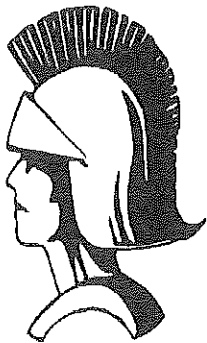


# **SUPPORT STAFF HANDBOOK**



**FAYETTE COUNTY  
SCHOOL CORPORATION**

(Revised 2022)

# Support Staff Handbook

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## **I. The Organization**

### **Fayette County School Corporation**

#### **Our Belief**

Guided by our mission statement, both our thinking and our actions will reflect the following fundamental beliefs:

- **Respect for self and others is critical in creating a positive learning environment.**
- **High academic and behavioral standards challenge students to reach their full potential.**
- **A friendly, safe school environment is conducive to student learning.**
- **Learning occurs best in an orderly environment where students take an active role in their education and are accountable for their actions.**
- **Educational programs must be diverse to meet the needs of all learners.**
- **Equal opportunity results when students are treated according to differential needs.**
- **All employees are valued and should promote high academic and behavioral standards producing a positive school image.**
- **Family support is vital to the educational success of students.**
- **The community must collaborate with the schools in meeting the needs of the students.**
- **Continuous improvement of the educational program results when the students, families, employees, and community are collectively involved.**
- **Evaluation of school programs should be ongoing to improve the quality of our schools.**
- **Educationally appropriate facilities and up-to-date technology must be provided to allow students and staff to succeed.**
- **Excellence in education requires good stewardship as well as an investment of financial resources.**

#### **Our Mission**

The mission of the Fayette County School Corporation is to provide quality educational programs in an environment, which is safe, harmonious, and conducive to learning, enabling a diverse population of all ages to become independent, productive citizens and lifelong learners.

## **II. Employment Practices**

### **At Will**

As an employee of Fayette County School Corporation, you have the right to terminate your employment at any time. Fayette County School Corporation retains this same right, regardless of any other school corporation documents or oral written statements issued by any school representative, with the exception of written employment contracts signed by the Board of School Trustees.

### **Assignment to Work Locations**

Whenever possible, you will be assigned to a job and to a building or school of your choice. However, there may be instances when Fayette County School Corporation will have to transfer you to work in another school or building, based on the needs of the County to provide support services for our children. Fayette County School Corporation employees may be assigned and/or transferred at will in the best interest of students.

**\*\*Under no circumstances may an employee volunteer to work in the building without permission from the Principal.**

### **Conflict of Interest**

No soliciting, selling or collecting shall be engaged in by any staff member if such activity uses the position and repute of the school corporation or the person as a staff member of the school corporation, or results in personal gain to the staff member.

Staff members of the school corporation shall not sell, or receive commission, or other compensation, for sales or service to the school corporation which shall result in personal gain to the staff member.

No staff member may solicit or accept either directly or indirectly any gifts, donations, emolument, gratuity, or favor with any substantial economic value, or which might reasonably be interpreted by normal community standards as being of such a nature that it could effect his/her immediate supervisor for clarification.

No staff member shall engage in any activity, which could in any way be construed as a conflict of interest.

It is permissible for a staff member of the school corporation to enter into a contract with FCSC if the item to be used is not in the area to which he/she is employed, the individual is not involved with the writing of specifications or the awarding of bids, and the staff member files a Uniform Conflict of Interest Disclosure Statement with the Board prior to any final action on the contract or purchase and files a Uniform Conflict of Interest Disclosure Statement with the state board of accounts and with the Clerk of the Fayette County Circuit Court within fifteen (15) days after any final action on the contract or purchase. Employees will not use their positions with the district to obtain an audience with any district resident for the purpose of attempting to sell products or services. Further, the individual must disclose his/her participation and his/her profit to the governing Board. The Board's attorney may be consulted for his/her opinion.

Employees will not recommend, endorse, or require students to purchase any product, materials, or service in which they have a financial interest or that is sold by a company that employs the district employee during non-school hours.

### **Employee Assistance Program**

Each employee may participate in the Employee Assistance Program if they work more than four hours per day. Bus drivers are eligible participants through our program. Any employee on the designated list may contact Solutions (800) 766-0068, and have access to three (3) sessions of counseling assistance. There is no charge to employees for this service.

The Employee Assistance Program (EAP) is designed to help employees who are experiencing personal issues that are impacting their job performance. The professionals conducting sessions help in redirecting lives so job productivity and a positive outlook is regained.

## **Employment Classifications**

Full-Time: Persons who are regularly scheduled to work 40 or more hours a week.

Part-Time: Persons who are regularly scheduled to work less than 40 hours a week.

Temporary or Special Project: An employee who is hired only for a short period of time for a special project.

## **Equal Employment Opportunity**

It is the policy of the Fayette County School Corporation not to discriminate against any otherwise qualified individual on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Action (IC 22-9-1-13), IC 20-9-1-6, Titles VI and VII of the Civil Rights Action of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), or section 504 of the Rehabilitation Act of 1973.

Inquires regarding compliance with this policy should be directed to the Human Resources Director of the Fayette County School Corporation, 1401 Spartan Drive, Connersville, Indiana, 765-825-2178 or the Section 504/ADA Coordinator, 900 Spartan Drive, Connersville, Indiana, 765-825-5498, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

## **Exit Interview**

At the time your employment with Fayette County School Corporation ends, you will be asked to complete a exit interview, which is provided by the Director of Human Resources.

## **Family Medical Leave Act of 1993**

The Fayette County School Corporation will comply with the provisions of the Family Leave Act of 1993. This act permits eligible employees to take up to twelve (12) weeks of unpaid job-protected leave each year for family and/or medical reasons. Eligible employees are those employees who have worked for the Fayette County School Corporation for at least twelve (12) months and have worked at least one thousand two hundred fifty (1,250) hours during that twelve (12) month period. Families of employees who serve in the military have extended provisions for FMLA. Please contact the Human Resources Department for further details and FMLA paperwork.

## **Filling Open Positions and Advancement**

Fayette County School Corporation posts support staff positions in each school building. If you would like to be considered for an open position, you should complete the online application located at the corporation website [www.fayette.k12.in.us](http://www.fayette.k12.in.us). Whenever practical, and when in the best interest of Fayette County School Corporation, present employees will be given first consideration for vacancies or promotions. Promotion is voluntary and is generally based on demonstrated individual performance, skill level, and potential. For most jobs, length of service is considered only when other factors are equal among two or more applicants.

## **Hours of Work**

The regular business hours of Fayette County School Corporation are 7:30 a.m. to 4:30 p.m. Your working hours will be determined by your supervisor, based on your job and its responsibilities, and the overall work requirements of the organization. The normal work week for full-time employees is 40 hours per week. Each of us is expected to report for work regularly and promptly. Due to the nature of our work at Fayette County Schools, there may be times when you are required to change your work hours or to work overtime.

## **Job Performance/Evaluation Process**

### **Support Staff**

Each support staff member will be evaluated annually by his/her performance according to the individual job description as outlined and accompanying rubric.

Only performance rated Effective will be compensated.

### **Orientation**

The orientation period for new employees, or for employees who have assumed new job responsibilities, will vary depending upon the nature of your job. New employees will receive a written copy of job responsibilities and this Employee Handbook is online on the FCSC website, they will receive a sign off sheet indicating they received and understood them. Orientation includes, but is not limited to, information about the Employee Handbook, job procedures, and roles and responsibilities within the organization.

### **Outside Employment**

If you are a full-time employee of Fayette County School Corporation, it is expected that your responsibilities with this organization take priority over any outside activity or employment. Whether you work full-time or part-time, your position with Fayette County School Corporation may be jeopardized if outside employment activities have a negative impact on your job performance with Fayette County School Corporation.

### **Overtime/Comp Time**

If the nature of our job classifies you as a “nonexempt” employee, you will be paid at an overtime rate if your supervisor requires you to work more than 40 hours during any week period between 12:00 a.m. Sunday through 11:59 p.m. Saturday. Overtime pay is one and one-half times your normal hourly rate. Your supervisory may ask you to take “compensatory time” off during a week in which you work more than 8 hours on a given day so that you do not work more than 40 hours during that week. Compensatory time may not accumulate past eight (8) hours. This is consistent with federal law. If you are a nonexempt employee, you may not work more than 40 hours in any week, unless you are approved

in advance by your supervisor to do so. "Exempt" employees are expected to perform all aspects of the job without overtime or compensatory time.

## **Personnel Records**

A confidential personnel file is maintained for every employee and may include the following:

- Job application and resume (if requested)
- Wage/Salary information
- Job responsibilities and performance reviews
- Change in employment status
- Acts of commendation
- Disciplinary actions
- Fringe benefits
- Fringe benefits application and beneficiary information
- Federal and state tax information
- Record of job-related training and development
- Termination information, including an exit review form

Under the Access to Public Records Act, the following information in your personnel file may, upon request, be made available to any person requesting it: your name, what you are paid, your application for employment, your job title, business address, business telephone number, your job description, your education and training background, previous work experience, or dates of first and last employment. In addition, we are also required to reveal information relating to the status of any formal charges against you or information concerning disciplinary actions in which final action has been taken that resulted in anyone being discharged from employment. All other information in your personnel file is accessible only to your supervisor and the Human Resource Director, and may not be removed from the personnel office. If you wish to review your personnel file, you may do so by contacting your immediate supervisor or the Human Resource Director. Either will arrange for you to review it in the Human Resources Office. You may have a copy of any document in your personnel file, at your expense for copying.

Employee records are extremely confidential and normally Fayette County School Corporation does not respond to any inquiry about your employment or credit reference without your WRITTEN PERMISSION to do so.

## **Pre-Employment Testing and Screening**

Depending upon several circumstances, including the nature of the job for which an individual may apply, the skills associated with certain jobs, whether or not the person in the job may be involved in handling money or financial records, Fayette County School Corporation reserves the right to conduct certain tests or checks, including, but not limited to:

- Previous employment
- Measuring specific job skills or abilities
- Record of convictions (State Police Check and Expanded Criminal History Check)



- Confidential physical examination
- Eligibility for bonding

In addition, Fayette County School Corporation reserves the right to screen for the presence of alcohol or illegal substances or drugs for all individuals who are offered employment.

## **Roles of a Staff Member**

The school corporation has a number of expectations for staff members as individuals. These expectations are in addition to any requirement specified in the job description for the positions held by a staff member. These expectations are not to be construed as limitations of a staff member's individual rights, but primarily are stated as a guide and interpretation of certain aspects of ethical behavior.

### **Expectations:**

All staff members of FCSC have a responsibility to:

- I. Make themselves familiar with, and abide by, Indiana State laws as these affect their work and Board policies and the Administrative Rules designed to implement them;
- II. Conduct themselves in a manner that not only reflects credit to the school system, but that sets forth a role model for students to emulate;
- III. Carry out their assigned responsibilities with conscientious concern;
- IV. Support and enforce Board policies and administrative guidelines in regard to students;
- V. Place the welfare of the children as a primary concern of the school corporation, including the need to assure that students are under supervision at all times;

## **Support Staff Nonexempt Defined**

All employees of the Fayette County School Corporation, regardless of whether or not you work full-time or part-time, are classified as "Nonexempt" as defined in the Fair Labor Standards Act of the United States Department of Labor. Nonexempt employees are eligible to receive overtime pay for time worked in excess of forty (40) hours in a workweek.

## **Termination of Employment**

We recognize the value of retaining experienced employees and the high cost resulting from frequent turnover. Therefore we try to minimize the need for and incidence of termination of Fayette County School Corporation employees, either voluntarily or involuntarily. However, the employment of any person covered by the policies and practices in this Employee Handbook may be terminated at any time with or without cause or advance notice.

1. **Voluntary Termination:** You may resign at any time by giving written notice to the Director of Human Resources. Support personnel are required to give at least 2 weeks written notice.

## 2. Involuntary Termination:

- a. Unsatisfactory Performance and Poor Attendance: Your employment may be terminated involuntarily for continuing unsatisfactory performance.
- b. Unacceptable Behavior: There are several behaviors which are totally unacceptable for Fayette County School Corporation employees including unprofessional conduct, physically or mentally abusing a child.
- c. Repeated Problems: If you receive written disciplinary action of any type more than once you may be terminated without further warning or advance notice.

In all cases, Fayette County School Corporation reserves the right to suspend you to investigate circumstances involved in unacceptable behavior. Depending upon the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay for the period of suspension.

3. **Reduction in Force (RIF):** If Fayette County School Corporation has to reduce its workforce, employees to be terminated will be given notice as soon as possible. In the event of a RIF, we will consider your performance with the organization only to the extent that we can maintain all required functions efficiently. Those persons who have special skills or abilities, or who are critical to our ongoing operations may be retained, irrespective of length of service with the organization. If you are notified of your termination because of a RIF, you may choose to leave prior to your stated termination date without forfeiting entitlement to earned benefits. If you are terminated due to a RIF, you will not automatically be subject to recall. Recall will be based on performance and qualifications of the position needed.

## Unpaid Leave of Absence

The Fayette County School Corporation does not routinely grant unpaid leaves of absence. However, there may be individual circumstances when an unpaid leave may be granted, based on the length of the requested leave, your length of service, the level of your job performance, and the overall operational needs of the corporation. Circumstances that may be considered for an unpaid leave include, but are not limited to, the illness of a member of the immediate family, unusual educational or travel opportunity that is considered to be a once-in-a-lifetime occurrence, or a personal emergency. **Employees must submit a written request to the Superintendent with the details and reason for the request.** These requests must be submitted to the personnel office within an appropriate amount of time.

Unpaid leaves of absence are approved by the Superintendent or designee, who will then make the decision after consulting with the appropriate area supervisors and administrators. Your fringe benefits normally paid by the corporation will continue during your period of approved unpaid leave of absence, if you pay the entire cost of the benefits. You will not accrue vacation or leave days during an unpaid leave.

## Voluntary Sick Leave Bank

The Voluntary Sick Leave Bank (hereafter referred to as the Bank) is to provide personal illness leave to contributors of the Bank after their accumulated personal illness, personal business leave and vacation days (if applicable) have been exhausted – and more specifically to provide such leave from the Bank in cases of prolonged illnesses. The Bank rules are as follows:

Membership - The Bank shall be established for all non-certified staff of the Fayette County School Corporation, excluding members of Maintenance, Custodial & Mechanics Union, who indicate their desire to participate by contributing the individually required number of days as indicated below.

Any non-certified employee who has sick days may donate one (1) of their sick leave to the Sick Leave Bank.

The Sick Leave Bank Committee will grant up to a maximum of thirty (30) days with documentation from the attending physician. Additional days may be granted which will be determined on a case by case basis.

The Sick Leave bank will not grant days from the Sick Leave Bank unless all available personal business, personal illness, and vacation days (if applicable) have been depleted.

All requests to receive days from the Bank must be submitted in writing to the SBC on Prescribed Form SBC-1.

Days will be reimbursed at the rates determined by the SBC.

Sick Bank days shall not be used during Summer School employment or normal pregnancy.

### **III. Employee Relations**

#### **Appearance and Cleanliness**

The Fayette County School Corporation believes that staff members should be positive role models for the students with whom they come into contact at school and during extracurricular events. Because of the strong effect staff members can have on their students, employees should groom themselves and dress in manner appropriate to the educational environment.

It is not the intent to usurp any person's right to dress as he or she pleases. However, because staff members deal with young persons who are at a formative age, discretion and common sense call for an avoidance of any extreme which would interfere with the normal education process. In addition, as role models, staff members should always be conscious of how their dress and grooming affect individual students.

The following dress and grooming guidelines for all staff will prevent such matters from having an adverse impact on the education of the students. All staff members, when performing duties for the school corporation, shall:

- A. Be physically clean, neat, and well groomed.
- B. Dress in a manner consistent with their professional duties.
- C. Dress in a way that communicates to students a pride in personal appearance.
- D. Be groomed in such a manner that appearance does not disrupt the educational process or cause a health or safety hazard.

When proper dress or appearance of a staff member becomes an issue, the supervisor will meet with the individual to help resolve the matter.

### **Attendance**

Our work cannot be successful if you do not come to work on time and regularly. We do recognize that people become ill and that sometimes personal and family problems occur. We try to be very understanding when sickness or family matters occur, and we do provide fringe benefits to assist you during these times, but it is important that you realize that your ability to successfully perform your job on a regular basis is extremely important. If you are not at work, whether someone else has to assume the responsibilities for which you are being paid to do, or the work doesn't get done. Neither of these situations contributes to a successful organization. Excessive tardiness or absenteeism will put employment with FCSC in jeopardy, and continued problems may result in termination.

If you are sick and unable to come to work, call Aesop and report your absence as soon as you think you are too sick to work, but at least one hour before you would be expected to work. If your supervisor is not in, leave a message, and your supervisor or another administrator will return your call. Fayette County School Corporation may require you to provide a written statement from your physician that you were physically or mentally unable to work if you are absent. Your supervisor will discuss your attendance (including tardiness) with you if it becomes a problem.

### **Bulletin Boards**

There are bulletin boards in all of our buildings. They are intended for identifying items of interest to everyone, the posting of an announcement required by a government body, etc. Our bulletin boards may not be used for individual employee purposes and interests, such as outside organizational announcements and fund raising efforts, etc. If you have an item, which may be of interest to all employees, please discuss it with your building principal, which will determine whether or not your use of the bulletin board meets these guidelines.

### **Business Related Travel and Expenses**

If you are required to travel or use your personal auto as part of your job, FCSC will reimburse you for all reasonable expenses for travel, or for mileage, if your travel was approved in advance. Mileage for use of your personal auto is reimbursed at a mileage rate that is consistent with the IRS rate. Your supervisor can provide you with information about receiving reimbursement.

### **Communicable Diseases**

The Board recognizes that an employee with a communicable disease including being infected with the human immunodeficiency virus (HIV) is eligible for all rights, privileges, and services provided by law and Fayette County School Corporation Policies. The Board also recognizes its obligation to protect the health of all students and staff.

When an employee is diagnosed with having a communicable disease, it is the employee's responsibility to inform the principal/director of the school to protect the rights, safety, and welfare of both the employee and the school's population. If an employee appears to be ill or to have a communicable disease, the principal/director may contact the employee and recommend that a physician be consulted. The employee may be placed on sick leave if the employee's condition is a threat to the well being of the students or other employees.

An employee will be reinstated on the job

1. When it is apparent to school officials that the employee is no longer ill or no longer has a communicable disease;
2. Upon certification of physician that the employee is no longer ill or no longer has a communicable disease;
3. Upon certification of a physician that the employee has a communicable disease, but the disease is not transmissible through normal school and work contacts.

If school personnel disagree with the certifying physician as to whether the employee should be reinstated on the job, the local health officer shall determine whether the employee may be readmitted. A person who objects to that determination made by the local health officer may appeal to the executive board of the state department, which is the ultimate authority.

## **Communications**

Good communication is a critical key to individual and organizational success. If you have any questions about your work, or if you are experiencing any job-related problems, you should talk to your immediate supervisor about it immediately. It is your supervisor's responsibility to listen to you and help you with job-related matters.

If you have a question or concern about any practices, policies, how the schools are funded, or if you are having a problem with your supervisor, you are encouraged to talk freely with your supervisor or the Director of Operations. If that problem or concern is related to your immediate supervisor, we will work with you to get your supervisor involved in this process. If you would like to speak with or send a written communication to the Board of Education, please put your request in writing and deliver it to the Superintendent's office. You may deliver it personally or by mail.

## **Complaints/Staff**

This procedure is designed to provide a specific avenue for any staff member to resolve a complaint.

A complaint by a staff member shall be defined as a violation of a specific policy in the Personnel Section of the Board Policy Book. The term "day" shall be considered to be an actual workday. The term "complainant" shall refer to FCSC staff member.

### **I. Procedures**

#### **A. Informal**

It is hoped that most complaints can be solved with the immediate supervisor on an informal basis. To ensure this procedure, the steps listed below have been established.

1. If an individual believes that an adopted policy listed in the Personnel Section of the Board Policy Book has been violated, the complainant should, within five (5) days of the alleged violation, discuss the situation with his/her principal/director. If it is felt by the complainant that the issue has not been resolved he/she should proceed to step B-1.
2. If there are several individuals, all having the same complaint. Each employee should individually discuss the problem with his/her principal/director within five (5) days of the alleged violation. If the problem cannot be resolved through this meeting, each individual should proceed to step B-1.

#### **B. Formal**

1. If after the proceeding through Step A, the alleged complaint still has not been resolved, the complainant should file a written report of the violation with the principal/director within five (5) days of the informal meeting as described in Step A. The written statement submitted to the supervisor and signed by the complainant will name the staff member(s) involved, state the facts giving rise to the complaint, shall identify the provisions of adopted policy alleged to be violated by appropriate reference, shall state the contention of the staff member with respect to policy, and shall include the relief requested. The supervisor must answer the complaint in writing within a period not to exceed five (5) days after receiving the complaint.
2. If the complaint is not resolved in Step B-1, then the complainant(s) should submit a copy of his/her written complaint, as presented to the supervisor, to the superintendent or designee for further review within five (5) days after receiving the principal's/director's response. The superintendent or designee shall send a written report of his/her decision to the complainant within the next five (5) days. If further investigation is needed, additional time may be allowed by mutual agreement of the superintendent or designee and the complainant.
3. If the complaint is not resolved in Step B-2, a request may be made by the complainant to forward all written reports and responses to the president of the Board and at the same time request a hearing with the Board and the complainant. At this point either party may have an advisor to accompany him/her to this meeting. This request must be made within 5 days after receiving the reply in Step B-2. The Board shall meet within a reasonable time, not to exceed 10 days. The response of the Board shall be submitted to the complainant within five (5) days after the hearing. The determination of the Board shall be final.

### **Confidentiality**

Board members, employees, and students receive confidential information in the course of their association with FCSC. Confidential information includes, but is not limited to, information about individuals, groups, programs, and operations of FCSC. Such information, if disclosed or used improperly, might cause embarrassment or harm, lead to loss of public confidence in our schools, interfere with FCSC operations, or provide unfair advantage to individuals who abuse their access to information. Board members, employees, and students are required to respect the privacy rights of others by not discussing or sharing personal confidential information with another person not authorized to receive the information.

## **Discipline/Progressive –Support Staff**

Whenever applicable, Fayette County School Corporation will use the concept of progressive discipline for its support staff members according to applicable law and any written agreement. Progressive discipline is defined as, but not limited to, the following:

1. ***Oral Reprimand***- The discussion a supervisor holds with a staff member in which he/she apprises him/her of unsatisfactory conduct and impresses upon him/her the need for corrective action. A written notation will be made and placed in the support staff member's personnel file.
2. ***Written Reprimand***- This is the written record of a reprimand by the supervisor. It is placed in the support member's personnel file.
3. ***Suspension***- This is the ordered absence without pay, from duty, per the procedures established in Policy 3.22.
4. ***Reassignment***- The lowering in rank or grade of a staff member by the superintendent or designee.
5. ***Dismissal***- The removal from service for misconduct or unsatisfactory performance by the superintendent of schools or designee upon Board approval.

It is not the intent of this policy to require that every disciplinary action move through each of the preceding five (5) steps. Circumstances will dictate at which step (1-5) the immediate supervisor begins.

## **Drug Free/Tobacco Free Work Place**

No employee or volunteer shall distribute, dispense, possess, use or be under the influence of any tobacco product, alcoholic beverage, malt beverage or fortified wine, or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use to be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812) and by regulation at 21 C.F.R. 1300.11 through 1300.15, and as further defined in Indiana Code 35-48-4-1 "Definitions" and Indiana Code 35-48-4-1 through 35-48-4-16 "Classification of drugs" before, during, or after school hours at school or in any other school district location. "School district location" means any school building or any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school approved activity, event or function, such as field trip or athletic event where students are under the jurisdiction of the school district; or during any period of time such employee or volunteer is supervising students on behalf of the school district or otherwise engaged in school district business.

Each employee or volunteer shall abide by the terms of this policy and shall notify his/her supervisor in writing of his/her conviction of any criminal drug statute for violation occurring in any of the places listed above, no later than five (5) calendar days after such conviction.

## **Emergency Closings**

If it is necessary to close or delay the start of FCSC School due to inclement weather, power failure, or any other emergency, a designated administrator will notify the radio and television news media (channel 6, 8, 13 & 59) of the closing. Please also use the website to assist you in monitoring school delays or closings. The following media stations will be used to notify the public:

WLPK-AM, 1580, Connersville  
KMIX- FM, 106.9, Connersville  
WHON-AM Radio, 930, Richmond  
WFMG-FM Radio, 101.3, Richmond  
WQLK-FM Radio, 96.1, Richmond  
WIFE-FM Radio, 94.3, Rushville  
WRTV-TV, Channel 6, Indianapolis  
WISH-TV, Channel 8, Indianapolis  
WTHR-TV, Channel 13, Indianapolis  
WXIN-TV, Fox 59, Indianapolis  
WTTV, Channel 4, Indianapolis  
WLWT, Channel 5, Cincinnati  
Government/Education CTV, Channel 3

If you work a twelve-month job you should report to work when schools are officially closed. If your job is not a twelve-month commitment then you are not to report to work. (You will not lose pay for that day because the canceled school day will be made up.) If you are unable to get to work due to inclement weather, but FCSC remains open, you must use a Personal Day or available vacation time in order to be paid for that day.

## **Employment of Relatives**

When relatives or spouses are employed by the school corporation neither relative nor spouse should have a direct supervisor or administrative relationship with the other.

No relative of the superintendent of schools or a Board member or an employee, will be shown preferences for employment. Any undue influence will automatically eliminate a candidate from consideration in either a temporary or a permanent position.

Whenever possible, it is the belief of the Board that relatives or spouses should not be assigned to the same building.

## **Expectations**

The school corporation does not condone acts by staff members toward students, which are contrary to statute, duly adopted state or corporation rules or regulations, or acceptable professional standards of behavior.

## **Fund Raising**

Fund raising is an activity that allows school clubs, organizations, or sports groups to raise money so that students benefit. FCSC has clear policies concerning fund raising by these groups. However,



employees may not conduct fund raising activities in our buildings, on our grounds, or in vehicles for any other persons or organizations.

### **Gifts and Gratuities**

Under Indiana law, FCSC employees may not accept gifts, gratuities, or favors including discounts, loans, commissions, rebates, or other compensations from individuals or companies doing business or desiring to do business with FCSC. This includes nominal gifts such as calendars, pens, coffee mugs, etc.

### **Inter School Mail Delivery**

The use of corporation mail service to distribute any information or product that is not corporation related business is not permitted.

### **Jury Duty**

We encourage you to participate in our judicial system as a juror if you are called to do so. If you are called to serve for jury duty, please notify your supervisor immediately.

Under normal circumstances, you will receive your regular pay during jury duty, if you provide court documentation on your time on jury call or jury duty. You sign over to FCSC the pay you receive from the court. Please complete a leave request form when called for jury duty. You are expected to return to work for the remainder of any day that you are required to serve on the jury, if you are excused two hours or more before the end of your normal workday. Leave will be granted to subpoenaed employees who are disinterested third parties (neither plaintiff nor defendant) in legal action, for time necessary to make an appearance.

### **Liability Insurance**

The Board of Education has broad liability coverage for the school district. This contract also covers general and automobile liability coverage resulting from a lawsuit due to the employee alleged wrongful or negligent action while in performance of prescribed or sanctioned duties both on or off school property.

**Negligence is a legal determination and no admission of such fault by the school district or an employee should be made.** Reports of all accidents should continue to be made by the employee and administrator on the form provided.

### **Medical Conditions**

If you have a medical condition, which might require emergency treatment, please advise your Supervisor of that condition. Examples of such conditions are diabetes, epilepsy, or treatment of a disease or illness which could leave you unconscious if you forget or are unable to take your medication, or if you have a serious reaction to any medication. We ask this only to ensure that proper emergency treatment may be provided if you should become ill while at work. This is a voluntary action on your

part, and under no circumstances, other than the need for medical treatment, will this information be divulged to anyone without your consent as outlined in HIPPA laws.

### **Military Leave**

If you are a regular employee and interrupt your employment in order to serve with the United States Armed Forces or the National Guard, either on active or reserve training duty, you will be eligible for a military leave with all the rights of re-employment established under federal law.

If you must participate in a regular annual active duty Reserve or National Guard Training program, you will do so at no reduction in your regular pay for up to 15 days of reserve duty. You will need to provide us with a copy of your orders and record of military pay for the training period at least 30 days before the start of your leave so we can pay you for the difference in military and FCSC pay, if the military is less.

### **Political Activity**

It is assumed in this policy that all staff members have the same citizenship rights and responsibilities as all citizens.

1. Staff members shall not engage in political activities (including the posting of campaign materials) during working hours or on school corporation premises, or use students for political or electioneering purposes. This does not preclude staff members from participating in political activities on election day on school property which is being used as an election-polling site.
2. Staff members may not wear campaign "badges, buttons, pins," on their person while on school corporation premises during working hours.
3. This policy does not preclude staff members from displaying campaign literature, banners, posters, etc. in school corporation classrooms, display cases, and bulletin boards, provided such displays are related to a unit of study currently taking place, and all political parties' candidate literature, banners, posters, etc. are represented.
4. Distribution of election campaign materials through staff mailboxes is prohibited.
5. Distribution of election campaign materials through other means by staff members, students, candidates, or patrons is prohibited on school corporation premises during normal work hours or regular school hours except at a school location-polling place on election day.

### **Reporting Child Abuse**

If you have any reason to believe a student may be a victim of abuse or neglect, you are required by law to report it to your supervisor or building principal immediately. Your principal is trained in how to handle such matters. Reporting will not put your employment in jeopardy. Failure to report may result in a fine and/or imprisonment.

## **Sexual Harassment**

### **I. Policy**

- A. It is the policy of Fayette County School Corporation to maintain a learning and working environment
- B. It shall be a violation of this policy for any staff member of FSCS to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. The use of the term "staff member" also includes non-employees and volunteers who work subject to the control of school authorities.

### **II. Definitions**

#### **A. Types of Sexual Harassment**

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature when made by any staff member to a student, when made by any staff member to another staff member, when made by any student to a staff member, or when made by any student to another student when

1. Submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has that purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or education opportunity occurs directly because a staff member or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular staff member or student; or
5. Such conduct is engaged in by volunteers and/or non-employees over whom the school corporation has some degree of control of their behavior while on school property.

#### **B. Unwelcome Conduct of a Sexual Nature**

1. Conduct of a sexual nature may include verbal, written, or physical sexual advances and/or comments regarding physical or personality characteristics of sexual nature.
2. Verbal, written, or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed staff member has indicated, by his/her conduct or verbal objection that the actions are not appropriate.
3. A staff member/student who has initially welcomed such conduct

#### **A. Examples**

Sexual harassment, as set forth in Section b-1 may include but is not limited to the following:

1. Verbal, written, or physical harassment or abuse;
2. Repeated remarks to a person with sexual or demeaning implications;
3. Unwelcome touching;
4. Pressure for sexual activity; and/or
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grade, extra-curricular participation, job, promotion, and/or salary increase.

### **C. Specific Prohibitions**

#### **1. Administrators and Supervisors**

- a) It is sexual harassment for an administrator or supervisor to use his/her authority to solicit sexual favors or attention from subordinates when the subordinate's failure to submit will result in preferential treatment.
- b) Administrators and supervisors who either engage in sexual harassment or tolerate such conduct by other staff members shall be subject to disciplinary actions as described below.

2. a) It is sexual harassment for a non-administrative and non-supervisory staff member to subject another such staff member to any unwelcome conduct of a sexual nature. Staff members who engage in such conduct shall be subject to disciplinary actions as described below.

### **III. Sanctions for Misconduct**

- a. A substantiated charge against a staff member in the school corporation shall subject such staff member to disciplinary action including but not limited to reassignment, suspension, or discharge.
- b. A substantiated charge against a student in the school corporation shall subject student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct of Code.

### **IV. False Reporting**

Any person who knowingly files false charges against a staff member or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with School Board Policy, administrative procedures, Master Contract language, and the Student Conduct of Code.

### **V. Notification of Policy**

Notice of the policy will be circulated to all schools and departments of FCSC and a "notice of availability" incorporated into each student handbook.

## **Unacceptable Behavior**

Unacceptable behavior is generally defined as serious misconduct. It includes, but is not limited to:

- Theft
- Physical violence (or threats of such)
- Sexual harassment
- Child abuse
- Criminal Conviction
- Verbal harassment or threats to anyone associated with Fayette County School Corporation
- Smoking in unauthorized areas
- Violation of the drug-free workplace policy
- Possession, consumption, or being under the influence of alcohol or drugs on Fayette County School property or at Fayette County School Corporation functions committing unsafe acts.

- Repeated behavior that is disruptive to the work of other employees
- Carrying or storing a weapon on Fayette County School Corporation property
- Failure to report a work-related accident
- Falsification of any Fayette County School Corporation record, including applications and time sheets
- Falsification of any work-related form
- Insubordination

If you engage in any of the above unacceptable behaviors, you may be suspended from work, pending discharge. You may be terminated without advance notice for unacceptable behavior. Review At-Will employee on page 1.

In all cases, the Fayette County School Corporation reserves the right to suspend you without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay, for the period of suspension.

### **Universal Precautions Blood Borne Pathogens**

The program entitled "Safe Schools" will be used as the basis for staff training. Employees will be assigned specific courses instrumental to their job performance by the building principal, assistant principal or director for each employee group.

All employees are also directed to utilize the universal precautions outlined to prevent the transmission of dangerous communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS) through blood or other body fluids.

In the event of a bodily fluids spill:

1. Immediately send for the custodian for clean up or use the cleanup kit available in your work area.
2. Keep all students away from any furniture or area that has been soiled with blood or other body fluids until a custodian has completed the cleaning of the area.
3. Wear gloves when in contact with blood or other body fluids as potentially infectious; a good rule of thumb is "if it's wet, wear gloves."
4. Take measures to ensure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come into contact with other individuals.
5. If an individual's blood or other body fluids come in contact with your skin, or that of other individuals, clean the skin immediately with alcohol or, if the situation allows, scrub the area with soap and water and then wash with alcohol.
6. Place all materials used in the clean up in plastic bags and close tightly.
7. When an accident involves or causes an excessive spill of body fluids, an adult should accompany the student or fellow employee to the health room.
8. When all other procedures have been completed, remove gloves, place in plastic bag and seal tightly. Place contaminated materials in designated disposal areas. Then wash your hands using the following procedures:
  1. Wet both hands, using a generous amount of soap, work up lather. This will help to lift the bacteria from the skin.

2. Wash for a minimum of 10 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
3. Dry your hands down; rinse them well with warm running water.
4. Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now clean hands from being contaminated by the potentially dirty fixtures.

### **Use of School Property and Materials**

The Board establishes policies, rules, and regulations governing the conduct and activities of staff members. In addition, each administrator, within his/her building, may establish additional procedures and regulations, which are consistent with those established by the Board and the Superintendent of schools. Employees should have no expectations of privacy to material flowing through the School Corporation's server.

This policy has been written to provide staff members with direction in regard to use of school equipment, property, or facilities for non-school purposes. A violation of this policy may lead to disciplinary action as per contract language or Board policy procedures.

Staff members of FCSC shall obtain authorization from their immediate supervisor or the building supervisor prior to engaging in the following:

1. Using school property, equipment, or facilities for personal gain, political activity, or recreational fitness activities.
2. Using school equipment or other school property for personal correspondence, work related to a class or course of study, community-service activities, or other activity during regular work hours or after-work hours; or
3. Removing school equipment or property from its building/room/office location for use of elsewhere, placement in storage, or for disposal when obsolete.

Except as may be provided in Board policies or collective agreements, the Board will not accept responsibility for loss, damage, or theft of any article, including clothing, school supplies, equipment, vehicles or cash, not owned by the Board of School Trustees. Any such items are brought to and left on school district premises at the owner's risk. For the purpose of this policy ownership will be assumed by the Board when the item has been purchased by the school district, or when it has been formally accepted as a donation in accordance with Board policy and added to the inventory.

Supervisors are to contact the superintendent for specific questions pertaining to any interpretation of this policy.

### **Volunteers and Parents**

It is very common for parents, parent volunteers, or other volunteers to be in our buildings, grounds, or property. Jobs require some degree of contact with community members. Please treat them with the same respect and professionalism that you give to your paid co-workers. If you have any concerns or

problems with any of these persons, please discuss that concern or problem with your supervisor immediately.

### **Weapons and Safety**

As a FCSC employee, you may not store weapons at work, carry weapons on your person (including pocketbooks), or store them in your personal vehicle in the course of your job or on any part of our property, regardless of any legal permit to do so. If you feel your safety is, or may be, threatened, notify your supervisor or the Director of Human Resources so that we may make a decision about contacting law enforcement authorities for assistance. If necessary, we will cooperate with law enforcement authorities for assistance. If necessary, we will cooperate with law enforcement officials to ensure your continued safety.

## **IV. Compensation and Benefits**

Fayette County School Corporation is committed to providing a total compensation package, which includes wages and benefits that is competitive with employers in the East Central Indiana area.

Our benefit programs are designed primarily to provide you:

1. Security against loss of income and catastrophic medical expenses.
2. Income for your retirement years.
3. Paid time away from work for rest and relaxation.
4. Income security for you and your dependents if you become disabled or die while employed.
5. Temporary security for you and your dependents if your job is eliminated.

Fayette County School Corporation pays the majority of the cost of most of your benefits. Participation in some plans is voluntary. Whenever you pay for a shared portion of a benefit, or for all of a voluntary benefit, your cost is paid through payroll deduction.

### **Bereavement**

- a. In case of death in the immediate family when school is in session, a non-certified employee shall be entitled to be absent, without loss of pay, for a period of 5 school days within a 10 calendar day period. The period begins on the day of or the day after the family member's death. Immediate family, in this instance shall mean child, (natural, adopted, foster, step, or in-law), parent (natural, adopted, foster, step, or in-law), brother, sister, husband, wife, grandchild, or anyone who has lived regularly in the unit member's household.
- b. In case of death in the family when school is in session, a non-certified employee shall be entitled to be absent without loss of pay, for a period of not more than 2 school days within a 10 calendar day period with one day being the day of the funeral. "Family" in this instance, shall mean the following from either side of the family: grandparent, uncle, aunt, cousin, niece, nephew, brother-in-law, sister-in-law, not living in the household of the related unit member.
- c. One (1) day with pay shall be allowed each non-certified employee for attendance at a funeral other than those of relatives or immediate family.

## **Change of Marital of Dependent Status or Beneficiary**

Please notify the Human Resources Department if you have any changes in your marital status or the number of your dependents or HIPPA qualifying events so the correct tax forms can be completed and our health insurance coverage can be changed. Also, you may want to consider whether or not you want to change the beneficiary for any of your benefits. New dependents cannot be added to dependent health coverage if you do not notify the Human Resources Department of the change.

## **Contribution of Benefits (COBRA)**

If your employment with Fayette County School Corporation is terminated for reasons other than gross misconduct, you may continue to participate in Fayette County School Corporation health insurance plan for a defined period of time. In addition, your spouse or other dependents may continue to participate in the health insurance plan in the event of a divorce or legal separation, your death, a minor child reaching the maximum age for coverage, or your retirement. If you or your dependents qualify under such cases, you may continue in the plan for a period of time defined by federal law, and at your expense, which will not exceed cost plus two percent.

## **Family Illness Leave**

1. All non-certified employees who work up to 185 days shall be allowed up to 7 days leave, with pay deducted from sick leave in case of illness, surgery, or accident involving a member of the immediate family.
2. All non-certified employees who work 186 – 260 days shall be allowed up to 8 days leave, with pay deducted from sick leave in case of illness, surgery, or accident involving a member of the immediate family.
3. All non-certified employees who work 261 days shall be allowed up to 10 days leave, with pay deducted from sick leave in case of illness, surgery, or accident involving a member of the immediate family.
4. The term “immediate family” shall be construed in this instance to mean child (natural, adopted, foster, step, or in-law), parents (natural, adopted, foster, step, or in-law), brother, sister, husband, wife, grandchild, or anyone who has lived regularly in the unit member’s household.

## **Floating Holiday (Veterans’ Day)**

Veteran’s Day is a holiday issued to all employees who are eligible. The date must be approved by your immediate supervisor and fall between Veteran’s Day and June 30<sup>th</sup>.

## **Medicare Contribution**

Part of the contribution to FICA (Social Security) is designated by the Federal Government to pay for your Medicare benefits after you turn age 65.



## **Personal Leave Days**

1. The purpose of this leave is to aid an employee who has business during duty hours. In an emergency, the Superintendent or designee may waive any restrictions on use of personal days.
2. Employees who work up to 185-260 scheduled days will be entitled to two (2) days of Personal Business Leave each year to care for business which cannot be cared for during non-working hours, plus a third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) personal day may be used, but it will be deleted from available sick days.
3. Employees who work 261 scheduled days a year will be entitled to two (2) days of Personal Business Leave each year to care for business which cannot be cared for during non-working hours, plus a third and/or fourth (3<sup>rd</sup> and/or 4<sup>th</sup>) personal day may be used, but it will be deleted from available sick days.
4. Employees need not state a reason.
5. No more than two personal days may be used consecutively at any one time and no more than a total of two personal days each year may be used before or after a holiday/vacation period.

## **Personal Sick Days**

- a. If you are sick and unable to come to work due to casual illness, Fayette County School Corporation provides a limited amount of time with pay each year. These days with pay are not considered "Personal Time", but are to be used only in the event of illness. Fayette County may require you to provide a physician's statement if your illness extends beyond two days. In addition, repeated and excessive absence from work due to illness may result in disciplinary action.
- b. All non-certified employees who work up to 184 days shall be entitled to 7 days sick leave each year without loss of pay. Unused days shall be accumulated from year to year in the unfortunate event of extended illness or disabling condition.
- c. All non-certified employees who work 185 -260 days shall be entitled to 8 days sick leave each year without loss of pay. Unused days shall be accumulated from year to year in the unfortunate event of extended illness or disabling condition.
- d. All non-certified employees who work 261 days shall be entitled to 10 days sick leave each year without loss of pay. Unused days shall be accumulated from year to year in the unfortunate event of extended illness or disabling condition.

## **Social Security**

All Fayette County School Corporation employees are covered by the Federal Insurance Contributions Act (FICA), which is designed to provide retirement income and health care after an age defined by federal law. This is commonly referred to as Social Security and is paid for equally by Fayette County School Corporation and our employees. The Congress of the United States determines how much money must be contributed, are forwarded to the Social Security Administration for deposit into your account.

## **Tax Deferred Annuity**

If you choose, you may contribute to a Tax Deferred Annuity through payroll deduction to voluntarily save additional money toward your retirement. The plan available through Fayette County School Corporation complies with all federal regulations for tax deferred annuities, which enables you to defer

paying taxes in these savings until you retire, unless you withdraw the savings earlier. Because you pay large tax penalty for early withdrawal, we encourage you to participate in this plan only if you intend to leave your savings in the plan until you reach the age of 59 ½.

### **Unemployment Compensation**

Fayette County School Corporation will pay for unemployment insurance for every employee who qualifies. Unemployment insurance benefits are designed to assist Fayette County School Corporation employees in the event of termination of reduction in force or inability to continue working. All guidelines for payment of this insurance and award of benefit are controlled through the State of Indiana.

### **Worker's Compensation**

Fayette County School Corporation purchases insurance, which provides for medical treatment and income assistance for employees who may become injured or disabled because of a job-related injury or disability. The guidelines for medical treatment and income assistance are determined by regulations established by the Indiana General Assembly. If you become eligible for Worker's Compensation (WC) wage-continuation benefits, you may choose to use your sick leave days instead of WC benefits; however, you will be required to sign your WC benefit checks over to Fayette County School Corporation.

### **Your Benefits**

The benefits provided to you through Fayette County School Corporation are actually a tax free form of compensation. Under Federal and state law, you are not taxed on the value of any benefits provided by Fayette County School Corporation with few exceptions. We do reserve the right to change benefit plans or to modify the scope of the benefits at any time.

Because Fayette County School Corporation is concerned about your health and welfare, benefits are made available to all employees whose jobs are listed for each benefit. The waiting periods for participation in these benefit plans vary from plan to plan.

For descriptions of the fringe benefits, refer to the individual benefits package. Be sure to read the detailed information provided to you about your benefits to understand the extent of coverage and exclusion under each individual plan.

### **Your Pay**

General: Each year you will be provided with an appendix to this handbook that specifies your wage rate.

Frequency: pay is semi-monthly on the 10<sup>th</sup> of the month and the 25<sup>th</sup> day of the month. If the 10<sup>th</sup> or the 25<sup>th</sup> falls on a Saturday or Sunday, the pay date will be delivered on the preceding Friday.

Deductions: From each paycheck we will make all deductions required by Federal and State law, including federal and state income taxes, social security taxes, any required county or city tax. In most cases, a required contribution to the Public Employees Retirement Fund (PERF) is paid by the Board of

Trustees. Court-ordered payments will also be withheld in accordance with state and federal law. We may make other voluntary deductions, at your written request, if the deduction is for a benefit or program in which Fayette County School Corporation participates.

Errors: If the amount of your paycheck (gross or net) changes from one pay period to the next, please notify the payroll department immediately unless the change is for a salary increase about which you have already been advised. If an error has occurred in your pay, you may be held responsible for reimbursing the State of Indiana for any accidental overpayment made to you. And if we have made an error not in your favor, we want to make sure we correct it so you receive all the pay for which you are entitled.

Advances: Fayette County School Corporation does not make payroll check advances for any reason.

## **V. Safety and Security**

Safety in the work place is everyone's business—even in an office environment. All of us at Fayette County School Corporation are committed to the task of maintaining a safe and clean work environment. We expect everyone to share in this commitment. Specific safety matters that may pertain to your work area will be discussed with you by your supervisor.

Accidents are very costly to Fayette County School Corporation and all employees. There is no value, which can be placed on a hand, a foot, an eye, or a life. In addition, accidents and resulting medical claims increase our Worker's Compensation cost, which makes less money available for other fringe benefits. Workshops will be held periodically by the Human Resources staff to provide further instruction and support.

### **Accident or Injury**

Several of our employees are trained and certified in cardiopulmonary resuscitation (CPR) and are identified on the telephone roster. If an employee appears to be having difficulty breathing, call the nearest CPR-trained person.

Despite our good efforts to avoid them, accidents can still occur. We are equipped to handle routine cuts and abrasions and first aid kits are located throughout the buildings. Everyone is encouraged to utilize the "universal precautions" procedures when dealing with emergencies involving loss of blood.

If you become injured at work, regardless of the severity of the injury, report the incident to your supervisor immediately and fill out the 1<sup>st</sup> report form. The form should be sent to the Human Resources Office. A neglected injury---as minor as it may seem---can become a serious problem if not treated promptly and properly. If your injury is of a serious nature, or if you should become unconscious at work, we will call for emergency medical treatment or arrange for you to be taken to the nearest hospital for medical treatment. Call the nearest school nurse for an emergency vehicle.

We ask your cooperation in filling out the necessary medical forms and accident reports. Complete and timely documentation is necessary to expedite claim processing and to enable us to help assure a safe workplace.

## **Bomb Threats**

If you should answer a telephone call and receive a bomb threat, it is your responsibility to obtain as much information as possible from the caller, including: location of the bomb, time of detonation, the sex/age/name of the caller, what the caller's voice sounded like (nervous, determined, other), background noises, etc. Call the building principal immediately. The principal has specific instructions to follow should this occur.

## **Building Security**

Your supervisor will advise you concerning what hours your building is locked. Security picture I.D.'s have been issued to most staff. Access for the Executive Secretary and all custodians and maintenance personnel are on a 24/7 schedule. Most non-certified staff have access Monday through Friday from 7:00am to 6:00pm. The replacement cost for a lost badge is \$5.00. Cards that are not working should be reported to Jane Kellam-Tollett, Director of finance.

The issuance of building keys/key fob is limited in order to maximize facility security. A record of all key holders is maintained. If you are authorized to have a key, you will also be held responsible for any unauthorized use of the key.

We also ask that you obey the request of any security guard who may be working on Fayette County School Corporation's property—either in the building or in a parking area. If you have a question or concern about the request of a security guard, bring it to the attention of your supervisor.

## **Cell Phones**

Cell phones should not be used during regularly schedule work time. All personal calls should be conducted during employee breaks or lunch times. Cell phones should be left in a secured area or placed on silent ring during your regularly scheduled work times.

## **E-Mail**

All FCSC staff is required to maintain a FCSC email account. Email should be checked daily at the start of the work day and at the end of the work day. Appropriate use of e-mail should be used at all times. No slanderous or accusatory e-mails will be tolerated.

## **Fire Extinguishers**

Fire extinguishers are placed in locations throughout all buildings and are inspected regularly. Only employees who are trained to operate a fire extinguisher should do so.

## **Guests or Family Members at Work**

Staff members should refrain from conducting personal business during their scheduled work day. Family members or other guests of staff members must report to the school office when visiting the

building. Except in the event of an emergency, family members should not visit staff members or call them during the work day.

### **Identification Badges**

All FCSC must wear proper picture identification badges when on school corporation property. Building access has been granted for those having additional responsibilities or commitments outside the normal school day.

### **Safety and Housekeeping Rules**

- Keep a neat and orderly work area at all times.
- Be familiar with fire and evacuation plans.
- Only authorized and trained staff should use, adjust, or repair any piece of equipment with moving or hot parts.
- Keep drawers and storage area door closed.
- Wear seat belts and observe all motor vehicles safety and speed regulations when operating a Fayette County School Corporation vehicle or your own vehicle when driving on Fayette County School Corporation's business.
- Report unsafe conditions immediately, especially in storage areas where stacked items may fall. If you can correct the condition without risk to yourself, others, or to the facility, please do so.
- The use of heating devices (heaters) must be approved by the maintenance department, and electrical heaters must be unplugged when not in use.
- When working at a computer, have your screen and chair adjusted in a manner to avoid eye and back strain.
- When operating moving equipment, make sure your hair or an item of clothing can't get caught in a moving part.
- Be familiar with the location and operation of fire extinguishers in areas in which you work.
- Report immediately an automobile accident, which occurs while you are on Fayette County School Corporation's business. Auto accidents are included under the Indiana Occupational Health and Safety Act.
- Keep food in tightly sealed containers to reduce the possibility of bugs and rodents.
- Wear shoes without open toes or heels to protect your feet and toes from anything which may fall on your feet.
- Operate all equipment and machinery in a safe manner and according to the manufacturer's directions.
- Follow direction carefully when using hazardous chemicals.

**Accidents are not inevitable. You can prevent them. Your own safety (priority) is your best piece of personal protection!!!**

## **Theft and Property Damage**

If you become aware of any theft or damage to Fayette County School Corporation property, advise your supervisor immediately, so the appropriate reports can be completed and an investigation can be initiated.

## **Tornado and Fire Drills**

Fayette County School Corporation maintains weather alert situations throughout the district, and they are monitored at all times by an assigned individual. Proper tornado and fire safety procedures and directions are posted throughout all buildings, and must be followed closely in the event of a disaster drill or actual evacuation. Please familiarize yourself with tornado and fire procedures and exits for your particular work area in your building.

## **Suggestions, Questions, or Concerns?**

If you have any suggestions, questions, or concerns about building security, or employee safety, please bring them to the attention of your supervisor immediately. There is no question, which is too minor or insignificant when it comes to safety or security.

\*Be sure you read and are familiar with FCSC Emergency Management Resource Guide.

## **VI. Changes To This Handbook**

This handbook is not a contract nor does it constitute a contractual agreement between employee and employer. It has been prepared to provide you with an outline of policies, rules, and current employee benefits. But, flexibility is important in the area of personnel policies and benefits to allow for growth and change. For that reason, the policies and benefits described in this handbook may be discontinued or revised by the Fayette County School Corporation at any time, in light of experience or changing conditions. Changes will be communicated to you. You should also check the bulletin boards regularly for notices and announcements. If you have any questions about anything in this handbook and you are still not sure about your questions after talking with your supervisor, please contact the Human Resources Director.

More complete information can be found in Fayette County School Corporation Policy Manual and the specific job salary and benefit information. A copy is located in the office of each school. Employees should be familiar with all Fayette County School Corporation Board Policies.

**Acknowledgement of Receipt of Employee Handbook**

Fayette County School Corporation

I acknowledge that I have been informed that a copy of the Employee Handbook of the Fayette County School Corporation is located on the Fayette County school website. I also understand that it is my responsibility to be familiar with all of the information in the Handbook. I understand that it is not a contract of employment, but is a set of guidelines for the implementation of personnel policies. I understand that the provisions of this handbook may be modified at any time at the sole discretion of the Fayette County School Corporation.

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Signature

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(Please print name)

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Date

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