

SOUTHWEST PARKE COMMUNITY SCHOOL CORPORATION

HANDBOOK FOR:

ALL NON-CERTIFIED PERSONNEL

Maintenance/Custodial

Secretaries

Treasurers

Corporation Nurse

Technology Assistant

Teaching Assistants

Food Service Personnel

Approved by SWP Board of School Trustees
August 14, 2010

Revised August 2014

Revised April 2016

Revised July 2016

Revised August 2016

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PREFACE

Southwest Parke Community School Corporation will employ personnel to provide maintenance, custodial, health services, secretaries, treasurers, food service and teaching assistant personnel to support and enhance the educational program.

It is the policy of Southwest Parke Community School Corporation to select for employment the most qualified person for each position. Employment will be without regard to race, color, sex, handicap conditions, and national origin, including limited English proficiency.

EMPLOYMENT PROCEDURES

The employment of an applicant for any position with the Southwest Parke Community School Corporation shall be made solely in the interest of providing the best available services to the Corporation. Full consideration shall be given to the job training, successful experience, and general ability and attitude of the applicant. Persons desiring to be considered for employment by Southwest Parke Community School Corporation in a non-teaching capacity shall file an application on the appropriate form.

As per HEA 1006, all non-teaching personnel hired after July 1, 1997, shall give Southwest Parke Community School Corporation permission to conduct a limited criminal history search online to verify a disposition that does not appear on the limited criminal history.

Southwest Parke Community School Corporation will also require successful applicants to obtain an Expanded Criminal History Background Check at their expense. Applicants must utilize the company provided by the school corporation.

Each applicant interviewed will be questioned about the applicant's criminal history, if necessary. Failure to answer honestly any questions related to the criminal history may be cause for termination of the applicant if eventually hired.

Any information obtained from a limited and/or criminal history is confidential and shall not be released or disseminated.

SELECTION OF NON-CERTIFIED PERSONNEL

The Superintendent of Schools shall recommend employment of all non-certified personnel to the Board of School Trustees.

The building principals and/or supervisors shall screen candidates having filed applications for non-certified vacancies and make recommendations for employment to the Superintendent.

Screening of prospective employees may include oral and written inquiries, recommendations from past employers, a drug and alcohol test, and a careful analysis of qualifications required for the work to be performed. Limited and expanded criminal history background checks are required. An Expanded Criminal History Check is required within 60 days of employment.

REPORTING CONVICTIONS OF CRIMINAL OFFENSES

All school employees of Southwest Parke Community School Corporation are required by state law to report convictions in Indiana and other jurisdictions of the crimes listed below to the Superintendent:

- a. Murder
- b. Causing suicide
- c. Assisting suicide
- d. Voluntary manslaughter
- e. Reckless homicide
- f. Battery unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- g. Aggravated battery
- h. Kidnapping
- i. Criminal confinement
- j. Sex offenses under IC 35-42-4
- k. Carjacking
- l. Arson unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- m. Incest
- n. Neglect of a dependent unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- o. Child selling
- p. Contributing to the delinquency of a minor unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- q. An offense involving a weapon under IC 35-47 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- r. An offense relating to controlled substances under IC 35-48-4 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- s. An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- t. An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5 unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later
- u. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction

EMPLOYMENT QUALIFICATIONS OF NON-CERTIFIED PERSONNEL

Each employee must be trustworthy, of good character, capable of performing the assigned duties, and henceforth hold at least a high school diploma or the equivalent.

All non-certified personnel working with both the instructional staff and administrative staff must be familiar with the educational program and their responsibility to the students.

All treasurers and ECA treasurers shall be bonded accordingly.

ASSIGNMENT OF NON-CERTIFIED PERSONNEL

Non-certified personnel shall be assigned to a position by the Superintendent after consulting with the building principal and/or immediate supervisor.

The Superintendent shall determine the job classifications of all non-certified personnel. In determining the classifications, the Superintendent shall take into consideration, established policy, years of successful experience, principal's and/or supervisor's recommendation, job responsibilities, and the potential of the prospective employee to perform quality work.

PROBATIONARY PERIOD

Teaching Assistants and Food Service Personnel

Upon successful completion of six weeks of employment, Teaching Assistants and Food Service Personnel (excluding part-time) will be eligible for leave days (on a pro-rated basis) and have the opportunity to purchase Vision and/or Dental Insurance at the employee's expense.

All Other Non-certified Personnel (Excluding Teaching Assistants & Food Service Personnel)

Upon successful completion of 60 Days of employment, Non-certified personnel (excluding part-time), will be eligible for leave days (on a pro-rated basis) and eligible to participate in the corporation's health insurance plan. Also, at this time, the employee may purchase Vision and/or Dental Insurance at the employee's expense.

TRANSFER OF NON-CERTIFIED PERSONNEL

Transfers may be made at the request of the employee or upon initiation by the Superintendent or other supervisory personnel for reasons which, in the judgment of the Superintendent, shall serve the best interest of the employee and/or the School Corporation. The Superintendent's decision shall be final in a transfer situation.

PHYSICAL EXAMINATIONS AND HEALTH TESTS

The Board of School Trustees shall require physical examinations and health tests as prescribed by Indiana Code. All costs for any examination or test will be borne by the School Corporation.

The Board of School Trustees may, at any time, require the employee to submit to a physical examination by a licensed Indiana physician selected by the Corporation. The cost of the examination shall be the responsibility of the Corporation.

SUPERVISION OF NON-CERTIFIED PERSONNEL

Non-certified personnel shall be provided supervision to insure effective job performance and improvement. When necessary, in-service training shall be conducted to improve job effectiveness, skills, public relations skills, and other skills necessary for each employee to represent Southwest Parke Community School Corporation to the best of his/her ability. As applicable, employees will receive training in the handling of asbestos, material data safety sheets, OSHA and IOSHA regulations, universal precautions.

TERMINATION

Non-certified personnel will be employed by Southwest Parke Community School Corporation on an "at will" basis, and may be terminated at any time. The employer will observe a minimal "due process" procedure to ensure fairness. The employee may request, within five (5) working days of the termination, a hearing in executive session with the Board of School Trustees.

The Superintendent may choose to give the employee up to ten (10) working days notice of termination. However, if in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the School Corporation, employment may be terminated immediately upon notice.

Once an employee has been notified of his/her termination or has resigned from employment, all unused sick, personal, bereavement, and vacation leave days will be forfeited.

RESIGNATIONS

A written letter of resignation shall be submitted to the Superintendent or to the employee's immediate supervisor at least ten (10) working days prior to the employee's final day of employment. The Superintendent may waive the required ten (10) day notice if deemed to be in the best interest of the Corporation and/or the employee.

Unused sick, personal, bereavement, and vacation days cannot be used to extend an employee's final day of employment, except in the case of retirement.

RESPONSIBILITIES AND DUTIES OF NON-CERTIFIED PERSONNEL

Non-certified personnel, as a vital factor in accomplishing the mission of Southwest Parke Community School Corporation, must represent themselves, the schools, and the community with dignity and honor and perform all tasks to the best of their ability. To provide structure and guidance for employees, job descriptions defining responsibilities and duties, approved by the Board of School Trustees will be provided to each employee.

MAINTENANCE DIRECTOR

The Superintendent, Principals, and Maintenance Director shall cooperate in arranging the work schedule and work detail of the maintenance staff. The Principal shall be in direct charge of the custodians in his/her building. The building Principal shall coordinate the job assignments for custodial personnel.

The Maintenance Director shall be responsible for the supervision of the maintenance staff. The Maintenance Director will be responsible for the evaluation, direction, inservicing, and planning for the maintenance staff.

It is the responsibility of each custodian and maintenance personnel to perform the duties assigned to him/her in such a manner that the buildings, grounds, and equipment may contribute to the education of children and service to the community.

SCHOOL CORPORATION TREASURER

The Board of School Trustees shall appoint a Treasurer of the governing body and of the Corporation who is a person other than the Superintendent and not a member of the governing body. The term of the appointment shall be for one (1) year beginning August 1 and ending July 31st. Sufficient bonds shall be purchased and filed by the Corporation. The Treasurer will be employed to facilitate the business functions of the School Corporation.

DEPUTY TREASURER/SECRETARY TO THE SUPERINTENDENT

The Deputy Treasurer/Secretary to the Superintendent will be employed to facilitate the operation of the Central Administrative Office and to assist in the facilitating of all business functions of the Corporation. Duties and responsibilities shall be defined by the Superintendent. The term of appointment for Deputy Treasurer shall be for one (1) year beginning August 1 and ending July 31st. Sufficient bonds shall be purchased and filed by the Corporation.

SECRETARIES AND ECA TREASURERS

Secretaries will be employed to support and facilitate the educational program in their respective building.

ECA Treasurers shall be appointed by the Board of School Trustees upon recommendation of the Superintendent. Bonds shall be purchased by the Corporation. Responsibilities and duties shall be defined by the building principal in cooperation with the Superintendent.

HEALTH SERVICE PERSONNEL

The Corporation Nurse shall serve in each elementary school and high school. They shall perform health services in accordance with school policy and the laws of the State of Indiana. The Corporation Nurse shall also conduct training programs for all staff to provide information about blood-borne pathogens, universal precautions, hepatitis B, and other topics as required by the State of Indiana.

The Corporation Nurse shall report to the building Principal and the Superintendent

DAYS REQUIRED TO WORK

Position	#Days	Vacation Days	Sick Days	Personal Days	Bereavement Days
Corporation Treasurer	234	10	16	4	5
Corporation Deputy Treasurer	234	10	16	4	5
High School Secretary	213	0	15	4	5
High School ECA Treasurer	213	0	15	4	5
Elementary Secretary/ ECA Treasurer	206	0	13	3	5
Corporation Nurse	185	0	13	3	5

The above table was derived from the following calculations:

Total days to work in August 1 st through July 31 st	Corp. Treas./ Dep. Treas.	H.S. Sec. H.S. ECA Treas.	Elem. Sec. Elem. ECA	Nurse
	260	238	231	216
*Less: Flex Days	4	4	4	6
*Less: Spring Break	5	5	5	5
*Less: Memorial Day	1	1	1	1
*Less: 4 th of July	1	n/a	n/a	n/a
*Less: Labor Day	1	1	1	1
*Less: Fall Break	2	2	2	6
*Less: Thanksgiving Break	2	2	2	2
*Less: Christmas Break	10	10	10	10
*=Days subject to School Calendar				
TOTAL CONTRACT DAYS	234	213	206	185

DOCUMENTATION OF DAYS WORKED MUST BE KEPT BY EACH EMPLOYEE AND TURNED INTO THE CNTRAL ADMINISTRATIVE OFFICE NO LATER THAN JULY 31ST.

STARTING SALARIES

Corporation Treasurer	\$35,000 - \$40,000 (Based on experience)
Corporation Deputy Treasurer	\$23,000 - \$28,000 (Based on experience)
High School Secretary	\$17,000 - \$20,000 (Based on experience)
High School ECA Treasurer	\$17,000 - \$20,000 (Based on experience)
Elementary Secretary/ECA Treas	\$13,000 - \$17,000 (Based on experience)
Corporation Nurse	\$27,000 - \$32,000 (Based on experience)

SALARY/BENEFIT YEAR

Salaries and fringe benefits of Non-certified personnel shall be reviewed and determined annually by the Board of School Trustees. The Superintendent shall make recommendations on salary and fringe benefits for the Non-certified staff to the Board of School Trustees. Such changes shall correspond with the first pay period of the new school year's teachers' contract.

The Board reserves the right to address salary and fringe benefits at times other than those listed above. The Superintendent shall provide the employee with salary, fringe benefits, and job related information.

PAY DATES

Deductions will be made for federal taxes, state taxes, Public Employees Retirement Fund (where applicable), Medicare, and social security. Optional payroll deductions may be made for tax sheltered annuity programs, and the credit union in accordance with Corporation policy.

Pay dates will correspond with the negotiated pay dates of the Teachers' Association.

All Non-certified personnel who are paid an hourly rate of pay, will be paid one (1) week behind. Time clocks are located in each building and each employee is to clock him/herself in and out daily. Employees MUST clock in and out each day they work. Any employee found having another employee clock him/herself in or out, will be immediately terminated. Consequently, the person who is clocking another employee in or out will also be terminated. Failure to use the time clocks is unacceptable and may result in disciplinary action and possible termination of employment.

All other Non-certified personnel will be paid a salaried rate of pay. Payments shall be in accordance with established hourly rates or executed contracts/agreements.

SECTION 125 FLEXIBLE BENEFITS PLAN

The Board of School Trustees shall make available to employees who work at least seventeen and one half (17 ½) hours per week, Section 125 Flexible Benefits Plan. The Section 125 Cafeteria Plan can reduce your payroll related costs and will usually increase your take-home pay. Under this plan, pre-tax dollars are used to purchase benefits. These dollars come from elective contributions (employee salary reduction contributions). The reimbursement account allows employees to allocate pre-tax dollars for reimbursement of medical care expenses and/or dependent care expenses. CAUTION should be used when contributing to the reimbursable medical and the dependent care portion of the plan. If the full amount withheld is not used, the employee will lose the unused portion withheld. Employees are urged to be very conservative when putting money into this plan. However, it should be noted that the employee can realize significant savings if the plan is properly managed. The Section 125 Program saves employees taxes on all eligible benefits selected, potentially increasing their pay.

INSURANCE

HEALTH

All Non-certified personnel, with the exception of Teaching Assistants and Food Service Personnel, will have the option of participating in a group health insurance program. Eligible employees may refer to the corporation's website (www.swparke.k12.in.us) for information regarding health insurance plans and rates. The policy will become effective at the beginning of the month following a successful 60 day probationary period.

LIFE INSURANCE

All Non-certified personnel, with the exception of Teaching Assistants and Food Service Personnel, will participate in a group life insurance program. The Board shall provide payment for 100% of the annual premium on \$50,000 of term life insurance to be effective the beginning of the month following a successful sixty day (60) probationary period. The premium amount may not be received in lieu of not enrolling in the group insurance plan.

LONG TERM DISABILITY

All Non-certified personnel, with the exception of Teaching Assistants and Food Service Personnel, will receive a long term disability policy. The Board shall provide 100% of the annual premium. The policy will become effective the beginning of the month following a successful sixty day (60) probationary period. The premium amount may not be received in lieu of not enrolling in the long term disability plan.

DENTAL INSURANCE

All Non-certified personnel are eligible to purchase dental insurance at their own expense. Teaching Assistants and Food Service Personnel may do so after a successful six (6) week probationary period. All other Non-certified personnel may do so after completing a successful sixty day (60) probationary period. Employees may refer to the corporation's website for current rates and premiums.

VISION INSURANCE

All Non-certified personnel are eligible to purchase vision insurance at their own expense. Teaching Assistants and Food Service Personnel may do so after a successful six (6) week probationary period. All other Non-certified personnel may do so after completing a successful sixty day (60) probationary period. Employees may refer to the corporation's website for current rates and premiums.

SEVERANCE PAY
(For Employees Hired before September 1, 2001)

Non-certified personnel of Southwest Parke Community School Corporation who have a minimum of ten (10) years of uninterrupted service and who are at least fifty (50) years of age, shall receive severance pay upon retirement. Payment to the retiring employee will be paid out over two (2) consecutive years immediately following the effective date of the retirement. Such severance pay will be computed as follows:

- A. The retiring employee shall be paid twenty-five dollars (\$25.00) per day for each accumulated sick leave up to the maximum allowable days.
- B. The retiring employee shall be paid thirty dollars (\$30.00) per day for each day accumulated in their retirement account up to the maximum allowable days.
- C. The retiring employee shall receive one hundred dollars (\$100.00) for each full year of employment in the Southwest Parke Community School Corporation.

The maximum allowable days for Sick and Retirement Days (if applicable) are as follows:

Corporation Treasurer	200 days
Corporation Deputy Treasurer	200 days
Custodial/Maintenance Director	200 days
Custodial Personnel	200 days
Maintenance Personnel	200 days
High School Secretary	195 days
High School ECA Treasurer	195 days
Elementary Sec/ECA Treasurer	190 days
Technology Assistant	190 days
Corporation Nurse	185 days
Food Service Personnel	60 days (works 5 ½ hours or more per day)
Food Service Personnel	50 days (works less than 5 ½ hours per day)
Teaching Assistants	60 days

Example: A Non-certified employee who has worked for the Corporation a total of 20 full years, has contributed a total of 25 days toward his/her retirement account, and has a total of 200 days of accumulated sick leave:

\$25.00 per day x 200 days of accumulated sick leave = \$5,000.00
+
\$30.00 per day x 25 days contributed to the retirement account = \$750.00
+
\$100.00 x 20 full years of service = \$2,000.00

TOTAL SEVERANCE PAY = \$7,750.00

(\$3,875 the first year; \$2,000 will be paid on their last check and the remainder will be paid to their 403b Post Separation Account)

(\$3,874 the second year; entire amount will be contributed to their 403b Post Separation Account)

In order to qualify for this severance pay an employee shall notify the Superintendent in writing at least one (1) year prior to the anticipated date of retirement. However, an employee who is forced to retire early due to a catastrophic illness or injury and meets all the other provisions for retirement as outlined in this handbook, shall receive full severance pay as computed herein. A catastrophic illness or injury is defined as illness or injury that prevents the individual from fully performing his/her duties. The Board reserves the right to send the employee to a physician of the Board's choosing for verification of the illness or injury. If such a request is made, the Corporation will pay the doctor's fees for the examination. Failure to comply with any provision as outlined for retirement will result in the forfeiture of all retirement benefits except those provided for in cases of catastrophic illness or injury.

403b RETIREMENT FUND

The Board shall establish and maintain a qualified 403b plan for all employees covered by this handbook who work a minimum of twenty (20) hours per week. The 403b plan shall commence with the 2001-2002 school year. The annual contribution to be made by the Board will be determined annually.

The contribution made by the Board shall be an amount which reflects the appropriate percent of the employee's base salary. The 403b plan shall replace the current Severance Pay plan (for employees hired after 9/1/2011) outlined on page 23 of this handbook. The 403b plan contributions made by the Board shall be considered as additional funds and be counted as part of any salary increase given.

For those employees who participate in the 403b plan, the Severance Pay (page 23) plan will remain in effect until such time as the employee receives a greater return from the value of the new 403b plan, than he/she would receive under the Severance Pay plan. The value of the 403b plan will be counted as an offset to the amount that the employee would have received had she/he retired under the current Severance Pay plan.

In the event, due to market fluctuations, an employee's 403b plan account experiences a loss, the Board's responsibility under the Severance Pay plan during the period prior to its termination shall be the amount which the employee would have received under the Severance Pay plan less the amount previously contributed by the Board under the 403b plan.

For employees hired after September 1, 2001, the 403b plan will replace the current Severance Pay plan (page 23).

The 403b plan shall:

- a. be subject to all applicable Internal Revenue regulations
- b. have no contract initiation fees charged to the employees

WORKER'S COMPENSATION

Absence due to injury incurred in the course of food service and teaching assistant personnel employment will be charged against the employee's sick leave days after twenty-one (21) days but not to exceed thirteen days of sick leave accumulation. The Board shall pay to such employee the difference between his/her regular salary and benefits received under the Indiana's Worker's Compensation Act for the duration of such absence or until the employee becomes eligible for long term disability benefits, provided that:

1. the injury results in disability preventing such employee from performing the normal required duties;
2. the employee shall qualify for, request, and receive workman's compensation benefits;

The Board may require the employee to submit to a physical examination conducted by a physician chosen by the Board, at the Board's expense anytime after seven (7) days of the occurrence of the injury and to receive a complete verified report of such examination. The Board shall determine the employee's eligibility for this leave based upon the results of such examination in accordance with applicable statutes.

All work related injuries and/or illnesses shall be immediately reported to the employee's immediate supervisor. Emergencies, injuries, and/or illnesses shall be reported to the Superintendent's Office within twenty-four (24) hours.

LEAVES

Various leaves are provided by the Corporation to Non-certified personnel as a benefit to allow employees the time necessary to conduct personal business, recuperate from illness and/or injury, attend funerals, care for members of the immediate family in times of illness or injury, and to satisfy certain civic duties without loss of compensation. These benefits will remain as part of the individual employee's benefit package as long as the administration does not feel that these benefits are being abused. For example, should a pattern develop where an individual employee becomes ill or unable to come to work just before or immediately after a weekend/holiday/vacation, the Corporation reserves the right to place that individual employee on probation, alter the benefit package, or other disciplinary action deemed appropriate by the Superintendent.

The Board reserves the right to send the employee to a physician of the Board's choosing for verification of the illness or injury. If such a request is made, the Corporation will pay the doctor's fees for the examination. The Corporation also reserves the right to request a written doctor's excuse after the third consecutive day of sick leave absence. Failure to comply with this request may result in the employee's termination.

The employee forfeits all accumulated leave and vacation time when the Corporation is notified that the employee intends to resign or if the Corporation has notified the employee of their termination. An employee shall not be allowed to utilize accumulated leave and vacation time to receive time off immediately prior to resigning or their termination.

LEAVES OF ABSENCE – UNPAID

Leaves of absences involving extended leave due to illness or injury will be granted in accordance with the Family Medical Leave Act when applicable.

Sick leave and vacation days do not accumulate during any unpaid leave of absence.

EXTENDED LEAVE

All requests for an extended leave of absence must be submitted in writing to the Superintendent of Schools. Each written request will be given individual consideration. In each case, consideration shall be given to length of service with Southwest Parke Community School Corporation, quality of work, reason for the leave request, and potential length of service after return from the leave.

In case of an employee being absent from work due to an extended illness or injury, the employee shall be guaranteed the right to return to employment with the Corporation provided his/her physical condition will permit his/her return. It is the responsibility of the employee to keep the Corporation informed of their progress if the absence is due to illness or injury. The Corporation reserves the right to require a doctor's certificate approving the employee's return to work prior to the employee's return. The Board also reserves the right to send the employee to a physician of the Board's choosing for verification of the employee's fitness to return to work. If such a request is made, the Corporation will pay the doctor's fees for the examination. Employment is guaranteed as per the Family Medical Leave Act; however, the employee is not assured of the same position upon his/her return. All extended leave requests must be made in writing and must be submitted directly to the Superintendent at least ten (10) days prior to the start of the leave. The Superintendent shall have the right to waive the required ten (10) day notice in emergency situations.

MILITARY OR LEGISLATIVE DUTY LEAVE

Leaves of absence for military service or legislative duty may be granted by the Board of School Trustees in accordance with Indiana statutes. Requests for military leave must be in writing and submitted directly to the Superintendent at least ten (10) days prior to the start of the requested leave.

LEAVE OF ABSENCE – PAID

PERSONAL LEAVE

Non-certified personnel employed by Southwest Parke Community School Corporation shall be granted, upon request, days with pay to conduct personal business. They are as follows:

Corporation Treasurer	4 Personal Days
Corporation Deputy Treasurer	4 Personal Days
Custodial/Maintenance Director	4 Personal Days
Custodial Personnel	4 Personal Days
Maintenance Personnel	4 Personal Days
High School Secretary	4 Personal Days
High School ECA Treasurer	4 Personal Days
Elementary Sec/ECA Treasurer	3 Personal Days
Corporation Nurse	3 Personal Days
Teaching Assistants	3 Personal Days
Food Svc Personnel	3 Personal Days (work at least 5 ½ hours per day)
	2 Personal Days (work less than 5 ½ hours per day)
Technology Assistant	3 Personal Days
Custodian (29 ¾ hrs/wk)	2 Personal Days

A request for personal leave shall be in writing, using the forms provided in the appendices and submitted to their direct supervisor.

Personal leave days cannot be used to extend vacation or holidays without prior approval.

No reason need be given on the personal leave form other than “personal business”.

Teaching Assistants and Food Service personnel’s personal leave days will be pro-rated (1/10 of the total leave allotment per month rounded to the nearest ½ day) from the employment anniversary to the end of the school year.

For all other Non-certified personnel, personal leave days will be pro-rated (1/12 of the total leave allotment per month rounded to the nearest ½ day) from the employment anniversary.

Eligibility for personal leave days, for Food Service and Teaching Assistants, begins after completion of six weeks of employment. For all other Non-certified personnel it will be after completion of 60 day probationary period. However, for calculation purposes, the employment anniversary date will be used to establish the pro-rated number of personal leave days for which the employee is eligible.

All unused personal leave days shall be added automatically, at the end of the school year, to the employee's sick leave days.

Each employee shall be given a written account of personal leave days on each pay stub. This accounting will be current through the prior pay date.

All personal leave requests must have prior approval from the immediate supervisor, Principal, and Superintendent. Except in cases of emergency, personal leave requests are to be made at least twenty-four (24) hours in advance.

BEREAVEMENT LEAVE

All Non-certified personnel shall be granted up to five (5) consecutive school days with pay for each death in the immediate family (spouse, children, parent, grandparents, grandchildren, brother, sister, step parent, step children, son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or others who reside at the home of the employee). Requests for bereavement leave not to exceed five (5) consecutive school days for the death of close relatives shall be at the discretion of the Superintendent. All bereavement days taken during a pay period must be clearly marked on the employee's time card and initialed by the employee's immediate supervisor.

Up to two (2) days of the bereavement leave, as spelled out above, may be taken later in the school year to assist in estate/financial matters.

For Teaching Assistants and Food Service personnel, eligibility for bereavement leave begins after a successful six (6) week probationary period. For all other Non-certified personnel it will be after completion of a successful ninety 60 day probationary period.

SICK LEAVE

All Non-certified personnel shall be granted paid days for personal illness. They are as follows:

Corporation Treasurer	16 Sick Days
Corporation Deputy Treasurer	16 Sick Days
Custodial/Maintenance Director	16 Sick Days
Custodial Personnel	16 Sick Days
Maintenance Personnel	16 Sick Days
High School Secretary	15 Sick Days
High School ECA Treasurer	15 Sick Days
Elementary Sec/ECA Treasurer	13 Sick Days
Corporation Nurse	13 Sick Days
Teaching Assistants	10 Sick Days
Food Svc Personnel	10 Sick Days (work at least 5 ½ hours per day) 9 Sick Days (work less than 5 ½ hours per day)
Technology Assistant	12 Sick Days

Each employee shall be given a written account of accumulated sick leave on each pay stub. This accounting will be current through the prior pay date.

Sick leave may be used in emergency situations as approved by the Superintendent. The Corporation reserves the right to require a written doctor's excuse after the third consecutive day of sick leave absence. If none is provided, the employee shall be terminated.

Eligibility for sick leave for Teaching Assistants and Food Service Personnel begins after completion of six weeks of employment. For all other Non-certified Personnel, it will be after completion of sixty (60) days of employment. However, for calculation purposes, the employment anniversary date will be used to establish the pro-rated number of sick leave days for which the employee is eligible. The method used to pro-rate sick leave days shall be the same method used to pro-rate personal leave days.

Requests for sick leave shall be made directly to the immediate supervisor by telephone as soon as possible prior to the regular start time established for the employee. If the immediate supervisor is not available by phone, the employee shall notify the building Principal or the Superintendent by telephone. All sick leave days taken during a pay period must be clearly marked on the employee's time card and initialed by the employee's supervisor.

MAXIMUM ACCUMULATION OF SICK DAYS

Corporation Treasurer	200 days
Corporation Deputy Treasurer	200 days
Custodial/Maintenance Director	200 days
Custodial Personnel	200 days
Maintenance Personnel	200 days
High School Secretary	195 days
High School ECA Treasurer	195 days
Elementary Sec/ECA Treasurer	190 days
Technology Assistant	190 days
Corporation Nurse	185 days
Food Service Personnel	60 days (works 5 ½ hours or more per day)
Food Service Personnel	50 days (works less than 5 ½ hours per day)
Teaching Assistants	60 days

VACATION DAYS

The following Non-certified personnel are eligible for vacation leave days after one (1) full year of employment:

Corporation Treasurer	10 days	15 days after 10 years of service
Corporation Deputy Treasurer	10 days	15 days after 10 years of service
Maintenance/Custodial Director	10 days	15 days after 10 years of service
Custodial Personnel	10 days	15 days after 10 years of service
Maintenance Personnel	10 days	15 days after 10 years of service

The above-mentioned Non-certified personnel may accumulated a maximum of thirty (30) vacation days. Any days over the maximum will be forfeited.

Vacation days may not be used to extend the final date of employment when an employee has resigned or has been terminated by the Corporation. However, vacation days may be used to extend an employee's final date of employment if they are retiring from the Corporation. Upon retirement, any unused vacation days will be paid at a rate of \$30.00 per day in addition to their respective severance pay.

Upon completion of one (1) full year of employment vacation days will be pro rated (1/12 of the total leave allotment per month rounded to the nearest ½ day) from the employment anniversary to August 1st, at which time, the employee will be giving a full allotment. The method used to pro rate vacation days will be the same as that used for calculating pro rated personal and sick leave days.

Requests for vacation days shall be requested using the same form as any other leave and **must be made at least two (2) weeks in advance**. The Superintendent shall have the right to waive the two (2) week notification if the situation warrants. It is the **employee's** responsibility to enter their vacation leave days into AESOP.

Copies of individual or building vacation schedules shall be filed with the Superintendent by May 20th of each year. The Superintendent in conjunction with the employee's immediate supervisor, will resolve schedule conflicts.

JURY DUTY

When called for jury duty, an employee shall be compensated by the Corporation at regular salary. Any compensation received by the employee for jury duty shall be remitted to the Corporation. Any mileage payment received shall be retained by the employee. All days taken for jury duty must be clearly marked on the employee's time card and initialed by the employee's immediate supervisor.

Personal leave cannot be taken for this purpose.

MATERNITY LEAVE

Any Non-certified employee who is pregnant may continue in active employment as late into the pregnancy as she wishes, if she can fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the following:

1. Any employee who is pregnant shall be granted a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child, if she notifies the Superintendent at least thirty (30) days before the date on which she wishes to start her leave. She shall notify the Superintendent of the expected length of this leave, including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn, whichever is applicable. However, in the case of a medical emergency caused by pregnancy, the employee shall be granted a leave, as otherwise provided herein, immediately on her request and the certification of the emergency from an attending physician.
2. All or part of a leave taken by an employee because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available sick days. The employee is entitled to take accumulated sick leave days until such is exhausted.

ADOPTION LEAVE

An adoption leave shall be granted upon written request on the form provided in the appendices for up to one (1) year with the right to renew such request for an additional year if desired. The employee must inform the Superintendent in writing of the intention to return or renew following the initial leave at least one (1) month prior to the anniversary of the leave.

PATERNITY LEAVE

When a child is born to the wife of a male employee, he shall be granted up to two (2) days paternity leave without loss of compensation. Paternity Leave requests must be made in writing to the Superintendent within two (2) days prior to the start of the leave.

EMPLOYEE SICK LEAVE BANK

PURPOSE

The purpose of the Sick Leave Bank is to relieve employees from undue financial burdens due to absence from work on a long-term basis due to illness, injury, or incapacitation sufficiently severe enough that it would make their presence on the job inadvisable.

STRUCTURE

- a. The Sick Leave Bank shall have a maximum of one hundred eighty (180) days.
- b. Days in the Sick Leave Bank shall be contributed in the following Two (2) ways:
 1. The Corporation shall contribute one (1) day per employee on August 1st of each year but the Bank shall not exceed its maximum.
 2. The employees shall also have the opportunity to contribute, on a voluntary basis, up to five (5) sick leave days per year to the sick leave bank. The donation of sick leave days shall continue until such time that a maximum of one hundred eighty (180) days is reached. Employee contributions to the sick leave bank can be made anytime in writing.

ADMINISTRATION

Administration of the Sick Leave Bank shall be managed by a committee composed of the following individuals:

- a. two (2) employees of the affected employee's/employee designee's choosing;
- b. one (1) employee selected by the employee's immediate supervisor. If applicable, the individual selected shall not be from the same building as the individual requested days from the sick bank;
- c. a building Principal selected by the Superintendent;
- d. the Superintendent or his/her designee;

The committee shall select one (1) of the members to serve as chairperson and one (1) to act as secretary. Minutes of the meeting shall be taken and shall be submitted to the Superintendent.

A majority of members will be required for official action of the committee.

The committee may grant, deny, or suspend grants of sick days from the bank. The committee's judgment or decision shall be final.

Each applicant automatically consents to submit to a medical examination and/or review of his/her medical history, if it is deemed necessary by the Sick Leave Bank Committee.

USAGE

Application for days to be used from the Sick Leave Bank will be as follows:

- a. All sick leave, vacation, and personal leave days previously accumulated by the individual must be exhausted;
- b. Application shall be made in writing to the Superintendent, and shall be accompanied by a physician's statement describing the nature of the disability, treatment being rendered, and prognosis for return to work.
- c. Application for grant may be made by the personal representative in cases where the individual staff member is unable to do so.
- d. Application must be made within thirty (30) days of the individual's exhausted sick/personal leave accumulation;
- e. Days awarded shall be begin immediately upon the exhaustion of all individual sick leave, personal, and vacation days.

HOLIDAYS

The following days are recognized as paid holidays for Maintenance and Custodial personnel:

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Christmas Day

The Friday after Thanksgiving, Christmas Eve and New Year's Eve may be given as a paid holiday at the discretion of the Superintendent.

Non-certified personnel shall work the last scheduled working day preceding and the first day following a holiday unless other arrangements have been approved by the Superintendent.

INCLEMENT WEATHER

When school is closed due to inclement weather, maintenance and custodial personnel will be required to report to work as directed by their supervisors after consultation with the Superintendent. Employees not able to come to work during inclement weather will have to use vacation days to prevent loss of compensation. If all vacation days have been used, the employee's pay will be docked accordingly. Other leave days may not be used for days missed due to inclement weather unless such days were scheduled prior to the inclement weather. Employees **will not** be docked pay when Parke County is under a "Snow Emergency" and all county roads are closed.

REGULAR WORKING HOURS

Non-certified personnel will work the hours designated by their immediate supervisor and clock in and out at a time clock provided by the corporation. Periodic adjustments to starting and ending times may be made in order to help meet the needs of students and/or the Corporation.

Maintenance and Custodial personnel are paid an hourly rate and are paid 1 week behind.

Teaching Assistant and Food Service personnel are to work 182 days. Their workdays are as follows:

High School Teaching Assistants	6 hrs/day
High School Study Hall Teaching Assistant	7.5 hrs/day
Elementary Teaching Assistants	6 hrs/day
Elementary Teaching Assistant – Special Needs Bus	8 hrs/day
Food Service Employees	5 ¾ hrs/day
Food Service Employees (part time)	3 hrs/day

Periodic adjustments may be made by their immediate supervisor. Non-certified personnel, with the exception of Corporation Treasurer, Corporation Deputy Treasurer, Custodial/Maintenance Director, Food Service Director, School Secretaries, School ECA Treasurers, Corporation Nurse and Technology Assistant, are required to clock in and out at a time clock provided by the corporation. All Non-certified personnel will be paid in twenty-six consecutive pays beginning with the first pay of the current school year. However, the corporation reserves the right to adjust a Teaching Assistant's payroll if they have exceeded their allotted leave days or have not worked their required hours. Upon early termination of employment the employee's salary will be recalculated according to the number of hours worked by the employee.

EXAMPLE 1:

Days Required to work X # hrs per day X Hourly Rate = Salary

Salary/26 pays = Gross Per Pay

The Superintendent must be made aware of and approve all overtime. NO EXCEPTIONS.

All employees are expected to be at work except for those circumstances as described in the sections on Leaves. Leave without pay will not be granted except as approved by the Superintendent.

RESOLUTION OF PROBLEMS AND/OR CONCERNS

Problems or concerns will be addressed in the following manner:

- a. No matter what the problem or concern, it should first be addressed with the person closest to the problem. The quickest and easiest resolution to the problem or concern is usually found with the supervisor most directly involved. In other words, the employee's first line of communication of a problem or concern will be made to the immediate supervisor.
- b. If the problem or concern is not addressed to the employee's satisfaction, then the employee may present his/her concern to the next level. The employee should share the steps already taken with the immediate supervisor in an effort to resolve the problem. Should this still not resolve the situation, the Employee shall have the right to appeal any previous decision to the Superintendent.
- c. If the problem or concern is still not resolved to the employee's satisfaction he/she may request a hearing with the Board. The employee shall make a formal request, in writing, if they desire an audience with the Board. **UNDER NO CIRCUMSTANCE SHALL EMPLOYEES CONTACT INDIVIDUAL BOARD MEMBERS IN AN EFFORT TO RESOLVE PROBLEMS OR CONCERNS.** The Board must be an impartial panel should a situation be elevated to their level. If employees contact individual Board members prior to a hearing in front of the entire Board, then any Board member contacted could be considered no longer impartial.

CHAIN OF COMMAND
(Excluding Teaching Assistants and Food Service Personnel)

A. Maintenance personnel will follow the following Chain of Command:

1. The Maintenance Director

THEN TO

2. Superintendent

THEN TO

3. The Entire Board

B. Custodial personnel will follow the following Chain of Command:

1. The pertinent Building Principal

THEN TO

2. The Superintendent

THEN TO

3. The Entire School Board

C. Building Level Secretaries and Treasurers will follow the following Chain of Command:

1. The Building Principal

THEN TO

2. The Superintendent

THEN TO

3. The Entire Board

D. Secretary and Treasurer in the Central Office will follow the following Chain of Command:

1. The Superintendent

THEN TO

2. The Entire Board

E. The Corporation Nurse will follow the following Chain of Command:

1. The Building Principal

THEN TO

2. The Superintendent

THEN TO

3. The Entire Board

F. The Technology Assistant will follow the following Chain of Command:

1. The Technology Coordinator

THEN TO

2. The Superintendent

THEN TO

3. The Entire Board

**FAILURE TO FOLLOW THE ABOVE PROCEDURE WILL CONSTITUTE GROUNDS FOR THE
EMPLOYEE'S IMMEDIATE RELEASE FROM EMPLOYMENT.**

CHAIN OF COMMAND

A. Food service staff concerns will adhere to the following Chain of Command:

1. The Food Service Manager

THEN TO

1. The Food Service Director

THEN TO

2. The Building Principal

THEN TO

1. The Superintendent

THEN TO

1. The Board of School Trustees

B. Teaching assistants shall adhere to the following Chain of Command:

1. The Building Principal

THEN TO

2. The Superintendent

THEN TO

3. The Entire Board

**FAILURE TO FOLLOW THE ABOVE PROCEDURE WILL CONSTITUTE GROUNDS FOR THE
EMPLOYEE'S IMMEDIATE RELEASE FROM EMPLOYMENT.**

APPENDICES

- A. Leave Form
- B. Professional Leave Form
- C. Mileage/Meal/Lodging Claim Form
- D. Educational Philosophy of the Board of School Trustees
- E. Blood Borne Pathogen Exposure Control Plan
- F. Board Policy on Sexual Harassment
- G. Board Policy on Use of Tobacco and Smoking on School Premises
- H. Board Policy on Drug and Alcohol Code of Conduct
- I. Board Policy on Chemical Dependency
- J. Board Policy on Reporting Suspected Child Abuse
- K. Board Policy on Universal Precautions

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