



**New Albany-Floyd County Consolidated School Corporation**

# **EMPLOYEE HANDBOOK**

**FOR**

# **CLASSIFIED STAFF**

**Board Adopted: [November 14, 2022](#)**

## **NOTICE**

The information in this manual supersedes all previous manuals, handbooks, or guides. This manual does not create an employment contract or guaranteed term of employment. New Albany-Floyd County Consolidated School Corporation (NAFCS) is a growing and changing organization, it reserves full discretion to unilaterally add, modify, delete, or otherwise change any provisions of this manual or the policies and procedures on which they may be based, at any time without advance notice or other consideration.

## TABLE OF CONTENTS

Topic	Page	Topic	Page
Welcome	1	Disciplinary Procedures	16-17
Introduction	1	Work Place Injuries	18
Mission Statement	1	Inclement Weather/Emergencies	19-21
NAFCS District Website	1	Classified Support Staff Evaluations	21
District Locations	2		
Policy of Nondiscrimination	3	<b>Pay &amp; Benefits Information</b>	
Reporting Obligations	3	A. Pay Periods	21
Title IX Discrimination & Harassment	3-4	B. Direct Deposit	21
		C. Stretch-pay	21-22
<b>General Employment Information</b>		D. Group Insurance Programs	22
A. Classified Staff Employees	4	E. Paid and Unpaid Time Off	22-23
B. At-Will Employment	4	1. Vacation Leave	23
C. Employment Classifications	4-5	2. Holidays	24
D. Student Employees	5	3. Personal Business Leave	24-25
E. Substitutes	5	4. Sick Leave	25-26
F. Non-Public School Employees	5	5. FMLA	26-27
G. Job Classifications and Steps	6	6. Maternity/Paternity Leave	27
H. Transfers and Promotions	6-7	7. Sick Bank Leave	28-30
I. Pre-Employment Screening	7	8. Funeral Leave	30-31
J. Probationary Period	7-8	9. Military Leave	31
K. Time Clock/Time Sheets	8	10. Jury Duty	31
L. Overtime/Compensatory Time	8-9	11. Legal Leave	31
M. Flexible Schedules	9	12. Medical Leave of Absence	31-32
N. Lunches/Breaks	9	13. Leave of Absences	32
O. Attendance/Punctuality	9-11	14. Bonuses	32-33
P. Job Vacancies	11	15. 403(b) Retirement Program	33
		16. PERF (Public Retirement)	33
<b>Employment Expectations</b>		17. Retirement Benefit	33-34
A. Communication/Language	11		
B. Public Representation	12	Frequently Asked Questions	35
C. School District Property & Materials	12		
D. Confidentiality	12		
E. Professional Appearance/Dress	12-13	<b>APPENDICES</b>	
F. Solicitations & Visitors	13	Complaint Procedure	36-38
G. Criminal Convictions	13	Evaluation Form	39
H. Anti-Harassment	13		
I. Drug & Alcohol-Free Workplace	13		
J. Tobacco Use	13-14		
K. Electronic Mail, Computer, Internet, Network, Cell Phones and Voicemail	14		
L. Conflict of Interest	14		
M. Behavior Expectations	14-16		

***Welcome to the New Albany-Floyd County Consolidated School Corporation!***

New Albany-Floyd County Consolidated School Corporation (“Corporation”) is committed to providing each child an outstanding, unsurpassed education. Every employee contributes to our success meeting this goal. You are an important part of this institution!

It is the goal of the Corporation to place new employees in positions that utilize their abilities and enhance their contribution to the educational program as well as provide opportunities for personal satisfaction and growth.

**INTRODUCTION**

This Employee Handbook outlines the policies and procedures of the Corporation that govern the relationship with all Classified Staff Employees. It is designed to be a reference and does not address all issues or have all the answers. If you have questions about the information in this Classified Handbook, please speak with your administrator, supervisor or contact the Human Resources Department.

This Handbook was prepared by the Corporation as a guide to employees. This Handbook does not and is not intended to create a contract of employment or employment benefits. It does not create any expressed or implied contractual rights or give any basis for any cause of action. Except where bound by the Collective Bargaining Agreement for certified staff or bus drivers NAFCS has the right to interpret, modify or deviate from this Handbook at any time and in its sole discretion.

No statement or promise by an administrator and/or supervisor or any other employee may be interpreted as a change in policy nor will it constitute an agreement with an employee.

All Classified Staff Employees are expected to read the Handbook carefully and become familiar with the contents and provisions. An electronic Handbook will be made available to all employees online through the district website.

**MISSION STATEMENT**

The New Albany-Floyd County School Corporation works together with parents and the community to provide an outstanding education in a safe, nurturing environment where all are challenged to reach their maximum potential as respectful, responsible, contributing members of a diverse society.

**NAFCS DISTRICT WEBSITE**

The district website offers all employees access to information related to their employment, board policies and other helpful information. To review information on the website, click here: <https://www.nafcs.k12.in.us/>

## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

### DISTRICT LOCATIONS

#### Pre-School

##### **Children's Academy/Early Learning Center**

*Admin Intern: Caroline Huffman*  
1111 Pearl St.  
New Albany, IN 47150  
812-542-5506 Fax:542-4788

#### Elementary Schools

##### **Fairmont School**

*Principal: Suzanne Gahan*  
*Asst. Principal: Taylor Eiler*  
1725 Abbie Dell Avenue  
New Albany, IN 47150  
812-542-5501 Fax:542-4783

##### **Floyds Knobs School**

*Principal: LuAnne Suer*  
*Adm. Intern: Bethany Reavis*  
4484 Scottsville Road  
Floyds Knobs, IN 47119  
812-542-5505 Fax:542-4787

##### **Georgetown School**

*Principal: Rhonda Benz*  
*Adm. Intern: Katie Nacrelli*  
8800 High Street  
Georgetown, IN 47122  
812-542-5510 Fax:542-4782

##### **Grant Line School**

*Principal: Tamara Swarens*  
*Adm. Intern: Kim LeMasters*  
4811 Grant Line Road  
New Albany, IN 47150  
812-542-5502 Fax:542-4784

##### **Green Valley School**

*Principal: Melissa Hooks*  
*Asst. Principal: Cindy Stroud*  
2230 Green Valley Rd.  
New Albany, IN 47150  
812-542-5503 Fax:542-4785

##### **Greenville School**

*Principal: Sarah Pierce*  
*Admin Intern: Maria Sweat*  
7025 Cross Street  
Greenville, IN 47124  
812-542-5504 Fax:542-4786

##### **Mt. Tabor School**

*Principal: Scott Hughes*  
*Asst. Principal: Tim French*  
800 Mt. Tabor Rd.  
New Albany, IN 47150  
812-542-5507 Fax:542-4789

##### **S. Ellen Jones School**

*Principal: Stacey Meadors*  
*Asst. Principal: Marcy Satkoski*  
600 E. 11<sup>th</sup> Street  
New Albany, IN 47150  
812-542-5508 Fax:542-4790

##### **Slate Run School**

*Principal: Amy Niemeier*  
*Asst. Principal: Mindy Dablow*  
1452 Slate Run Road  
New Albany, IN 47150  
812-542-5509 Fax:542-4791

#### Secondary Schools

##### **Floyd Central High School**

*Principal: Rob Willman*  
*Asst. Principal: Jody Johnson*  
*Asst. Principal: Joe Voelker*  
*Athletic Director/AP: Jeff Cerqueira*  
6575 Old Vincennes Rd.  
Floyds Knobs, IN 47119  
812-542-8504 Fax:542-4795

##### **Hazelwood Middle School**

*Principal: Jessica Waters*  
*Asst. Principal: Jayme Nall*  
*Asst. Principal: Michael Luna*  
*Athletic Director Kurt Meyer*  
1021 Hazelwood Ave.  
New Albany, IN 47150  
812-542-8502 Fax:542-4793

##### **Highland Hills Middle School**

*Principal: Wendy Ivey*  
*Asst. Principal: Emily Hatton*  
*Asst. Principal: Leslie Pendleton*  
*Asst. Principal/AD: Andrew Stein*  
3492 Edwardsville Galena Rd.  
Georgetown, IN 47122  
812-542-8501 Fax:542-4792

##### **New Albany High School**

*Principal: Michelle Ginkins*  
*Asst. Principal: Jamie Crick*  
*Asst. Principal: Adam Lord*  
*Asst. Principal: Josh Nall*  
*Dean: Kelly Payne*  
*Athletic Director/AP: BJ McAlister*  
1020 Vincennes Street  
New Albany, IN 47150  
812-542-8506 Fax:542-4797

##### **Scribner Middle School**

*Principal: Chris Kane*  
*Asst. Principal: Larissa Williams*  
*Asst. Principal: Janice Pielemeier*  
*Athletic Director Kurt Meyer*  
910 Old Vincennes Rd.  
New Albany, IN 47150  
812-542-8503 Fax:542-4794

##### **Prosser Career Educ. Ctr.**

*CTE Program Director: Kyle Lanoue*  
*Principal: Nancy Campbell*  
*Admin Intern: Jaime Green*  
4202 Charlestown Rd.  
New Albany, IN 47150  
812-542-8508 Fax: 542-4799

#### Administrative Services

Bill Briscoe, Interim Superintendent  
Tom Brillhart, Asst. Superintendent for Operations  
Jeanine Corson, Chief Human Resources Officer  
Tony Duffy, Asst. to Superintendent  
Dr. Steve Griffin, Asst. Superintendent  
Dr. Louie Jensen, Assoc. Superintendent  
Chris Street, Chief Financial Officer

Leslie Beach, Director of Food Service  
Michele Ferree, Director of Student Services  
Bill Hamby, Director of Technology  
Sally Jensen, Director of Assessment & Data  
Tammy Lamon, Director of Payroll  
Samantha Pitts, Director of Equity & Diversity  
Eric Reid, Director of Transportation  
Bill Wiseheart, Director of Facilities

#### **NAFCS Administrative Services**

**2813 Grant Line Road**  
**New Albany, IN 47150**  
**Phone: 812-949-4200 Fax: 812-542-4743**

## **POLICY OF NONDISCRIMINATION**

NAFCS is committed to equal opportunity and does not discriminate against any individual or group of individuals. The Board of School Trustees shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy (3122, 4122) of the Board to provide equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, creed or ancestry, age, gender, genetic information, marital status, disability or sexual orientation, military status or veteran status. The goal of the School Corporation is to select the best qualified person for each position. This Policy is applied to all employment actions, including, but not limited to, recruitment, hiring, training, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation and benefits, and all other privileges, terms, and conditions of employment. No employee or member of the School Corporation should discriminate against an applicant for employment or a fellow employee because of race, color, creed, sex, pregnancy, family status, religion, age, national origin, limited English proficiency, disability, military status, or veteran status. Retaliation against an individual for reporting any incidents of discrimination or harassment, whether that individual is a victim of discrimination or harassment or is a witness to it or supports the complainant, is prohibited and is a serious violation of this policy and will be treated as a separate and distinct cause for complaint and may result in as strict discipline as the discrimination or harassment itself. Any acts of retaliation should be reported immediately and will be promptly investigated.

Inquiries regarding equal opportunity compliance should be directed to the Ms. Jeanine Corson, Chief Human Resources Officer at New Albany-Floyd Consolidated School Corporation, 2813 Grant Line Road, New Albany, IN 47150. Telephone number: 812-542-2118.

## **REPORTING OBLIGATIONS**

In accordance with Federal and state law and Board policy ALL employees have an obligation to **immediately** report all cases of suspected child abuse and/or neglect or (suspected or known) incidents of sexual harassment and/or sexual assault. The steps for reporting are:

1. All employees are required to report **STUDENT** related issues of neglect, abuse, sexual harassment to the Department of Child Services by calling 1-800-800-5556 or by contacting law enforcement.
2. All employees are required to report any suspected or known sexual harassment, sexual assault, or discrimination issues to the NAFCS Title IX Coordinator.

The Title IX Coordinator is Ms. Jeanine Corson, at New Albany-Floyd Consolidated School Corporation, 2813 Grant Line Road, New Albany, IN 47150. Telephone number: 812-542-2118 or email at [jcorson@nafcs.org](mailto:jcorson@nafcs.org)

## **TITLE IX DISCRIMINATION AND HARASSMENT INFORMATION**

New Albany Floyd County Consolidated School Corporation ("District") prohibits all forms of discrimination and harassment. It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful discrimination and harassment including on the basis of an individual's actual or perceived race, color, national origin, ethnicity, religion, sex,

## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

gender (including nonconformity with gender stereotypes, gender identity, and gender expression), sexual orientation, disability; or, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

If you or someone you know has experienced discrimination and/or harassment at school that has interfered with the school setting, you may submit a complaint form to have the incident(s) reviewed and potentially investigated by the District's Title IX Coordination.

Any student, parent/guardian, or school employee may complete this form. The form will be directed to the District's Title IX Coordinator. The Title IX Coordinator or designated school official will investigate and resolve the complaint under the district's policies and regulations, consistent with all applicable federal and state laws.

The district will respect the privacy of students to the extent permitted by District policy and state and federal law. Retaliation against any individual who makes a complaint or who participates or assists in an investigation discrimination and/or harassment is strictly prohibited.

Anti-Harassment board policies are 5517, 4362, and 3362.

To make a complaint you need to complete the online form which is located on the district's website: <https://www.nafcs.k12.in.us/title-ix-regulations/>

The grievance procedures related to any complaint made is also located on the district's website or available by contacting the Title IX Coordinator.

The Title IX Coordinator is Ms. Jeanine Corson, at New Albany-Floyd Consolidated School Corporation, 2813 Grant Line Road, New Albany, IN 47150. Telephone number: 812-542-2118 or email at [jcorson@nafcs.org](mailto:jcorson@nafcs.org)

### GENERAL EMPLOYMENT INFORMATION

- A. **Classified Staff Employees** - In general, employees of NAFCS assigned to positions not requiring licenses issued by the Indiana Department of Public Instruction, Division of Education and Certification are defined as Classified Staff Employees.
- B. **At-Will Employment** – All classified support staff positions not covered under a bargaining agreement are considered “at-will”. Employment under this status may be terminated at will by the employee or the Corporation at any time with or without notice, cause and without following any system of discipline or warning. Only the Superintendent or the Board of School Trustees has the authority to enter into contracts or agreements of employment for a specific term. Any oral or written statements or promises to the contrary made to any prospective or existing employee are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.
- C. **Employment Classifications** - Regular full-time hourly employee's standard workday shall consist of the following (except when a bargaining agreement applies):
  - 1. Employees who work 260 days per year and work at least eight (8) hours per day Monday through Friday, forty (40) hours per week or

## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

2. Employees who work less than 260 days per year but at least 180 days and work at least **six and one half (6.5)** hours per day Monday through Friday, **thirty-two and one half (32.5)** hours per week are deemed to be full-time.
3. Food Service employees who work student (in-person) days per year (school year) and work at least **six (6)** hours per day Monday through Friday, **thirty (30)** hours per week are deemed to be full-time.
4. Any employee who does not meet the full-time requirements as documented in item one (1), two (2) or three (3) above will be deemed part-time employees.
  - A. Part-time employees who work at least fifteen (15) hours per week will be eligible for prorated personal and sick leave time.
  - B. **Part-time employees who work less than fifteen (15) hours per week will not be eligible for any benefits including paid time off (sick, personal days etc.)**

Employees are expected to be at their assigned areas during normal hours unless their immediate administrator/supervisor approves a change in schedule. For some employee classifications, the workday shall be adjusted according to job duties. Failure of an employee to report during his/her regular work hours could result in disciplinary action.

- D. **Student Employees** - Students employed in part-time or temporary positions will receive compensation as student employees. These employees are deemed part-time, seasonal, and temporary. The district will comply with all minor employment legal requirements in accordance with the Fair Labor Standards Act.
- E. **Substitutes/Temporary/On-Call** - Employees assigned to positions temporarily vacated by a full-time or part-time employee or based on a temporary need are deemed substitutes, temporary, or On-Call employees and are employed for the period of time that the position is vacated or the temporary need is met. A substitute, temporary or on-call employee is considered a part-time, temporary, or part-time seasonal status and as such are not eligible for any benefit programs.

At times, administration/supervisor may request an employee to support the district in an alternative position/role. This falls under "other reasonable duties as assigned" and does not constitute any additional pay. If a classified support staff member is asked to "fill-in" for a period of two (2) consecutive weeks or longer additional pay may be a consideration if authorized by the Chief Financial Officer and Chief Human Resources Officer.

Substitute teaching assignment are employed through a third-party vendor and those individuals are not employees of NAFCS.

- F. **Non-Public School Employees** – Employees who are assigned to a non-NAFCS school as part of related services for special education. These positions are temporary and not eligible for any benefit related programs except personal and sick days under the full-time or part-time requirements identified in section C above.

- G. Job Classifications and Steps** - The School Corporation utilizes a job classification wage schedule with ranges one (1) to forty (40) and steps one (1) to eleven (11) for classified support staff positions. The job classifications are grouped based on the required job responsibilities and qualifications. The job classifications are periodically reviewed based on changes within the corporation, comparable districts, and market information. Any changes to the job classification schedule will be evaluated by the Chief Human Resources Officer and any recommendations will be taken to the school board for consideration.

Classified support staff are eligible to receive an annual increase in their incremental steps, up to step 11, only when approved by the School Board. In general, the step increment shall go into effect on the first full pay in January after School Board approval. This timeline is subject to change based on the business and financial needs of the district. To be eligible for the annual incremental step an individual must be employed with the district by August 31 of any given year in an eligible position and have performed at a highly effective or effective status during the past year and/or the period hired to the increase period.

**New Hire Job Classification Placement:** Positions in the district are defined by job classifications and pay ranges (grades). The assignment of the step within a range will be determined based on the following:

- Step 1 = No experience in the position hired
- Step 2 = Associates Degree with no experience or technical certifications/licenses required for the position or experience in lieu of a degree (4 years of experience is equal to an Associate's degree)
- Step 3 = Associates Degree & some experience or experience in lieu of a degree (6 years is equal to an Associates and 2 years of experience)
- Step 4 = Bachelor's Degree *or experience in lieu of a degree (8 years is equal to a Bachelor's degree)*

*Substitute positions are hired at Step 1 and remain at that level. An exception may be made if the individual consistently works in the position for a school year or 8 consecutive months and is expected to continue working.*

*In rare instances, a recommendation above step 4 may be considered however must be submitted to the Chief Human Resources Officer for consideration and approval.*

- H. Transfers and Promotions** - Classified support staff are encouraged to work to improve their skills and to be interested in advancing themselves in the School Corporation. Promotion within the School Corporation is supported by Administration and the School Board. The School Corporation must employ the most qualified person available for openings as they occur. Employees interested in open positions must apply for those positions and will be considered for vacancies based on qualification requirements. Employees in their orientation period, or on a performance plan, or who received an unsatisfactory evaluation or involved in a form of disciplinary action are ineligible for a transfer and ineligible for a pay increase or increase in step. It is expected that all employees remain in their current position for a minimum of one (1) year for the purpose of consistency in the organization. The one (1) year stipulation may be waived in specific situations which meet the business needs and both the receiving and losing administrators/supervisors agree to allow the transfer/promotion. When agreed upon by administrators/supervisors a transition timeline will be arranged by the administrators/supervisors. The Chief Human Resources Officer will serve as a mediator if necessary.



**Pay Related to Promotion & Transfers** - A classified support staff employee who transfers to a higher range position, will be placed in a step up to step 4 based on the criteria above in section F.

*In rare instances a recommendation above step 4 may be considered however must be submitted to the Chief Human Resources Officer for consideration and approval.*

A classified support staff employee who transfers or is moved due to business need to a lower range position will retain their current step level for this transfer. A position in a lower range is typically paid at a lower rate of pay.

I. **Pre-Employment Screening** - In accordance with Indiana code and district policy, the Corporation requires at a minimum that all new hires complete the following: A) an expanded criminal background check, B) a background check through the Indiana Department of Child Services, and C) employment references. Depending on the nature of the job for which an individual may apply, the skills associated with certain jobs, whether or not the person in the job may be involved in handling money or financial records, the Corporation reserves the right to conduct certain tests or check, including but not limited to:

- Measuring specific job skills or abilities
- Drug testing
- Medical testing
- Driving records
- Fingerprinting
- Eligibility for bonding
- Physical examination (confidential)
- Credit History Report

Applicants and employees shall undergo background and records checks and testing as required by applicable statutes and regulations. As permitted by law, employment shall be contingent on receipt of records documenting that the individual does not have a conviction for a felony, sex crime, or as a violent offender or other conviction determined by the Superintendent or designee to bear a reasonable relationship to the ability of the individual to perform the job.

In addition, the Corporation reserves the right to screen all job applicants for the presence of alcohol or illegal substances or drugs for which an applicant does not have a prescription.

J. **Probationary Period** - All new employees in regular assignments enter into a probationary period during the first ninety (90) calendar days of employment. All existing employees who transfer to a new assignment within the district will be considered probationary related to performance for the first ninety (90) calendar days of the new assignment.

At the end of the ninety (90) calendar days, the administrator/supervisor may complete an evaluation for any employee that is not meeting the assignment expectations and the ninety (90) day probationary period may be extended.

An employee's successful completion of the probationary period does not alter his/her employment relationship in any way and at all times during and after the probationary

period the employment relationship between the Corporation and the employee remains as at-will employment.

An employee in their probationary period is ineligible for paid time off (personal days, sick days and/or vacation days) unless approved by the employee's administrator/supervisor and the Chief Human Resources Officer.

**K. Time Clock/Time Sheets** - Hourly employees shall record work time by punching in and out of the time clock system. In [rare instances](#), a paper timesheet may be utilized. On a weekly basis, the employee is expected to review and approve their [electronic](#) time sheet for that work week. A work week is defined as Sunday through Saturday. Any adjustments needed for the time clock should be documented or sent to the employees' immediate supervisor or designee in writing.

Paper time sheets may be used in specific areas approved by the Business/[Payroll](#) Department due to business needs and/or requirements. Adjustments made to a paper timesheet should be crossed out, corrected and initialed by the employee next to the correction.

Any errors on time records should be promptly reported to the Payroll Department.

Employees are expected to work only the hours to which they are hired. Any hours in excess of the hours hired, must have **prior** approval to be worked.

Falsely recording hours worked will subject the offending employee(s) to disciplinary action up to and including termination and subject to any criminal action deemed appropriate by the authorities.

**L. Overtime/Compensatory Time** - Compensatory time is available to hourly classified staff only. Compensatory time requires **pre-approval** by an administrator and/or supervisor. The Corporation defines compensatory time as hours **worked** in excess of 40 hours in one work week. A work week is defined as Sunday through Saturday. Hours **worked** in excess of 40 hours (in one work week) will be paid at the rate of one and one-half times the applicable employee's hourly rate or equivalent time off if approved. Forty (40) hours is to be interpreted as actual hours worked. ***No overtime shall be worked without the prior approval of the classified staff employee's Administrator and/or Supervisor.*** Sick days, personal days, holidays, and vacation days are **NOT** counted as time worked for overtime [or compensatory](#) calculations.

- Compensatory time will be calculated and managed through the time clock system. To utilize earned compensatory time the employee must schedule the time with mutual agreements with their immediate supervisor.
- Compensatory time must be used within ninety (90) calendar days of accrual (earning the time). If compensatory time cannot be scheduled off during this time, then payment of hours at the employee's hourly rate will be processed on the following pay period.
- Compensatory time may not be used immediately before or after a holiday, vacation period, during the first or last week of the individual employee's work year or during the first or last week of the regular school year, unless approval is given by the immediate administrator/supervisor.

- Compensatory time may not be used for sick leave, unless the employee has previously exhausted all sick leave in his/her account.

**M. Flexible Schedules** - The Corporation has the right to shift the work time of employees during their work week based on the needs of the building/department. Administrators/supervisors have the authority to allow flexibility in a work schedule when appropriate.

**N. Lunches/Breaks** - Employee hours are determined by their administrator/supervisor. Full-time employees receive a 30-minute unpaid lunch break. Part-time employees may receive a 30-minute unpaid lunch break based on their daily schedule. Administrators/supervisors may allow a flexible work schedule to accommodate a longer unpaid lunch break based on business need and individual requests.

Corporation/building hours are established by administration and work schedules are based on the need of the corporation/building. Administrators/supervisors will communicate in advance when appropriate to employees any required schedule changes based on the needs of the district/building.

The State of Indiana currently has no breaks or lunch laws for adult employees. Minor employees have specific guidelines that must be followed. Minor employment requirements can be obtained from the department of Human Resources.

**O. Attendance/Punctuality** - Employees are expected to come to work and be on time. Absenteeism creates a hardship for the corporation and coworkers. It is expected that an employee reports their absence to the supervisor at least one (1) hour before the scheduled work is to begin, in accordance with the call-in procedure for his or her building and/or department.

The corporation **may** require a written statement from a physician related to an absence or stating that the employee is physically unable to work.

- An **absence** is defined as a failure to report for a scheduled shift for one (1) or more days. Tardiness is a failure to report for a scheduled shift on time for one (1) or more days.
  - **Scheduled** absences are arranged in advance and have been approved by the direct administrator/supervisor.
  - **Unscheduled** absences occur when an employee notifies their administrator/supervisor that he/she will not be reporting to work prior to the start of the work day.
  - **No Call, No Show (Formerly “Un-notified”)** absences occur when an employee fails to notify the administrator/supervisor prior to the start of the work day.
  - **Unauthorized/Unpaid absences** are when an employee is absent from work without authorization, or in circumstances that are not covered by one of the paid or leave benefits will have wages deducted for the period of such absence if permitted by law, and may be subject to discipline. An absent employee who reports that he or she is sick when he or she is not sick is subject to wage deduction if permitted by law and to discipline. Employees are required to use accrued paid time off (personal, sick, vacation, etc.) prior to any approval for unpaid day(s).

- **Tardiness** occurs when an employee reports to work after their scheduled work day begins.

**Attendance/Tardiness Expectations and Disciplinary Action:** Employees who are absent and/or tardy from work are subject to progressive discipline based on the number absences in a year. A year is defined as the period beginning July 1<sup>st</sup> and ending June 30<sup>th</sup> on a yearly basis.

*If an employee is on a medically certified leave such as Family and Medical Leave (FMLA) or a Medical Leave of Absence (MLOA) in accordance with the leave requirements and processed through the department of Human Resources, any absences under one of these types of leaves will not be subject to disciplinary action.*

**Tardiness:** Employees are expected to report to work on time in accordance with the schedule they have been provided by administration. Tardiness is not tolerated except in rare occurrences. Further disciplinary action will be as follows for tardiness:

Number of Tardies	Disciplinary Action
6 Tardies	Verbal Warning
7 Tardies	Written Warning
8 Tardies	Final Written Warning
9 Tardies	Termination
The number of Tardies is based on a year starting July 1 <sup>st</sup> through June 30 <sup>th</sup> any given year.	

Employees are expected to come to work on a regular basis. The district recognizes from time-to-time employees may need to miss work due to personal illness or a family member’s illness.

**Excessive use of sick and/or taking unpaid days are grounds for disciplinary action.**

Attendance related to excessive sick use and/or unpaid days will follow the disciplinary schedule below: The following table serves as a general guideline however, previous attendance documentation, and patterns can also determine the level of discipline used.

**Past history may be a consideration prior to any disciplinary action taken.**

Employees’ Scheduled Days	Number of Absences	Disciplinary Action
<b>180-189 days</b>	9 absences	Verbal Warning
	10 absences	Written Warning
	11 absences	Final Written Warning
	12 absences	Termination
<b>190-209</b>	9 absences	Verbal Warning
	10 absences	Written Warning
	11 absences	Final Written Warning
	12 absences	Termination
<b>210-239 days</b>	10 absences	Verbal Warning
	11 absences	Written Warning
	12 absences	Final Written Warning
	13 absences	Termination
<b>240 or more days</b>	11 absences	Verbal Warning
	12 absences	Written Warning
	13 absences	Final Written Warning
	14 absences	Termination
The number of Absences is based on a year beginning July 1 <sup>st</sup> through June 30 <sup>th</sup> any given year.		

**No Call, No Show:** Any employee who fails to call in for an absence and does not show up to work will be deemed as a "No Call, No Show" follows its own steps of progressive action. The following disciplinary action will occur for a "No Call, No Show":

No Call, No Show	Disciplinary Action
1 <sup>st</sup> occurrence	Written Warning
2 <sup>nd</sup> occurrence	Final Written Warning
3 <sup>rd</sup> occurrence	Termination
The number of Tardies is based on a year starting July 1 <sup>st</sup> through June 30 <sup>th</sup> any given year.	

If an individual fails to report to work "no call, no show" for three or more day, may be deemed job abandonment.

Any sick absences of 3 or more consecutive days must be reported to the Human Resources Department to ensure compliance with Family Medical Leave Act. See the FMLA section on pages 23-25 for additional information. Additionally, individuals who have a pattern and/or repeated sick absences due to the same reason may be required to provide medical or appropriate documentation.

- P. Job Vacancies** - The School Corporation may post vacancies for classified support staff positions whenever a vacancy occurs. Vacancies posted are available to qualified applicants on through the district website under the careers section. Positions in general are posted for a minimum of five (5) days. At times, based on business need a transfer internally may occur within an office in lieu of posting.

Posted positions will include a brief statement of responsibilities, required qualifications and the starting pay range for that position.

**EMPLOYMENT EXPECTATIONS**

- A. Communication Expectations** - Communication is a critical key to individual and organizational success. It is expected that all employees conduct themselves in a courteous, respectful manner, exhibit good judgment and demonstrate reasonable conflict management skills.

If an employee has questions about work, or is experiencing any job-related problems, he/she should talk with their immediate supervisor about it at soon as possible. It is the administrator's/supervisor's responsibility to listen and help with job-related matters.

Employees are expected to always behave in a professional demeanor. The use of obscene or abusive language is prohibited while performing his/her duties, or while on Corporation property.

All employees are provided with a corporation email address and expected to check their email at least one (1) time per week. Many positions require more frequent checking of email and as such your administrator/supervisor may have additional expectations above this requirement. Email is the sole property of the Corporation. Any misuse of the Corporation's email system may result in disciplinary action up to and including termination.

**B. Public Representation** - NAFCS is very visible in the community. All media calls and inquiries should be directed to the office of the Superintendent. All calls and inquiries regarding specific departments should be referred to the department supervisor.

- Disclosure of Employee Lists –Employees are prohibited from disclosing any employee list to any organization other than governmental agencies having an interest in discharging the statutory functions of their agencies. Employees should obtain prior approval from their immediate administrator/supervisor prior to sending out any lists.

**C. School District Property and Materials** - All NAFCS property, including buildings, vehicles, equipment, office supplies, software products and materials are intended for school district business use only. All employees shall be responsible for the school property under their care and use. Any damaged, lost, stolen or vandalized property shall be reported to the employee’s immediate administrator/supervisor as soon as possible.

**D. Confidentiality** - Employees may have access to confidential information related to the Corporation, its employees and/or students. Confidential information includes but is not limited to, psychological and medical information, information about employee’s compensation, benefits and medical status and information not publicly available about the Corporation’s operations. Employees who have access to this information are expected to treat the information as confidential and not discuss or disclose it except as may be necessary in connection with the performance of their work. All information regarding an employee’s medical records or health status will be kept in separate files and shall be treated as confidential. Unauthorized disclosure of confidential information will subject an employee to immediate disciplinary action up to and including termination and possible criminal and/or civil penalties.

An employee who discloses their own personal medical or other private information does so without any expectation of privacy by the Corporation.

**E. Professional Appearance/Dress** - All employees are required to dress neatly and wear appropriate attire along with their NAFCS issued identification badge. The standard dress is “Business Casual” which include the following:

<b>Business Casual Guidelines</b>	<b>For Men</b>	<b>For Women</b>
Shirts	Collared shirts, or sweaters	Collared shirts or sweaters, dress tops without collars
Pants	Dress pants, casual slacks (khakis)	Dress pants, casual slacks (khakis), dressy jeans, skirts, or dresses
Shoes	Dress or casual	Dress or casual

Dress should be representative of the position an employee holds with the district and should not present a health, safety or cause a distraction to the environment. Employees are not permitted to wear excessively revealing clothing, clothing should not have holes or rips, or clothing or accessories containing lewd, vulgar, indecent, or offensive works, statements, or pictures.

Special days at buildings: Schools/buildings may allow employees to have special attire related to the activities in that location.

Administration reserves the right to established specific dress code requirements based on the business need of the building/department.

- F. Solicitations & Visitors** - All visitors must follow the Corporation policy. Employee's family and/or friends are prohibited from loitering on school property unless conducting official school business. The Superintendent or designee is the authorizer of any sales representatives, agents, or solicitors during the work day and on any property or premise owned or operated by the Corporation.
- G. Disclosure of Criminal Convictions (Policy 4121]** - During his/her employment with the Corporation, each classified staff employee shall be required to report his/her [arrest, filing of criminal charges, substantiated report of child abuse or neglect](#) or conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent or designee will review each report and will take appropriate action based upon the individual circumstances of the situation. Failure to report under this policy may result in disciplinary action up to and including termination.
- H. Anti-Harassment** - The Corporation strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the corporation should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. New Albany-Floyd County Consolidated Schools will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of district policies (4362) and by education of employees, NAFCS will seek to prevent, correct, and discipline behavior that violates these policies.

All employees, regardless of their positions, are covered by and are expected to comply with these policies and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any employee who violates the policies. Based on the seriousness of the offense, disciplinary action up to and including termination may occur.

The Superintendent has established a common procedure for reporting, investigating and appealing allegation of discrimination, harassment, and retaliation. See the following administrative guidelines (4362) and policies for those procedures.

- I. Drug and Alcohol-Free Workplace** - Under federal law, the unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited. As a condition of employment, all employees must abide by, and assist in the enforcement of, this rule. Any employee who violates this rule will be subject to disciplinary action up to and including termination of employment.

**Testing:** Whenever the Corporation suspects that an employee's work performance or on-the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated the Drug Free Workplace policies (4122.01, 4162) the Corporation may require a blood test, urinalysis, or other drug/alcohol test. An employee must complete the necessary drug information and test forms prior to testing. The failure or refusal to complete the necessary paperwork, or to submit to drug/alcohol testing, if requested may result in disciplinary action up to and including termination from employment with the Corporation.

- J. Tobacco Use on School Premises (7434)** - No person is permitted to use any tobacco or tobacco like products including a cigar, cigarette, e-cigarette, pipe, snuff, or any other matter or

substance that contains tobacco in any facility, on grounds or vehicles owned, leased, or contracted for by the Corporation. Any employee who uses tobacco or tobacco like products in violation of this policy or federal statute shall be subject to disciplinary action.

**K. Electronic Mail, Computer, Internet, Network, Cell Phones and Voicemail** - All employees are expected to follow the district policies and guidelines related to the use of electronic mail, computer, internet, and voicemail. Those policies are 7530, 7530A, 7530.01, 7530C, 7540, 7540.01A, 7540.01B, 7540.04, 7543, and any future policies or guidelines approved.

**L. Conflict of Interest** - Under the Indiana Criminal Conflict of Interest statute, an employee is required to declare a conflict of interest if the employee's spouse, or any dependent (including dependents by marriage) receive any financial benefit as a result of doing business with New Albany-Floyd County Schools. This means, an employee spouse or any dependent that does any type of business with the Corporation, even if none makes a profit from the business relationship, the employee must declare a conflict of interest on a standard form. This form is available from the Human Resources Office.

**Outside Employment** – Whether an employee works full-time or part-time, his/her position may be jeopardized if outside employment has a negative impact on his/her performance. Employees should contact the Chief Human Resources Officer to determine if a conflict may exist based on outside employment.

**Outside Activities of Support Staff** – The Board has adopted policy 4231 so that support staff members may avoid situations in which their personal interest, activities, and associations may conflict with interest of the Corporation. If non-school activities threaten an employee's effectiveness within the Corporation, the Board reserves the right to evaluate the impact of such activity upon the employee's responsibility to the Corporation.

Support Staff Members:

- Should not give school time to outside activities where there is not valid reason to be excused from assigned duties.
- Shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- Shall not campaign on school property during school time on behalf of any political issue or candidate for local, State, or National office except on Election Day at election polls on school property.
- Should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- Should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

**M. Behavior Expectations** - Employees are expected to recognize their responsibility to the School Corporation, its students, their parents, coworkers, and community by engaging in acceptable standards of conduct and personal behavior.

Standards of Conduct and Personal Behavior - Employees will:

1. Adhere to all Board policies and administrative guidelines and adhere to all practices and procedures set forth in this Handbook.



## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

2. Engage in conduct that complies with the law of the State of Indiana or of the United States.
3. Perform assigned work as assigned by immediate administrator/supervisor.
4. Behave in a professional manner which includes refraining from intimidation, threats, jokes or the use of abusive, foul, or disrespectful language toward any co-worker, supervisor, administrator, employee, parent, student, volunteer, visitor, vendor, supplier, guest, or other person while employed by the Corporation. This includes an employee's use of social media.
5. Conduct themselves in a manner that is conscious of the health, welfare, or safety of any person in the Corporation. This would include the refraining from fighting, horseplay, disorderly conduct, acts of violence, abuse or any type of behavior which could endanger the employee or anyone else employed, student or individuals visiting the Corporation.
6. Refrain from any act of theft, concealment, criminal conversion, or misappropriation of any Corporation property or the property of others (including but not limited to, tangible physical property or documents or information which is store electronically or otherwise on Corporation's computer system or telephone system or voice mail system) or otherwise engage in any act of dishonesty. This includes, but is not limited to, theft of any records or documents from administrators, supervisors, the Superintendent, co-workers, employees, volunteers, parents or students of the Corporation or checks, money orders or other instruments by which students, parents, and others pay the Corporation or pay for their expenses or other costs.
7. Refrain from having, possessing, selling, distributing, purchasing, using, consuming or being under the influence of any alcoholic beverage, intoxicants, narcotics, barbiturates, hallucinogens, controlled substances or illegal drugs of any kind while on the Corporations premises or during working hours or in a Corporation vehicle, including a Corporation vehicle or a personal vehicle being used for the business of the Corporation or otherwise engage in a violation of the Drug Free Workplace and Drug/Alcohol Testing Policy.
8. Not possess guns, knives, weapons, firearms, ammunition, explosives, fireworks or dangerous instruments of any type or kind anywhere on the Corporation's premises or in a corporation vehicle. This would include mace and/or pepper spray.
9. Demonstrate good attendance and punctuality by providing appropriate notice when absent and properly recording his/her own time using the district approved attendance system. Accurately reporting all time worked and absences. Refrain from any falsification of any records at all times. Lunch breaks are nonpaid time and are recorded as unpaid.
10. Refrain from any deliberate act of sabotage, waste, destruction, vandalization of property or equipment including physical and intellectual property.
11. Conduct themselves in a manner that will not impact the School Corporation's business and/or reputation or which may impair the employee's reputation and usefulness to the School Corporation. Examples may include but are not limited to criminal acts, immoral or indecent conduct or anything that may expose the Corporation or its employees to contempt, censure, ridicule, or reproach. This includes an employee's use of social media platforms.
12. Engage in conduct that is commonly accepted in the standards of justice, ethics, honesty, or good morals including community standards.
13. Conduct themselves in a manner that would not be considered harassment, including but not limited to, sexual harassment, [and/or discrimination](#) of any supervisor, co-worker, employee, volunteer, student, parent, visitor, guest, or any other person on Corporation property.
14. When on a leave of absence of any kind, conduct themselves in a manner consistent with being off work and on a leave.
15. Remain free from any act which may represent a conflict of interest.
16. Complete all records accurately and not falsify records, including time records or fail to keep and/or failure to maintain the confidentiality of records of the Corporation, its employees, or its students.

## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

17. Refrain from engaging in any fraud upon the Corporation or its workers compensation carrier or engage in any act of dishonesty against the Corporation or its workers compensation carrier or a student or parent(s) of a student of the Corporation. This includes, but not limited to, lying, or misrepresenting the need for any other type of leave (example: Funeral), leave of absence (examples: FMLA, MLOA or LOA) authorized by the Corporation.
18. Adhere to all policies related to electronic mail, use of computers, internet access and use and voicemail or engage in excessive personal use of Corporation computers or telephone systems.
19. Refrain from excessive use of personal devices while working.
20. Always maintain an awakened state during work. Refraining from sleeping while on duty or on work time.
21. Adhere to the Corporation's Tobacco use on school premises policy (7343).
22. Be courteous to all students, parents, visitors, employees, co-workers, volunteers, and others.
23. Will report all matters honestly and accurately.
24. Refrain from engaging in gambling on the Corporation's premises.
25. Decline any offer of tips or other gratuities or borrow money from students, parents, guests, visitors, or others who visit the Corporation's premises.
26. Accurately and honestly complete important information on an employee application, transfer request, promotion request or other work-related document or on time records, as well as on or in any of the Corporation records.
27. Not willingly provide false or misleading information to the Corporation, a government agency, a third-party payer, or the like.
28. Comply with the dress code and communication/language policies in this handbook.
29. Promptly report a workplace injury and follow the procedures set forth in the handbook.
30. Be responsible in their personal posting/displaying of information and material on social media that may be disruptive to the work environment or impact the Corporations business and/or reputation.

### **DISCIPLINARY PROCEDURES**

If any classified support staff employee or classified administrator/supervisor violates any policy, rule or expectation in Board Policy, Administrative Guidelines or this handbook or engages in any misconduct or improper conduct or violation of law, correction action may apply.

Corrective action may include verbal warnings, written reprimand, and conference with the Superintendent or designee, suspension with or without pay, involuntary reassignment and/or transfer, demotion, or termination.

The progressive process of corrective action will NOT be followed in every case and corrective action will be taken in proportion to the nature of the offense(s) and the severity of the violation or the failure to perform the duties of an assignment in a satisfactory manner. If an employee feels a corrective action was unfair, he/she may discuss it with his/her supervisor or the Superintendent's designee.

Classified support employees may also be subject to corrective action, up to and including termination, for:

- Gross incompetence
- Failure to perform the duties of his/her assignment in a satisfactory manner
- Breach of confidentiality

## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

- Willful or negligent acts, which result in monetary loss to the Corporation
- Willful or negligent acts, which result in the loss of reputation to the Corporation
- Excessive use of work time and/or the Corporation's equipment, email, telephones and so forth for personal business
- Willful disobedience/insubordination
- Excessive use of personal devices during work time

When an administrator/supervisor informs an employee of grounds for disciplinary action, the employee will be given an opportunity to respond to the notification and the administrator/supervisor will carry out such additional investigation as is necessary to determine whether discipline, up to and including termination, is warranted based upon the information gathered during the investigation. An administrator/supervisor may seek assistance from the Chief Human Resources Officer for the investigation when appropriate.

Disciplinary procedures may include:

- The employee's administrator/supervisor will meet with the employee to explain the nature of the misconduct or deficiency, discuss the corrective action expected and the possible disciplinary measure. The supervisor will document a summary of the contents of the meeting and set out the disciplinary measure imposed, or recommended. The administrator/supervisor will sign and date the documentation. The employee will sign the documentation indicating that he/she understands its contents and has received the information. The documentation will be sent to the Human Resources Department to be included in the personnel file.
- If the misconduct or deficiency persists or recurs, or another misconduct or deficiency arises, a second meeting between the employee and the supervisor may be held as set out in the previous paragraph.
- If the misconduct or deficiency continues after the second meeting, or if another deficiency or misconduct arises, the supervisor may prepare a recommendation for termination of employment and send it to the Human Resources Department. In such an instance, the supervisor and the employee may meet with the Chief Human Resources Officer for a termination interview.
- Discharge may be imposed as the first step in this procedure for a first instance of serious misconduct or a serious deficiency of a classified employee, or for any misconduct or deficiency of a probationary, temporary or substitute employee. The determination of the appropriate disciplinary response and the opportunity for a second chance, as set out in this procedure, will depend upon the seriousness of the misconduct or the seriousness of the failure to perform the duties of the assignment satisfactorily.

*Absences on any inclement weather to eLearning days will not be counted against any employee for disciplinary action and or attendance bonus eligibility.*

## WORK PLACE INJURIES

The Board shall cover employees under the Indiana Workers' Compensation Act of 1929, as amended.

During the first twenty (20) work days of absence caused by an individual injury covered by the Worker's Compensation Act, no deduction will be made from the employee's accumulated sick leave. Commencing with the twenty-first (21<sup>st</sup>) work day absence caused by an individual injury covered by the Worker's Compensation Act, one-third (1/3) of a sick leave day shall be deducted and one-third (1/3) of a day of sick leave pay shall be made to the employee for each additional work day absence of such employee beyond twenty-one (21) such absences. Such sick leave deduction shall be rounded to the nearest half day upon the return of the employee to work.

### Reporting Procedures for Work Place Injuries:

- a. An employee will promptly report (within 24 hours) any injury on the job and any potential workers' compensation claim, on the appropriate form, to their administrator/supervisor and the Human Resources department.
- b. When an employee sustains an injury or illness which the employee claims is work related and which warrants medical treatment, the employee must secure such treatment from the medical provider selected by the Corporation.
- c. The Corporation's medical provider will provide a medical determination of the employee's condition, capacity to perform work and any restrictions to be observed. The medical determination will be updated as necessary, to permit the Corporation to make decisions about an employee's current medical condition and ability to return to work.
- d. An employee will return to work as soon as medically possible. If an employee is able to return to work with some limitations, the employee's supervisor and the HR Department will determine if the employee is able to perform the essential functions of his/her position, or if he/she could perform such functions with a reasonable accommodation.
- e. If an employee is unable to perform the essential functions of his/her position, then Human Resources will determine if the employee could perform the essential functions of another assignment, with or without a reasonable accommodation.
- f. A modified work schedule or temporary assignment will be limited to the time during which such schedule or assignment is medically necessary or to the time the employee's medical restrictions become permanent, as documented by the medical provider. If an employee's medical restrictions become permanent and the employee is unable to perform the essential function of his/her former position, Corporation will determine what reasonable accommodations, if any, can be made for the employee.
- g. If a position is available that meets the injured employee's physical limitations and the employee refuses to work in that position, the employee may lose benefits under the Indiana Worker's Compensation Act. Repeated refusal to perform the duties of an assignment which an employee is medically able to perform may result in disciplinary action, up to and including termination as an employee in the School Corporation

**INCLEMENT WEATHER OR OTHER EMERGENCIES**

When schools call an eLearning day, closed, or delayed in opening, or are dismissed early the following procedures will be followed:

**A. eLearning due to Inclement Weather:**

1. Support staff who **work less than 260 days** whose position is **deemed emergency**<sup>1</sup> are required to report to work at their regularly scheduled time or when they feel road conditions are safe. If arrival time is later than two (2) hours after their regularly schedule time, the employee must use personal or sick time to supplement the time missed up to their regular full day schedule with a maximum of 8 hours. **If personal or sick time has been exhausted then they would be unpaid.**

<sup>1</sup>Administrators have a list of these positions and the work requirements either on-site or remotely.

2. Support staff who **work less than 260 days** whose position is **deemed non-emergency** do not report to work on inclement weather eLearning day. They may elect **one** of the following options:

Option A:	<ul style="list-style-type: none"> <li>• Personal or sick time up to their regular full day schedule with a maximum of 8 hours.</li> </ul>
Option B:	<ul style="list-style-type: none"> <li>• Take an unpaid day without making up the time.</li> </ul>
Option C:	<ul style="list-style-type: none"> <li>• Assigned Training – Administration may assign Vector or other training modules for the given day.                             <ul style="list-style-type: none"> <li>○ An employee that completes the assigned training will receive credit for working the day up to the normal work day hours.</li> </ul> </li> </ul>
Option D:	<ul style="list-style-type: none"> <li>• Make up the hours equivalent to the day(s) called as eLearning. An employee may make-up no more than one day per week by doing one or both of the following on-site:                             <ul style="list-style-type: none"> <li>○ additional duties assigned by the Principal/Administrator examples may include before/after school activities, office work; etc. and/or</li> </ul> </li> </ul>
<p>Administration has the ability to assign work on an eLearning day on-site as the business need dictates. For example: positions such as Social Workers may report on-site on these days if there is a business need. The work hours <b>on-site</b> on an eLearning day may be flexible.</p>	

An individual who elects an option for pay, such as using a personal day cannot later “make-up” the hours.

3. Twelve-month (260 day) employees are **required** to report to work at their regularly scheduled time or when they feel road conditions are safe. If arrival time is later than two (2) hours after their regularly scheduled time. If an employee arrives later than two (2) hours after their regularly schedule time they must use personal time to make up the difference in time missed up to their regular full day schedule with a maximum of 8 hours. If personal

time has been exhausted then they are to use vacation time up to their regular full day schedule with a maximum of 8 hours. If both personal and vacation time have been exhausted then the employee will be allowed to use sick time up to their regular full day schedule with a maximum of 8 hours.

- Support staff who have exhausted all leave time as described above will be unpaid.
- All **emergency** support staff must contact their administrator or supervisor at least one (1) hour prior to their regular report time if they are unable to report to work on time.
- When an "all-call" is made employees will follow the information provided unless they are contact by their direct administrator or supervisor with alternative directions for reporting to work.

*Absences on any inclement weather to eLearning days will not be counted against any employee for disciplinary action and or attendance bonus eligibility.*

#### **B. Schools are Closed for All Day:**

In the event that we close schools for the entire day and make up the school day on a later date, support staff will follow the guidelines below.

All support staff who are employed for less than twelve (12) months, and who are scheduled to work less than twelve (12) months will be in a "non-duty" status. These employees will work when the lost instruction day is rescheduled later in the year without additional compensation.

All twelve (12) month personnel will work on the day school is closed, unless they are excused by their supervisor for one (1) of the following reasons:

1. physical inaccessibility of their assigned building
2. other reasons that are appropriate by current circumstances

Twelve-month employees are **required** to report to work at their regularly scheduled time or when they feel road conditions are safe. If arrival time is later than two (2) hours after their regularly scheduled time, one-half (1/2) day of leave or compensation time will be deducted from pay. If arrival time is later than two (2) hours after their regularly schedule time, the employee must use personal time to supplement the time missed up to their regular full day schedule with a maximum of 8 hours. If personal time has been exhausted then vacation time may be used up to their regular full day schedule with a maximum of 8 hours. Twelve-month employees may use no more than one (1) personal business day to cover any such an absence in any work year, unless approved by the Chief Human Resources Officer.

#### **C. School Days that are Delayed**

A delay in the start of school always has the possibility of being changed to a full day's closing that would have to be rescheduled at a later date. In a normal circumstance, a delay in the opening of school will be for a two (2) hour period. If circumstances require that the delay be for more than two (2) hour period, the school day will be cancelled and then rescheduled at a later day.

In the case of a delay in the opening of a school day due to weather conditions or other emergencies, less than twelve (12) month employees are required to report for their regularly scheduled work time, or when they feel road conditions are safe. If arrival time is later than two (2) hours after their regularly schedule time, the employee must use personal time to supplement the time missed up to their regular full day schedule with a maximum of 8 hours. The employee may be eligible to make up this time if there is work available and with administrative approval.

Twelve-month employees are required to report at their regularly scheduled work time or when they feel road conditions are safe. If an employee arrives later than two (2) hours after their regularly schedule time they must use personal time to make up the difference in time missed up to their regular full day schedule with a maximum of 8 hours. The employee may be eligible to make up this time if there is work available and with administrative approval.

#### **D. Report to Work Delays**

In conjunction with city, county, and state authorities at times the district may delay or adjust the work hours for emergency staff to report to work based on inclement weather, the road conditions and the authorities who provide safe conditions in the traveling area. In these situations, an employee who reports to work based on the instructions provided will be paid for hours worked and provided pay for the adjusted time based of the directives of the organization. Any hours provided under the “adjusted time” are deemed non-work hours and excluded from any hours counted as work for overtime purposes.

When an “all-call” is made, employees will follow the information provided unless they are contact by their direct administrator or supervisor with alternative directions for reporting to work.

### **CLASSIFIED SUPPORT STAFF EVALUATIONS**

The work performance of support staff employees is evaluated by the immediate supervisor on a continuous daily basis and formal annual evaluation in the following areas: attendance, performance of duties and responsibilities, professional conduct and adherence to Board policy and state and federal statutes and regulations. The Classified Support Staff Evaluation Form can be found in APPENDIX II.

### **PAY AND BENEFITS RELATED INFORMATION**

- A. **Pay Periods:** Classified support staff that are non-exempt hourly employees are paid on a bi-weekly basis based on the pay period hours recorded in the time clock system. The hours recorded will be paid based on the Fair Labor and Standards Act (FLSA) for hourly non-exempt status.

Classified support staff who are in exempt salaried positions will be paid a salary over twenty-six (26 pay periods). These positions meet the FLSA requirement for salaried status.

- B. **Direct Deposit:** All classified support staff will receive their pay through direct deposit. Employees may access their paystub through the Employee Access Center (EAC).
- C. **Stretch-pay:** Effective July 1, 2020 stretch-pay will apply to only specific positions. This will allow those employees in specific positions to receive their hourly pay over twenty-six (26) pay periods

and requires the employee to **annually agree** to the following terms to remain on a “stretch-pay” status.

1. The employee authorizes New Albany Floyd County School to calculate their anticipated earnings and stretch their pay over 26 pays,
2. The employee understands that if they elect to work in more than one position with NAFCS, they will no longer be eligible for stretch pay,
3. The employee understands that if they transfer and/or change positions, they are no longer eligible for stretch pay, and
4. The employee understands that at any time they can contact Payroll and/or Human Resources to revoke their stretch-pay authorization and be paid based on actual clocked hours on a bi-weekly basis. This request by the employee will be irrevocable for the duration of their employment.

D. **Group Insurance Programs** - Commencing upon active employment, the Board shall make available, for eligible full-time classified support staff, a comprehensive group insurance program including hospitalization, major-medical, long-term disability, life insurance, and dental coverage at the level prescribed by the Board. Classified support staff may participate on a voluntary basis.

- a) Insurance enrollment information will be provided by the Human Resources department and enrollment is completed through an online portal.
- b) New hires must make their elections within the first thirty (30) days of hire.
- c) Changes are allowed based on a qualifying life event. Life event changes must be made within thirty (30) days of the event.
- d) Insurance premiums are payable through payroll deduction. If an event occurs that would not allow the deductions to be taken in this method, then the employee is required to make payments directly to the district by the first of each month.

Section 125 Plan – The school corporation has adopted a “Cafeteria Plan” within the meaning of the Section 125 of the Internal Revenue Code of 1986, as amended. The purpose of this Plan is to provide the opportunity for eligible employees to pay the employee portion of the cost of group insurance coverages, the employee’s expenses for child care, employee’s unreimbursed medical costs and health savings accounts with before-tax earnings.

E. **Paid and Unpaid Time Off** - These programs apply to all eligible classified support staff employees and the accruals for any leave program will only apply to the employee’s primary position as designated by the Human Resources Department. In general, the primary position is the position to which the employee has the highest number of daily hours except when a bargaining unit exists. When a bargaining unit exists the position under the bargaining unit is the primary position. All paid time off (sick, personal, vacation) will be based on a year from the period July 1<sup>st</sup> through June 30<sup>th</sup> annually. Allocation for any new days will be done in July and will be adjusted only when an employee moves to a position that doubles their daily hours or to a 260-day position. Vacation days must be used by June 30 or will fall under the carryover rules.



Employees who hold the positions of elementary specialist (formerly elementary paraprofessional) and prime time aide or title aide will be assessed a day of paid time off, sick, and personal based on the collective hours of the two (2) positions up to a maximum of six and a half (6.5) hours per day.

An employee in their probationary period is ineligible for paid time off (personal days, sick days and/or vacation days) unless approved by the employee's administrator/supervisor and the Chief Human Resources Officer.

**Employees are required to use paid time off prior to any eligibility for unpaid time off. Exceptions to this must be approved by the Chief Human Resources Officer.**

Any sick absences of 3 or more consecutive days must be reported to the Human Resources Department to ensure compliance with Family Medical Leave Act. See the FMLA section on pages 23-25 for additional information.

1. **Vacation Leave** – newly hired employees in twelve (12) month full-time positions will accrue up to ten (10) days prorated based on the hire date for the period between July 1 to June 30 of any given year. This is an accrual rate of 0.8333 days per month\*.

On the next July 1<sup>st</sup> after a new hires date of hire of any the newly hired twelve (12) month employee will accrue ten (10) days of vacation for the next twelve (12) month period between July 1 through June 30. This is an accrual rate of 0.833 days per month\*.

*\*For accrual purposes, a month is defined as anyone working one half (1/2) of the total number of **available work days** in any given month.*

Vacation may not be used during a new employee's orientation period without prior agreement as part of the hiring process and with approval from the Chief Human Resources Officer.

An employee who leaves prior to working a full year or the period for which vacation is accrued may be subject to reimbursement to the school corporation if the vacation is used prior to the accrual amount earned.

- a. **Scheduling Vacation** – vacation shall be scheduled by employees within the work year in which it accrues and shall be scheduled with the approval of the employee's immediate administrator/supervisor. Vacation days may only be used in half (1/2) or whole day increments.
- b. **Adjacent to Holidays** – in general vacation shall not be used on a day immediately before or after a holiday **or school break**, or during the first or last week of the employee's work year and/or school year, unless such use is approved in advance by the employee's immediate administrator/supervisor **and human resources**.
- c. **Vacation Carryover** – it is expected that earned vacation be used in the year in which it accrued. At times, there may be a personal or business need for an exception to this rule. An employee may make a written request for an exception for up to five (5) days. The written request must be approved by the immediate administrator/supervisor and sent to Human Resources. Any approved carryover must be used within ninety (90) days. **Any days not used within this timeline or in excess of five (5) days carry over will be forfeited.**

2. **Holidays** - twelve (12) month employees will receive holiday pay in accordance with the classified support staff work year calendar issued by the Human Resources Department on an annual basis. The holiday schedule is available in the HR office.

Approved classified support staff employees who are hired to work at least one hundred eighty (180) days but less than two hundred sixty (260) days will receive two (2) days of holiday pay if they are at step one (1) through six (6) on the hourly wage schedule and those who are at step seven (7) through eleven (11) will receive five (5) holidays.

<b>HOLIDAY SCHEDULE</b>	
<b>Eligible Positions</b> working 180 to 259 days	
<b>Classified Employees Step 1 to Step 6</b>	<b>Classified Employees Step 7 to Step 11</b>
<ol style="list-style-type: none"> <li>1. Labor Day</li> <li>2. Memorial Day</li> </ol>	<ol style="list-style-type: none"> <li>1. Labor Day</li> <li>2. Day before Thanksgiving</li> <li>3. Thanksgiving</li> <li>4. Day after Thanksgiving</li> <li>5. Memorial Day</li> </ol>

4. **Personal Business Leave** – classified support staff shall accrue up to three (3) days of personal leave without loss of pay for the transaction of personal business, during regular daily duty time, during each regular work year. Each part-time employee who works at least fifteen (15) hours per week shall accrue personal leave on a prorated basis.
- a. **Scheduling Personal Leave Requests** – an employee must request to take a personal day in advance and with administrator/supervisory approval. Advance notice is waived when an emergency exists. A request may be denied by the employee’s Administrator/Supervisor when it is deemed in the best interest of the School Corporation.
  - b. **Acceptable Reasons for use of a Personal day:**
    - Routine medical, dental and vision appointments which could not be scheduled outside the work day.
    - Illness or injury other than employee or immediate family.
    - Civic affairs which could not be conducted outside the work day.
    - Personal business which cannot be scheduled outside the work day.
    - Inclement weather or other emergencies.
  - c. **Probationary Period** - Sick leave may not be used during the first ninety (90) day orientation period for a newly hired employee.
  - d. **Usage Increments** - Personal leave time may be used in one (1) hour increments for positions that do not require a substitute. Positions that require a substitute (examples include but not limited to Elementary Specialist and Nurses etc.) must be used in one-half (1/2) or one full work day increments. An employee may use no more than the equivalent of three (3) personal days at any one time.
  - e. **Adjacent to Holidays or School Breaks** - Personal leave shall not be used on a day immediately before or after a holiday, in-service day, vacation period, school break or during the first or last week of the individual employee’s work year or of the school year

unless such use is approved in advance by the employee's immediate administrator/supervisor. ~~and the district Human Resources Department.~~ Administrators will be flexible in approving requests based on staffing needs in the building.

- d. **Personal Carryover** - Personal leave time not used during the year earned shall accumulate to a maximum of seven (7) days. Unused personal leave beyond seven (7) days shall accumulate as sick leave, provided however, that such accumulation may not increase the maximum sick leave accumulation referred to in the sick leave policy.
  - f. **Personal Accruals** - Personal leave accruals shall be credited annually to each employee in July of each new school year. This leave is accrued and should an employee leave prior to working the full year or earning the allotted amount the appropriate deductions will be made to their pay upon their departure. New hires will receive a prorated amount of personal days based on their work year.
5. **Sick Leave** – regular employees who work at least fifteen (15) hours per week in their primary position will be paid for absences during regular work time due to personal illness, injury, or treatment of a chronic condition, subject to limitations and conditions set out below.

Sick leave may also be used by an employee ***in the event that serious illness or hospitalization*** of an immediate family member makes the employee's absence from work **imperative**. For the purpose of this policy, immediate family is defined as spouse, mother, father, grandparent, grandchild, son, daughter, stepchild, sibling, or another family member who is a **dependent** of the employee. ~~The maximum number of sick leave days for an immediate family member is sixty (60) unless the immediate family member is a spouse, son, daughter, step child, a legal dependent of the employee, or an immediate family member is a permanent resident of their home.~~ Sick leave may not be used during any leave of absence, except as provided under FMLA or for an MLOA for an employee in lieu of FMLA.

Expected Work Days	Sick Leave Days*
180 to 189	9
190 to 209	10
210 to 239	11
240 to 260	12

*\*For accrual allocation purposes, a month is defined as anyone working one half (1/2) of the total number of available work days in any given month. Accrual allocations are based on the position held at the start of the school year (1<sup>st</sup> day) or the date of hire for a new employee.*

- a. **Sick Leave Usage/Requests** - sick leave may be used in one (1) hour increments for positions that do not require a substitute. Positions that require a substitute (examples include but not limited to Elementary Specialist and Nurses etc.) must be used in one half (1/2) day or full day increments.
- b. **Extended Sick Leave** - employees who utilizes the equivalent of three (3) consecutive sick days must notify human resources immediately related to Family and Medical Leave compliance. Additionally, individuals who have a pattern and/or repeated sick absences due to the same reason may be required to provide medical or appropriate documentation.

- c. **Probationary Period** - sick leave may not be used during the first ninety (90) day orientation period for a newly hired employee.
  - d. **Sick Leave Accruals** - sick leave accruals shall be credited to an employee annually in July or upon an employee's hire date. This leave is considered to be accrued and should an employee leave prior to working the full year or earning the credited amount the appropriate deductions will be made to their pay upon their departure.
  - e. **Usage Increments** – sick leave may be used in one (1) hour increments for positions that do not require a substitute. Positions that require a substitute (examples include but not limited to Elementary Specialist and Nurses etc.) must be used in one-half (1/2) or one full work day increments. An employee may use no more than the equivalent of three (3) personal days at any one time.
  - f. **Medical Statements** - A physician's statement based upon medical examination may be requested at any time for use of a sick leave day.
  - g. **Sick Leave Carryover** - Sick leave accruals that are unused from year to year will accumulate to an amount not to exceed one hundred and twenty (120) days for employees hired after April 1, 2010. Employees hired prior to April 1, 2010 with sick leave accruals that are unused from year to year will accumulate to an amount not to exceed one hundred and seventy-eight (178) days.
6. **Family and Medical Leave Act (FMLA)** - The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reason. FMLA provides for up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons.  
Any leave for purposes covered by the FMLA is considered FMLA leave even if the employee does not specifically request a FMLA leave.

The maximum FMLA leave is twelve (12) weeks or equivalent days. Spouses employed by NAFCS will be limited to a combined total of twelve (12) weeks or equivalent of leave for certain situations as defined in the FMLA. The "rolling twelve (12) month period measured backward" as per Federal Regulations part 825 is used to determine available leave.

**Reasons for Taking Leave:**

- A. To care for the employee's child after birth, placement for adoption or foster care (up to one (1) year after birth or placement).
- B. To care for the employee's spouse, son, daughter, or parent who has a serious health condition. *Special rules may apply for parents and adult children.*
- C. For a serious health condition that makes the employee unable to perform the employee's job.
- D. For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty".

**Notice and Medical Certification:** The employee will be required to provide advance leave notice and may also be requested to provide medical certification. Taking a leave may be denied if requirements listed are not met.

- A. The employee must provide thirty (30) days advance notice when the leave is “foreseeable”.
- B. The employee may be required to provide medical certification to support a request for leave because of a serious health condition. Second or third opinions (at the employer’s expense) may also be required. A fitness for duty report is required before the employee may return to work.
- C. When the necessity for any FMLA leave occurs, the employee (or designee) must submit an Absence Request to their supervisor.
- D. During any FMLA leave, the employee is obligated to notify the supervisor on a regular basis (as determined at the start of leave) of their condition and the estimated date of return to work.

**Job Benefits:**

- A. For the duration of FMLA leave, NAFCS will maintain the employee’s health coverage.
- B. During any FMLA leave the employee is expected to continue making the regular premium contributions for all insurance benefits. If paychecks are being received, regular deductions will be made, otherwise the employee will be expected to make regular payments on the 1<sup>st</sup> of each month.
- C. For any unpaid leave of absence not covered by the FMLA, the employee is responsible to pay the total premium for any insurance coverage(s) they may have.
- D. Available and applicable sick days MUST be used concurrently while on FMLA leave.
- E. Upon return from a FMLA leave, in most cases employees will be restored to their original or equivalent positions.

**Conclusion** - This is not intended to be an exhaustive explanation of the FMLA. For complete details, please refer to 29 C.F.R. part 825.

- 7. **Maternity/Paternity Unpaid Leave** – Classified support staff employees who meet the FMLA eligibility requirements may be granted an unpaid leave of absence of up to one (1) work year for maternity/paternity to care for a newborn child of the employee or a child newly placed in the employee’s custody through an adoption or foster care provided they notify their immediate administrator/supervisor and the Human Resources Department at least sixty (60) days prior to the date on which such leave is requested to begin. The prior notice requirement may be waived in cases of documented medical emergency. Employees must inform the Human Resources Department of the length of the leave that is requested and provide a physician’s statement certifying the pregnancy, birth, adoption, or placement indicated the initiated date for the birth and/or placement of the child. [Requests for paternity leave may use up to 10 days of sick time.](#)

- 8. Sick Leave Bank** - The purpose of the sick leave bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to illness, injury, or incapacitation sufficiently severe that it would make their presence at work inadvisable.

Classified employees who hold a PERF (public employee retirement fund) position with the district, including all full-time bus drivers are eligible to participate in the classified employee sick leave bank. Participation in the sick leave bank shall be voluntary. For the purpose of the sick bank the school work year begins on July 1 and end on June 30 of each year.

- A. Employees who wish to participate must notify the Human Resources Office each year not later than October 1, unless they are continuing their membership from one (1) work year to the next as provided for in subsection e) below.
- B. In the first year of an eligible employee's employment, the employee must work for a period of ninety (90) calendar days before becoming eligible for enrollment in the sick leave bank. Newly hired employees and newly eligible employees may enroll into the program when completing paperwork; however, they have until the end of their probationary period (ninety (90) days) to revoke their enrollment by submitting written notification to the department of human resources.
- C. The Board will not contribute any days to the sick leave bank. Only members' actual days may be contributed to create the bank. Each new member of the bank shall contribute one (1) day of his or her accumulated sick leave at the start of a school year, and in the event that the sick leave bank balance drops below 115% of the number of all classified sick leave bank members, each continuing member of the bank shall contribute at least one (1) day of his or her accumulated sick leave days to the bank up to the number of days necessary to restore the bank to the 115% level. For example, if 100 employees are participating in the sick leave bank, an assessment of a day will be taken when the bank drops below 115 days. In the event an employee does not have a day available to contribute at the time of assessment of days, the employee will not be eligible to participate in the bank until the first day of school the following school year when they can contribute a day.
- D. Membership shall be on an annual basis, and the employee must be actively serving in his/her eligible position (Participation for classified employee applies for those who hold a PERF (public employee retirement fund) position with the district and includes all full-time bus drivers). at the time of enrollment to be eligible for membership, except as stated in subsection e), herein.
- E. An employee's enrollment in the sick leave bank shall continue from year to year, effective the first day of each work year, and one (1) day of sick leave shall be deducted from such employee's individual accumulation, when appropriate under subsection c), above, unless such employee notifies the Human Resources Office by May 15 of a work year, of his or her decision not to enroll in the sick leave bank for the succeeding work year. If an employee continues his or her enrollment, such employee member need not be actively serving in his or her position for sick leave bank enrollment to become effective at the beginning of a work year, provided such employee continues to be employed by the School Corporation and has a sick leave day available to donate to the bank.
- F. The sick leave bank may only be used for the illness of its members; no family privileges will be extended.

## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

- G. An individual member may not use more of the bank's days during his/her work year than the total of his/her own individual cumulative sick leave at the time of enrollment for that work year, after deduction of the one (1) day of sick leave for enrollment in the sick leave bank.
- H. An individual member wishing to use the bank must wait at least three (3) working days without pay, before use of the bank will be authorized; these days are not reclaimable from the bank.
- I. Each use of the sick leave bank must be supported by a written request for its use from the member and medical certification substantiating the need for the absence from work.
- J. Subject to the limitation described in subsection g) herein and assuming the employee's medical condition continues to qualify, each employee who participates in the Sick Leave Bank shall have use of as many Sick Leave Bank days as needed to reach the 120 calendar-day elimination period for application to the Long-Term Disability (LTD) policy. In no instance will an employee who qualifies for LTD be able to use more days than the equivalent of the number of his/her own sick days that existed at the beginning of the school year.
- K. The sick leave bank shall be administered by the Human Resources Office under the following guidelines:
  - 1) To apply for days from the sick leave bank, a participating member must complete the classified sick bank request form indicating the start and end dates of the leave request and an estimate of the days potentially needed.
  - 2) Subject to the conditions in this handbook and the bus driver's contract, any participating member who has exhausted his or her accumulated sick leave is eligible to apply to the Human Resources Office for sick leave bank days to cover additional absences.
  - 3) The Human Resources Office may grant, deny, or suspend grants of sick leave bank days. Any grants will be retroactive except in cases of hospitalization, nursing home or similar confinement, in which case the Human Resources Office may grant days in advance when the need is supported by appropriate medical evidence. Each applicant automatically consents to submit to medical examination by a medical practitioner and/or review of his or her medical history, if it is deemed necessary by the Human Resources Office.
  - 4) Persons withdrawing sick leave bank days will not be required to replace these days.
  - 5) The Human Resource Office shall inform the President of the Association of all withdrawals from the Sick Leave Bank by bus drivers.
- L. A joint sick leave bank committee shall be appointed under the guidelines set out below; this committee shall have authority only to hear and respond to any appeal by a sick leave bank member of a decision made by the Human Resources Office, including appeals for a member who apply for, but are not approved for LTD, the committee shall be composed of:
  - One (1) representative for the Facilities Department
  - One (1) representative for the Bus Drivers (*Selected by the NAFC Bus Drivers Association*)
  - One (1) representative for the Operations Department

One (1) representative for Food Service Department  
Two (2) representatives for the Administration

- 1) The Bus Driver representative shall be appointed by the President of the Bus Driver Association, the Facilities, Operations, and Food Services representatives will be appointed by a collective conversation with these employee groups, and the administrative appointments shall be made by the Superintendent.
  - 2) Each committee member shall be appointed for one (1) year; however, such member may be re-appointed for additional terms without limit. The names of those appointed to the committee shall be transmitted to the Human Resources Office as soon as possible after the appointments are made.
  - 3) Vacancies on the committee shall be filled as quickly as possible, in the same manner that the original member was selected. Should any member of this committee become unable or unwilling to fulfill his or her duties, the remaining committee members may declare his or her position vacant by majority vote.
  - 4) The entire membership of the committee shall meet as soon after all members have been appointed as is feasible and shall elect one (1) of their number to act as chair for the remainder of the year. The committee shall meet as needed; the chair, an administrative appointee, or a majority of the committee may convene the committee. A majority of committee members will constitute a quorum for any official action of the committee.
  - 5) The sick leave bank committee shall issue a written decision in responding to the appeal. The committee may confirm the decision of the Human Resources Office, or make any other decision that the Human Resources Office is empowered to make in responding to the initial request for use of the bank. The decision of the sick leave bank committee on any appeal shall be final.
  - 6) The Human Resources Office shall prepare a listing of the sick leave bank membership and provide that list to any of its members upon request and shall be provided directly to the Association at the beginning of each school year once the bank has been updated for the new school year (typically in October).
9. **Funeral Leave** - A regular employee, who has completed their ninety (90) day probationary period and works on average fifteen (15) hours or more per week in their primary position shall be entitled to be absent from work without loss of compensation for a period not to exceed five (5) work days due to the death of a member of the employee's immediate family, provided such days are used within twenty-one (21) calendar days of such death. No deductions from sick leave shall be made for such absence. Administration/supervisors may request documentation of the request for this leave.

Funeral days are to be used for the need to attend services and/or take care of the business related to a funeral or the estate needs of the immediate family member. For the purpose of this section, immediate family is defined as a spouse, mother, father, sister, brother, grandmother, grandfather, son, daughter, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, grandmother-in-law, grandfather-in-law, son-in-law, daughter-in-law, great grandmother, great grandfather, grandchild, stepchild, step-parents, step-grandparents or any other family member who is **dependent** upon the employee.



## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

An employee shall be entitled to be absent from work without loss of compensation for a period not to exceed one (1) work day, under the limitations set out herein, due to the death of the employee's aunt, uncle, 1<sup>st</sup> cousin, niece, or nephew.

A regular employee that works on average fifteen (15) or more hours or more in their primary position who has not yet completed their probationary period may be granted up to two (2) days of funeral leave by providing documentation of the leave to Human Resources.

Part-time employees: an employee who works at less than fifteen (15) hours per week in their primary position may be entitled to be absent from work without loss of compensation for a period not to exceed one (1) work day for immediate family as defined above.

In the event that more than one (1) such death occurs in the period of a work year; the above provisions shall apply in each instance.

Funeral leave is taken in half (1/2) or whole day increments. Should an employee work a portion of a day, the funeral time given will go up to the regular daily hours up to a maximum of 8 hours per day.

10. **Military Leave** - Classified support staff will be granted military leave upon notification to the administrator/supervisor and Human Resources. The Corporation will pay the employee in compliance with the State and Federal guidelines (state law I.C. 10-16-7 and USERRA [Uniformed Services Federal Employment & Reemployment Rights Act] of Federal law).

In accordance with the State and Federal law, classified support staff employees will be granted a leave of absence for up to fifteen (15) calendar days for required reserve duty in any branch of the armed services of the United States of America of which the employee is a member, provided the employee may receive only one (1) such leave during any work year. For any additional required reserve duty beyond the fifteen (15) calendar days of paid leave, the board will grant a classified support staff employee a leave of absence for reserve duty without pay.

11. **Jury Duty** - In the event that an employee is called to jury duty during any work day, such employee shall continue to receive his/her regular daily pay, provided the employee notifies his/her immediate administrator/supervisor prior to the first day of such absence, and upon release by the court, produces a statement certifying the days of such service and provided further that the employee endorses and turns over to the Business Office the total check received from the court; otherwise, such leave shall be without pay. Employees released from Jury Duty more than three (3) hours prior to the end of their regular schedule are expected and required to return to their regular work assignment.

12. **Legal Leave** – An employee required to appear in any court proceedings resulting from activities of the employee while acting in the course and scope of his/her employment with the School Corporation will be granted leave with pay for the time necessary to appear in a capacity other than plaintiff, provided the employee notifies his/her immediate administrator/supervisor prior to the first day of absence.

13. **Medical Leave of Absence** – Classified employees who have been employed at least one (1) year and who are not eligible for FMLA (Family Medical Leave) and are in need of a leave due to their own personal health issue will be eligible for a Medical Leave of Absence for a period of time up to 12 weeks (in rolling calendar year) with medical certification. The employee will be required

to utilize all their sick, personal and vacation time available prior to any unpaid period of time. Employees are required to notify the Department of Human Resources in advance of any such requests. If an employee misses three (3) or more consecutive days due to their own personal illness they may be eligible for this program.

**14. Leave of Absence Requests** – The Chief Human Resources Officer will submit requests to the School Board who may grant a classified support staff employee a leave of absence **without pay or other fringe benefits** upon written request of the employee, setting out in full the reasons for such request. Such a leave may not be requested for more than one (1) full work year. In order to be considered, the request for a leave must be submitted in sufficient time before the requested leave would commence to permit the School Board to consider the availability of a replacement when considering the leave request. This is a non-medical leave.

1. The employee on leave shall be permitted to continue the hospitalization and major medical insurance coverage which he or she was entitled to at the time of the leave commenced, **provided that the employee shall assume full cost of all such premiums** for the duration of the leave. If the employee fails to pay all such insurance premiums when due, the insurance shall be immediately cancelled.
2. Each employee on an approved leave shall notify the Chief Human Resources Officer in writing, not later than thirty (30) days prior to the end of the leave, if he/she intends to return to employment with the district upon expiration of the leave. Failure to supply such notice shall relieve the School Board of any obligation to return the employee to work in the School Corporation.
3. An employee seeking a leave of absence may not be on any other type of leave such as FMLA, a medical leave of Absence or Long-Term Disability.
4. During an unpaid approved leave of absences, the employee will not be eligible for any paid time off (Personal, Sick and/or Vacation Days). Ineligible or prorated for any raise approved based on the time worked during the year, ineligible for service time (years of service) and any applicable seniority during the leave period.

#### **15. Bonuses: Attendance and Longevity**

- a. **Attendance** - Classified support staff employees will receive a two hundred fifty dollar (\$250) annual attendance bonus for perfect attendance excluding only vacation, Funeral, and jury duty days. Employees must work the entire school year (i.e., 180 days, etc.) to be eligible for this bonus.

*Absences on any inclement weather to eLearning days will not be counted against any employee for disciplinary action and or attendance bonus eligibility.*

- b. **Longevity** – eligible classified support staff employees who have completed a minimum of ten (10) years of uninterrupted full-time service in the School Corporation prior to the **2010-2011** school year will received an annual stipend of three hundred dollars (\$300). When such employee has completed a minimum of sixteen (16) years of uninterrupted full-time service, this annual stipend will be increased to four hundred dollars (\$400), and following twenty-one (21) years of uninterrupted full-time service, the annual stipend will be increased to five hundred dollars (\$500). For the purpose of this stipend, “full-time

service” means a minimum of four (4) hours each work day and a minimum of one hundred seventy-five (175) work days each year.

15. **403(b) Retirement Savings Programs – the School Board shall make available to all** classified support staff employees a 403(b)-retirement savings program. All additional rules and regulations for the implementation of this savings program shall be developed by the Superintendent or designee. Employee participation in this program shall be voluntary and at the employee’s expense.
16. **Public Employees Retirement Fund (PERF)** – eligibility in this program is based on position. Newly hired classified support staff employees hired in eligible positions shall be included in the Public Employees Retirement Fund (PERF), under the regulations established by that fund. The School Board will pay the three percent (3%) of the employee’s share of the employee’s gross salary to PERF.
17. **Retirement Benefit** – The School Board shall make available for classified support staff employees calculated on the basis of the formula set out below, one of the following supplemental benefits:
  - a. Contribution toward the cost of retiree medical benefits under the medical insurance plan in which the employee is enrolled at the time of retirement up to the amount of the retirement severance benefit, or
  - b. Contribution to a qualified section 403(b) plan, or
  - c. Contribution paid directly to the employee.

The decision as to whether to provide the retiree medical supplement, or the 403(b) plan will be based upon several factors, including the retiring employee’s access to other health insurance coverage after retirement the value of the severance benefit, and the status of the retiree’s coverage under the school’s medical plan in the year of retirement. Once the School Corporation has made the determination to provide the retiree medical supplement the 403(b) plan or direct payment, it cannot be changed. To be eligible for a severance benefit, the employee must meet all the criteria contained herein.

- A. To be eligible for [all](#) (Sections 17, B, C, D & E) retirement benefits an employee must:
  1. Have been employed by the School Corporation for **a minimum of four (4) hours each work day** and for **a minimum of one hundred seventy-five (175) days** of each work year **and** in a **PERF covered position**; and
  2. Have been employed by the School Corporation **a minimum of ten (10) consecutive years** in a **PERF covered position** during their continued employment and immediately prior to retirement; and
  3. The employee must be **at least fifty (50) years old**; and
  4. The employee must submit a letter to the Human Resources Department, by May 1st stating that the employee is retiring effective at the end of the work year. [This deadline may be waived by the Superintendent or designee.](#)

EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

- B. In the event an employee dies or is forced to retire because of poor health and the employee has fulfilled all the requirements to receive the retirement benefit, except notice, the employee, or the employee’s beneficiary or estate shall receive the benefit.
- C. The Superintendent or designee may waive the notice requirements set out, herein.
- D. The retirement benefit will be calculated in accordance with the following formula:
  - 1. The employee shall be entitled to the following benefit based upon the employee’s full consecutive years of completed service in the School Corporation in accordance with the schedule listed below:

Years of PERF Service	Amount
10 years	\$2,000.00
11 – 15 years	\$3,000.00
16 – 20 years	\$4,000.00
21 – 25 years	\$5,000.00
26 years and up	\$6,000.00

- 2. In addition, for employee who qualify for the severance benefit, the School Corporation shall pay one thousand six hundred and sixty-seven dollars (\$1,667.00) toward the individual annual employee premium for the medical insurance plan in which the employee is enrolled at the time of retirement from the School Corporation; such insurance supplement shall be paid for a maximum of three (3) years; or until the month in which the employee reaches eligibility for Medicare; or, whichever comes first.

To receive this benefit, an employee must maintain his/her enrollment throughout this period. If an employee elects to receive this insurance supplement and fails to pay his/her portion of the premium when such payments are due, the employee’s insurance will be canceled and not additional insurance supplements will be paid by the School Corporation.

- E. **Retirement Eligibility for Sick and Personal Leave Benefit:** Employees who have met the retirement eligibility above (Section 17, A.) and below (Section 17, F.) will receive ~~thirty (\$30)~~ **thirty-two dollars (\$32) per day for any unused accrued sick leave and personal leave at the end of his/her last work year.**
- F. To be eligible for the retirement benefit of for **sick and personal day payout** (Section 17, E.) an employee must:
  - 1. Have been employed by the School Corporation **a minimum of four (4) hours each work day** and for a minimum of one hundred seventy-five (175) days of each work year; and
  - 2. Have been employed by the School Corporation a minimum **of ten (10) consecutive years** in during their continued employment and immediately prior to retirement; and
  - 3. The employee must be **at least fifty (50) years old; and**
  - 4. The employee must submit a letter to the Human Resources Department, by May 1st stating that the employee is retiring effective at the end of the work year.

EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

<b>Frequently Asked Questions</b>		
<b>Question</b>	<b>Answer</b>	<b>Resource/Link</b>
<i>Where can I find information about the district and/or a specific school?</i>	The District Website is a great resource for all employees.	Link: <a href="#">NAFCS</a>
<i>How do I access my paystub?</i>	Employee Access Center (EAC)	Link: <a href="#">EAC</a>
<i>My password for the EAC isn't working, what do I do?</i>	Contact Payroll	<a href="mailto:Payroll@nafcs.org">Payroll@nafcs.org</a>
<i>My paycheck doesn't look right, who do I call?</i>	Contact Payroll	<a href="mailto:Payroll@nafcs.org">Payroll@nafcs.org</a>
<i>I would like to view my timesheets from the past, where can I find that information?</i>	Kronos: the district timeclock system.	Link: <a href="#">Kronos</a>
<i>I need to take be off work for more than 3 days due to a medical reason, what should I do?</i>	Contact Human Resources	<a href="mailto:HR@nafcs.org">HR@nafcs.org</a>
<i>Where can I view and apply for other job opportunities?</i>	Through the District Careers site	Link: <a href="#">Careers</a>
<i>I need to change my health benefits due to a change in my life circumstances, where can I make this change?</i>	PlanSource: the benefits portal allows you to make life event changes.	Link: <a href="#">PlanSource</a>
<i>I would like to take a personal day off adjacent to a school holiday or <b>school</b> break. Who do I need to seek approval from?</i>	First request approval from your direct administrator or supervisor. <del>Then email HR for written approval.</del>	<a href="#">Contact your Administrator or Supervisor</a>
<i>What do I do if I am injured while working?</i>	First notify your immediate administrator or supervisor. Then complete a first report of injury. If medical attention is required, you need to go to Business Health Plus.	<a href="mailto:HR@nafcs.org">HR@nafcs.org</a>

## APPENDIX I

### CLASSIFIED SUPPORT STAFF WORK COMPLAINT POLICY & PROCEDURE

1. **Statement of Purpose:** The work complaint procedure, adopted by the Board of School Trustees is designed to provide for classified support staff to use in presenting a claim of a violation or misinterpretation of one or more of the adopted Board policies or procedures as these matters affect the individual employee who files the complaint. This procedure provides the only formal procedure for resolving individual classified support staff complaints about the application of Board policies and procedures, however, nothing herein shall limit an employee from presenting an informal, verbal complaint and having such complaint resolved independently of this procedure, as long as the time limits for filing a formal complaint continue to be observed in any such instance (see below). The procedure is adopted to provide for rapid and equitable resolution of all work complaints at the lowest appropriate supervisory level within the School Corporation.
2. **Definitions:**
  - A. A “work complaint” is a claim by a classified support staff employee of the School Corporation that the Board has violated or misinterpreted one or more Board adopted policies and procedures as such policies and procedures affect such employee in his/her employment relationship with the School Corporation. No other dispute between a classified support staff employee and the School Board shall constitute a complaint under this procedure.
  - B. A “group complaint” is a claim by two or more classified support staff employees that the Board has violated or misinterpreted one or more Board adopted policies and procedures as such policies and procedures in a manner that affects each of the employees in the same way. Each classified support staff employee who is a member of such group shall sign the complaint form whenever such form is filed.
  - C. “Complainant” shall refer to an employee who signs and files a work complaint form under this procedure.
  - D. A “day” for purposes of the policy and procedure shall mean a week day and shall exclude Saturday and Sunday.
3. **General Limitations**
  - A. All time limits contained herein or on the Work Complaint Form shall be strictly adhered to unless the Board and the Complainant agree in writing to an extension thereof. In the event a Complainant fails to exhaust his/her remedies under this procedure, or fails to adhere to the time limits with respect to each step, the complaint shall be deemed abandoned and the matter shall be settled in accordance with the School Corporation’s last answer thereto. In the event the School Corporation fails to give its answer at any step, within the time limits prescribed, the Complainant shall have the right to proceed immediately to the next step of this Procedure.
  - B. No work complaint shall be used as a basis for punitive action of any kind, or become part of the complainant’s personnel file.
  - C. All claims made beyond an informal discussion shall be filed on a Work Complaint Form printed by the Board and available in all schools and the Administrative Services Center of the School Corporation. The form must be completed with specificity and particularity and

must include, at a minimum, personal information, the date of the occurrence, the Policy or Procedure violated by the occurrence, and the relief requested. An employee may contact the Director of Human Resource prior to the filing of this written grievance, for advice and information regarding the utilization of this Work Complaint Procedure.

- D. Any employee serving as a necessary witness, or officially representing a Complainant at a hearing held under the Procedure during his/her regular duty time, shall be released from his/her regular duties for the period of such appearance, only. Nothing contained herein shall be construed to require the Board to schedule any hearing under this Procedure during the regular duty time of a Complainant, witness, or representative of a Complainant.
- E. Except as described in subsection d), immediately above, a Complainant shall be responsible for any and all expenses incurred by the Complainant in the filing, hearing and appeal of any work complaint processed under this Procedure.
- F. Consistent with the intent of the Board that work complaints be resolved at the lowest appropriate supervisory level, a Level I Complaint shall be filed with the lowest appropriate administrator, normally the employee's immediate supervisor. If a complaint challenges a School Corporation-wide action or policy, such complaint shall be filed with the Chief Human Resources Officer or the Assistant Superintendent for Administration and Operations and the Level II time limits for hearing and response shall prevail.
- G. The Complainant shall, at the initiation of the complaint, distribute copies of the completed and signed Work Complaint Form in accordance with the instructions contained thereon.
- H. Any settlement of a complaint shall be applicable to that complaint only and shall not be binding authority for the disposition of any other complaint.
- I. The Chief Human Resources Officer or Assistant to the Superintendent for Administration and Operations shall serve as the designee of the Superintendent in the processing of complaints under this procedure.

#### **4. Procedure**

- A. An employee may initiate a work complaint by filing a Work Complaint Form with his/her immediate supervisor within fourteen (14) days of the occurrence, or within fourteen (14) days after the employee reasonably should have known of the occurrence, whichever is later.
- B. If an employee files the Work Complaint Form with his/her immediate supervisor, within ten (10) days of such filing, the immediate supervisor shall meet with the employee and any representative whom the employee wishes to have present, and within five (5) days of the meeting, the immediate supervisor shall answer the complaint in writing.
- C. If the complaint is not settled at Level I, the employee may, within seven (7) days of receipt of the immediate supervisor's answer, appeal to the Chief Human Resources Officer or to the Assistant to the Superintendent for Administration and Operations by filing a written statement describing why the response given at level I is unsatisfactory. Such written statement shall be attached to a copy of the Work Complaint Form as initially filed.
- D. Within ten (10) days of the receipt of a Work Complaint Form, at Level II, the Superintendent's designee shall meet with the Complainant and any representative whom the Complainant

## EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

wishes to have present. The Chief Human Resources Officer or Assistant to the Superintendent of Administration and Operations shall answer the complaint, in writing, within ten (10) days of the meeting.

- E. If the complaint is not settled by the decision of the Superintendent's designee, the Complainant may appeal to the Board, within fifteen (15) days of receipt of the Level II response, by filing, with the Secretary of the Board, a written statement describing why the response given at Level II is unsatisfactory and a copy of all forms used in the processing of the complaints at Levels I and II.
- F. Within fifteen (15) days, or at the next regularly scheduled Board meeting, whichever is later, the Complainant may be given an opportunity to appear before the Board, in executive session, to present evidence in support of the position presented in the complaint. The Complainant may be represented by any person of his/her choice. The decision of the Board shall be rendered, in writing, within fifteen (15) days of the hearing the decision of the Board shall be final.



EMPLOYEE HANDBOOK FOR CLASSIFIED STAFF

**APPENDIX II** EDUCATIONAL SUPPORT EMPLOYEE EVALUATION FORM

Employee: \_\_\_\_\_ Location/Building: \_\_\_\_\_  
 Position: \_\_\_\_\_

*Directions: Please (v) the rating that describes your account of the employee's performance. All Needs Improvement (N) and Ineffective (IE) ratings must be accompanied by appropriate written comments and/or documentation and a performance improvement plan.*

Rating Scale:      **Highly Effective (HE)**      **Effective (E)**      **Needs Improvement (NI)**      **Ineffective (I)**

		HE	E	NI	IE
1.	<b>QUALITY OF WORK:</b> Performs quality work				
2.	<b>PRODUCTIVITY:</b> Completes tasks in timely, efficient manner.				
3.	<b>RESPONSIBILITY:</b> Accepts and fulfills job responsibilities.				
4.	<b>ADAPTIVE/INITIATIVE:</b> Takes appropriate initiative in work situations. Accepts change in directive.				
5.	<b>RELATIONSHIPS:</b> Interacts effectively with the public, students, and other employees.				
6.	<b>COURTESY:</b> Demonstrates consideration for others by being courteous and tactful.				
7.	<b>DEPENDABILITY:</b> Demonstrates dependability by following instruction and remaining on the job until task is completed.				
8.	<b>ATTENDANCE:</b> Maintains a good attendance record and conforms to work hours.				
9.	<b>DRESS:</b> Wears clothing that is professional/appropriate.				
10.	<b>SAFETY AND KNOWLEDGE:</b> Practices approved and prescribed methods of safety. Has a knowledge of methods, materials, objectives, and other fundamental information skills.				
11.	<b>COMMUNICATION:</b> Expresses ideas clearly and communicates essential information appropriately.				

Comments:

---



---

-----  
**By signing this document, the parties acknowledge that the evaluation information has been read and discussed.**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

*The employee's signature shall not be construed to indicate agreement or disagreement with the statements contained on this form. The employee has the right to offer a written response to this evaluation within ten (10) day of receipt. The response shall be attached to this form.*