



Classified Employee Handbook

REVISED Effective July 1, 2019

Welcome to South Spencer County School Corporation!

The purpose of this Support Staff Handbook is to provide employees with information regarding their employment with the school corporation. It is intended that this handbook become a communication resource document.

Because of different working situations within the school corporation, it is nearly impossible to include every item of information and interpretation to individual circumstances that might arise during the school or work year.

Our policies, practices, and benefits are continuously reviewed for updating, and we expect to change them from time to time. Therefore, you should always check with your supervisor for the most current ones. Corporation benefits plans are defined in legal documents such as insurance contracts, official plan texts, and trust agreements. This means that if a question ever arises about the nature and extent of plan benefits or if there is a difference in language, the formal language of the plan documents governs, not the simple wording of this handbook. Plan documents are available for your inspection in the Superintendent's office.

We look forward to your continued association with South Spencer County School Corporation in order that we may offer the best possible educational programs to its students. Support Staff personnel play a vital role in the efficiency of the school corporation, even though your duties may not relate directly to classroom instruction. Your individual contributions to the school corporation are highly valued and appreciated.

Dr. Richard Rutherford, Superintendent
South Spencer School Corporation

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OVERVIEW

The South Spencer County School Corporation Employee Handbook is intended to give you a general overview of the corporation and information regarding policies and benefits. Because we operate in a dynamic business, some policies and benefit programs currently in effect may be revised, suspended, or eliminated by the corporation in response to business needs or changing legal requirements.

Every organization has specific guidelines which were developed to reflect good working practices. In establishing any rules of conduct, the corporation has no intention of restricting the personal rights of any individual. Instead, we wish to define the guidelines that protect the rights of all employees and to ensure maximum understanding and cooperation. Therefore, employees are expected to be:

- On time and alert when scheduled to be at work.
- Careful and conscientious in the performance of duties.
- Thoughtful and considerate of other people.
- Courteous and helpful, both when dealing with the public and with other employees.

WHAT IS EMPLOYMENT-AT-WILL?

In order to better understand the terminology of employment-at-will, we provide the following explanation:

Traditionally, employment relationships in this country have been considered to be terminable at-will. The general rule for more than 100 years has been that employment relationships in the private sector, not governed by a collective bargaining agreement or written contract, may be terminated by either the employer or the employee at any time, for any reason or for no reason. Of course, there are several federal, state and local laws that protect against discriminatory discharges or discharges that violate public policies, i.e., Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act of 1967.

In Indiana, the general rule is that an employer can (as of September 1989) discharge an at-will employee at any time, with or without cause. However, there are limited exceptions to the employment-at-will rule. One currently recognized exception is one which prohibits the termination of an employee because he or she has filed a workers' compensation claim. Additionally, the employment-at-will doctrine does not preclude an action by an employee who was terminated for refusing to violate a statutorily imposed duty. Finally, the Indiana Supreme Court has created an exception for an employee who is knowingly fired from a job where he or she was assured permanency or where he or she could be terminated only for "just cause" standard if there is evidence that the employee accepted the new employment only after receiving assurance that his or her new employer could guarantee the same kind of permanency he or she had with his/her former employer. It is not yet clear how broad this following exception will be interpreted by Indiana courts. In the future, the courts of the state legislature may create additional exceptions to the employment-at-will rule. This is yet another reason to remain well informed of legal developments in this area.

EXPANDED CRIMINAL HISTORY INFORMATION
FOR CLASSIFIED PERSONNEL

To help ensure a safe environment, an expanded criminal background check on each potential employee is required. The Corporation will provide specific instructions to obtain the background check. There are many areas or types of background information that are required and change often. In order to assure that all required areas are covered, the Corporation will provide specific instructions to each applicant on where to obtain an expanded criminal history report. Once employed, a background check will be obtained every five years; unless there is reasonable evidence to obtain one before five years.

The cost of the background check is the responsibility of the applicant/employee.

Each applicant will answer questions about the candidates' criminal history via the application itself. Failure to provide accurate criminal history information or to answer dishonestly any question related to the expanded criminal history or failure to report changes in one's criminal history may be cause for termination.

The conviction of certain crimes as stated in the state law may require termination or employment or proved grounds not to employ or contract with individuals.

It is the responsibility of each individual/employee to report in writing, to the corporation office, any change in one's criminal history.

Any information obtained from an expanded criminal history is confidential and shall not be released.

EQUAL EMPLOYMENT OPPORTUNITY

The South Spencer County School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Our equal employment opportunity philosophy applies to all aspects of employment with the South Spencer County School Corporation including recruiting, hiring, training, transfer, promotion, job benefits, educational assistance, and social and recreational activities.

The successful achievement of a non-discriminatory employment program also requires compliance with all facets of Title IX federal guidelines and regulations.

GRIEVANCE PROCEDURE

Definition: A grievance is defined as a difference of opinion regarding the interpretation or application of the provisions contained in this South Spencer County School Corporation Classified Employee Handbook or any other work-related incident.

Support Staff employees shall use the following procedure to resolve a grievance:

A. Level One

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.

B. Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called within mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

NOTE: If the alleged violation, interpretation, or application is of a corporation nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

ETHICAL STANDARDS/CONFLICT OF INTEREST

The South Spencer County School Corporation has an excellent reputation for conducting its mission with integrity, fairness, and in accordance with the highest ethical standards. As an employee, you enjoy the benefits of that reputation and are obligated to uphold it in every business activity. If you are ever in doubt whether an activity meets our ethical standards or compromises the corporation's reputation, please discuss it with your supervisor.

OPEN DOOR POLICY

Employees are encouraged to share their concerns, seek information, provide input, and resolve problems/issues through their immediate supervisor, and as appropriate, consult with any member of the administration toward those ends. Administrators are expected to listen to employee concerns, to encourage their input, and to seek a resolution to their problems/issues.

HARASSMENT

Any sexual, racial, or other forms of harassment are prohibited by the South Spencer County School Corporation as well as by State and Federal law. Any person making unwelcome sexual advances, requests for sexual favors, and other such verbal or physical conduct creating an intimidating, hostile, or offensive working environment by such behavior may be terminated immediately.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination are to be directed to the Superintendent, 321 S. 5th Street, Rockport, IN 47635, (812) 649-2591.

USE OF TOBACCO BY CLASSIFIED STAFF

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by non-certified staff members at all times within any facility owned or leased or contracted for by the Board.

Such prohibition also applies:

- A. on school grounds
- B. in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars
- C. at any school-related event and in designated areas

The Superintendent and building principals shall ask an individual who is smoking in violation of this policy to refrain from smoking and cause to be removed from Corporation property an individual who is smoking in violation of this policy and fails to refrain from smoking after being asked to refrain from smoking.

VERIFICATION OF HEALTH

If an immediate supervisor has any doubt about an employee's mental or physical capabilities, which are necessary to perform assigned duties, the immediate supervisor may request a written doctor's statement which attests that the employee is physically and mentally capable of performing the assigned duties defined in his/her job description. All employees must meet the State and Federal Regulations for employment with the South Spencer County School Corporation.

DRESS CODE

Employees are expected to wear appropriate clothing. Styles, modes of dress and personal grooming habits of employees shall be reasonable, acceptable, and conducive to a healthy school or office atmosphere, are highly encouraged. Shorts are not to be worn except in extreme weather conditions and after approval from the supervisor. Employees should refrain from wearing slogans that might be offensive to co-workers or to visitors.

GIFTS, GRATUITIES, AND REBATES

Employees are prohibited from accepting personal gifts, gratuities or rebates from any vendor or person from whom the School Corporation purchases, or may purchase, supplies or services.

Exceptions to this requirement may be granted by an immediate supervisor in those cases where vendors or companies, as a matter of standard practice, offer discounts to various employee groups. Other exceptions may occur when school personnel, in the course of carrying out their assigned work responsibilities, such as touring a facility to observe equipment at vendor or company expense. All such incidents shall be reported to the immediate supervisor prior to the event.

SAFETY

The South Spencer County School Corporation expects its employees to conduct themselves in a safe manner. Employees are encouraged to remain alert and exercise safety precautions in carrying out their work assignments. Any injury which occurs within the scope of an employee's workday shall be reported immediately to the supervisor responsible for the employee group in question, who will process the information. Reporting shall be made on the proper accident report form. Employees are expected to present to their immediate supervisor suggestions to improve unsafe working conditions. All employees are encouraged to "Think Safety" as they carry out their daily tasks. Please use good judgment and common sense in matters of safety, and observe any safety rules posted in various areas.

SECURITY/LOSS PREVENTION

The corporation has installed and maintains an elaborate security system to protect the premises from fire, unlawful entry, and theft. The details of this system are available from the administration.

Employees are encouraged to assist the administration in ensuring that the system is not compromised in any way, shape or form. Tampering with the system will result in immediate termination.

LIABILITY INSURANCE

The School Corporation provides and pays the premium for general liability insurance coverage for all employees during the period of time that employees are acting as agents of the school corporation.

MILEAGE REIMBURSEMENT

Employees who use their personal automobiles in performing assigned employment duties shall receive mileage reimbursement at the mileage rates established by the Board. Mileage reimbursement claims must be approved by the immediate supervisor.

EMPLOYMENT PROCEDURES

The applicant who best meets predetermined qualifications for a vacant or new position, whether he/she is from within or outside the school corporation, will be recommended to the Board of School Trustees for employment.

The Central Office will receive and process all applications. An interview team consisting of at least three (3) staff members will be established to develop a job description, develop interview questions, and preferred responses, and select candidates for interviews, conduct interviews, independently rate candidates and participate in an employment recommendation to the Superintendent of Schools.

The immediate Supervisor or Principal will recommend the employment of an applicant to the Superintendent of Schools, including specific rationale to support the recommendation. The Superintendent of Schools may accept the Interview Committee's recommendation or may request other recommendations from the committee.

The Superintendent of Schools will make a recommendation of an applicant to the Board of School Trustees for employment. Credentials and other employment data for the recommended candidate will be shared with the Board at the time an applicant is recommended for employment.

The Manager who has supervisory responsibility for the vacant position will notify the successful applicant following Board approval; inform the other candidates; arrange for the new employee to report to Central Office for employment information and completion of personnel forms. The Central Office will be responsible for the new employee's complete orientation.

VACANCIES

New positions or positions created by retirements, resignations, or administrative assignments will be posted for a period of five (5) working days. Employees may make application for these positions by filing a written request with the Central Office. The posting will contain notification of the vacancy and a complete description of employee qualifications and performance responsibilities. The South Spencer County School Corporation reserves the right to fill school year/calendar year openings with **temporary or permanent** employees.

Support staff vacancies shall be posted for a period of five (5) working days.

1. Employees must file a written request within the posted five (5) day period with the Central Office of the School Corporation to be eligible for consideration.
2. The position advertised will show the job in such a way that it is clearly understood by the applicant.
3. A job description with performance expectations shall also be advertised with the posted position.
4. Any person requesting a transfer also realizes that he/she must be fully qualified and capable of performing the tasks of the position. There is no guarantee of the employee returning to his/her original position.
5. When full-time transfers are completed, part-time employees within the same classification will be considered for transfer into the remaining full-time positions.
6. If no full-time employees within the corporation apply for a transfer into a building vacancy, then part-time employees may be considered under the same criteria which apply for full-time employees.
7. The following criteria will be used in all matters involving the filling of vacancies, transfers, and reassignment of personnel: (1) Professional Skills, Physical Skills, Technical Skills and or Specific Skills needed in performing the tasks, duties and responsibilities of the position, (2) Past work performance as is indicated on both past and present evaluations including both formal and informal evaluations, (3) Seniority with the South Spencer County School Corporation, at the specific building, and within the specific job classification.
8. Each Support Staff Supervisor reserves the right to interview outside applicants when the circumstance warrants additional considerations.

The criteria as stated above will be used when employees are considered for transfer, reassignment and/or in the process of filling vacancies. This listing is **NOT** all-inclusive and is **NOT** prioritized in any manner.

EMPLOYMENT OF RELATIVES

The South Spencer County School Corporation has no prohibition against hiring relatives. However, a general restriction has been established to help assure fair treatment of all employees.

While we accept and consider applications for employment from relatives, the corporation will make every effort to avoid a situation whereby close family members such as parents, children, spouses or in-laws will not be hired into or transferred into positions where they directly or indirectly supervise or are supervised by another close family member.

PERSONNEL FILE

The corporation maintains current personnel files on all employees. If you wish to review your file, please contact the central office. Additionally, please notify the central office concerning any changes in your name, address, phone number, or emergency notifications so that your file will remain current.

CHANGE OF ADDRESS OR NAME

Any employee who changes his/her residence should immediately notify the Corporation central office in writing. New written addresses and telephone numbers are essential items of personnel administration. Any employee who changes his/her name should notify, in writing, the building principal and/or immediate supervisor as soon as possible so that payroll records can be adjusted.

PERF GUIDELINES

To participate in PERF, (Public Employees Retirement Fund), an employee must be considered by the South Spencer County School Corporation to be in a permanent full-time PERF-covered position. The employee's mandatory contribution is three (3) percent of his/her gross earnings, which is payroll deducted and sent to the Indiana Public Retirement System.

Enrollment in the Public Employees' Retirement Fund for all PERF-covered positions begins the day an employee starts working. A minimum of 600 hours annually must be worked to be considered a PERF-Covered position. Retirement requirements are outlined in the current PERF handbook. PERF member handbooks are available at the central office or by writing: *Public Employees' Retirement Fund Harrison Building, Suite 800 143 West Market Street Indianapolis, Indiana 46204-2899. Phone (317-233-4162). PERF information may also be accessed by going online at www.in.gov/perf*

RESPONSIBILITIES AND DUTIES

The objective of all school corporation employees is to provide the best possible educational opportunities for the students. To that end, employees are expected to accept all reasonable assignments of work which relate to their positions.

Each employee is expected to:

1. Maintain confidentiality.
2. Be punctual and in regular attendance.
3. Promote a positive attitude with staff, parents, students, and the public.
4. Accept and respond to constructive criticism.
5. Dress appropriately and practice good grooming habits.
6. Be physically able to perform routine duties of the assigned position.
7. Display an interest in work.
8. Assume other responsibilities deemed appropriate by supervisor.
9. Demonstrate sound decision-making skills.
10. Demonstrate initiative and work with minimal supervision.
11. Demonstrate proficiency in communication and interpersonal skills.
12. Use safety equipment and follow safety rules and procedures.
13. Use equipment properly and maintain equipment.
14. Support management decisions and follow company policy.
15. Demonstrate the necessary knowledge and job skills for the assigned position.

EVALUATION

Evaluation of an employee's performance is very important and should be an ongoing procedure through conferences with the employee's immediate supervisor. Every employee will be formally evaluated two (2) times per year. The evaluating system shall be designed to enhance the personal and professional growth potentials of all support staff employees. Two consecutive unacceptable overall evaluations will be cause for dismissal of that employee, subject to the approval of the Superintendent.

The evaluation form is to be signed by both the evaluator and the person evaluated, with that person having the right to attach a written statement if he/she disagrees with an aspect of the evaluation. An employee will not be required to sign a blank or incomplete evaluation form. A copy of the evaluation form is to be placed in the personnel file of the employee, and he/she will also receive a copy.

RESIGNATIONS

It is our policy to make a reasonable effort to retain good employees. However, employment in the corporation is for no specified times, regardless of the length of service, just as you are free to leave for any reason, we reserve the same right to end our relationship with any employee at any time, with or without notice, for any reason not prohibited by law.

If an employee plans to terminate employment with the South Spencer County School Corporation, the employee is expected to give at least two weeks' notice submitted in writing to the immediate supervisor, with a copy to the Office of the Superintendent. The written resignation should contain

the reason for termination, as the letter is placed in the individual's file and may be used for references at a later date. A resignation is a voluntary cessation of employment when the employee is not eligible for retirement.

A Verbal notification of resignation will be accepted as a valid resignation and documentation of such will be placed in the employees' personnel file.

Accrued vacation **and personal day** pay is forfeited if there is less than two weeks' notice before voluntary termination.

Employees leaving without notice will be considered as voluntary termination, and accrued vacation **and personal day** pay is forfeited.

UNACCEPTABLE JOB PERFORMANCE **CAUSES FOR SUSPENSION OF AN EMPLOYEE**

Any unjustifiable act of conduct or unreasonable action on the part of an employee may result in his/her immediate suspension, which could result in a recommendation for termination. The following list of examples is not to be considered all-inclusive.

1. Incompetence, wanton carelessness, negligence, or inefficiency in the performance of duty.
2. Damaging public property or wasting public supplies.
3. Bribery.
4. Dishonesty.
5. Brutality and/or offensiveness toward fellow employees or the public.
6. Permanent or chronic physical or mental ailments or defects impairing proper performance of duty.
7. Being insubordinate, threatening, intimidating, disrespectful, or assaulting a manager/supervisor, co-worker, patron, student or vendor. (Including constant negativity toward the employer.)
8. Being convicted of a criminal offense or a misdemeanor involving moral turpitude.
9. Conspiring to commit an unlawful act.
10. Failure to report to work (without reason) or leaving the job without reporting to your supervisor.
11. Engaging in outside work activities or political activities during working hours, unless authorized by an immediate supervisor.
12. Intoxication while on duty or habitual intemperance.
13. Possession, use, distribution or being under the influence of alcohol or other drugs while on duty.
14. Watching TV, using a computer, cell phone usage or any other non-work related actions during scheduled work time without authorization.
15. Excessive absenteeism. Absenteeism is considered excessive if the employee, on a periodic basis, uses up all allocated annual sick and personal days, and subsequently is absent one or more days resulting in the docking of pay. Authorized leaves of absence are not counted against the employee's attendance. One year of excessive absenteeism is grounds for dismissal.

The South Spencer County School Corporation will not tolerate any substance abuse on its premises. Any employee reporting for work under the influence of alcohol or nonprescription drugs will be asked to leave immediately. Under these circumstances, assistance may be provided to ensure that the employee arrives home safely. Any employee who reports to work under the influence of alcohol or drugs will have his/her employment terminated immediately.

DISCIPLINARY PROCEDURES THAT MAY BE IMPLEMENTED

The administration will first advise an employee verbally if he/she is not performing to the acceptable standards. If satisfactory improvements are not exhibited after a verbal warning, the following list of progressive disciplinary procedures may be implemented, in any order by an immediate supervisor.

1. Written documentation of the offense with suggested improvements. (Improvement Plan)
2. Up to and including five (5) days of suspension.
3. A dismissal recommendation to the Superintendent for the employee to be dismissed by the Board of School Trustees.
4. Immediate suspension from work, with or without pay, shall be determined by the Superintendent of Schools and immediate supervisor at the time of the notification of suspension.

UNSCHEDULED SCHOOL CLOSINGS

CATEGORY IV EMPLOYEES: Employees are required to work on days of unscheduled school closings unless an exception is made and communicated by the Superintendent of Schools.

CATEGORY III EMPLOYEES: Employees will follow their regular work schedule unless notified by the Manager of Maintenance or Manager of Custodians.

SNOW/ICE POLICY:

- A. When snow falls during the night, third shift workers will begin cleaning sidewalks and entrances at 5:30 A.M. Employees may be asked to work overtime 30 to 60 minutes, as circumstances dictate during a regular school day. If school is called off for the day, overtime work may not be required.
- B. First shift employees will report thirty (30) minutes early on days when school will be in session to help clean sidewalks and entrances.
- C. Second shift personnel should also shovel snow when necessary.
- D. Any employee must seek approval from his immediate supervisor if he/she does not report to work on a snow day.

In the event of a school closing, due to inclement weather or other just cause, that results in a make-up day, employees will be expected to work the make-up day without additional pay unless they were required to work on the day school was closed.

When school closings are announced prior to the beginning of the designated time to work, Food Service employees are NOT expected to report to work. Cafeteria managers may work if there are extenuating circumstances, i.e., delivery days, or food to store from the day before, and may be paid for the day only with advanced approval from the direct supervisor. When school operates under a delay or school closings are announced after the beginning of the workday, any workers having reported to work will be paid a minimum of two (2) hours and will be expected to work the two (2) hours to prepare the cafeteria for closing. Any employee requesting to leave while other workers remain to close the kitchen will be only be paid for the amount of time on the clock.

E-LEARNING DAYS

In the event of a school closing due to inclement weather or other just cause, that results in the need for additional days outside the built in make-up days, students and teachers will participate in E-Learning days. Category I and II employees will not make up those days. Rather, a stipend in the amount of fifty (\$50) dollars for each E-Learning day will be paid on the last payroll of the regular school year; excluding substitutes and regular route bus drivers. Personal, sick, and vacation days may not be used for E-Learning days.

JOB CLASSIFICATIONS

The South Spencer County School Corporation places employees into one of two classifications, based on position; hourly employees and salaried employees. Hourly employees answer directly to a supervisor or principal, as well as to the Superintendent.

Salaried employees generally hold 12-month positions and answer directly to the Superintendent.

Full-time employees, newly hired, are subject to a 90-day evaluation or introductory period to verify skills, capabilities, and suitability to their particular position. Likewise, this gives new employees the opportunity to evaluate the South Spencer County School Corporation as a place to work.

The designation of this time frame does not constitute an obligation on the part of the corporation to retain the employee until the end of the period specified. During this time, either the corporation or the employee may terminate the working relationship without cause and without advance notice. At the end of the 90 days, the administration may extend the period for another 60 days at its discretion.

WORK HOURS, WORK DAYS AND WORK YEAR

The work hours, work days and work year of various employee groups are listed in Appendix A.

- A School Year is considered to work 180 – 225 days between July and June.
- A Calendar Year is considered to work 260 days between January 1 and December 31.

SALARY

All full-time and part-time employees will be placed in the proper category for their positions on the salary schedule for which they qualify, as established on the salary schedule in terms of continuous, uninterrupted employment with the South Spencer County School Corporation. If an employee moves from a job in one category to a job in another category, that person will move vertically on the schedule, either up or down, according to the new category. If a job is re-categorized and represents a lower pay rate on the salary range schedule, adjustment to a lower pay rate on the salary range will be made. If a re-categorization represents a higher pay rate on the salary schedule, the individual's salary will be adjusted to the higher rate of pay upon assuming the new category.

PAY PERIOD

For all employees, the regular pay period is bi-weekly (ten working days).

When a payday falls on a holiday, the payroll will be deposited on the last working day prior to the holiday.

Your earnings and payroll deductions are reported on your direct deposit advice.

Any questions about your pay **and/or benefits** should be directed to the Corporation Central Office.

DEDUCTIONS

Mandatory: Required by Federal and State law; federal, state and local county income tax, social security tax, state disability insurance, legally required wage garnishments

Optional: Medical insurance, dental insurance, additional life insurance, annuity retirement plans, Section 125 Benefits and other deductions approved by the Board.

OVERTIME

Our intent is to compensate overtime in accordance with Federal and State law. An attempt will be made to plan overtime with consideration for employees.

Only hourly employees are eligible for overtime pay. Hourly employees must receive advance authorization from the supervisor and/or central office to work beyond the standard workday. Hourly employees will be compensated for all authorized work in excess of the standard workday.

The compensation for overtime is time-and-a-half. No overtime will be paid for less than 15 minutes worked in excess of 40 hours per week. If an employee works more than 15 minutes in excess of the 40 hours in a given week, he/she will be paid for all overtime (including the first 15 minutes).

Overtime is considered time worked over forty (40) hours per week. Pay for holidays, sick, personal or vacation time does not constitute as worked time.

LUNCH PERIODS

The lunch period for all employees will be determined by an employee's immediate supervisor/administration, including the length of time and schedule (30 minutes will be the minimum.)

BREAKS

All full-time employees are eligible for short breaks (15 fifteen-minute max) during the workday. Employees shall receive one (1) fifteen-minute break for each four (4) hours worked, provided his/her position is covered while absent. Employees shall remain on the premises.

PAY INCREASES

All salary increases are determined by the Board of School Trustees. Pay increases, when applicable, will be done on an annual basis and will take effect January 1. Pay increases for Bus Drivers will take effect August 1.

SICK LEAVE DAYS

Category I employees shall receive a minimum of 2 days of sick leave after the ninety (90) day introductory period. Unused annual sick leave may accumulate to a maximum of twenty-five (25) days.

Category II & III employees shall receive 5 days of sick leave per year after the ninety (90) day introductory period. Unused annual sick leave may accumulate to a maximum of twenty-five (25) days.

Category IV and V employees shall receive 5 days of sick leave per year after the ninety (90) day introductory period. Unused annual sick leave may accumulate to a maximum of fifty (50) days.

Sick leave, up to a maximum of five (5) days, may be used each year for illness in the employee's immediate family. Immediate family for this purpose shall be defined as husband, wife, son, daughter, mother, father, brother, sister, mother/father-in-law, grandchild or other person residing in the home of the classified staff member. This includes all employees who are granted accumulated sick leave.

PERSONAL LEAVE DAYS

Category I employees will receive 2 days of personal leave for the purpose of conducting personal business which cannot be satisfied outside of the regular working schedule. For new employee's this will be available after the ninety (90) day introductory period.

Category II, III, IV, and IV employees will receive **5 days** of personal leave for the purpose of conducting personal business which cannot be satisfied outside of the regular working schedule. **For new employee's this will be available after the ninety (90) day introductory period.**

Personal leave days do not accumulate. Unused personal days shall become sick leave days the following year.

Sick and Personal days for new hires will be prorated.

The use of Sick leave, Personal leave or Vacation days are not utilized toward the payment of overtime hours.

DOCTOR/DENTIST APPOINTMENTS

Time taken from the workday for doctor/dentist appointments will be charged to sick leave. Time used for such appointments must be recorded in minimum half-day segments on sick leave records.

BEREAVEMENT LEAVE OF ABSENCE

In the event of a death in your immediate family, you may have the time needed up to five (5) **school days** beyond such death, with pay to handle family affairs and attend the funeral. One of these days may be taken, as needed, within one hundred eighty (180) days of the death, to handle family affairs pertaining to the loss. "Immediate family" is defined as father, mother, son, daughter, brother, sister, wife, husband, mother/father-in-law, daughter/son-in-law, grandchild, grandparent, stepchild, or any person residing in the home. Additional bereavement leave days may be granted at the discretion of the Superintendent.

One-day bereavement shall be granted the day of the funeral for the following: nephew, niece, aunt, uncle, sister/brother-in-law not residing as a part of the regular family.

ABSENCE FROM WORK NOTIFICATION

Employees shall notify their immediate supervisor and **submit day in Frontline**, whenever they are unable to report to work. This notification must be made at least two (2) hours before their normal reporting time. Make sure that your immediate supervisor approves the day off before you are absent.

HOLIDAYS

Employees are eligible to be paid in an amount equal to their usual rate of pay for the following holidays: (** exceptions)

To be eligible for holiday pay, an employee must work the scheduled workday immediately preceding and immediately following said holiday. If an employee calls in sick on those days, payment for the holiday is forfeited.

School Year Employees**

Calendar Year Employees

Labor Day	Labor Day
Thanksgiving Day	Thanksgiving Day
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	Christmas Eve
New Year's Day	Christmas Day
	New Year's Day

** In addition, 12- month hourly employees shall be paid for Memorial Day and July 4. Employees who work 200 days shall be paid for Memorial Day. Secretaries are included in this category.

** Bus drivers will be paid for **185** days as follows: 180 student days, 1 State Safety Meeting, 1 orientation day, 1 in-service day, 2 Holidays (Thanksgiving and New Year's). Effective **2014-2015** contract year.

** Daycare staff will be paid for Thanksgiving Day and Christmas Day. Effective with the **2019-2020** school year.

If a holiday falls on a weekend, the holiday will be observed on the closest Friday or Monday, or on the usual day.

VACATIONS

Category IV and Category V employees are eligible for vacation days beginning January 1 following the date of employment.

Annual vacations are determined by the length of service and are accrued as follows.

<u>Length of Service</u>	<u>Days of Vacation Accrued Annually</u>
January 1 following date of employment	
To 36 months	5
37 months to 10 years	10
10 Years to 15 Years	15
16 Years and Up	20

Vacations for custodians may be taken on days students are not in attendance. Vacations should be scheduled to avoid conflicts with other employees' vacations and with busy periods. Specific vacation dates must be approved by the immediate Supervisor at least 30 days prior to the anticipated vacation.

Vacation days are not carried over to the next year.

In the event that a Category I, II or III employee becomes employed in a Category IV or V position, previous years of service will be pro-rated as ½ of the years of service to date. This pertains to vacation days only. **Effective July 1, 2018.**

EMPLOYEE REQUESTED DAYS WITHOUT PAY

A request for time off from an employee's established work schedule will be considered only with regard to a matter of substantial importance or extreme urgency. If the employee feels there is justification for requesting time off without pay, he or she shall submit a written request to his or her supervisor stating the reason for the request. The supervisor shall respond to the request in writing. If there is justification for the request and the request is granted, the supervisor shall send a copy of the employee's request, the supervisor's response and the justification for granting the request to the corporation central office. This information will be placed in the employee's individual file. Employees shall use personal/vacation days for time off prior to requesting time off without pay. If the employee takes unauthorized time off, the individual's employment is subject to termination.

NON-MEDICAL LEAVE OF ABSENCE

The South Spencer County School Corporation has a policy of considering personal leaves of absence in a few well-defined cases. The corporation may grant a personal leave of absence up to a maximum of 30 days. An extension beyond 30 days will be considered in the event of serious or extenuating circumstances. Any request must be made directly to the Superintendent. A leave of absence is an extended period of time absent from work without loss of employment. Leave of absence is without pay. During the leave of absence, the employee must pay premiums for dependent coverage in advance to the corporation.

MEDICAL LEAVE OF ABSENCE

An employee, upon written request to the Superintendent of the school corporation and approved by the Board of School Trustees, may be granted a leave for medical reasons for the period of time during which he/she is physically unable to perform regular duties. The employee, at his/her option, will be paid for any working days missed during the period of such absence, up to the number of accumulated sick leave days pursuant to the date that such absence commences.

The corporation will grant a leave of absence without pay for medical disabilities associated with pregnancy. Maximum leave is 120 days, starting with the last day the employee worked prior to the delivery.

An employee who qualifies as an "eligible employee" under the Family and Medical Leave Act of 1993 (FMLA) shall be entitled to up to twelve (12) workweeks of unpaid leave during any twelve month period for the reasons and under the conditions as are provided in the FMLA. The Board of School Trustees shall retain the exercise of any and all of the rights and options it may obtain or require under FMLA. Health benefits will stay the same as when the employee is working. The employee will continue to pay the same premium as when working.

1. Immediately after the employee knows that he/she will need a leave for medical reasons, the employee shall notify the Superintendent, in writing, indicating what the nature of the illness is, or will be, and the approximate date he/she expects that it will be necessary to begin the leave because of being physically unable to perform his/her regular duties. The letter must also indicate the date the employee expects to be physically able to return to work and perform his/her regular duties. Failure to provide this information could result in loss of sick leave payments.
2. Upon commencing the leave for medical reasons, the employee must sign an affidavit indicating that he/she is physically unable to perform regular duties and that as soon as he/she is again physically able, the employee will return to work. The affidavit shall be a signed statement from a doctor certifying that the employee is physically unable to perform regular duties and the reason. The doctor's statement shall also indicate the approximate date the doctor believes the employee should again be physically able to perform his/her duties.
3. In the event that an employee fails to return to work as soon as he/she is physically able to perform regular duties, the employee shall be deemed to have resigned his/her position with the Board and waived any and all rights to further employment with the Board.

After an employee has exhausted all his/her accumulated sick leave, and/or Family Medical Leave, the employee becomes responsible to pay the total health insurance premium.

JURY DUTY LEAVE OF ABSENCE

Corporation policy is to encourage employees to serve on jury panels. An employee should inquire about the duration of the jury trial in advance of accepting such service. If the anticipated duration causes a severe conflict at work or at home, the employee should request to be excused from jury duty.

Employees serving jury duty will receive their regular pay from the corporation. However, those employees must submit jury duty pay to the corporation's central office. Failure to submit jury duty pay will result in forfeiture of regular pay.

AUTHORIZED LEAVE

An employee returning from an authorized leave will retain the same rate of pay upon return as he/she was being paid just prior to the beginning of the leave unless there is a change in classification due to a change in job assignment or an adjustment in the salary schedule. There is no assurance of the employee having the same job in the same building as his/her original employment.

GROUP INSURANCE BENEFITS

Enrollment into South Spencer County School Corporation group insurance must be completed within the first thirty (30) days of effective date of employment. In the event an employee applies for coverage more than thirty (30) days after the date of employment, he/she may be required to submit evidence of insurability and may be subject to acceptance or rejection by the insurance carrier.

It is the responsibility of the employee to notify the corporation central office of any changes from single to family, or family to a single coverage, i.e., marriage, birth of a child, divorce, etc. within a period of thirty (30) days.

Medical health insurance coverage, life insurance, and dental insurance benefits, along with all other benefits are shown on **Appendix B** of this booklet.

If a new employee has further questions or concerns, the central office of the South Spencer County School Corporation should be contacted.

LIFE INSURANCE & DISABILITY INSURANCE

South Spencer County School Corporation provides basic term life insurance for all classified employees up to the age of 70 years old. The premium is paid for by the school corporation. The specific amount of coverage will be double the employees' annual salary, with a maximum of \$50,000 face value. Life insurance begins on the 1st of the month following 30 days of employment. The employee pays \$1 per year for this coverage. Additional life insurance may be purchased. The employee will pay the total premium of the additional life insurance. **Beginning Jan. 1, 2020 the school corporation will provide long term disability insurance to all employees at no cost to the employee. Temporary employees are not eligible for either type of insurance.**

GROUP HEALTH COVERAGE FOR RETIREES

Subject to the approval of school corporation group insurance carrier(s), a retiring employee may, upon written request to the school corporation, have the option of remaining in his/her group health plan, with the retiree being responsible for paying the premiums. (The retiree must be enrolled in the desired health plan for one (1) year prior to the anticipated retirement date in order to be eligible for enrollment in the desired health plan after retirement). The following conditions shall exist in order for a retiree to be eligible:

A. The retiring employee must be:

1. At least fifty-five (55) years of age, **and** have at least fifteen (15) years of service with the South Spencer County School Corporation. New employees hired after May 10, 1993, will receive retirement benefits that correspond to the stipulations in the Public Employees Retirement Fund (PERF) guidelines.
2. Eligible for Public Employees Retirement Fund of Indiana (PERF) benefits.

B. Regulations governing the group health insurance plan:

1. The retiree will pay the premium due directly to the corporation central by the first week of each month.
2. The South Spencer County School Corporation accepts no responsibility for payment of the retiree's premiums, or for seeing that the retiree adheres to all of the benefits program's rules and regulations.
3. It is the responsibility of the retiree to notify the corporation central office of any changes in coverage.
4. The employee accepts any changes in the plan which coincides with changes in the regular employees' plan.
5. The retiree accepts any changes in the premium which affect the Board's regular plan.
6. In the event the School Board elects to drop an insurance carrier, the retiree would have the option of enrollment in any subsequent replacement plan.

COBRA

The enactment of the Omnibus Budget Reconciliation Act (P.L. 99-272) provides that if your employment terminates for reasons other than gross misconduct, you have the right to continue your coverage under your employer's group contract. Continuation coverage for yourself and your covered dependents may be continued as a result of one of the following qualifying events and for the appropriate time period listed: (1) death of enrolled (36 months); (2) divorce/legal separation of enrolled family dependent from enrolled (36 months); (3) enrolled becoming entitled to Medicare coverage (36 months); (4) cessation of dependent child's coverage under the terms of the contract (36 months); (5) termination of enrolled other than for enrollee's gross misconduct (18 months); (6) reduction in enrollee's hours or employment (18 months). Coverage may be

continued until the date of eligibility for other group coverage as a result of employment, re-employment, remarriage, or entitlement to Medicare benefits; termination by the employer of all group health care plans; failure to make timely payment of health premiums; the expiration of the qualifying event time period.

RETIREMENT PAY

To qualify for severance benefits, one hundred dollars (\$100) for each year of service, current employees must:

- Be in good standing with the South Spencer County School Corporation.
- Be at least fifty-five (55) years of age, and have at least fifteen (15) years or more of service with the South Spencer County School Corporation.
- Years of service must be as a full-time employee (at a minimum of 180 days at 30 hours per week) with the South Spencer County School Corporation.

RETIREMENT PAY – BUS DRIVERS

Upon retirement, a regular route bus driver who is at least fifty-five (55) years of age and has at least fifteen (15) years or more of service to the South Spencer County School Corporation shall receive Fifty dollars (\$50) for each year of service; payable in one lump sum.

RETIREMENT PAY - FOOD SERVICE EMPLOYEE

The Food Service Director and all full-time head cooks, who is at least fifty-five (55) years of age with fifteen (15) or more years of service to South Spencer County School Corporation, will receive one hundred dollars (\$100) for each year of service. Assistant Food Service Director and all full-time cooks with fifteen (15) or more years of service will receive fifty dollars (\$50) for each year. *Retirement pay will be paid in one lump sum from the cafeteria fund. Effective date May 2002.*

Severance benefits shall correspond to the stipulations in the Public Employees Retirement Fund (PERF) guidelines.

ACCIDENTS - ON THE JOB

In the event of a non-life threatening work-related accident, you must complete the “First Report of Injury” Form and return it to the Corporation Central Office. All injuries incurred on the job must be reported to the administration IMMEDIATELY.

WORKERS' COMPENSATION

Liberty Mutual handles all cases related to worker's compensation issues.

An employee injured on the job will be paid regular wages until the expiration of annual or accumulated sick leave. After that period of time and after the prescribed waiting period, workers compensation benefits will commence. You may contact the Central Office for further details.

DISABILITY

Three laws cover disability compensation in the event of a disability while you are an employee of the South Spencer County School Corporation.

1. The Indiana Workmen's Compensation Law.
2. The Public Employees' Retirement Fund of Indiana.
3. The United States Social Security Act.

Because these laws are varied and in many cases complicated, no effort is made in this Handbook to outline the benefits. The Corporation Central Office will be happy to advise you or direct you to the proper source if you should become disabled.

SENIORITY RIGHTS

When an employee has completed his employment with the South Spencer County School Corporation and has received retirement benefits from his original tenure of employment, he/she also forfeit all seniority rights, i.e., pertaining to years of experience.

If this same employee rejoins the workforce of the school corporation, he/she begins with zero (0) years of experience as a new employee of the school corporation.

EMPLOYEE PROPRIETARY INFORMATION SHEET

In consideration and as a condition of my employment, or continuing employment, by the South Spencer County School Corporation and the compensation paid, therefore:

1. Confidentiality. I agree to keep confidential, except as the corporation may otherwise consent in writing, and not to disclose, or make any use of except for the benefit of the corporation, at any time either during or subsequent to my employment, any confidential information, knowledge, data, or other information of the corporation relating to plans and strategies, or any subject matter pertaining to any business of the corporation relating to plans and strategies, or any subject matter pertaining to any business of the corporation, which I may produce, obtain or otherwise acquire during the course of my employment, except as herein provided. I further agree not to deliver, reproduce or in any way allow any such confidential information, knowledge, data or other information, or any documentation relating thereto, to be delivered or used by any unauthorized parties without specific direction or consent of a duly authorized representative of the corporation.
2. Conflicting Employment: Return of Confidential Material. I agree that during my employment with the corporation I will not engage in any other employment, occupation, consulting or other activity related to the business in which the corporation is now or may hereafter become engaged, or which would otherwise conflict with my obligations to the corporation. In the event of my termination of employment with the corporation for any reason whatsoever, I agree to promptly surrender and deliver to the corporation all records, materials, equipment, drawings, and data of any nature pertaining to any confidential information to the corporation or to my employment, and I will not take with me any description containing or pertaining to any confidential information, knowledge or data of the corporation which I produce or obtain during the course of my employment. In the event of the termination of my employment, I agree to sign and deliver the "Termination Certification" attached hereto as Appendix C.
3. Modification. This agreement may not be changed, modified, released, discharged, abandoned, or otherwise amended, in whole or in part, except by an instrument in writing, signed by the employee and the corporation.
4. Entire Agreement. I acknowledge receipt of this Agreement and agree that with respect to the subject matter thereof it is my entire agreement with the corporation, superseding any previous oral or written communications, representations, understandings, or agreements with the corporation or any officer or representative thereof.
5. Severability. In the event that any paragraph or provision of this Agreement shall be held to be illegal or unenforceable, such paragraph or provision shall be severed from this Agreement and the entire agreement shall not fail on account thereof, but shall otherwise remain in full force and effect.

I agree that any subsequent change or changes in my duties, salary or compensation shall not affect the validity or scope of this Agreement.

CLASSIFIED STAFF CLASSIFICATIONS

<u>Position</u>	<u>Days - Holidays included</u>	<u>Hours per day</u>
<u>Category I</u>		
Day Care worker	181	4.0 - 5.5
Day Care Director	181	7.5
Custodian - part time	186	4
Food Service - part-time	186	2.5 - 4.0
Route Bus Driver	185	3
Special Needs Bus Driver	185	varies
<u>Category II</u>		
Teaching Assistant – Pre-K	151	7
Teaching Assistant – K-12	186	6
Custodian	206	8
School Bus Monitor	186	2.5 - 3.5
Route Bus Driver / Custodian	206	5
School Nurse	196	7
Food Service Staff	187	4.5 - 5.5
Food Service Staff - Head Cook	187	6.5
Multi-Media Support Assistant	186	7
School Athletic/Attendance Secretary	207	8
School Attendance Secretary	206	8
School Guidance Secretary	196	8
ECA/Building Treasurer - Elementary	207	8
ECA/Building Treasurer - MS	212	8
ECA/Building Treasurer - HS	231	8
<u>Category III</u>		
Social Worker	186	8
School Resource Officer	196	8
Nursing Supervisor	196	8
<u>Category IV</u>		
Custodian	260	8
Mechanic	260	8
Technology Assistant	260	8
<u>Category V</u>		
Maintenance Assistant	260	8
Skilled Maintenance Assistant	260	8
Maintenance Supervisor	260	8
Transportation Director	260	8
Food Service Director	260	8
Director of Technology & Facilities	260	8
Deputy Treasurer	260	7
Corporation Treasurer	260	7

CLASSIFIED STAFF BENEFITS

	<u>Sick Leave</u>		<u>Personal</u>	<u>Vacation</u>	<u>Corp. Paid</u>	<u>Dental Insurance</u>		<u>Medical Insurance</u>		<u>Annual Fringe</u>
	<u>Days/yr</u>	<u>Max</u>	<u>Days/yr</u>	<u>Eligible</u>	<u>Life Insurance</u>	<u>Annual Pd. Allowance</u>		<u>Annual Pd. Allowance</u>		<u>allowed if not on medical ins.</u>
						<u>Single</u>	<u>Family</u>	<u>Single</u>	<u>Family</u>	
Category I										
Day Care worker	2	25	2	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Day Care Director	2	25	2	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Custodian - part time	2.5	25	2	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Food Service - part-time	2.5	25	2	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Route Bus Driver - 1st year	2.5	25	2	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Route Bus Driver	5	25	5	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Special Needs Bus Driver	5	25	5	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a

Category II

Teaching Assistant – Pre-K	5	25	5	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Teaching Assistant – K-12	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	n/a
Custodian	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	n/a
School Bus Monitor	5	25	5	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
School Health Aide	5	25	5	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Food Service Staff	5	25	5	no	2X Annual Salary	n/a	n/a	n/a	n/a	n/a
Food Service Staff - Head Cook	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	n/a
Multi-Media Support Assistant	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	n/a
School Nurse	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	\$800
School Athletic/Attendance Secretary	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	\$800
School Attendance Secretary	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	\$800
School Guidance Secretary	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	\$800
ECA/Building Treasurer - Elementary	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	\$800
ECA/Building Treasurer - MS	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	\$800
ECA/Building Treasurer - HS	5	25	5	no	2X Annual Salary	n/a	n/a	\$3,418	\$5,621	\$800

Category III

Social Worker	5	25	5	no	\$50,000	\$130	\$165	\$11,408 annually - if on the medical plan. If on a single plan, employee may apply the balance of the fringe to other Sec. 125 ins. premiums.	\$800
Student Resorce Officer	5	25	5	no	\$50,000	\$130	\$165		\$800
Nursing Supervisor	5	25	5	no	\$50,000	\$130	\$165		\$800

Category IV

Custodian	5	50	5	yes	\$50,000	\$130	\$165	\$4,522	\$9,302	\$800
Mechanic	5	50	5	yes	\$50,000	\$130	\$165	\$4,522	\$9,302	\$800
Technology Assistant	5	50	5	yes	\$50,000	\$130	\$165	\$4,522	\$9,302	\$800

CLASSIFIED STAFF BENEFITS

<u>Sick Leave</u>		<u>Personal</u>	<u>Vacation</u>	<u>Corp. Paid</u>	<u>Dental Insurance</u>		<u>Medical Insurance</u>		<u>Annual Fringe</u>
<u>Days/yr</u>	<u>Max</u>	<u>Days/yr</u>	<u>Eligible</u>	<u>Life</u>	<u>Annual Pd. Allowance</u>		<u>Annual Pd. Allowance</u>		<u>allowed if not on</u>
				<u>Insurance</u>	<u>Single</u>	<u>Family</u>	<u>Single</u>	<u>Family</u>	<u>medical ins.</u>

Category V

Maintenance Assistant	5	50	5	yes	\$50,000	\$130	\$165	\$4,522	\$9,302	\$800
Skilled Maintenance Assistant	5	50	5	yes	\$50,000	\$130	\$165	\$4,522	\$9,302	\$800
Maintenance Supervisor	5	50	5	yes	\$50,000	\$130	\$165	\$11,408 annually - who are on the medical plan. If on a single plan, employee may apply the balance of the allowed fringe to other Sec. 125 insurance premiums.		\$800
Transportation Director	5	50	5	yes	\$50,000	\$130	\$165			\$800
Food Service Director	5	50	5	yes	\$50,000	\$130	\$165			\$800
Director of Technology & Facilities	5	50	5	yes	\$50,000	\$130	\$165			\$800
Deputy Treasurer	5	50	5	yes	\$50,000	\$130	\$165			\$800
Corporation Treasurer	5	50	5	yes	\$50,000	\$130	\$165			\$800

All active full-time hourly and salaried classified employees who work at least an average of 30 hours per week from October 1 through April 1st are eligible for medical insurance. Temporary and part-time employees are not eligible under the corporation plan.

Employee pays the balance of all annual premiums

Category V employees who do not enroll in the medical insurance plan will be allowed 5 additional vacation days.

Category IV & V employees are eligible for \$30.00 toward an annual vision examination as deemed necessary; as well as \$75.00 annually paid toward the cost of new glasses or contact lenses as recommended by the examining optometrist. The optometrist is designated by the Board of School Trustees.

The School Corporation shall not be liable for:

1. Lost, stolen or broken glasses
2. Any other medical problem found during the examination.

Effective January 1, 2020 the school corporation will provide long term disability insurance at no cost to the employee.

APPENDIX C

TERMINATION CERTIFICATION

This is to certify that I do not have in my possession nor have I failed to return, any documents, data, materials, equipment or other property belonging to the corporation.

I further agree that in compliance with the Employee Proprietary Information Agreement, I will preserve as confidential all secrets, confidential information, knowledge, data or other information relating to any subject matter pertaining to any business of the corporation.

Signature

Date



CLASSIFIED HANDBOOK ACKNOWLEDGMENT

This handbook is designed to introduce you to the organization, familiarize you with the South Spencer County School Corporation policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment. This handbook covers all non-certified employees.

This handbook and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. You understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the South Spencer County Board of School Trustees or other authorized representative(s) of the South Spencer County School Corporation has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This handbook is intended solely to describe the present policies and working conditions at the South Spencer County School Corporation. This handbook does not purport to include every conceivable situation; it is merely meant as a guideline and, unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state and local laws will take precedence over policies when applicable.

Personnel policies are applied at the discretion of the South Spencer County School Corporation. The School Corporation reserves the right to change, withdraw, apply or amend any of our policies or benefits, including those covered in this handbook, at any time. The School Corporation may notify you of such changes via email, posting on the School Corporation’s intranet, portal or website, or via a printed memo, notice, amendment to or reprinting of this handbook, but may, in its discretion, make such changes at any time, with or without notice and without a written revision of this handbook.

By signing below, you acknowledge that you have received a copy of the South Spencer County School Corporation’s Classified Staff Handbook, and understand that it is your responsibility to read and comply with the policies contained within it and any revisions made to it. Furthermore, you acknowledge that you are employed “at-will” and that this handbook is neither a contract of employment nor a legal document.

Employee Name: _____

Position: _____

Hours Per Day: _____

Hours Per Week: _____

Days Per Year: _____

SIGNATURE

DATE

Please sign and date one copy of this notice and return it to the corporation central office. Retain a second copy for your reference.