate in professional development training.

If unforeseen circumstances arise that prevents the classified employee from attending mandatory training, a personal, sick, or unpaid day may be requested with a short letter of explanation for not attending the professional development day. Classified staff will make up all training missed with the coordination of supervisor/director.

In the event that the superintendent deems it necessary to schedule an eLearning day due to any reason other than weather or a previously planned professional development (such as staff shortage due to quarantine), Instructional Assistants/Office Assistants/Media Assistants/Sports and Fitness Assistants, Food Service Assistants, and Transportation staff may report to their supervisor/director to participate in meaningful professional development or perform other departmental tasks. If an employee chooses not to report to their department, they may use a personal, sick, or unpaid day.

7. East Noble High School Reporting Procedures for Special Days:

1. Performance Qualified Days
2. May eLearning Day for Senior Exit Interviews:
 - a. Instructional Assistants may report to the building and work the *full scheduled hours* they normally work. Days taken in half day increments are not allowed. Instructional Assistant staff who choose not to report to their department may use a full personal, sick, or unpaid day. The IA must report their intentions to the High School Receptionist one-week in advance.
 - b. Food Service staff may report to the building and work the *full scheduled hours* they normally work. Days taken in half day increments are not allowed. If a Food Service Assistant chooses not to report to their department, they may use a full personal, sick, or unpaid day. The Food Service Assistant must report their intentions to the Food Service Secretary or Food Service Director one-week in advance.

NOTE: The superintendent of schools or his/her designee may make exceptions to any the above policies regarding closure or eLearning days.

SECTION III – PERSONNEL GUIDELINES, ATTENDANCE AND ABSENCE POLICIES

DRESS AND APPEARANCE

East Noble School Corporation staff are expected to dress in accordance with accepted professional standards for their positions and duties. Staff attire can have a positive effect on student success, employee safety and effectiveness, as well as the public's perception of the school and district. To assist our staff in establishing a professional image and in modeling appropriate dress for the children we serve, the following dress code requirements are provided.

Dress code for regular workday and when attending professional conferences.

1. Acceptable Attire - Suits, dresses or skirts, blouses, dress shirt, ties, polo shirts, sweaters, dress slacks, khaki pants, capri pants, jeans (on designated days), jumpers.
 - a. Shoes: dress shoes, dress sandals, athletic shoes (only on designated days),
2. Unacceptable Attire - Tee-shirts (only on designated day), halter tops, midriff tops, spaghetti straps, tank tops, scrubs (unless required for specific position), low cut shirts, sheer tops, jeans with rips/tears, leggings without coverage below the buttocks, overalls, shorts, sweatpants, exercise clothing, any non-religious headwear, hoodies.
 - a. Shoes: flip flops (beach type), house slippers, slides, Crocs
3. Tattoos - Tattoos that are considered racist, vulgar, show scenes of violence, drug related, contain sexual imagery, gang related, or contain obscene phrases must not be visible.
4. Physical Education Staff – exception on shorts, exercise clothing, sweat suits. When the Physical Education Staff member is in the academic classroom, he/she must be dressed in the acceptable attire listed above.
5. Other Dress Code Exceptions:
 - a. Casual days (field day, cookouts, etc.) and field trips
 - b. Spirit wear tee-shirts
 - c. Dress down day scheduled by administration
 - c. Job duties require alternative attire
6. Employees in the following categories may be given amended dress codes approved by their Building Principal or Direct Supervisor in collaboration with the Superintendent.
 - a. Transportation
 - b. Technology
 - c. Maintenance
 - d. Food Service

- e. Custodial Service
- f. Nurses
- g. Special education personnel who engage in physical care
- h. Teaching duties subject to clothing damage
- i. Prescribed medical considerations

7. Supervisors/directors will address violations of the dress and appearance policy and may send the employee home to obtain the appropriate attire.

ATTENDANCE

Classified personnel are to notify their immediate supervisor or his/her designee at the earliest possible time prior to not reporting for work. All personnel must have permission from their immediate supervisor to leave the job during the workday.

Disciplinary action may be taken but is not limited to the following when tardiness or absences are not reported to the appropriate supervisor or when tardiness or absences are not for valid reasons. Disciplinary action is at the discretion of the immediate supervisor.

1st time - conference and written warning

2nd time - job jeopardy (suspension)

3rd time - dismissal from the job

Falsification of records may lead to immediate dismissal.

PERSONAL TIME OFF - LEAVE

Leaves will be accredited to the eligible individual's account at the end of the 90-day probationary period, pro-rated for the time interval between the date of permanent employment and July 1. Each year thereafter a full complement of absence days will be credited on July 1.

Leave days charged to the employee's account shall be either one-half (1/2) day or one (1) full day. The length of each employee's leave will correspond exactly with the length of their workday (i.e., a 4-hour employee will receive four hours of pay for each sick day used).

Classified employees must complete the "ENSC Classified Absence Request" form (see Appendix E) prior to the absence and in accordance with the guidance established in this section. If unable to complete the form prior to the absence (due to illness, emergency, etc.) the form must be completed and turned in to the immediate supervisor on the first day of returning to work. All final/approved absence request forms are maintained at the Central Office and are used to accurately account for absences.

Selected groups of classified employees will enter their absence request into their ENSC HR Portal (eSuite) account. This will be completed under "Time Off Request" and will be approved through the appropriate work-flow that has been designed by the Human Resources Department.

Sick Leave

Secretaries, custodians, maintenance staff, school nurses, technology staff, social workers, Community Outreach Coordinator, shall receive ten (10) days of sick leave the first year of employment and seven (7) days each year thereafter.

Instructional/clerical/media assistants, bus drivers, and food service workers shall receive six (6) days of sick leave each year.

Sick days may accumulate without limit.

The procedure to be followed in the use of accumulated sick leave is:

1. Employees must notify their immediate supervisor or his/her designee as early as possible if unable to report for duty.
2. Employees may use sick leave days for the following purposes:
 - a. Personal illness
 - b. Doctor appointments
 - c. Dental appointments
3. For sick leave extending three (3) or more days' supply a physician's note. Exception - if a Classified employee is adhering to a period of isolation or quarantine order under Federal or State guidelines and did not seek medical care, a physician's note is not necessarily required and is dependent on the type of illness.
4. Family Sick Leave - Classified employees may use up to five (5) days of their accumulated sick leave in any school year in any combination of the following situations and shall do so on application forms supplied by the school corporation:
 - a. illness in the immediate family, (Immediate family shall be defined as spouse, child, or parent.);
or
 - b. to take a member of the staff's immediate family to the hospital for admission (or from a hospital upon release) or for emergency room treatment; or
 - c. to visit a hospitalized parent, spouse, or child; or
 - d. as parental leave when a child is born to the wife of a male classified staff

Sick Leave Bank

A Sick Leave Bank will be established for all classified employees. Any participating classified staff may borrow in case of personal illness up to 20 days, after exhausting their own accumulated sick leave and personal leave. A statement by the attending physician verifying the nature of the illness or the disability shall be required of the classified employee from the Sick Leave Bank.

To establish the bank, all participating employees agree to donate two (2) of their own accumulated and credited sick leave days to the Sick Leave Bank.

Any participating employee finding it necessary to use bank days agrees to repay the Sick Leave Bank at the rate of two (2) days per year over a period of consecutive years immediately following return to active employment with the East Noble School Corporation. An accelerated repayment plan may be established by mutual agreement of the staff person and the Sick Bank Committee.

Any participating employee finding it necessary to borrow Sick Leave Bank days and subsequently electing not to return to active employment, should his/her health permit (eligibility to be determined by a physician approved by the East Noble School Corporation), or electing to accept employment elsewhere, shall repay the East Noble School Corporation in cash. He/she shall repay this cash amount in total at the rate of \$75 per sick day borrowed. This payment can be made for a period of time up to three (3) years immediately following his or her health eligibility to return to active employment. All unpaid balance shall be due at the end of the third (3rd) year.

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

Employees who have not previously enrolled in the Sick Leave Bank and who desire to participate shall contribute two (2) days either from their accumulated sick leave days, or from their first year's allotment of ten (10) sick leave days. Any employee not enrolled in the Sick Leave Bank may enroll by executing a form available at the Central Office

Employee's individual service record will show a two (2) day deduction to the bank upon the employee's written authorization.

Sick Leave days donated to the bank by an employee are considered a permanent contribution to the bank and are not transferable to another school corporation should an employee leave the Corporation.

The use of the Sick Leave Bank shall not be available to classified employees during an unpaid leave of absence.

There should be a three (3) member Sick Leave Bank Committee, consisting of the Chief of Finance and Operations Officer (Chair), Human Resources, and one classified staff member.

1. Procedure dealing with the use of the Sick Leave Bank:
 - a. Written application by the employee or a member of his/her family accompanied by a physician's certificate stating the nature, anticipated length of disability and prognosis of the person's condition, is to be submitted to the Chairperson of the Sick Leave Bank Committee.
 - b. Applications
 - c. will be acted upon by the Chair. The Chair shall inform the applicant, or where advisable, a member of the family, of the decision of the Committee. The Chair shall report the Committee decision to payroll if a withdrawal from the Bank is to be made.
 - d. Decisions may be appealed to any committee member. In case of an appealed decision, the committee will convene and act upon the appeal by majority vote within ten (10) days.

Sick Bank open enrollment will occur in August of each calendar year. Employees have 30 days from the start of the sick bank open enrollment period to donate two of their accumulated sick days.

Personal Leave

1. All classified employees shall be entitled to two (2) days each year without loss of pay.
2. A written request for using personal leave days must be submitted to the proper supervisor* at least two (2) working days before the anticipated use of the day(s).
3. The supervisor, in case of an emergency, may waive the two-day notice in item #2.
4. Personal leave days shall not be used immediately before or after a school break in service (fall break, Christmas break, spring break, etc.) or a holiday, except in extenuating circumstances. The existence of an extenuating circumstance will be determined for all personnel by the superintendent or his/her designee. The request to use a personal leave day immediately before or after a school break in service will be made to the Superintendent or Chief of Finance and Operations Officer, **once every five years.**
5. Personal leave days that are not used by the employee shall be transferred annually to the employee's accumulated sick leave.

*Proper supervisor will be the building principal or assistant principal in each case except as follows:

- a. Bus Drivers and Mechanics shall submit requests to the Director of Transportation.
- b. Maintenance and Custodians shall submit requests to the Director of Maintenance.
- c. Food Service personnel shall submit requests to the Food Service Director.
- d. Personnel in the Superintendent's Office shall submit requests to the Chief of Finance and Operations Officer.

Policy for Requesting use of Unpaid Sick/Personal Days (Short-Term)

If an employee has exhausted all earned paid leave (sick leave, personal leave or vacation leave), the employee must make prior written request to his/her immediate supervisor and the Chief of Finance and Operations Officer, at least two (2) working days before the anticipated use of the unpaid day, indicating the reason for the unpaid absence, for final approval, to be placed on a short-term unpaid absence.

EXAMPLE LETTER	
YOUR NAME	DATE
ADDRESS	
BUILDING, POSITION	
RE: Your name, Medical Leave of Absence	
Dear East Noble School Corporation School Board and Superintendent,	
This letter is to notify you that I am requesting an unpaid leave of absence on x 202x due to illness, injury, surgery, recovery, etc.	
Sincerely,	
Your name here...	

In the event of an illness or an emergency, on the first day of his/her return to work, the employee must make a written request to his/her immediate supervisor and the Chief of Finance and Operations Officer, for final approval. Additionally, the employee must supply a physician's note for the day in which an unpaid illness absence occurred.

Any employee who fails to follow this policy to request unpaid leave will be subject to termination. The official record of leave is maintained in the Central Administrative Offices.

Bereavement Leave

In the event of death in the classified employee's immediate family, the employee shall be entitled to be absent from work for a period extending not more than five (5) non-consecutive leave days for the purposes of planning and/or attending a memorial service, or to carry out the duties as executor of a will with no loss in pay. These days are not accumulative.

Employee's immediate family shall be defined as: spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, grandparents or grandparents of spouse, grandchildren, niece, nephew, sister-in-law, brother-in-law, spouse of a parent, child of a spouse, one who stands in the stead of a parent or any other person living in the same household no matter degree of relationship.

If the death of the above family member occurs after 4:00pm, the five (5) non-consecutive leave days would start the day after.

If an eLearning day is called for when a Classified Employee has a bereavement day scheduled, the bereavement day will be honored.

For those employees who do not work the entire year, this is only in effect for the time in which they are currently working. Holidays and days of no school are not paid days.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend or to attend the funeral of a family member not identified under "Bereavement Leave".

Jury Duty

Classified personnel serving on a court-appointed jury shall be paid his/her normal daily rate for each full day of jury service minus the pay received from the court for such jury duty except the reimbursement for mileage and/or meal expenses. If jury duty is a ½ day or less, staff are expected to return to work for the remainder of the school day. Proof of payment and attendance must be submitted before pay can be received.

Medical Leave of Absence (Non-FMLA)

The Board of School Trustees of the East Noble School Corporation may grant a medical leave of absence without pay upon the request of a classified employee. The following steps should be taken if an employee wishes to be considered for and be granted a medical leave:

1. A written request signed by the employee directed to the Superintendent of Schools and the Board of School Trustees indicating the reason for the leave. This request should be submitted no later than the week before a regular Board meeting.
2. Medical substantiation signed by a doctor shall be provided if requested by the Board.
3. The length of the requested leave shall be defined in time intervals similar to the remainder of a grading period, the remainder of a semester, etc.
4. A medical leave may be extended for a specific period of time upon written request and approval of the Board.
5. All decisions of the Board shall be considered final.

While an employee is on medical leave granted by the Board, according to the aforementioned guidelines, the person will continue to be defined as an employee of the school corporation and will be eligible to participate in the various group insurance programs by paying the premiums due. However, no other employment benefits will be granted during the unpaid leave (i.e., sick leave, personal leave, paid vacations, etc.)

The School Corporation will comply with the requirements of the Family and Medical Leave Act of 1993. Any employee who has a question concerning any family or medical leave should contact the School Corporation's Human Resources department.

Leave of Absence (Non – FMLA)

The School Board of Trustees may grant a *non-medical* leave of absence, for extenuating circumstances, without pay upon the request of a classified employee. Classified employees requesting unpaid non-medical leave of absence during the school year shall be required to make a written request signed by the employee and directed to the Superintendent of Schools and the Board of Trustees indicating the reason for the leave at least 4 weeks prior to the dates being requested as unpaid leave. These days will be approved or denied based upon the following criteria:

1. The unpaid leave days will be used in conjunction with the employee's two (2) personal days.
2. No more than five (5) consecutive unpaid days are requested for non-medical reasons.
3. Request for an unpaid non-medical leave of absence is made no more than once every five (5) years.
4. The employee will include an explanation of the reason for the necessity of the unpaid days and state if or how the leave will enhance their job performance.

Family and/or Medical Leave (Family Medical Leave Act of 1993)

Classified personnel may find it necessary to take a leave of absence from work for certain family or medical reasons as provided in the Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.) Under this policy, East Noble School Corporation will grant to eligible employees, during a 12-month period measured forward from the date of the employee's first FMLA leave, up to 12 weeks of job protected unpaid leave or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness. (ENSC Board Policy 4430.01)

1. Eligibility

Classified personnel who have been employed by the School Corporation for at least one year and who have worked at least 1,250 hours during the previous 12 months are eligible for a leave of absence for certain family and medical reasons. The total amount of FMLA leave eligible employees are entitled to take for any of the purposes set forth below, or any combination thereof, is 12 weeks during any 12-month period measured forward from the date of the employee's first FMLA leave.

2. Reasons for FMLA Leave

- a. Medical Leave – Serious Health Condition of Employee: An eligible employee will be granted unpaid FMLA leave for a serious health condition that makes the employee unable to perform his or her job.
- b. Medical Leave – Serious Health Conditions of Family Member: An eligible employee will be granted unpaid leave to care for the spouse, son, daughter or parent of the employee, if the family member has a serious health condition.
- c. Family Leave - An eligible employee will be granted unpaid FMLA for the birth of a son or daughter of the employee and to care for the child; or for the placement of a son or daughter

with the employee for adoption or foster care. Such leave must be concluded 12 months after the birth or placement of the child with the employee.

3. Requests for FMLA Leave of Absence

An employee desiring a leave of absence under this Policy shall make written application to the Superintendent of Schools and the Board of School Trustees; due to HIPAA privacy laws, do not include health information, simply state your request for FMLA leave and estimated time frame. Next, complete the FMLA request form available in the Central Administrative Office, unless impossible due to an emergency.

The following rules concerning advance notice apply unless the terms of another leave policy for which the employee qualifies allow less advance notice to the School Corporation.

- a. Employees are generally expected to give at least thirty (30) days' notice of intention to take a foreseeable leave of absence, such as in the case of a planned medical treatment.
- b. Where thirty (30) days' notice is not possible, the employee must give as much notice as is practicable. An employee who fails to give thirty (30) days' notice of foreseeable leave may be denied leave until thirty (30) days after the date the employee provides the required notice. Employees who request leave for planned medical treatment must make a reasonable effort, subject to the health care provider's approval, to schedule treatment so as to not disrupt the operations of the school corporation.

FMLA will run concurrently with paid absences. Classified employees are required to exhaust paid sick, personal and/or vacation days during the FMLA absence period. After paid sick, personal, and/or vacation days are exhausted FMLA leave days will be unpaid.

The Human Resources department will provide the requesting employee federal form WH-38 "Notice of Eligibility and Rights & Responsibilities" in response to the request.

The Human Resources department will provide the employee federal form WH-380-E "Certification of Health Care Provider for Employee's Serious Health Condition".

4. Certification

An employee's request for FMLA leave due to a serious health condition (either the employee's own or that of a family member) must be supported by certificate issued by a health care provider; the medical certification form must be returned to Human Resources within 15 days from receipt of federal form WH-380-E. Re-certification may be required on a reasonable basis. If such certification or re-certification is not provided on a timely basis, leave may be denied or discontinued until it is

provided. The school corporation may elect to obtain a second opinion, and in some circumstances third opinion, of the existence of a serious health condition.

5. Intermittent or Reduced Schedule Leave

As part of an eligible employee's FMLA leave for a serious health condition (either the employee's own or that of a family member), intermittent or reduced schedule leave may be taken when such is certified as medically necessary by a treating health care provider. Needs of the school corporation and the employee should be balanced to achieve a workable arrangement and maximum benefits for both.

Leave taken for the birth or placement of a son or daughter cannot be taken intermittently or on a reduced leave schedule. Employees seeking intermittent or reduced schedule leave must produce medical certification issued by a health care provider. The school corporation may elect to obtain a second opinion, and in some circumstances third opinion, of the medical necessity for this type of leave.

Employees who have requested foreseeable intermittent or reduced schedule leave due to planned medical treatment may be transferred temporarily to an available alternative position at the discretion of the school corporation, if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits.

6. Restoration to Position and Benefits

Employees on an unpaid FMLA leave of absence (for which no paid leave has been exhausted) will maintain the benefits they accrued before commencement of the leave but will accrue no additional benefits (i.e., sick leave, personal leave, paid vacations, etc.) while on leave. Generally, eligible employees returning from FMLA leave within 12 weeks will be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Exceptions to such restoration will include, but not be limited to, changes in the workforce such as layoffs or elimination of positions/department resulting in no position to which the employee would be entitled if the employee had not taken the leave. Employees will not receive holiday pay for holidays which occur during any portion of an FMLA leave which is unpaid (either because no paid leave is substituted for the unpaid leave or because all paid leave has been exhausted).

7. Return to Work

An employee returning from FMLA leave of absence must be able to assume all of the essential functions of his/her job upon return. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee must provide certification from the employee's health care provider stating that the employee is able to resume work.

8. Failure to Return from Leave

Unless required otherwise by law, an employee granted a leave of absence under these provisions who fails to return to work upon expiration of the leave granted shall be classified as “voluntarily terminated.”

Family/Medical Leave applications and other appropriate forms are available at the Superintendent’s Office.

SECTION IV – EMPLOYEE BENEFITS

FRINGE BENEFITS

Classified personnel who average an excess of 30 hours or more per week, 12 months per year – unless otherwise stated in the Fringe Benefits list in their work category, are eligible for the following fringe benefits unless otherwise noted.

Benefits listed are effective for new, eligible employees, the first of the month following 30 days of employment.

Medical Insurance

A general medical program is provided by the East Noble School Corporation. The annual open enrollment period is held in October each year for a January 1 effective date. Employees who are eligible to join the plan who do not join during an annual open enrollment period are able to join within 30 days of a HIPAA qualifying event.

East Noble School Corporation shall pay a specific amount per year determined by the Board of School Trustees toward the cost of the annual premium of each medical plan available through the corporation.

The corporation’s contribution toward premium costs will cease when the employee terminates employment with the corporation. Insurance coverage would continue for a maximum of thirty (30) days beyond termination of employment unless the employee exercises his/her option under COBRA (See Appendix F).

The provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) became effective July 1, 1986. A copy of these provisions is attached in Appendix F. This law provides the following:

1. Requires employers to modify their group medical plan to make available extended or continued coverage to their employees and covered dependents under certain circumstances.
2. Changes TEFRA by moving the upper age limit for employees who choose to maintain their employer group medical plan coverage.

3. Imposes primary liability on private medical plans for the “reasonable cost” of inpatient care at Veterans Administration facilities for non-service connected conditions.

Employees should review Appendix F carefully and completely. Guidelines for medical insurance benefits for retirees may be found in Appendix F.

Wellness Coach

The Wellness Coach is a Parkview employee who is available to employees who have enrolled in ENSC insurance or non-insured employees who enroll in the wellness program for \$100.00 per school year. The Wellness Coach provides programs and competitions periodically to promote all around wellness to ENSC employees. These programs include fitness classes, walking competitions, and monthly topics or educational handouts. The Wellness Coach is available for one-on-one appointments to discuss any health and wellness questions or to be held accountable for any behavior change goals. There is also an employee wellness screening in the Fall that is open to spouses and non-insured employees.

Employee Assistance Program (EAP)

Employee Assistance Program (EAP) is a free supplement that comes with the medical insurance package. Employees who are covered under the ENSC medical insurance plan are eligible for EAP services. Overall, if there are areas of your life where you feel that you need assistance, this program offers a series of up to four free confidential sessions over the course of one year. These services are not subject to medical insurance claims or subject to any calendar year deductibles.

The program specializes in the following areas:

- Crisis Intervention
- Family and relationship difficulties
- Alcohol and drug dependence
- Personal and work stress
- Divorce counseling
- Teen counseling
- Emotional counseling
- Financial counseling

Dental Insurance

A primary dental program is provided by the East Noble School Corporation. Enrollment changes, after the initial enrollment, must be made by September 1 of each school year.

There is not an annual open enrollment period for the dental plan. Joining the plan after the initial enrollment period (30 days after employment) is not possible unless there is a HIPAA qualifying event.

The East Noble School Corporation shall pay a specific amount per year determined by the Board of School Trustees toward the cost of the annual premium of each medical plan available through the corporation.

The corporation's contribution toward premium costs will cease when the employee terminates employment with the corporation. Insurance coverage would continue for a maximum of thirty (30) days beyond termination of employment.

Vision

There will be an open enrollment for vision insurance one time per year in October. Vision premiums are divided in half and deducted each pay (24 times per year or 18 times per year for employees who work during active school months only).

Life Insurance

Secretaries, custodians, maintenance, nurses, technology maintenance technicians, and social workers shall be provided a term life insurance policy. The Board of School Trustees will determine the face value and the amount of the premium.

Long Term Disability

The Board shall provide social workers, nurses, technology, maintenance technicians, and year-around secretaries with a Long-Term Disability Insurance Program which provides a minimum benefit of sixty-six and two thirds ($66 \frac{2}{3}$) percent of base salary to age sixty-five (65) subject to eligibility. The cost to each classified employee shall be one dollar (\$1.00) per year.

Worker's Compensation Insurance and Report of Injury

Workers' Compensation Insurance covers all employees of the Corporation. If an employee is injured while on the job, he or she shall immediately notify his/her supervisor, school nurse or building administrator. If the injury occurred on a school bus, the bus driver shall notify the Transportation Director and/or the person designated by the Director. Timely reporting of the accident/injury must occur within 24 hours. This will ensure that the employee receives the proper medical attention, and the claim is promptly reported to the worker's compensation insurer for East Noble School Corporation.

1. If an employee is to receive treatment for the injury it must be authorized by the Human Resources Department prior to visiting Parkview Occupational Health. Parkview Occupational Health facilities in the local geographic area will be the primary facilities for treatment, care, and diagnosis.
2. It is the responsibility of the employee to provide documentation to his/her supervisor immediately of any restrictions to his/her regular work duties. The employee will communicate regularly with his/her supervisor regarding medical status and any changes in status, particularly with regards to job limitations and a return-to-work plan.

3. If an employee receives care for a work-related injury from an unauthorized provider without prior approval, he or she may be responsible for the resulting charges.
4. When a compensable injury renders an employee unable to work, compensation for lost wages is paid starting on the eighth consecutive day per Indiana workers compensation law. Therefore, any time off work prior to the eighth day will be compensated through the use of the employee's accrued sick leave. If the employee does not have any available sick days, the missed time will be without pay. After the eighth day of lost time, compensation is paid by the workers compensation insurer for up to 66 2/3 percent of the injured employee's average weekly wage.

For additional information or questions regarding workers compensation insurance contact the Human Resources Department.

PERF - Public Employees Retirement Fund

Full-time food service assistants, secretaries, full-time instructional/clerical assistants, custodians, maintenance, transportation drivers, social workers, nurses, technology technicians, and Community Outreach Coordinator who work a minimum of 17½ hours per week (600 hours per year) are required to participate in the Indiana Public Employees Retirement fund. Participation begins on the date of employment and continues until termination of that employment or retirement of the employee. An employee must work a minimum of 600 hours per year to qualify for this retirement fund.

Employees who satisfy the minimum hour requirement will have the entire amount of their PERF contribution paid by the East Noble School Corporation. This includes the employee's percent and the employer's matching share as required by the provision of membership in the fund.

Eligibility for retirement benefits, which include a pension and annuity, is determined by two factors – age and years of creditable experience. To receive the mandatory employer contribution at retirement, the employee must have completed ten (10) years in a PERF eligible position.
<https://www.in.gov/inprs/>

Employees who end their employment with the corporation either voluntarily or otherwise may petition Indiana Public Retirement System for the return of their contributions or the employee's contribution made by the School Corporation. However, they are not entitled to any refund from the employer's matching share paid by the corporation to the Fund.

Uniform Allowance

Food Service Assistants and Nurses shall receive an allowance toward the purchase of uniforms. The Board of School Trustees shall determine this amount.

Tax Sheltered Annuity

All East Noble School Corporation employees have the opportunity to purchase a tax-sheltered annuity through the School Corporation's payroll deduction plan. The guidelines for deductions are available in the 403(b) Policy, which has been approved by the Board of School Trustees. A signed Salary Reduction Agreement must be received from each individual. A list of the approved vendors is contained within the Policy and can be obtained from the central office.

Instructional/clerical assistants and bus drivers shall receive an amount to be determined by the Board of School Trustees toward an existing Tax Sheltered Annuity. Review the Fringe Benefits list.

Section 125

All East Noble School Corporation employees have the opportunity to take advantage of the Section 125 Plan. Open enrollment is in November of each year for a January 1 effective date of coverage.

VACATION AND HOLIDAYS

Vacation

Employees, who work full-time, twelve months per year, in one job classification, shall be granted vacation time with pay based upon the following:

1. Employees having completed their first year shall be granted two (2) weeks (ten working days) of paid vacation.
2. Employees hired before July 1 shall have two (2) weeks (ten working days) of vacation time pro-rated to July 1.
3. Employees having completed ten (10) or more years shall be granted three (3) weeks (fifteen working days) of paid vacation.
4. Employees having completed twenty (20) or more years shall be entitled to four (4) weeks (twenty working days) of paid vacation.

Vacation time cannot be used in less than ½ day increments. Scheduling of vacation time shall be arranged with the appropriate supervisor.

Use or Lose Vacation Day Policy

Employees have one year and a half from July 1 to use vacation days. After the last pay in December of each year, employees who have more accumulated vacation days than their specified allotment will lose the overage of vacation days. Unused vacation days do not roll over to sick days each year.

Holidays

Twelve-month employees will be paid for holidays on the schedule as established by the Board. If the employee is directed by his/her supervisor to work on a holiday, pay will be at the rate of one and one-half (1½) times the employee's regular hourly rate. An exception will be bus drivers who will be paid at field trip rate.

Holidays that are recognized are as follows:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. 4th of July
5. Labor Day
6. Day before Thanksgiving Day
7. Thanksgiving Day
8. Friday after Thanksgiving Day
9. Christmas Day
10. Day before or after Christmas Day

In order for employees to qualify for the holiday pay listed above the employee must work the full working day before and the full working day after the holiday unless school is canceled.

In the event an employee is ill the day before or the day after a paid holiday and is unable to work, a doctor's certification of illness may be required in order that the employee be paid for the holiday.

Central office secretarial staff/administrative assistants, Deputy Treasurer, HR Director, Payroll Specialist, Food Service Director, Community Outreach Coordinator, and High School Building Secretary will be granted two extra working days off during the week between Christmas Day and New Year's Day.

Building Secretaries will receive Memorial Day, the day before Thanksgiving Day, and Labor Day as holidays.

RETIREMENT BENEFITS

Severance Pay

The East Noble School Corporation shall provide a severance benefit to those classified personnel who qualify.

Requirements for qualification for food service, secretaries, custodians, maintenance, transportation drivers, social workers, nurses, Instructional/clerical assistants, and technology maintenance technicians are as follows:

1. The employee must attain full retirement status through PERF state requirements.
 - a. Rule of 85 (age + years of service = 85), or
 - b. Age 65 and 10 years, or
 - c. Age 60 and 15 years.
2. The employee must have a minimum of ten (10) continuous years of service to the school corporation immediately preceding the intended retirement date to be eligible for severance pay.
3. The employee must state, in writing, plans to retire from full time employment. The letter should be submitted to the superintendent's office by May 15 of the final year of service.
4. In the event an employee is unable to give the required notice of retirement and is forced to retire as a result of an accident, ill health, or for another unforeseen reason, the Board may waive the May 15 notification requirement.

Requirements for qualification for Bus Drivers are as follows:

1. An employee must have a minimum of ten (10) continuous years of service to the school corporation as a regular bus driver or transportation driver immediately preceding the intended retirement date.
2. The employee must state, in writing, plans to retire from East Noble School Corporation. The letter should be submitted to the superintendent's office by May 15 of the final year of service.
3. In the event an employee is unable to give the required notice of retirement and is forced to retire as a result of an accident, ill health, or for another unforeseen reason, the Board may waive the May 15 notification requirement.

Benefit amounts for all groups are as follows:

1. Allows unused sick leave to apply toward severance pay upon retirement. The Board of School Trustees shall determine the rate.
2. Allows years of continuous service to apply toward severance pay upon retirement. The Board of School Trustees shall determine the rate.

Benefit amounts for 12 month classified employees:

1. Allows unused vacation leave to apply toward severance pay upon retirement at the employees daily rate.
2. Allows unused sick leave to apply toward severance pay upon retirement. The Board of School Trustees shall determine the rate.
3. Allows years of continuous service to apply toward severance pay upon retirement. The Board of School Trustees shall determine the rate.

SECTION V – EMPLOYEE TERMINATION

RESIGNATION OF CLASSIFIED STAFF MEMBERS

Any classified staff member who resigns must submit a *written letter* of resignation to his or her immediate supervisor. The letter, addressed to the Superintendent and School Board of Trustees should specify when the resignation is to be effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted.

After the School Board approval of resignation, HR will schedule an exit interview with the resigning employee; a brief exit interview will be conducted with HR prior to the resigning employee's last day.

JOB ABANDONMENT

If a Classified employee does not report to work or communicate the absence to his/her immediate supervisor or building administrator for three (3) consecutive days, East Noble School Corporation may terminate the employee due to job abandonment. East Noble School Corporation will make an effort to contact the employee prior to termination.

SECTION VI – EMPLOYEE GRIEVANCE

GRIEVANCE PROCEDURES FOR CLASSIFIED STAFF

East Noble School Corporation is committed to providing favorable working conditions for its employees. Part of this commitment involves encouraging an open and sincere atmosphere in which employee problems and complaints receive a timely response. If a situation occurs in which an employee believes that a condition of employment or a decision affecting him or her is unjust the employee is encouraged to make use of the following steps.

The employee may present the problem to his or her immediate supervisor within five calendar days after it occurs. If the supervisor is unavailable to address the problem, or if the employee believes it would be inappropriate to contact his or her immediate supervisor, the employee may present the problem to the building principal or director.

The supervisor and/or building principal will discuss the situation with the employee within five calendar days after the employee brings the problem to the supervisor and/or building principal. The immediate supervisor must document the discussion.

The employee may present the problem to the Chief of Finance and Operations Officer within five calendar days after discussing it with his or her supervisor if the employee believes that the problem is unresolved. The Chief of Finance and Operations Officer and HR will counsel the employee, assisting him or her in putting the problem in writing and meeting with the employee's immediate supervisor, if necessary.

If the employee believes that the problem continues to exist, they may submit their problem in writing to the Superintendent's Office. Superintendent's discretion will be referred to in such cases.

SECTION VII – PROGRESSIVE DISCIPLINE

RULES OF CONDUCT

Classified staff shall serve as positive role models for students and set good examples in conduct. East Noble School Corporation expects each employee to maintain the highest standards of conduct and act in a mature and responsible manner. Employees shall not engage in activities that violate federal, state or local laws or which, in any way, diminish the integrity, efficiency or discipline of the district.

Classified staff shall maintain professional relationships with students at all times. The district reserves the right to investigate concerns of employee or volunteer misconduct involving students even if no written complaint has been filed. Employees are required to report known misconduct and questionable behavior on the part of fellow employees and volunteers involving students.

Classified staff may be discharged from service with the corporation for the following infractions:

1. Immorality
2. Direct disobedience to orders or instruction
3. Substance abuse
4. Incompetence
5. Breach of employment duties
6. Theft
7. Failure to conform to the rules and regulations of the corporation or the schools
8. Threatening, intimidating, or coercing others including, but not limited to students, parents,

visitors, co-workers, or supervisors/directors.

9. Discourteous, unethical, or insubordinate conduct with others including, but not limited to, students, parents, visitors, co-workers, or supervisors/directors.
10. Unprofessional behavior or conduct
11. Poor attendance or poor punctuality
12. Other just cause or violation of School Board policies
13. Social Media – Refer to ENSC Board Policy 7540.04 – Staff Technology Acceptable Use and Safety
14. Physical inability to perform the duties* *Physical inability shall be determined by a competent physician to be selected by East Noble School Corporation. East Noble School Corporation will fully comply with provisions of the Americans with Disabilities Act of 1991, as amended. (ENSC Board Policy 4160)

DISCIPLINARY PROCEDURES

Infractions that involve items 1, 2, or 3 as listed above will result in immediate discharge.

All other infractions may be handled in one or more of the following procedures through progressive discipline administered by the immediate supervisor or director. The purpose of progressive discipline is to ensure an employee's understanding of the consequences of an observed behavioral issue if the same or other mistakes or misconduct continues to occur. It is important that discipline is applied in a fair and consistent manner.

The supervisor will use the Additional Training/Communication or Progressive Discipline Form (Appendix C) as their primary documentation form.

Steps of Progressive Discipline:

- a. Verbal Warning - A conference will be held with the appropriate supervisor. A written statement concerning the items discussed at the conference will be given to the employee. The supervisor will use the Additional Training/Communication or Progressive Discipline Form (Appendix C) to document the nature of the discussion and verbal counseling session, the employee's comments, and what the employee and supervisor will do to resolve the problem.
- b. Written Warning - The written warning should include a description of the problem, along with the supervisor's expectation of the employee's behavior, description of the disciplinary action, and the time frame for meeting the expectations. The employee should be coached for a second time about the severity of the problem and how the supervisor expects their behaviors to change. The supervisor will use the Additional Training/Communication or Progressive Discipline Form (Appendix C) to document the nature of the discussion.
- c. Suspension - The intent of this step is to give the employee time to reflect on the situation and take ownership of his or her actions and efforts to improve upon the documented behaviors

and the coaching he or she received in the previous progressive disciplinary steps. The supervisor will use the Additional Training/Communication or Progressive Discipline Form (Appendix C) to document the nature of the discussion.

- d. Termination/Dismissal from Employment – The final step of the progressive disciplinary process should not come as a surprise to the employee. The supervisor will use the Additional Training/Communication or Progressive Discipline Form (Appendix C) to document the nature of the discussion and refer to the previous steps, documentation, and actions taken in the entire process.

SECTION VIII – FRINGE BENEFITS BY OCCUPATION

EAST NOBLE SCHOOL CORPORATION BUS & TRANSPORTATION DRIVERS

Sick Leave

Pro-rated after probationary period to July 1, then six (6) days per year will be allowed for sick leave. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Section 125

Employees may participate in the program with no support from the Board.

Tax Sheltered Annuity

\$600 will be applied to the bus driver's annual salary when participating in an existing Tax Sheltered Annuity from the approved list. Participation is voluntary.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble as a regular route driver or transportation driver. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service, their intention to retire at the close of their current contract.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Effective July 20, 2022

Working Days

There will be 180 student transportation days. Drivers will be paid for a total of 183 work days which are for Annual Safety Meeting, Back to School Meeting, and end of year bus cleaning.

Benefits

These benefits are available after a 90-day probationary period for new employees.

TRANSPORTATION DRIVERS

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

**EAST NOBLE SCHOOL CORPORATION
BUS & TRANSPORTATION DRIVERS
WAGES**

Base Rate: In accordance with the Classified Salary Index – Contact the Human Resources Department

Base Rate:

Ten (10) cents per year of service will be added to the Base Rate. This compensation will not commence until the signing of the sixth contract at which time 50 cents will be added for the five (5) prior years of service. This incremental increase will be limited to 10 years. Every driver with ten years or more service will be grandfathered at their current rate but will not increase beyond that increment.

The base rate will include all mileage up to and including 35 miles; 26 cents per mile will be added for each mile from 36 to and including 55 miles; and 27 cents per mile will be added for each mile over 55.

Extra-curricular Trips:

Will have a minimum of two hours.

Subbing for Transportation Drivers:

All hours worked in a single day will be totaled and paid at the regular hourly rate of the transportation driver. Any total less than 2 hours will be paid a 2-hour minimum.

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
CAFETERIA / FOOD SERVICE STAFF**

Sick Leave - Pro-rated after probationary period to July 1, then six (6) days per year will be allowed for sick leave. Sick days may accumulate with no limit.

Sick Leave Bank - Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave - Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave - Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave - Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave - Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Section 125 - Employees may participate in the program with no support from the Board.

Uniform Allowance - At the end of the year a \$175 uniform allowance will be paid to each employee who works in excess of 5 hours per day and has completed a full year's work. Employees who work less than five hours per day will receive a \$100 uniform allowance. Employees who work less than ½ of the school year, will not receive a uniform allowance.

Substituting for Supervisor - Any cook who assumes a supervisor's duties for more than one (1) consecutive day shall be compensated at the index rate of 1.15 times the base rate.

School Activity Pass - A pass will be issued for all home events, excluding sectionals, regionals, etc.

Benefits - These benefits are available after a 90-day probationary period for new employees.

Certification - An employee who achieves certification by January 1 of the current school year and fulfills the following requirements, will receive \$150/year. The employee's certification must be current. They must be a member of the School Nutrition Association. They must be a member of Chapter 20 and attend 4 meetings a year. The employee shall have all required Professional Development Training completed as per USDA regulations. The employee shall have all required GCN Training completed as per East Noble School Corporation. The employee must have been employed with East Noble Food Service for 1 year.

Membership - An employee who is a member of SNA/ISNA will have their membership renewal paid by the school corporation as long as all certification requirements are met. (See Certification)

FOOD SERVICE STAFF WHO WORK 7 HOURS PER DAY:

PERF

The Board will pay the employee's 3% contribution toward PERF.

Medical, Dental, Vision Insurance

Medical, dental and vision insurance will be offered to staff whose regular schedule during the school year is seven (7) hours per day.

Effective July 20, 2022

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting Pay

Level 2: Second Year

Level 3: Third Year

Add .05 to Caf level 3 for FS manager substitution

Pay for extra meals: \$13.50/hour

Pay for Cafeteria Substitute: \$13.50

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
COMMUNITY OUTREACH COORDINATOR**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

12-month secretaries will have \$400 board support toward the dental policy. Other secretaries may participate in the program with no support from the Board.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 toward the yearly premium.

Long Term Disability Insurance

Employees may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused

Effective July 20, 2022

vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays

Secretaries will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

The Community Outreach Coordinator is a 260-day employee / 12 months per year.

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
CUSTODIAL STAFF**

Sick Leave - Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank - Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave - Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave - Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave - Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave - Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance - Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance - Employee may enroll in a single or family coverage dental plan.

Vision Insurance - Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance - \$30,000 of life insurance will be provided at the cost of \$1.00 toward the yearly premium.

Section 125 - Employees may participate in the program with no support from the Board.

PERF - The Board will pay the employee's 3% contribution toward PERF.

Uniforms - East Noble School Corporation will provide full-time employees with a uniform.

Severance Pay - To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation - Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays - 12-Month employees will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Effective July 20, 2022

Overtime - Any work in excess of forty (40) hours per week will be paid at 1½ times the normal rate. In order to be paid overtime for a Saturday, the employee must have worked 40 hours during the regular week. Holidays, vacation time, sick leave, personal leave, bereavement leave, funeral leave, etc. will not be considered as part of the 40 hours for overtime purposes. Employees will be paid double time for the time worked on Sunday when the building is rented by outside groups.

School Activity Pass - A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days – Employees in this position work 12 month per year.

Benefits - These benefits are available after 90-day probationary period for new employees.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting rate

Level 2: 1 year experience

Level 3: 2 years' experience

Level 4: Top of the scale

Lead person at HS add \$.50/hour

Classifications:

C: Custodian

HC1: Head Custodian K-6

HC2: Head Custodian 7-8

HC3: Head Custodian High School

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
CENTRAL OFFICE ADMINISTRATIVE ASSISTANT, DEPUTY TREASURER, PAYROLL SPECIALIST**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

Secretaries will have \$400 board support toward the dental policy. Other secretaries may participate in the program with no support from the Board.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 toward the yearly premium.

Long Term Disability Insurance

Employees may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay the employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation

Effective July 20, 2022

leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service, employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service, employee will get (4) weeks of paid vacation each year.

Holidays

Secretaries will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

Deputy Treasurer, Payroll Specialist, and Administrative Assistant are 12-month employees.

Benefits

These benefits are available after a 90-day probationary period for new employees.

Base Salary

Base salary is in accordance with the Classified Salary index.

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
DIESEL/GARAGE MECHANIC**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

Employee will have \$400 board support toward the family dental policy or all of the single policy up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

\$30,000 of life insurance will be provided at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay the employee's 3% contribution toward PERF.

Uniforms

East Noble School Corporation will provide full-time employees with a uniform.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In

Effective July 20, 2022

addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays

12-Month employees will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Overtime

Any work in excess of forty (40) hours per week will be paid at 1½ times the normal rate. In order to be paid overtime for a Saturday, the employee must have worked 40 hours during the regular week. Holidays, vacation time, sick leave, personal leave, bereavement leave, funeral leave, etc. will not be considered as part of the 40 hours for overtime purposes.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is contracted for 12 months.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting rate

Level 2: 1 year experience

Level 3: Top of scale

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
FOOD SERVICE DIRECTOR, FACILITIES DIRECTOR,
HUMAN RESOURCES DIRECTOR, TRANSPORTATION DIRECTOR**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

Employee will have \$400 board support toward the family dental policy or all of the single policy up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

Term life insurance in an amount double the annual salary (to the nearest \$1,000) will be provided at the cost of \$1.00 toward the yearly premium.

Long Term Disability Insurance

The Supervisor may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay the employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at

Effective July 20, 2022

\$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays

A Supervisor will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is contracted for 12 months.

Base Salary

Base salary is in accordance with the Classified Salary index.

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
INSTRUCTIONAL ASSISTANT, MEDIA COORDINATOR AND MEDIA ASSISTANT
OFFICE ASSISTANT, SPORTS AND FITNESS ASSISTANT**

Sick Leave

Pro-rated after probationary period to July 1, then six (6) days per year will be allowed for sick leave. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Tax Sheltered Annuity

Up to \$300 will be reimbursed to the employee at the end of each school year for contributions to their existing Tax Sheltered Annuity or one of their choice from the approved list. The employee must be employed at the time of payout. Participation is voluntary.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Effective July 20, 2022

Working Days

Classroom Instructional Assistants and Media Assistants are scheduled for 181 working days. 180 student days plus the mandatory "All-Staff" day before first student day of the school year.

Additional Days for other Assistants and Media Coordinators:

Media Coordinator – 184 total workdays are as follows: 180 student days + 4 days; (1) All Staff Day and (2) days before the first day of school, and the last teacher workday after students' final day.

Office Assistant – 185 total workdays which are as follows: 180 student days. 1 day for registration in the summer (8-10 hours). 2 days before first student day = (1) All Staff Day and (1) day before the first day of school. 2 days at the end of the school year after last student day. *Office Assist may also accrue up to two hours paid for the Secretary/Office Assistant lunch during the summer.

Sports and Fitness Assistant – 183 total workdays which are as follows: 180 student days and 3 additional days; (1) All Staff Day, (1) day before the first day of school, and the last teacher workday after students' final day. S&F IA's will receive full regular scheduled pay on eLearning days.

Benefits

These benefits are available after a 90-day probationary period for new employees.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting rate

Level 2: 1 year experience

Level 3: 2 years experience

Assistants who care for the daily intimate personal hygiene of High School students: Index add of .1

ASSISTANT STAFF WHO WORK 7 HOURS PER DAY:

Medical, Dental, Vision Insurance

Medical, dental and vision insurance will be offered to staff whose regular schedule during the school year is seven (7) hours per day.

Region 8 Sub Service:

The following Instructional Assistant groups are to be enrolled in Region 8 Sub Service upon hiring.

- Instructional Assistants who are assigned to SPED/Preschool at Avilla Elementary
- Instructional Assistants who are assigned to Functional Life Skills classrooms
- Instructional Assistants who are assigned to the Skills for Success classroom at NS, SS, ENMS, and ENHS
- Sports and Fitness Assistants

During the IA's absence from the building a substitute can be requested through Region 8.

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
LANGUAGE INTERPRETER, LICENCED SIGN LANGUAGE INTERPRETER**

Sick Leave

Pro-rated after probationary period to July 1, then six (6) days per year will be allowed for sick leave. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Tax Sheltered Annuity

\$300 will be reimbursed to the employee for contributions to their existing Tax Sheltered Annuity or one of their choice from the approved list. Participation is voluntary.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is scheduled for 181 working days.

Effective July 20, 2022

Benefits

These benefits are available after a 90-day probationary period for new employees.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting rate

Level 2: 1 year experience

Level 3: 2 years experience

INTERPRETER STAFF WHO WORK 7 HOURS PER DAY:

Medical, Dental, Vision Insurance

Medical, dental and vision insurance will be offered to staff whose regular schedule during the school year is seven (7) hours per day.

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
MAINTENANCE STAFF**

Sick Leave - Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank - Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave - Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave - Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave - Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave - Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance - Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance - Employee will have \$400 board support toward the family dental policy or all of the single policy up to \$400.

Vision Insurance - Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance - \$30,000 of life insurance will be provided at the cost of \$1.00 toward the yearly premium.

Section 125 - Employees may participate in the program with no support from the Board.

PERF - The Board will pay the employee's 3% contribution toward PERF.

Uniforms - East Noble School Corporation will provide full-time employees with a uniform.

Severance Pay - To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation - Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Effective July 20, 2022

Holidays - 12-Month employees will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

Overtime - Any work in excess of forty (40) hours per week will be paid at 1½ times the normal rate. In order to be paid overtime for a Saturday, the employee must have worked 40 hours during the regular week. Holidays, vacation time, sick leave, personal leave, bereavement leave, funeral leave, etc. will not be considered as part of the 40 hours for overtime purposes. Employees will be paid double time for the time worked on Sunday when the building is rented by outside groups.

School Activity Pass - A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days - This position is contracted for 12 months.

Benefits - These benefits are available after 90-day probationary period for new employees.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting rate

Level 2: 1 year experience

Level 3: 2 years experience

Summer Help: \$12.00/Hour

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
NURSE**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter will be allowed. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

Board Support of \$400 per year will be paid toward the family dental policy or all of the single policy will be paid up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 of the yearly premium.

Long Term Disability Insurance

Employee may participate in the plan at the cost of \$1.00 toward the yearly premium.

Uniform Allowance - At the end of the school year a \$125.00 uniform allowance will be paid to each full-time nurse who has completed a full year's work. Nurses who work less than five hours per day will receive a \$100 uniform allowance. Employees who work less than ½ of the school year, will not receive a uniform allowance.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Effective July 20, 2022

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

School Nurse position is scheduled for 188 days per year. The Head Nurse position is schedule for 194 days, 183 teacher days plus 11 flexible days.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting rate

Level 2: 1 year experience

Level 3: 2 years' experience

BS Degree: Index add on of .02

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
OCCUPATIONAL THERAPIST, PHYSICAL THERAPIST**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter will be allowed. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days allowed to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

Board Support of \$400 per year will be paid toward the family dental policy or all of the single policy will be paid up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

Term life insurance in an amount double the annual salary (to the nearest \$1,000) will be provided at the cost of \$1.00 toward the yearly premium.

Long Term Disability Insurance

The employee may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for

Effective July 20, 2022

severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is scheduled for 183 days per year.

Base Salary

Base salary is in accordance with the Classified Salary index. Level 1: 0-4 years' experience, Level 2: 5-9 years' experience, Level 3: 10-15 years' experience, Level 4: 15 or more years' experience.

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
SECRETARY - BUILDING LEVEL**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

Secretaries may participate in the Dental Insurance program with no support from the Board.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 toward the yearly premium.

Long Term Disability Insurance

12-month secretaries may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of

Effective July 20, 2022

retirement. In addition, they must have worked ten continuous (10) years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Holidays

Employees who work less than twelve (12) months and more than nine (9) get two (3) paid holidays each year: Labor Day, the day before Thanksgiving Day, and Memorial Day.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

The Athletic Department Secretary and the Guidance Secretary are scheduled for 218 work days. Building Secretaries except for the High School extra-curricular secretary are scheduled for 206 days.

Benefits

These benefits are available after a 90-day probationary period for new employees.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting rate

Level 2: 2 years experience

Level 3: 3 years experience

Classifications:

1S – High School Receptionist

1A – Athletic Department Secretary

2S – Elementary or Middle School Principal Secretary, High School Assistant Principal Secretary

3S – Middle School Extra Curricular Treasurer, High School Guidance Secretary, Food Service Secretary

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
TWELVE MONTH SECRETARIES, CENTRAL OFFICE RECEPTIONIST**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

12-month secretaries will have \$400 board support toward the dental policy. Other secretaries may participate in the program with no support from the Board.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

The Board will support \$30,000 of life insurance. The employee must pay \$1.00 toward the yearly premium.

Long Term Disability Insurance

Employees may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused

Effective July 20, 2022

vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service employee will get (4) weeks of paid vacation each year.

Holidays

Secretaries will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

The High School Extra-Curricular Secretary, Technology Department Secretary, Transportation Department Secretary, and Central Office Receptionist are 12-month employees.

Benefits

These benefits are available after a 90-day probationary period for new employees.

Hourly Rate

The hourly rates for each level are available on the Classified Salary Index and can be obtained by contacting the Human Resources Department. On July 1st of every year the Chief of Finance and Operations will review the Classified Salary Index. Based upon annual financial review, salary increases may occur. The School Board reserves the right to amend the East Noble School Corporation Classified Salary Index.

Level 1: Starting rate

Level 2: 2 years experience

Level 3: 3 years experience

Classifications:

2S – Technology Department Secretary

3S – Central Office Receptionist, Transportation Department Secretary

4S – High School Principal Secretary / Extra Curricular Treasurer, Special Education Secretary

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
SOCIAL WORKER**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

Board Support of \$400 per year will be paid toward the family dental policy or all of the single policy will be paid up to \$400.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

Term life insurance in an amount double the annual salary (to the nearest \$1000) will be provided at the cost of \$1.00 toward the yearly premium.

Long Term Disability Insurance

Employee may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay, in full, the Social Worker's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement. The rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To be eligible for

Effective July 20, 2022

severance pay, the person must attain retirement status through PERF at the time of retirement or have attained the PERF "Rule of 85" for early retirement. In addition, they must have worked ten (10) continuous years with East Noble To receive this additional compensation, the person must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

This position is scheduled for 194 days per year. This includes 183 teacher days and 11 flexible days.

Base Salary

Base salary is in accordance with the Classified Salary index.

Effective July 20, 2022

**EAST NOBLE SCHOOL CORPORATION
TECHNOLOGY MAINTENANCE TECHNICIAN**

Sick Leave

Pro-rated after probationary period to July 1, then ten (10) days the first year and seven (7) days each year thereafter. Sick days may accumulate with no limit.

Sick Leave Bank

Employees may participate in the Classified Employee Sick Leave Bank.

Family Illness Leave

Employees are allowed to use up to five (5) days of sick leave for family illness.

Personal Leave

Two (2) days to perform personal business which cannot be taken care of outside of regular working hours will be allotted. The request must be approved in advance by the Superintendent's Office unless absence results from an emergency. These days are not accumulative, but unused days for any one year may be transferred to sick leave accumulation.

Bereavement Leave

Five (5) working days, are allowed with pay, for absence due to the death of the employee's immediate family member as stated on Page 19 of this handbook. These days are not accumulative. If the death of an immediate family member occurs after 4:00 pm, the five (5) working day leave would start the next day.

Funeral Leave

Up to one (1) day of paid leave shall be granted to the employee to attend the funeral of a close friend. One (1) day of paid leave shall be granted in the event of a death of a family member not identified under "Bereavement Leave".

Medical Insurance

Board Support of an approved flat dollar amount will be paid toward the employees' medical insurance (per month).

Dental Insurance

All classifications can have Board Support of \$400 per year will be paid toward the single and family dental policy.

Vision Insurance

Employee may enroll in a single or family coverage vision insurance plan.

Life Insurance

All classifications can have \$30,000 of life insurance provided for the cost of \$1.00 toward the yearly premium.

Long Term Disability Insurance

All classifications may participate in the plan at the cost of \$1.00 toward the yearly premium.

Section 125

Employees may participate in the program with no support from the Board.

PERF

The Board will pay for all employee's 3% contribution toward PERF.

Severance Pay

To allow unused sick leave and years of employment to apply toward severance pay upon retirement, the rate shall be at \$25 per day of unused accumulated sick leave and \$50 per year of continued service with no limit. To allow unused vacation leave to apply toward severance pay upon retirement at the employee's daily rate. To be eligible for severance pay, the

Effective July 20, 2022

employee must attain retirement status which is equal to the state PERF requirements at the time of retirement. In addition, they must have worked ten (10) continuous years with East Noble. To receive this additional compensation, the employee must be presently employed by East Noble and declare in writing by May 15th of the final year of service their intention to retire.

Vacation

Employees with less than ten (10) years continuous service will get two (2) weeks of paid vacation each year after one (1) year of employment. With ten (10) or more years of continuous service employee will get three (3) weeks of paid vacation each year. With twenty (20) years or more of continuous service, the employee will get (4) weeks of paid vacation each year.

Holidays

Employees will be paid for the following Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, the Wednesday before Thanksgiving, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day and the working day before or after Christmas Day.

School Activity Pass

A pass will be issued for all home events, excluding sectionals, regionals, etc.

Working Days

Employees are scheduled for 12 months, 262 days.

Base Salary

Base salary is in accordance with the Classified Salary index.

SECTION IX – APPENDIX A THROUGH G

APPENDIX A

Acknowledgement of Receipt of Classified Employee Handbook

I hereby acknowledge receipt of a copy of the “East Noble School Corporation Classified Staff Handbook.” This handbook is intended to be a guide for classified staff and East Noble School Corporation in implementing employment practices in a manner fair and equitable to all employees.

I understand that it is my responsibility to read and be familiar with the information in the handbook. The plans, policies, and procedures described are not conditions of employment. I understand that East Noble School Corporation reserves the right to modify, revoke, suspend, terminate or change any or all of the plans, policies and procedures in whole or in part at any time, with or without notice, solely and at its discretion so long as there is not violation of applicable federal or state law.

The handbook is not a contract and should not be construed to create any contract of employment or any promises regarding employment, terms or conditions, either expressed or implied, including, without limitation, any contract of employment for a definite duration.

I also acknowledge that I am an employee (at will) and that East Noble School Corporation or I may terminate my employment at any time with or without cause and with or without notice, so long as there is not violation of applicable federal or state law.

Acknowledgement of receipt of the “East Noble School Corporation Classified Staff Handbook”:

Employee Name: _____
(Please print name)

Employee Signature: _____

Date: _____

APPENDIX B
EMPLOYEE PERFORMANCE REVIEW

EMPLOYEE'S NAME (PRINT)		POSITION TITLE		DATE	
EMPLOYEE NUMBER		LOCATION			
REASON FOR RATING <input type="checkbox"/> 30 DAY REVIEW <input type="checkbox"/> 60 DAY REVIEW <input type="checkbox"/> 90 DAY REVIEW <input type="checkbox"/> Salary Increase Review on Anniversary <input type="checkbox"/> Annual Review – (when at top of salary index)		HOW LONG HAS EMPLOYEE WORKED IN THIS LOCATION? _____ HOW LONG HAS EMPLOYEE WORKED IN THIS POSITION? _____ HOW LONG HAS EMPLOYEE WORKED UNDER YOUR SUPERVISION? _____ DID EMPLOYEE RECEIVE TRAINING DURING THIS REPORTING PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO HAS JOB PERFORMANCE BEEN DISCUSSED WITH EMPLOYEE BEFORE THIS REVIEW? <input type="checkbox"/> YES <input type="checkbox"/> NO			
1. WHAT SPECIFIC ACCOMPLISHMENTS & ACHIEVEMENTS HAS THE EMPLOYEE CONTRIBUTED THIS REPORTING PERIOD?					
2. IN WHAT AREAS AND/OR IN WHAT WAYS DOES THE EMPLOYEE NEED TO IMPROVE TO ENHANCE PERFORMANCE?					
3. PERFORMANCE RATING FACTORS (4)					
RATING *	UNACCEPTABLE	NEEDS IMPROVEMENT	ACCEPTABLE	ABOVE AVERAGE	OUTSTANDING
A. WORK QUALITY					
B. WORK QUANTITY					
C. SAFETY CONSCIOUSNESS					
D. APPEARANCE					
E. ATTENDANCE					
F. PUNCTUALITY					
G. DEPENDABILITY					
H. COMMUNICATIONS ABILITY					
I. JUDGMENT					
J. LOYALTY					
K. INITIATIVE					
L. ATTITUDE					
M. SUMMARY PERFORMANCE					
4. STATE ANY OTHER FACTORS, CIRCUMSTANCES, OR CONDITIONS NOT INDICATED ABOVE WHICH HAS AN INFLUENCE ON THE EMPLOYEE'S PERFORMANCE RATING FOR THIS REPORTING PERIOD:					
5. SUMMARY:					
DEVELOPMENT		(4)		TRAINING	
NEEDS ASSISTANCE IN PRESENT POSITION				EMPLOYEE SHOULD RECEIVE ADDITIONAL TRAINING IN:	
SHOULD CONTINUE IN PRESENT POSITION					
READY FOR ADDITIONAL DUTIES & RESPONSIBILITY					
DO NOT RECOMMEND REEMPLOYMENT					
6. EMPLOYEE COMMENTS:					
SUPERVISOR'S SIGNATURE		DATE		EMPLOYEE'S SIGNATURE	
				DATE	

APPENDIX C
EAST NOBLE SCHOOL CORPORATION
ADDITIONAL TRAINING/COMMUNICATON OR PROGRESSIVE DISCIPLINE FORM

Position: _____ Date: _____

Employee name: _____

Disciplinary Action:

Verbal Warning _____ Written Warning _____ Suspension _____ Termination _____

Violation of School Board Policy or Rules of Conduct: _____

Nature of Discussion: (This section should be used to describe the reason for the needed communication. Be precise and to the point.

Employee Comments: (This section is to give the employee the opportunity to convey any thoughts regarding this issue.)

What employee and supervisor will do to solve this problem:

I understand the above.

Employee signature

Date

I have discussed the above with this employee.

Supervisor's signature

Date

Witness

Date

Effective July 20, 2022

APPENDIX D
EAST NOBLE SCHOOL CORPORATION
EXAMPLE TIMESHEET

Name: ENSC EMPLOYEE

Pay Period From: 3-7-2022 To: 3-13-2022

Date	Day	Time Started	Lunch Out	Lunch In	Time Finished	Total Hours
3-7-2022	Mon	7:30	11:50	12:20	1:00	5
3-8-2022	Tues	7:55	11:50	12:20	1:25	5
3-9-2022	Wed	PERSONAL DAY				5
3-10-2022	Thurs	7:30	11:50	12:20	1:00	5
3-11-2022	Fri	7:30	11:50	12:20	1:00	5
	Sat					
	Sun					
Include all hours for each day (including sick, personal, professional or bereavement days.) Please complete "Claim for Salary" below.					Total Hours	25

I certify that the above time includes all hours worked by me during the stated time period.

Employee's Signature

Supervisor's Signature

CLAIM FOR SALARY

*Please complete all paperwork for self or family sick, personal, professional and bereavement days.
Please provide a doctor's note and/or explanation of approved time without pay.

Type of Absence	Absence Date(s)	Number of Days Claimed
Sick Leave		
Family Sick Leave		
Personal Leave	3-9-2022	1
Bereavement Leave		
Professional Leave		
Without Pay		

For Central Office Use Only:

Regular Time: _____ Overtime: _____ Double Time: _____ OT Dist. Code _____

APPENDIX E

ENSC CLASSIFIED EMPLOYEE ABSENCE REQUEST

Employee Name (Print) _____ Date of Request: _____

School: _____

Date(s) of Absence: _____ ☐ Full Day ☐ AM Only ☐ PM Only

Date(s) of Absence: _____ ☐ Full Day ☐ AM Only ☐ PM Only

(**Please annotate corresponding date of absence on your time sheet)

Type of Absence to be used

- ☐ **Personal** - Personal leave days shall not be requested or used for the sole purpose of extending a vacation or holiday. As outlined in the handbook, personal days may not be used immediately prior to or after a holiday, vacation period, or other non-school weekday.
- ☐ **Classified Sick Leave** (Self)
- ☐ **Classified Family Sick Leave** - A classified employee may use up to (5) sick leave days in any school year in any combination of the following situations:
- (a) to attend to a member of the employee's household who requires care or
 - (b) to take a member of the employee's household to a hospital for admission (or from hospital on release) or for emergency room treatment, or
 - (c) to visit a hospitalized parent, spouse, child, or an individual who regularly resides in the employee's household, or
 - (d) to travel in excess of one hundred miles from Noble County to visit a hospitalized sibling, grandchild, mother-in-law or father-in-law, or
 - (e) as parental leave when a child is born, or
 - (f) to care for a parent.

Reason: _____

- ☐ **Funeral or Bereavement** (please complete information below)

Name of Deceased _____

Relationship _____

Date of Death _____

Date of Funeral _____

- ☐ **Vacation** (**for those who qualify as outlined in the classified employee handbook)

- ☐ **Other** (Please attach explanation or order with this form)

____ Once in Five ____ Jury Duty ____ Unpaid

Employee Signature Date

Principal Signature Date

Superintendent or Designee Date

APPENDIX F

NOTICE OF RIGHTS TO COVERAGE AFTER TERMINATION FOR WORKERS AND THEIR DEPENDENTS

If an employee is disqualified for medical coverage under the corporation plan for one of these reasons, he/she has the right to keep the coverage temporarily if the employee pays the corporation for such coverage:

Former corporation employees, eligible for medical insurance, may keep their coverage for up to 18 months after they resign, are laid off, switched to part-time or fired for a reason other than gross misconduct. "Gross misconduct" is defined in the corporation personnel policy.

Dependent spouses and children may keep their coverage for up to 18 months, if they lose coverage because of one of the reasons given above for former employees. If they lose their coverage because they cease to be qualified dependents of a former corporation employee because the employee dies or for some other reason, then they may keep their coverage for up to 36 months beyond the date they cease to qualify. Either the former employee or the dependent must notify the plan administrator within thirty (30) days of the date a dependent qualifies in circumstances in which a worker does not qualify.

Those classified employees who retire may continue to be a part of the School Corporation's group medical insurance as long as they pay the premium.

Those persons who are Medicare-eligible or are covered as employees under another employer's plan are not entitled to further coverage.

This represents a change in benefits, which was made as the result of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA).

APPENDIX G

JOB DESCRIPTION BANK

The following job descriptions are meant to act as a baseline of the duties, responsibilities, and requirements of each occupation and are not to be considered comprehensive and absolute. Job descriptions shall be reviewed and developed in coordination between the Human Resources Director and applicable Directors and Administrators. Job descriptions for occupations that are not listed are maintained by the Human Resources department.

1. Bus / Transportation Driver Job Description and Responsibilities:

An ENSC Bus/Transportation Driver is under the supervision of the Transportation Director. A driver interacts daily with children and serves as their trusted transportation to and from school. As such, a driver should be free of traffic or criminal violations and should have an authoritative yet calming demeanor and a strong understanding of traffic laws.

- Attentiveness to traffic and weather conditions and ensuring student safety.
- Follow the planned route and schedule for departure times and stops.
- Regularly check vehicle safety such as tires, brakes, turn signals, mechanical equipment, etc.
- Report delays, accidents, and emergencies.
- Respond to emergency and non-emergency situations.
- Inspect the vehicle thoroughly before and after each trip.
- Assist with the loading and unloading of the bus when required.
- Enforce conduct and safety rules on the bus.
- Maintain a clean vehicle.
- Attend required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Bus / Transportation Driver Requirements:

- High school diploma or GED.
- Obtain and maintain a Class B CDL with Passenger & School Bus Endorsements.
- Clean driving record.
- Previous experience as a bus driver preferred but not required.
- Experience working with children preferred.
- Working knowledge of first aid procedures.
- Excellent communication skills.

2. Cafeteria / Food Service Assistant Job Description and Responsibilities:

An ENSC Food Service Assistant is under the supervision of the Food Service Director. A Food Service Assistant prepares and serves breakfast, lunch and other food to children and adults in a courteous customer service-oriented manner.

- Perform duties following health, food service, government and other regulations.
- Prepare and cook food, as requested by the food manager or other supervising employee.
- Help with food preparation duties for the day by cutting, peeling, or slicing as needed.
- Greet and serve customer and deliver food in a timely manner.
- Demonstrate excellent customer service with a positive demeanor when dealing with students and staff.
- Assist with cleaning cafeteria and dining area by picking up trash, clearing and washing plates and dishes, and wiping down tables.
- Adhere to food safety standards at all times to ensure all food is free of contaminants and pathogens.
- Clean pots, pans, and any other dishes in the kitchen as needed, adhere to safety and sanitation standards at all times.
- Attend required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Cafeteria / Food Service Assistant Requirements:

- High school diploma or GED.
- Food handlers license or certification that is valid in the State of Indiana.
- Food service experience.
- Ability to walk or stand for long periods of time.
- Excellent customer service skills and ability to interact with a variety of staff and students.
- Knowledge of kitchen sanitation, cleaning, and maintenance.

3. Custodian Job Description and Responsibilities:

An ENSC Custodian is under the supervision of the Facilities Director and the building principal. A custodian is responsible for the uninterrupted and comfortable operation of the school, ensuring standards of cleanliness, sanitation, safety and security are met.

- Cooperates with staff and students to harmoniously achieve the purposes of the school.
- Operates the heating and ventilating systems and maintains the plumbing and lighting systems, lawns, and play areas.
- Advises the head custodian or principal of needed repair or maintenance action required for plant equipment. Keeps the head custodian or principal informed of incidents requiring action and follows up when such problems have or have not been satisfactorily completed.
- Handles minor repairs within his or her resources.
- Arranges for the physical requirements of extra-curricular events, school rental, dances and other activities.
- Maintains a log of equipment and other records as required.
- Performs related duties as required for the daily operation of the school such as; classrooms, hallways, restrooms and locker-rooms, cafeteria, building entrances, gyms and/or auditoriums.
- Attend required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Custodian Requirements:

- High school diploma or GED.
- Ability to walk and stand for long periods of time.
- Ability to lift a minimum of 50 pounds.
- Ability to safely handle hazardous materials.
- Excellent customer service skills and ability to interact with a variety of staff and students.

4. Diesel/Bus Mechanic Job Description and Responsibilities:

An ENSC Mechanic is under the supervision of the Transportation Director. A mechanic plans, schedules, and performs repair and preventative maintenance of the corporation bus fleet. A mechanic assists in the maintenance of cars, trucks, and other motorized vehicles.

- Assure adequate maintenance and repair records are maintained for corporation vehicles and equipment.
- Recommend major equipment and vehicle replacements.
- Prepare for annual State Police bus inspections.
- Maintain the ability to diagnose, repair, rebuild and make necessary adjustments on all vehicle systems.
- Maintain a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment.
- Perform trouble shooting and related repairs on district vehicles.
- Attend required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Mechanic Requirements:

- High school diploma or GED.
- Degree or Certificates in Diesel Mechanic Technology or equivalent experience

- Class B CDL, with Passenger and School Bus Endorsements and No Air Brake Restriction (or ability to obtain)
- Ability to walk and stand for long periods of time.
- Ability to lift a minimum of 50 pounds.
- Ability to safely handle hazardous materials.
- Heavy Duty/Medium Duty Truck Service Experience
- School Bus Maintenance Experience
- Computer/Technology Proficiency

5. Instructional Assistant Job Description and Responsibilities:

An ENSC Instructional Assistant is under the supervision of building principal. An Instructional Assistant provides hands-on support to the classroom Teacher when preparing lessons or assisting students in the classroom.

- Works with students one-on-one, in small groups, large groups or other
- Assist with student documentation
- Monitor student progress
- Supervise students in all assigned areas
- Communicates effectively and regularly with students and staff
- Participates in team planning sessions
- Attends required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Instructional Assistant Requirements:

- Minimum of 60 college credits
- Associate degree
- Paraprofessional Certification or be willing to take and pass Paraprofessional certification test
- Maintains confidentiality of all student information

6. Media Coordinator and Media Assistant Job Description and Responsibilities:

*An ENSC **Media Coordinator** is under the supervision of the building principal and the Chief Technology Officer. A Media Coordinator administers an effective library media program, provides specialized instruction to students and teaching staff, and oversees the selection, organization, utilization, and maintenance of library, information, and technology resources. This person must exhibit the proper attitudes and personal qualities necessary to produce high quality library and technical service.*

- Fulfill circulation/library and technology related duties – for the full job description refer to the Human Resources Department.
- Provide instruction to teachers and students in the use of the online catalog and databases.
- Utilize the ENSC Technology Curriculum as a basis for curricular and instructional planning.
- Present the prepared Technology Curriculum with the support of the Media Specialist and Curriculum Coordinator.
- Attends required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Media Coordinator Requirements:

- Minimum of 60 college credits, associate degree, paraprofessional certification or be willing to take and pass paraprofessional certification test
- Ability to operate audio-visual equipment, computers, and various office machines.
- Ability to communicate and work with adults and students effectively.
- Ability to be organized and flexible
- Maintains confidentiality of all student information

*An ENSC **Media Assistant** is under the supervisor of the building principal and the Chief Technology Officer. A Media Assistant performs a variety of functions in the school media center, assisting the Media Coordinator in the operation of the*

media center and assisting teachers and students in the full use of library services. This person must exhibit the proper attitudes and personal qualities necessary to produce high quality library and technical service.

- Fulfill circulation/library and technology related duties – for the full job description refer to the Human Resources Department.
- Attends required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Media Assistant Requirements:

- Minimum of 60 college credits, associate degree, paraprofessional certification or be willing to take and pass paraprofessional certification test
- Ability to operate audio-visual equipment, computers, and various office machines.
- Ability to communicate and work with adults and students effectively.
- Ability to be organized and flexible
- Maintains confidentiality of all student information

7. Office Assistant Job Description and Responsibilities:

An ENSC Office Assistant is under the supervision of the building principal. An Office Assistant provides clerical support to the operations of the school building front office. His or her primary job function is to monitor student attendance and/or disciplinary actions.

- Organizational abilities and diplomatic handling of confidential student information
- Ability to operate Microsoft Office applications such as Outlook, Word, and Excel and able to navigate Google Docs
- Follows East Noble policies and procedures
- Works cooperatively with teacher(s) and other staff
- Maintains professional demeanor
- Attends required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Office Assistant Requirements:

- Minimum of 60 college credits
- Associate degree
- Paraprofessional Certification or be willing to take and pass Paraprofessional certification test
- Maintains confidentiality of all student information

8. Sports and Fitness Assistant Job Description and Responsibilities:

An ENSC Sports and Fitness Assistant is under the supervision of the building principal. A Sports and Fitness Assistant will engage K-6 students in the development of health and sports skills through structured activities, assist in planning and execution of plans for a remediation and enrichment period to support the general education curriculum.

- Provide an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of students.
- Plan and execute gym classes for students, K-5.
- Prepare and implement lessons plans, providing for appropriate learning experiences for each student.
- Monitor and evaluate student skill levels and outcomes.
- Maintain student records following established procedures and practices.
- Attends required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.

Sports and Fitness Assistant Requirements:

- Minimum of 60 college credits, associate degree, paraprofessional certification or be willing to take and pass paraprofessional certification test
- Ability to communicate and work with adults and students effectively.
- Ability to be organized and flexible
- Maintains confidentiality of all student information

9. Maintenance Job Description and Responsibilities:

An ENSC Maintenance employee is under the supervision of the Facilities Director. This position is responsible for the maintenance and safe operation of the school corporations' facilities. These positions include but are not limited to the following: electrician, plumber, carpenter, and grounds.

- **Electrician**
 - Inspect and adjust controls for heating/cooling seasons
 - Perform preventive maintenance and repair on all building systems on a routine schedule
 - Helps maintain food service equipment
 - Help in other maintenance areas as needed
 - Attends required training sessions and apply training to occupational tasks.
- **Plumber**
 - Repair plumbing problems
 - Helps maintain food service equipment
 - Plow snow
 - Help in other maintenance areas as needed
 - Attends required training sessions and apply training to occupational tasks.
- **HVAC**
 - Maintains and repairs heating, ventilation and air conditioning equipment to meet Local, State and Federal requirements.
 - Troubleshoot equipment malfunctions
 - Performs preventive maintenance
 - Responding to emergencies of HVAC equipment
 - Inspect and adjust controls for heating/cooling seasons
 - Attends required training sessions and apply training to occupational tasks.
- **Grounds**
 - Keep lawns and landscaping manicured
 - Prepares athletic fields for play
 - Care for district owned equipment
 - Assist in transportation
 - Plow snow
 - Order custodial supplies
 - Help in other maintenance areas as needed
 - Attend required training sessions and apply training to occupational tasks.

Maintenance Requirements:

- High school diploma or GED.
- Ability to walk and stand for long periods of time.
- Ability to lift a minimum of 50 pounds.
- Ability to safely handle hazardous materials.
- Excellent customer service skills and ability to interact with a variety of staff and students.

10. Nurse Job Description and Responsibilities:

An ENSC School Nurse provides health services in each assigned building. The primary function of the school nurse is to treat student injuries or illnesses and advise students, their parents or guardians, and staff on health-related issues.

- For the full job description refer to the Human Resources Department.
- Establish and maintain a comprehensive school health program including required system-wide health screenings and record-keeping, and other recommended health and wellness program.
- Collaborate with other school professionals, parents, caregivers, and members of the community to meet the health, developmental, and educational needs of student.
- Assist the school community in achieving optimal levels of personal wellness, and in the provision of recommended and required first aid/CPR instruction.

Nurse requirements:

- Registered Nurse (RN) license
- Knowledge of many areas of health including mental health
- Knowledge of school laws and policies
- Ability to work independently or with others
- Ability to communicate well with others
- Ability to assess situations and act quickly
- BLS/CPR certification
- Knowledge of state health regulations
- Ability to multitask
- Maintains confidentiality of all student information

11. Secretary Job Description and Responsibilities:

There are a variety of secretarial positions at ENSC with direct reporting to various directors or administrative staff. Overall, employees who serve in secretarial positions are usually the first line of communication when parents or members of the community call or visit a building. A secretary performs confidential clerical responsibilities necessary for efficient and effective corporation office functions.

- Welcomes visitors to the school and provides directions around the building as needed.
- Sorts and distributes mail delivered to school office.
- Contacts parents in the event of student illness or behavioral issues.
- Maintains student records and files.
- Uses computer database or filing system to update records as necessary.
- Manages and updates school calendar.
- Provides administrative support to principal or other upper-level administrator as needed.

Secretary Requirements:

- Ability to work collaboratively and collectively with staff, parents, students, and the community.
- Willingness and ability to assume responsibility.
- Self-motivated individual with excellent organizational skills.
- Attends required training sessions and apply training to occupational tasks.
- Performs other duties as assigned by director or administrative staff.
- Maintains confidentiality of all staff or student information

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