

THE COMMUNITY SCHOOL CORPORATION OF SOUTHERN HANCOCK COUNTY

Support Staff Employee Handbook



--In Pursuit of Excellence--
2019-2020

Board of Education

Mission/Vision/Guiding Principles/Goals

Mission

Through collaboration, we provide an environment in which knowledge and skills are developed so every student will achieve their personal best.

Vision

Achieving our personal best in pursuit of excellence.

Guiding Principles

- ❖ Students, parents, patrons, community, Board, and staff all collaborate toward the success of our Vision.
- ❖ Mastery of the Indiana Academic Standards and achievement of the “Expected Results of a Southern Hancock Education” through the maximization of the time and quality of instruction.
- ❖ We will provide the best possible environment.
- ❖ We will develop meaningful and appropriate policies.

Corporation Goals

- ❖ Community Outreach
- ❖ 21st Century Learning Tools
- ❖ Ensured Learning Opportunities
- ❖ School Environment

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I. INTRODUCTION

Welcome to the Community School Corporation of Southern Hancock County (CSCSHC). We hope that you will find your employment with the school system both challenging and rewarding. We are proud of our reputation in the area as a leader in education, which has been earned as a result of many years of high expectations and high standards in education and service to the community. Your employment makes you a part of a well-respected team in which everyone plays an important role in the success of the CSCSHC.

The CSCSHC offers employees comparable wages and benefits in a safe and secure environment in exchange for hard work and dedication. We value the Human Dignity Policy/Golden Rule in which all employees are expected to treat students, teachers, administrators, parents, fellow-employees, and visitors in the same manner in which we would like to be treated. This is perhaps the number one requirement/employee trait for successful employment.

Again, we welcome you! The central office stands ready to assist all employees in becoming proficient and successful in their job assignment. Please do not hesitate to communicate your thoughts, concerns, and needs with us.

II. SCHOOL DISTRICT INFORMATION

Administration Office		
Community School Corporation Southern Hancock County P.O. Box 508 4711 South 500 West New Palestine, Indiana 46163 317-861-4463 317-861-2142 – Fax http://corp.newpal.k12.in.us		
Superintendent	Lisa Lantrip, Ed.D.	317-861-4463, ext. 1010
Assistant Superintendent	Robert Yoder	317-861-4463, ext. 1011

Board of Education
Dr. Matthew Ackerman
Brian McKinney
William Neimier
Dr. Craig Wagoner
Daniel Walker

III. AT-WILL EMPLOYMENT

In alignment with school board policy #4120, Employment of Support Staff, all hourly wage employees are considered at-will employees. This means that employees are not guaranteed employment or any particular job or type of work for any specified period of time. More specifically, because support staff employment is at-will, both the employee and the CSCSHC have the right to terminate your employment at any time and for any or no reason and with or without prior notice. This handbook does not create an employment contract. While the CSCSHC may follow disciplinary procedures, nothing in this handbook or its application shall restrict the right of the CSCSHC to terminate employees at will and with or without prior notice.

IV. EMPLOYEE BENEFITS

The Board of School Trustees realizes the concerns of its support staff for the availability of those protective and personally advantageous benefits beyond an individual's basic salary/wages. It is the Board's desire to make available or provide, within the limits of law and sound fiscal management, those that are beneficial to the support staff member and the CSCSHC.

Group Health/Dental/Vision Insurance and Fringe Benefits for Support Staff

Please see the Support Staff Employee Benefits Listing provided on the corporation website regarding the availability of insurance and other benefits by support staff category.

Life Insurance

The option to participate in a group *Life Insurance Plan* is available to support staff as noted in the Support Staff Employee Benefits Listing. The full premium is the responsibility of the employee.

Worker's Compensation Insurance

All employees are covered by Worker's Compensation insurance.

Tax Sheltered Annuities

Employees may elect to have a portion of their pay contributed to a Tax Sheltered Annuity 403(b). Please contact the Human Resources Department for information regarding the options available.

Paid Holidays

Full time, twelve-month support staff receive holiday pay as noted in the Support Staff Employee Benefits Listing.

Paid Vacation

Full time, twelve-month support staff will receive vacation pay as defined in the Support Staff Employee Benefits Listing.

All vacation must be taken as arranged between the employee and his/her supervisor. Each employee should schedule vacation as far in advance as possible. Vacation Days must be taken on no less than ½ day increments. Vacation time should be requested via the absence management system.

Vacation pay is not prorated. Therefore, the employee must be employed on his/her anniversary date in order to be eligible for any vacation earned in the previous year. If employment is terminated at any time between one anniversary date and the next, all vacation earned during that time is lost.

Sick/Personal Days

Employees are given sick and personal days as defined in the Support Staff Employee Benefits Listing. Personal days accumulated beyond the maximum, as of July 1st of each year, shall be added to accumulated sick leave of such employee up to the maximum for accumulated sick leave. Sick and Personal Days must be taken on no less than ½ day increments. Accumulated sick leave is not payable upon resignation. Unused personal leave will be paid to the employee upon resignation provided a two (2)-week advance notice is given.

Family Illness

Support staff personnel may use no more than the total of their earned sick leave per year for family illness. Family includes spouse, children, father, mother, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchildren or others living in the home with the employee.

The employee must provide the name and relationship of the family member in the administrator notes within the absence management system.

Bereavement Days***

Each full-time employee is entitled to five (5) funeral days in the event of death in the immediate family. These are five (5) consecutive work days starting with the first day of absence. These are not accumulative. Immediate family includes husband, wife, child, step-child, father, mother, step-father, step-mother, brother, sister, grandfather, grandmother, grandchild, and person domiciled in the home of the employee.

Each full-time employee is entitled to three (3) funeral days in the event of death of mother-in-law or father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt, or uncle. These are consecutive work days starting with the first day of absence and are not accumulative.

Each full-time employee is entitled to one (1) funeral day in the event of death of grandparents-in-law, niece, nephew, or first cousin.

Each full-time employee may be absent for one (1) day to attend the funeral of a close friend or relative or to serve as a pallbearer, without loss of pay. (Limit of two (2) per calendar year.)

The employee must provide the name and relationship of the deceased friend or relative in the administrator notes within the absence management system.

Jury Duty

Per AG #4235, staff members shall report to the immediate supervisor when they are called for jury duty or a court appearance.

Staff members who serve on a jury will not be penalized for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day, and must report to work when excused for a day or more or suffer loss of pay.

The time spent on jury duty will not be charged against personal leave and will count as time on-the-job.

Staff members must submit to the immediate supervisor a record from the courts of the number of days served.

Public Employees Retirement Fund (PERF)

As a condition of employment, all eligible employees, as defined in the Support Staff Employee Benefits Listing, are enrolled in the Indiana Public Employees Retirement Fund (PERF). The employee will contribute 3% of earnings and the employer will pay the portion as determined by PERF. Eligibility is based on position and number of hours worked. Please contact the Human Resources Department if there are questions concerning eligibility.

Retirement

All eligible support staff members who present evidence of retirement from active service will be granted severance in alignment with the following board approved plan.

- *To be eligible, an employee must be at least fifty-five (55) years of age and have at least fifteen (15) continuous years of service in the school corporation.*
- *All unused vacation will be paid.*
- *All unused sick days, up to the maximum allowed for the position, will be paid at the employee's daily rate. If the employee has no sick days remaining, a minimum of \$200.00 severance will be provided by the employer.*
- *All unused personal days, up to the maximum allowed for the position, will be paid at the employee's daily rate.*
- *Support staff employees have the option to continue participation in the group insurance policies at their own expense. The employer does not contribute to the insurance premium of retired support staff.*

Leaves of Absence

- Medical Leaves
Medical leaves of absence will be granted in alignment with Family Medical Leave Act (FMLA). Please see Policy #4430.01 for full details or contact the Human Resources Department for additional information.
- Personal Leaves
Personal Leaves will be granted at the discretion of the Supervisor, Superintendent, and/or Board. Supervisors may grant periodic unpaid leaves of up to 5 days for employees. Leaves in excess of 5 days must be approved by the supervisor, superintendent, and the Board of School Trustees.
- To request a leave of absence in excess of 5 days, an employee should complete the form, Request for Leave of Absence, and submit, with any appropriate documentation, to their Principal or Supervisor. Please contact Human Resources for additional information.

Mileage/Expenditure Reimbursement

The Board may provide for the payment of actual and necessary expenses, including traveling expenses, of any support staff members in the course of performing authorized services for the

District, whether within or outside the premises and in accordance with the Administrative Guidelines. Final approval for the reimbursement of expenses will be determined by the Corporation Treasurer.

Probation

See Support Staff Employee Benefits Listing regarding applicable probationary period for employment group.

During this probationary period, no benefits will be available to the employee. Any applicable benefits will begin on the 1st of the month following the probationary period (*example: Employee begins work on December 5th, probation ends February 2nd, and applicable benefits begin March 1st*).

Personal and sick day allotments, as described in the Support Staff Employee Benefits Listing, will be prorated based on the date the employee completes their probationary period. (*example: Employee category receives 2 personal days annually on July 1. Employee probationary period ends on January 1 - employee will receive 1 personal day upon completion of their probationary period*).

Evaluation

As per school board policy #4220, Evaluation of Support Staff, all support staff employees will be evaluated annually.

V. COMPENSATION AND PAYROLL PROCEDURES

Pay Period

Support staff are paid on a bi-weekly schedule.

Payroll Distribution

Payroll deposit statements are distributed via secure online document delivery. Historical payroll statements will also be available via secure online document delivery

Payroll Deductions

The following payroll deductions shall be considered mandatory for all support staff.

- *Federal Income Tax*
- *State Income Tax*
- *Social Security Tax*
- *Medicare Tax*
- *County Option Tax (as applicable)*

The following payroll deduction will be optional at the discretion of the individual employee and dependent upon eligibility of the position.

- *Tax Sheltered Annuities*
- *Section 125*
- *Medical Insurance*
- *Dental Insurance*
- *Vision Insurance*
- *Life Insurance*
- *United Way*
- *Southern Hancock Education Foundation (SHEd)*
- *AFLAC Voluntary Insurance*

Direct Deposit

It is mandatory that all employees participate in direct deposit.

Change of Address/Telephone Number

All changes in address and telephone numbers should be communicated to the immediate supervisor/principal and to the central office via completion of the online Address Change Form.

Work Hours

The appropriate work hours/schedule for each position will be shared at the time of employment. Any deviation from the normal work schedule must be approved by the supervisor/principal.

Defined Work Week

The defined work week begins Saturday morning through end of the day Friday.

All time that has been worked will be paid to the nearest quarter hour after working the first full quarter hour (15 minutes).

Overtime is all time worked over forty (40) hours of work in a work week. All overtime shall be paid at the rate of one and one-half (1 ½) times the regular hourly rate of pay.

Overtime

All overtime must be approved by the supervisor and appropriate central office administration prior to working, except in emergency situations. Employee and supervisor must complete the appropriate overtime approval form and forward it to the central office Payroll Department.

- Note: Only actual work time counts toward the forty (40) hours of work. Time off for vacation, illness, family illness and personal business does not count toward the forty (40) hours of work.
- A "paid" holiday in the work week counts towards "overtime".

Compensatory Time

If available (see Support Staff Employee Benefits Listing), hourly employees may elect to bank up to a balance of 20 hours* of compensatory time in lieu of payment for Overtime. (*Additional upon approval by the central office administration.)

Compensatory time accrued between June 1 and May 31 must be utilized by the June 30th immediately following. Time not utilized by the expiration date is forfeited.

Inclement Weather E-Learning and Closed Days

When schools are closed due to inclement weather or other conditions, twelve-month support staff should arrive at work as soon as they can do so safely. Any employee choosing not to work for weather-related reasons will do so at loss of pay unless they use applicable paid time for the absence.

- Report as normal: 12 month support staff
- If E-Learning Day, conduct office hours, if closed, non-work day: Student Support Specialists
- Non-Work Day unless otherwise notified by supervisor: Bus Drivers, Bus Aides, Clinic Assistants, Instructional Assistants

Delayed Start

When school start times are delayed due to inclement weather or other conditions, twelve-month support staff should arrive at work as soon as they can do so safely. Any employee choosing not to work for weather-related reasons will do so at loss of pay unless they use applicable paid time for the absence.

- Report as normal: 12 month support staff

- Report with delay: Student Support Specialists, Bus Drivers, Bus Aides, Clinic Assistants, Instructional Assistants

It is imperative that custodial/maintenance staff maintain as close to a normal schedule as possible on delayed student start days since their services are needed to ready the building for student arrival.

Planned E-Learning Days

When schools are closed due planned E-Learning Days:

- Report as normal unless otherwise notified by supervisor: 12 month support staff, Student Support Specialists, Administrative Assistants
- Non-work day unless otherwise notified by supervisor: Bus Drivers, Bus Aides, Clinic Assistants, Instructional Assistants

Please check with your Supervisor or Principal if you need additional clarification of the expectations for your particular position.

Time Clock Timekeeping Procedures

The Time Clock electronic timekeeping system and associated work records is the official basis for recording hours work for all support staff of the Community School Corporation Southern Hancock County.

In order to ensure consistency of treatment for employees, the data recorded in the Time Clock system shall be considered the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official Time Clock Records.

It is a job requirement that all support staff must "clock in" in the morning, and "clock out" at the end of the workday at their place of work. Additionally, support staff must review their timesheet weekly and submit it as their "official" record of their work day.

Failure to "clock in" or "clock out" at the employee's scheduled time of work could result in loss of wages or up to disciplinary action.

Falsification, Tampering, and Unauthorized Viewing

- Any attempt to tamper with timekeeping hardware or software will be considered a serious offense.
- Anyone interfering with other employees' use of the Time Clock System will be considered a serious offense.

- Unauthorized viewing of another employees' time in the Time Clock System will be considered a serious offense.

Due to the severity of these infractions, there will be immediate discipline enforced, up to and including immediate termination.

The Superintendent and supervisor will review specific details of such an infraction and develop an appropriate response.

Clock Problems

If an employee is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to immediately inform their supervisor who will manually clock the employee in and out.

VI. EMPLOYMENT POLICY SUMMARIES

Policies & Procedures

All policies of the Board of School Trustees and procedures of the Community School Corporation of Southern Hancock County, including full language of those summarized below, are accessible via the internet at <http://corp.newpal.k12.in.us> . If you need assistance, please contact your immediate supervisor.

POLICY #4122 – NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Summary: The Board does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

POLICY # 4122.01 – DRUG - FREE WORKPLACE

Summary: The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is free from the use of any controlled substance and alcohol

POLICY #4140 – TERMINATION AND RESIGNATION

TERMINATION

Summary: A support staff member may be suspended or terminated, upon a majority vote of the Board, for violation of the policies of the Board or for any reasons not otherwise prohibited by law. In such cases, the Board shall provide the employee any required procedural due process.

RESIGNATION

Summary: Pursuant to State law, following submission of a resignation to the Superintendent, the employee may not withdraw or otherwise rescind that resignation. The Superintendent shall inform the Board of the submission of that resignation at its next meeting. The Board may choose to accept that resignation, deny that resignation or take any other appropriate action relating to the termination or suspension of employment of the support staff member submitting the resignation. A resignation, once submitted, may not then be rescinded unless the Board agrees.

POLICY 4211 - WHISTLEBLOWER PROTECTION

Summary: The Board recognizes that its employees teach its students by example and serve as a role model for students. It therefore requires that they exemplify high standards of honesty and integrity and comply with Indiana and Federal law and Board policies and administrative guidelines

in their words and actions. To implement these expectations, the Board requires its employees to report possible violations of these Board standards to their immediate supervisor.

An employee who is aware of words or acts of a Board member or employee that may violate Federal or Indiana law, Board policy, or administrative guidelines shall bring the words or actions to the attention of the employee's immediate supervisor. If the immediate supervisor does not respond within a reasonable time, or the immediate supervisor is the officer or employee whose words or actions are in question, the employee shall make the report required by this policy to the Superintendent. If the words or acts that violate this policy are the Superintendent's words or acts, the report shall be made to the Board president.

POLICY #4214 – STAFF GIFTS

Summary: The Board discourages the presentation of gifts to support staff members by students and their parents because it could embarrass students with limited means and gives the appearance of currying favor. Support staff members shall not accept any form of compensation from vendors that might influence their recommendations on or raise a conflict of interest with respect to the eventual purchase of equipment, supplies, or services.

POLICY # 4215 – USE OF TOBACCO BY SUPPORT STAFF

Summary: The Board prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

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

The Superintendent and building principals shall ask an individual who is smoking in violation of this policy to refrain from smoking.

POLICY # 4216 – SUPPORT STAFF DRESS AND GROOMING

Summary: The Board believes that support staff members are an important and integral part of the Corporation. Also, since the support staff is a highly visible staff to the students, the professional staff and the public, the Board believes the support staff should at all times be well dressed and groomed.

POLICY # 4217 – WEAPONS

Summary: The Board prohibits support staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of

school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle; provided, however, that a support staff member is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the support staff member's vehicle, kept in the glove compartment of the support staff member's locked vehicle, or stored out of plain sight in the support staff member's locked vehicle.

POLICY #4231 – OUTSIDE ACTIVITIES OF SUPPORT STAFF

Summary: The Board directs the Superintendent to develop the following guidelines so that support staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the Corporation. If non-school activities threaten an employee's effectiveness within the School Corporation, the Board reserves the right to evaluate the impact of such activity upon the employee's responsibility to the Corporation.

- A. Support staff members shall not use school property or school time to solicit or accept customers for private enterprises
- B. Support staff members shall not campaign on school property during school time in behalf of any political issue or candidate for local, State or National office except on election day at election polls on school property.
- C. Support staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.

POLICY # 4362 – ANTI-HARASSMENT

Summary: It is the policy of the Board to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurring at any academic, extra-curricular, and school-sponsored activities affects the Corporation environment. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off campus conduct that has a continuing effect on any Corporation grounds, in a school program or school activity.

The following individuals serve as "Anti-Harassment Compliance Officers" for the Corporation:

Assistant Superintendent
317-861-4463
4711 South 500 West
P.O. Box 508
New Palestine, IN 46163

Director of Student Services
317-861-4463
4711 South 500 West
P.O. Box 508
New Palestine, IN 46163

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the Corporation community

and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Corporation employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within thirty (30) days.

VII. ADMINISTRATIVE GUIDELINE SUMMARIES

AG # 4150 – DISCIPLINARY ACTIONS

Summary: The Board of School Trustees believes that all employees want to, and will, do a good job if they know what is required to perform their job properly. The supervisor is responsible for ensuring that employees know what is expected of them in their job. Further, it is school policy that employees be given ample opportunity to improve in their job performance.

In the event of failure to perform satisfactorily, the supervisor will first discuss any problem, with the employee and, if necessary, issue a verbal warning. Improvement will then be expected in a reasonable period of time. If another problem arises, a written warning will be issued. If performance does not improve, a second warning will be issued to serve as notice that continued infractions will not be tolerated.

During the steps outlined above, suspensions of one (1) to five (5) days without pay may be imposed, depending on circumstances. After the second written warning is issued, however, employees may be subject to dismissal for additional violations or infractions.

Written disciplinary warnings will remain a part of the employee's permanent personnel record. After a period of five (5) school years of exemplary service, the written warning will no longer be considered as part of the employee's record.

There may be exceptions to using the disciplinary procedure in cases where good practice demands immediate suspension or dismissal of an employee. Such examples include, but are not limited to, the following:

- A. Reporting for duty under the influence of alcoholic beverage, or drugs; or bringing alcoholic beverages or drugs onto school premises
- B. Insubordination
- C. Theft or destruction of school property
- D. Failure to report to assigned work schedule
- E. Arrest, with subsequent conviction
- F. Falsification of application
- G. Threats and/or acts of violence
- H. Disorderly or immoral conduct

- I. Any other action requiring immediate correction

AG # 8453 – EXPOSURE CONTROL PLAN FOR HANDLING AND DISPOSING OF BODY FLUIDS

Summary: All school staff should be aware of the risks involved when exposed to and dealing with body fluids. It must be assumed that all body fluids are potentially infectious and by following procedures for universal infection control the risks can be greatly reduced and the possibility of accidental infection can be minimized or prevented. A surface should be considered contaminated if blood or the reasonably anticipated presence of blood or other potentially infectious body fluids occur, even if the contaminates have dried. Certain pathogens (e.g. HCV) remain viable for extended periods in dried blood.

AG # 8453.01 – CONTROL OF BLOOD-BORNE PATHOGENS

Summary: This guideline provides for the Corporation's compliance with Federal regulations for protecting staff members against exposure to blood pathogens and other infectious materials which can cause Hepatitis B and/or HIV viruses.

Staff members in the following job classifications have responsibilities for which they could reasonably anticipate exposure to blood and other potentially-infectious materials:

1. School nurses
2. Special education teachers and aides who work with students who are prone to biting, scratching, and other such actions that can cause bleeding or exposure to saliva and other bodily fluids
3. Members of a school staff who have been designated to provide first aid when and if necessary
4. Custodial staff

Each of the staff members in the above-named categories shall be offered free vaccination with the Hepatitis B vaccine and training within ten (10) days after reporting for duty at the start of the school year or when employed.

AG # 4122B – COMPLAINT PROCEDURES FOR NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY/ACCESS

Summary: If a person believes that s/he has been discriminated against or denied equal opportunity or access to the Corporation's programs, activities, or services, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

The following person(s) is/are designated as the Corporation's Civil Rights Coordinator:

Title: Assistant Superintendent
Address: Community School Corporation of Southern Hancock County
4711 S. 500 W.
P.O. Box 508
New Palestine, IN 46163
Phone number: 317-861-4463

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, Chicago Office, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661; Telephone: (312) 730-1530, Fax: (312) 730-1576; TDD: 877-521-2172; E-mail OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

VIII. ATTENDANCE

ATTENDANCE AND PUNCTUALITY

It is the responsibility of every employee to report to work on time, work all scheduled hours and remain at work through the end of the scheduled shift.

All instances of unplanned absences, tardiness and/or leaving early will be recorded.

Failure to comply with these requirements may result in disciplinary action up to and including termination.

NOTIFICATION PROCEDURES FOR UNPLANNED ABSENCES

If you are unable to work on a day you are scheduled to work, you must notify your supervisor prior to the start of your work shift and enter your absence in the absence management system.

TARDINESS AND EARLY DEPARTURES

If you are going to be late, you must notify your supervisor and indicate the approximate time of arrival. Repeated tardiness will lead to disciplinary action up to and including termination.

Employees who leave before their scheduled end time should report their early departure to their supervisor.

Repeated early departures will lead to disciplinary action up to and including termination. If you leave before the end of your scheduled shift, without approval, you will be subject to disciplinary action up to and including termination.

JOB ABANDONMENT

An employee will be deemed to have voluntarily resigned from employment from Southern Hancock Schools should he or she fail to report to work and fail to notify their supervisor from 2 consecutively scheduled work shifts.

IX. PERSONAL INFORMATION

CHANGE OF EMPLOYMENT STATUS

When an employee changes from one classification/status to another, any change in benefits will become effective upon the date that the employee begins the new position.

It is the employee's responsibility to be aware of a change in benefits when moving from one classification to another. If there are any questions concerning benefits, employees should contact the Central Office Personnel Department.

REPORTING OF CHILD ABUSE

Per Board Policy #8462: As an agency of the State, the Board is concerned with the physical and mental well-being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator, in the presence of the staff member if possible, shall immediately call the Child Protective Services or Hancock County Sheriff's Department.

Information concerning alleged child abuse of a student is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Building administrators should be mindful of the possibility of physical or mental abuse inflicted by a staff member. Any such instances, real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent.

EMPLOYEES MAKING A REPORT MUST COMPLETE THE SOUTHERN HANCOCK INTERNAL REPORTING FORM AND SEND IT TO THE CORPORATION OFFICE.

CONFIDENTIAL INFORMATION

All information about students and/or employees should be treated with the strictest confidence. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a student or employees' family, financial condition, or personal situations is strictly confidential and must not be shared.

ID BADGES

You are expected to wear an ID badge. It must be worn at all times. ID badges must be worn on the outside of your clothing or uniform where they are visible. An ID badge cannot be transferred from one person to another person for any reason. If your ID badge is lost or stolen, it must be reported immediately to your supervisor and the Human Resources Department.

Violation of this policy may result in disciplinary action up to and including termination.

ADMITTANCE TO BUILDING

Employees must enter/exit the building through designated entrances and exits. If you have any questions about appropriate entrances or exits, please ask your supervisor.

X. SAFETY AND ACCIDENT PREVENTION

SAFETY RULES

It is every employee's responsibility to know and understand the safety rules of your operation. The following general safety practices have been established to protect all employees.

No one gets hurt

- ✓ Inspect your work area before you start working and report hazards, accidents or incidents to your supervisor.
- ✓ Keep aisles and fire exits clear at all times.
- ✓ Clean your work area as you work and if spills or other hazards occur that could lead to an accident.
- ✓ Provide suggestions on how to improve safety and participate in safety training.
- ✓ Use tools only for their designed purpose. Never tamper or remove any warning sign or interfere with any form of safety/protective device provided.
- ✓ Learn the right way to do your job. Only operate machines and/or equipment if you are trained and authorized to do so. If you are not sure you thoroughly understand the job, ask your supervisor for help.
- ✓ Personal protective equipment may be required for certain jobs (e.g., gloves, safety footwear, eye protection, etc.).
- ✓ You are the best judge of what you can lift. Never try to lift what you know you can't.
- ✓ Read and be familiar with the label on every container of material you handle to ensure you understand how to protect yourself from chemical hazards.

General Emergency Evacuation Procedures

Ensure you know the following:

1. Recognize the emergency evacuation signal. This will be an audible alarm, or an announcement signaling an evacuation.
2. Know the location of emergency exits in your area. Evacuate your work area through the nearest emergency exit. Remember to always know the alternate route planned in case the primary route is blocked.
3. Remain in the staging area until you are notified to do otherwise. It is important for everyone to stay accounted for during a time of emergency.

Employee Procedure for Job-Related Injury

If an employee is injured while on the job, he/she shall immediately notify the supervisor/ principal/ designated person of that school/building where the injury/illness has occurred. If the injury occurred on a school bus, the bus driver shall notify the Transportation Director and/or the person designated by the Director. The form *First Report of Injury* must be completed and sent to Southern Hancock School's Administration Office (within 24 hours of injury/illness).

If medical treatment is necessary the employee shall go to Hancock Occupational Health Services or to Hancock Immediate Care or Emergency Department for treatment and/or evaluation of injury/illness. (See above Employee Procedure for Job-Related Injury.) An *Authorization for Treatment* form must be sent with the employee or the supervisor must call the treating facility to authorize treatment. If it is "after hours" and the supervisor cannot be reached, the employee should not delay seeking treatment authorization can occur the next day.

If you are injured or have been exposed to a blood borne pathogen and you need medical care between 8 a.m. and 5 p.m.: you will be referred to either Hancock Regional Occupational Health Services or to Hancock Regional Hospital Emergency Department, depending upon the severity of your injury.

If you are injured or have been exposed to a blood borne pathogen and you need medical care between 5 p.m. and 9 p.m.: go to Hancock Immediate Care or to Hancock Regional Hospital Emergency Department. For a medical emergency: call 911.

Addresses and Phone Numbers:

Hancock Regional Occupational Health Services 317-318-7470
124 W. Muskegon Drive, Greenfield, IN 46140

Hancock Regional Immediate Care 317-468-4357
124 W. Muskegon Drive, Greenfield, IN 46140
(just west of State Road 9 and Ameriana Bank)

Hancock Regional Hospital Emergency Department 317-462-5544
801 N. State Street, Greenfield, IN 46140

Workers' Compensation Insurance and Report of Injury

Workers' Compensation Insurance covers all employees of the Corporation.

All hospitals and doctors involved must be advised that the employee is covered by and intends to use the Workers' Compensation Insurance.

Failure to report an incident within three (3) days may delay the proper reporting procedure to the State and forfeit the right to a claim by the employee. Failure to report may also result in disciplinary action.

XI. EMPLOYMENT EXPECTATIONS

The following are actions that violate School System's work rules and are considered serious. Employees will be counseled regarding any violation of work rules and written warning will be issued.

1. *Sleeping, wasting time, loitering, leaving work area during work hours without permission, or unnecessary visiting.*
2. *Unsatisfactory job performance, including but not limited to, carelessness or inefficient performance of job duties resulting in either poor quality or quantity of work.*
3. *Creating or contributing to unsafe working conditions. Violation of, or disregard of, safety rules or safety practices.*
4. *Careless handling of equipment or material.*
5. *Failing to maintain accurate time record.*
6. *Absenteeism or tardiness.*
7. *Making false or malicious statements concerning any employee, the School System, or its students; using abrasive language.*
8. *Misconduct of any nature that adversely affects the School System's best interest and reputation.*
9. *Excessive non-emergency, non-work related telephone use.*

The following are actions that violate the School System's work rules and are considered extremely serious. At the discretion of the School System, violation may result in disciplinary action up to and including termination of employment.

1. *Violation of the School System's substance abuse policies.*
2. *Violation of School System's discrimination or harassment policies.*
3. *Threatening, coercing, or maliciously interfering with fellow employees, students, parents, teachers or other persons during working hours or on school premises.*
4. *Gambling in any form on School System property.*
5. *A repetition of conduct for which counseling or written warnings have occurred.*
6. *Fraudulent actions toward students, parents, teachers, employees, or School System.*
7. *Falsifying School System's records or time records.*
8. *Insubordination of any kind, including, but not limited to, refusal to perform assigned work or to take orders from or follow supervisor's direction; interfering with supervision, refusal to submit to medical or substance examination in accordance with the School System's Drug and Alcohol Policy.*
9. *Instigating a fight or fighting during working hours or on employment premises at any time.*
10. *Outside employment or personal business endeavors that interfere with job performance.*
11. *Assisting another employee in the falsification of time records.*

12. *Leaving building or walking off job during work hours without proper permission.*
13. *Theft, misappropriation, destruction or removal from the building location or premises of any School System's or other employee's property, records, or equipment without proper authorization.*
14. *Intentionally restricting or disrupting the daily procedures and operations of the School System or encouraging other employees to do so.*
15. *Circulating or posting unauthorized literature of any type during work time and in work areas.*
16. *Disconnecting or rendering inoperative any safety system.*
17. *Falsification of employment application or employment documents.*
18. *Inflicting or threatening bodily harm to anyone.*
19. *Soliciting funds or selling items during working hours without written authorization.*
20. *Reporting for work in an unfit condition.*
21. *Use of profanity or engaging in immoral conduct during working hours.*
22. *Handling or carrying a firearm, explosive, or other weapon of any kind on the job.*
23. *Possession or use of alcoholic beverages during working hours.*
24. *Possession or use of narcotics or controlled substances during working hours.*
25. *Promoting a negative attitude related to employment.*
26. *Inappropriate relationship with students or other district employee.*
27. *Any other conduct, action, inaction, or circumstances which may adversely affect the efficient operation of Southern Hancock Schools or in any other way jeopardize the safety, welfare, morale, or general well-being of employees, students or visitors.*

The rules stated above are meant as a guide. Other conduct deemed contrary to the mission of Southern Hancock Schools, though not listed, may be grounds for disciplinary action or dismissal.

XII. ACKNOWLEDGEMENT OF RECEIPT OF SUPPORT STAFF HANDBOOK

I acknowledge that I have received a copy of the *Support Staff Employee Handbook* distributed by the Community School Corporation of Southern Hancock County. I understand that it is my responsibility to read and review all the information contained within the document and that I should contact my supervisor and/or the central office if I need clarification of any part of the information provided.

I acknowledge that I have read and understand the *Employee Time Clock Procedures* that are implemented by the Community School Corporation of Southern Hancock County.

My electronic signature indicates that I will abide by all school policies and rules, and that I understand that my position is an "at will" employment position that can be terminated at any time by either party. In addition, I acknowledge that this handbook does not create an employment contract. Further, I acknowledge that I understand that normal, reasonable, and customary breaks from work do not qualify for unemployment benefits.