



**TIPTON COMMUNITY SCHOOL CORPORATION**

**1051 South Main Street**

**Tipton, IN 46072**

**(765) 675-2147**

**HANDBOOK FOR**

**CLASSIFIED (Support)**

**PERSONNEL**

**Effective August 10, 2012**

**Revised July 2018**

It is the policy of the TCSC not to discriminate on the basis of race, color, gender, religion, national origin, age, disability, or limited English proficiency in its educational programs, or activities, or employment practices, as required by Title VI and VII (Civil Rights Act of 1964), Title IX (Education Amendments of 1972), Section 504 (Rehabilitation Act of 1973), Americans with Disabilities Act, and the Indiana Civil Rights Act. If you feel you have experienced discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the TCSC Assistant Superintendent.

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## **EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the Tipton Community School Corporation (TCSC) not to discriminate on the basis of race, color, gender, religion, national origin, age, disability, or limited English proficiency in its educational programs, or activities, or employment practices, as required by Title VI and VII (Civil Rights Act of 1964), Title IX (Education Amendments of 1972, Section 504 (Rehabilitation Act of 1973), Americans with Disabilities Act, and the Indiana Civil Rights Act.

If you feel you have experienced discrimination, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the TCSC Assistant Superintendent.

## **INTRODUCTION**

This employment policy handbook shall apply to all support staff personnel of the TCSC unless otherwise specifically excluded in writing and shall include those employment policies deemed desirable by the Board of School Trustees and the Administration. This handbook shall remain in effect until changed by action of the Board of School Trustees.

Support staff personnel shall work under the supervision of their building principals or any other supervisory person as designated by the Superintendent.

Support staff personnel are subject to assignment to duty by the respective building principal or supervisor, as he/she deems advisable to complete the task at hand.

## **GENERAL REGULATIONS AND POLICIES FOR SUPPORT STAFF**

TCSC will employ support staff to provide health, transportation, food, clerical, maintenance, instructional assistance, and custodial services to support and enhance the educational program. Violation of the Corporation's rules, regulations, policies and/or the contents of this handbook may result in disciplinary action, up to and including termination.

**EMPLOYMENT-AT-WILL:** TCSC is an at-will employer, and employment status can be terminated with or without notice at any time at the option of the TCSC or by the employee, notwithstanding any oral or written statements by the Corporation representative or employee prior to, or following the date of employment.

No TCSC representative has the authority to modify this policy. No TCSC policy, procedure, custom and/or statements whether written or oral can change the status of the TCSC as an at-will

employer.

Nothing contained in this Handbook should be relied upon to establish any specific promises concerning continuation of employment.

**EMPLOYMENT PROCEDURES:** Persons desiring to be employed by TCSC in a non-certified capacity shall file an application through the corporation's webpage under "Job Opportunities"

**PHYSICAL EXAMINATIONS AND HEALTH TEST:** The Board of School Trustees may require physical examinations and/or health tests as prescribed by Indiana Code. All costs for those examination or tests will be borne by the employee. The costs of any additional health tests and/or physical examinations required by the Corporation shall be borne by the Corporation.

**EMPLOYMENT QUALIFICATIONS OF SUPPORT STAFF:**

1. Each employee must be trustworthy, of good moral character, and good physical health.
2. Each applicant shall have been awarded a high school diploma or its equivalent.
3. Where applicable, employees must be eligible for a valid license or certification and possess said license or certification prior to being officially employed.
4. Members of the support staff must be cognizant of the educational program and their responsibility to the students.
5. Office personnel who are employed as treasurers must be bonded in an amount to be determined and paid for annually by the Board of School Trustees

**SELECTION OF SUPPORT STAFF:** The building principals and/or supervisors shall screen candidates having filed applications for support staff vacancies and make recommendations for employment to the Superintendent.

Screening of prospective employees may include oral and written inquiries, recommendations from past employers, and a careful analysis of qualifications required for the work to be performed.

The Superintendent shall recommend employment of support staff to the Board of School Trustees. All persons hired by the corporation must undergo criminal history checks. Any costs associated with the criminal history checks shall be the responsibility of the employee.

**PROBATIONARY PERIOD:** All support staff employees shall serve a thirty (30) **work** day probationary period. **No sick or personal days will be advanced during the probationary period.** At least one week prior to the end of the probationary period, the probationary employee's supervisor shall submit to the Superintendent or his/her designee an evaluation of the probationary employee. Following a review of the evaluation, the Superintendent (designee) and the probationary employee's supervisor shall determine if the probationary employee will move to regular status or be released from employment.

**ASSIGNMENT OF SUPPORT STAFF:** The Superintendent shall assign support staff to a position after consulting with the building principal and/or immediate supervisor.

**CONFIDENTIALITY:** Information about our students, parents, and staff is strictly confidential and is not to be discussed in public places. Employees should refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials. This would include direct communication or the use social media to make such expressions. Discussing or revealing confidential information with individuals outside of the School Corporation or with individuals within the School Corporation who are not authorized to have such information will not be tolerated and will be grounds for disciplinary action, up to and including termination. We must all respect the privacy of our students, parents, and staff.

**DRESS:** Employees not required to wear uniforms will be expected to adhere to the corporation's established student dress code.

**CELL PHONES:** While it is common for employees to have personal cell phones in their possession during work hours, employees are expected to refrain from using them during their working hours. All personal phone calls, texting, or any other form of electronic communication should be done during authorized breaks.

**TRANSFER OF SUPPORT STAFF:** Transfers may be made at the request of the employee or upon the initiative of the Superintendent or other supervisory personnel, for any reasons, which, in the judgment of the Superintendent, shall serve the best interest of the School Corporation. Employees who are transferred from one support staff position to another support staff position shall be granted experience credit as determined by the Superintendent. The Superintendent's decision shall be final in a transfer case.

**SUPERVISION OF SUPPORT STAFF:** The support staff shall be provided supervision to promote effective job performance and improvement. In-service training may be conducted to improve job effectiveness and skills (public relation and others) necessary for each employee to represent TCSC in a positive manner.

**HARASSMENT POLICY:** TCSC strongly disapproves of harassment in all protected areas (sexual, racial, religion, disability, language, etc.) under applicable state and federal law, and will not tolerate it. Employees shall not engage in any form of harassment, and are furthermore directed to refrain from any-and-all verbal or physical conduct of a harassing nature while on the job. Victims of harassment are encouraged to file a written report on forms supplied by the School Corporation. The report shall be forwarded to one of the designated persons listed below:

1. Immediate Supervisor
2. Building Principal
3. Assistant Superintendent
4. Superintendent
5. President of the Board of School Trustees

Complete copies of harassment policies and the reporting forms can be found in the School Board Policies

found on the Tipton Community School Corporation's web page ([www.tcsc.k12.in.us](http://www.tcsc.k12.in.us)).

**DRUG/ALCOHOL FREE WORKPLACE POLICY:** Unlawful possession, use, or distribution of illicit drugs and/or alcohol on school premises or as a part of any of the activities associated with TCSC is prohibited.

Disciplinary sanctions, which are consistent with local, state, and federal law, up to, and including termination of employment and referral for prosecution will be imposed on employees who violate the standard of conduct. Sanctions will include:

First Offense	Documentation and reprimand. The seriousness of the offense could result in termination of employment.
Second Offense	Suspension without pay and required completion of self-referral of a drug and/or alcohol rehabilitation program at the employee's expense. The seriousness of the offense could result in termination of employment.

**TOBACCO FREE CORPORATION POLICY:** TCSC prohibits smoking and/or the use of tobacco products by all staff members on all school property, all athletic facilities, and in all school vehicles.

## **CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE PROCEDURE**

### **A. Level One**

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator, building level or corporation level:
  - a. 504 and ADA Compliance Coordinators
    - Assistant Superintendent 675-2147
    - High School Principal 675-7431
    - Middle School Principal 675-7521
    - Elementary School Principal 675-7397
  - b. Title IX Compliance Officer
    - Assistant Superintendent 675-2147
  - c. Title VI Compliance Officer
    - Assistant Superintendent 675-2147
2. The complaint shall stipulate the specific act or omissions, the date of the same, and the parties involved.
3. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.

4. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
5. The complainant shall have seven (7) days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits in writing to the compliance officer, a level two procedure shall be enacted.

#### **B. Level Two**

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

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of the stipulated time allowances if a request is made in writing by either party and so agreed to by the parties. If the alleged violation, interpretation or application is of a corporate nature, such as a written rule, regulation, or policy, then Level Two is initiated immediately.

## **BENEFITS**

Eligibility for fringe benefits will be limited to classified employees who are Board-appointed employees and meet eligible requirements listed such as minimum hours required per week. New employees must enroll for benefits by the 1<sup>st</sup> of the month following the date of employment.

#### **HEALTH INSURANCE:**

- TCSC makes available a Group Health Insurance Program to all classified. Employees shall contribute toward the cost of the insurance plan by payroll deduction according to the current year's insurance rates. Specific plan information is available at the central office.
- Employees must work a minimum of 20 hours per week to qualify for health insurance coverage.
- Health insurance coverage ends at the end of the month of termination. Employees may continue on the health plan under COBRA.

**DENTAL INSURANCE:** TCSC makes available a Group Dental Insurance Plan with the employee paying 100% of the cost. Employees who work a minimum of twenty (20) hours per week are eligible for dental insurance.



**VISION INSURANCE:** TCSC makes available a Group Vision Insurance Plan with the employee paying 100% of the cost. Employees who work a minimum of twenty (20) hours per week are eligible for vision insurance.

**CANCER INSURANCE:** Cancer insurance is available to employees and their families. The employee pays the entire premium. Employees who work a minimum of seventeen and a half (17.5) hours are eligible for cancer insurance.

**TERM LIFE INSURANCE:** The Board of Education will pay the entire yearly premium less one dollar (\$1.00) which the employee is required to pay. The term life coverage is \$50,000 with Accidental Death and Dismemberment. New employees are eligible to enroll the 1st of the month following the date of employment. Employees who work a minimum of twenty (20) hours per week are eligible for Term Life Insurance.

**LONG TERM DIABILITY:** Long term disability insurance is provided at no cost to employees. Employees who work a minimum of seventeen and a half (17.5) hours are eligible for long term disability coverage. The coverage in effect begins after 90 days of disability and pays 66 2/3% of the employee's salary.

**SHORT TERM DISABILITY:** If you do not participate in the health insurance program offered by the school district, the Corporation will provide short term disability insurance. The coverage in effect begins the first day of an accident / the fourth day of an illness up to \$500.00 per month. This plan is also available to those who participate in the health insurance program at the employee's expense. Employee must work a minimum of twenty (20) hours to be eligible.

**FLEXIBLE BENEFIT PROGRAM:**

- The benefits provided by Section 125 of the Revenue Act of 1978 shall be made available to classified employees so requesting. Section 125 allows employees to pay on a pre-tax basis medical, cancer and dental premiums, unreimbursed medical bills, eligible dependent care expenses, and certain voluntary insurance premiums.
- Any administrative costs incurred with Section 125 shall be paid by the individual employee(s) who enroll in the plan. The Board shall be held safe harmless by the carrier.

**WORKER'S COMPENSATION:** Worker's Compensation insurance is provided for all employees, both support and certificated. The laws which apply to this benefit make it possible to receive compensation for personal injury by accident arising out of and in the course of employment. Compensation shall be allowed beginning with the eighth day of disability. **Prompt reporting to your principal or supervisor is required for eligibility.** The principal or supervisor must complete, sign, and file a specific report at the time of injury *after the injured is observed by the school nurse*, or the employee is not eligible for compensation. All claims must be reported through the school district business office. If a school nurse is not available, the employee **MUST** contact the Administration Office prior to seeking treatment.

## **ALLOWABLE DEDUCTIONS:**

- A. Tax Deferred Annuities and Other Qualified 403(b) Plans. (Note: For this section the term “annuity” shall apply to all qualified 403(b) plans.)
  - 1. School employees may designate part of their salary to be set aside by their employer and paid directly to a company which provides a deferred or tax sheltered annuity. The purpose of a tax deferred annuity is to defer that portion set aside from being included in current income subject to income tax. This money would be paid by the company to the holder of the contract at retirement when his annual income would presumably be less. It is a legal way to defer paying income taxes on current earnings.
  - 2. The Board provides payroll deductions for a program of tax sheltered annuities. Those who wish to participate in such a program must enroll with a company approved by the board of Education. There are two enrollment periods per year. Contact the central office for further details.
  - 3. Cancellation must be received in writing.
- B. Social Security
  - 1. The contributions to social security are withheld and sent directly to the Social Security Fund.
  - 2. If you have income from another School Corporation in Indiana from which social security tax has been withheld during a calendar year, this deduction is counted and your deductions discontinued when the amount required has been withheld. Deductions from sources other than Indiana schools beyond that required are not refunded but may be used as a credit on your federal income tax at the end of the year.
  - 3. TCSC contributes to the Social Security Fund an amount equal to that contributed by the employee.
- C. Credit Union

A credit union is available to all employees. Low cost loan, savings dividends, checking account, Christmas club savings, and life savings insurance are available. Ask your supervisor or credit union representative for further details. The credit union office is located a 201 North Main Street, Tipton, IN 46072
- D. Direct Deposit

Employees are required to participate in automatic (direct) deposit of payroll checks to checking and/or savings accounts of the employee in any financial institution recognized for direct deposit by the employer’s originating bank.

**MATCHING ANNUITY PROGRAM:** TCSC offers a matching annuity program for all eligible employees. To participate in this program, employees must match the corporation's designated contribution and work a minimum of seventeen and a half hours (17.5) hours per week. (This benefit is NOT available for cafeteria employees.)

1. The Board will purchase an annuity for each eligible employee at a designated rate of the employee's base salary per school year. The provider for this annuity shall be mutually agreed upon by the Board of Education and the TEA. The annuity purchased by the corporation requires a two-year vesting period.
2. The employee must purchase an annuity equal to or greater than the annual amount paid by the corporation in order to participate in this annuity program. For the employee's matching share the employee's annuity program must be one of the corporation approved annuity companies. An annuity purchased by an employee is the sole property of the employee.
3. Employees must indicate their choice of participation in this matching annuity program no later than September 15<sup>th</sup> of each school year.

**COMPLIMENTARY TICKETS:** TCSC will give a complimentary pass to each full time employee for himself / herself and one guest to all extra curricular events (athletic, dramatic, musical, etc.) under the auspices of the School Corporation. The employee must be present at the event in order for the pass to be used by the guest.

## **EMPLOYMENT**

### **RESPONSIBILITIES AND DUTIES OF SUPPORT STAFF**

Support staff, as a vital factor in accomplishing the mission of TCSC, must represent themselves, the schools, and the community with dignity and honor and perform all tasks required of the position. To provide structure and guidance-for employees, job descriptions defining responsibilities and duties, approved by the Superintendent, will be provided each employee.

**AUTHORIZATION AND HOURS:** All hours, number of days worked per year, and rate of pay must be authorized by the School Board. Wages are earned and will be paid only for days worked, authorized leave days, authorized holidays, or paid vacations.

## **PAYROLL INFORMATION:**

- To comply with federal regulations, new employees must complete Employment Eligibility Verification Form (I-9) verifying they are U.S. Citizens or aliens legally authorized to work in the United States. This form must be completed within three days of employment.
- W-4 Federal tax forms and state tax forms must be completed prior to the first pay.
- Tax forms may be changed at any time throughout the year if changes are needed in tax withholdings.
- Direct Deposit Advice Slips will be distributed to employees through Doculivery (<https://my.doculivery.com/External/TiptonSchools/Login.aspx>). Information on accessing this site will be given at the time of employment.
- The annual amount earned by employees, excluding hourly personnel, will be computed and handled as a salary. This amount will be divided into the number of pays noted on the "Payroll Information Sheet"

**TIME CLOCKS:** The time clock record is the official record of working hours and attendance for support staff employees. **The employee's daily responsibilities include clocking in and out.** Payroll checks will be based on the information received from the daily print-off generated by the time clocks. It is extremely important that employees clock in and clock out on a daily basis. If an employee does not clock in, he/she will be listed as absent and will not be paid for that day unless work verification is submitted to the payroll office by his/her supervisor within the same pay period. If the work is not verified until after the payroll has been run, he/she will be paid for the missed time on the next paycheck.

## **CLOCKING IN AND CLOCKING OUT**

1. Employees are to clock in and clock out each working day.
2. Failure to properly clock in or clock out will be grounds for disciplinary action, up to and including termination.
3. Falsification of a time clock record will be grounds for disciplinary action, up to and including termination.

## **WHAT TO DO IF AN EMPLOYEE FORGETS TO CLOCK IN OR OUT**

1. Part of an employee's daily duties is to clock in and out every day. Repeated failure to clock in and out will result in disciplinary action being taken. In the event an employee forgets, he/she must IMMEDIATELY notify his/her supervisor or principal, by completing a Time Modification Sheet.
2. The Time Modification Sheet must be submitted to the payroll office verifying the appropriate information.

3. Corrections must be made before the end of the pay period to insure the employee will be paid for the hours verified by the supervisor or principal. If the correction is not made until after the payroll has been run, payment will be on the next paycheck.

**5-YEAR SERVICE INCREMENTS:** Classified personnel will receive 5 year **continuous** service increments as shown below:

Less than 190 days per year	\$500
190-223 days per year	\$600
224 + days per year	\$750

The amount will be added to the next school year's pay.

**ATTENDANCE:** Employees are hired to fill positions because there is a need to provide services to our schools. Those services cannot be provided if employees are not in attendance. Therefore, regular and prompt attendance is required. Excessive absences, tardiness, leaving early, and/or using more than three (3) deduct days will not be tolerated and may be grounds for disciplinary action, up to and including termination.

**DOCKED TIME/COMP TIME:** Unpaid days are intended for limited use in case of emergency only. An unpaid day must be approved by the immediate supervisor, building administrator, and the central office. Unpaid leave will be granted only when all other forms of available and appropriate leave (e.g., personal days, vacation days) have been exhausted. If an employee requests an unpaid day when other leave is available (personal days, vacation days), a deduction from the other leave will automatically be implemented at the central office and the employee informed of such action. Unauthorized and/or excessive use of a day without pay may lead to disciplinary action, including termination.

Comp time is defined as work time allowed to make up for missed time at work. Comp time is to be assigned only in cases of emergency where the employee has a prior arrangement with the supervisor. Comp time must be completed within the two-week pay period. The supervisor will document and initial all comp time hours.

At the discretion of the Superintendent, employees may be compensated for such overtime worked by means of compensatory time. Compensatory time, or "comp time," is a practice of allowing an employee to take extra time off from work after a long week, instead of being paid overtime wages. Just as with overtime pay, if hourly support staff is requested **and authorized** by the Superintendent to work in excess of forty (40) hours in any workweek, compensatory time may be awarded at the rate of one and one-half times the overtime hours worked. The time off must be taken during the same pay period that the overtime hours were initially worked (not weeks or months later). In no case may the employee accumulate more than twenty (20) hours of compensatory time in any six (6) month period. The time during which compensatory time may be used is subject to the prior approval of the Superintendent or designee.

**OVERTIME:** The workweek shall begin at midnight on Sunday and extend to midnight on Saturday. Hourly employees are not expected to work in excess of forty (40) hours in any given week that would result in overtime pay. If hourly support staff is requested **and authorized** by the Superintendent to work in excess

of forty (40) hours in any workweek, compensation will be paid at the rate of time and one half. Employees must actually work 40 hours before any overtime is paid; use of a leave day of any type during the week would disqualify an employee for overtime pay.

Employees requested and authorized by the Superintendent to work on paid holidays will be paid double time. Normal building checks by supervisors are not included for such pay. Failure to obtain prior written approval for overtime could result in disciplinary action being taken.

**INTERNET USAGE:** TCSC-provided access to electronic information, services, networks, personal email and Internet use is covered by Board Policy. Each employee must sign the Authorization as a condition for using the school corporation's Internet connection.

## **LEAVES & ABSENCES**

**The following leaves are available to employees after the successful completion of the 30 day probationary period.** A **Leave Request Form** must be filed **in advance** with the building principal or immediate supervisor when requesting any of the following leaves. In an emergency situation, as in the case of illness or a personal crisis, classified employees must immediately notify the building principal or immediate supervisor.

**BEREAVEMENT LEAVE:** In case of death in the immediate family a classified employee is entitled to be absent from work without the loss of compensation for up to five (5) consecutive days and an additional five (5) days, **if requested may be granted** within sixty (60 ) days following interment for related reasons.

1. Immediate family is defined as: father, mother, wife, husband, child, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparent, grand-child, step-father, step mother, step brother, step sister, step-child, step-grandchild and any relative who is living with the employee as a permanent resident of that household.
2. In case of death of a brother-in-law, sister-in-law, spouse's grandparent or the employee's or spouse's uncle, aunt, nephew, niece, or first cousin, the employee is entitled to two (2) days leave without loss of compensation.
3. Employees who are requested to be pallbearers will be granted a leave of one (1) day per year without loss of compensation.

### **SICK LEAVE:**

1. An Employee shall be credited with ten (10) days sick leave at the beginning of the first year of employment, and eight (8) days sick leave at the beginning of each school year thereafter.

Twelve month employees receive 10 days sick leave each year beginning July 1<sup>st</sup>. Sick leave is made available when needed and should not be considered an entitlement.

2. Employees may be required to provide a medical certificate of illness. Sick leave is only for **personal illness** or disability.
3. Employees may use up to eight days per year of available sick leave for immediate **family illness**. Part-time employees may be given family illness leave days. See benefit page for details.
4. Any unused sick days at the end of a year will carry over to the next year. Said accumulative days to carry over for all employees may not exceed ninety (90) days.
5. An employee who is granted an **unpaid** leave of one (1) month or longer during the school year shall have sick leave credits for **the following** year reduced by one (1) day for each month of absence.
6. Transfer of sick leave. A classified employee may grant accumulated sick leave days to another classified employee who has no sick leave balance. Transferred days may only be used for the personal illness of the requesting employee.
  - a. The process is to be done totally voluntarily.
  - b. Only whole days will be transferred.
  - c. Days must be granted in the year of sick leave expiration.
  - d. An employee requesting a transfer of additional sick leave may do so only after all forms of paid leave (sick days and personal days) have been exhausted and a minimum of one (1) unpaid day per request has been taken. If a transfer request is for multiple consecutive days the one (1) unpaid days criteria must be met only once per school year. In the event an employee has been absent a minimum of ten (10) consecutive school days utilizing any combination of one's accumulated sick and personal leave and said absence has caused the employee to exhaust all accumulated sick and personal days, the requirement of days without pay shall be waived.
  - e. Accumulated sick days will not be transferred from the account of an employee who is leaving the employment of this School Corporation.
  - f. The Board will not contribute to the account of any employee.
  - g. The maximum number of days which may be transferred to an employee is the number of days required to carry him through the elimination period of the then existing long-term disability insurance policy.
  - h. Sick days may be transferred at a rate of one day per employee per request. If a second request is made, the rate of one day per employee per request shall apply.

- i. An employee requesting additional sick leave may retain one (1) personal day when making this request, which, if unused, will not convert in any manner after that contractual year.
7. Employees who abuse the provisions of these sick leave guidelines shall be subject to disciplinary action, which could include termination.

**FAMILY AND MEDICAL LEAVE (FMLA):** TCSC complies with all federal and state labor and employment laws, including the Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations, with respect to unpaid leave for certain family and medical reasons. Detailed information can be found in Board Policy.

**PERSONAL BUSINESS LEAVE:** Up to three (3) days of leave will be granted for personal business that can not be conducted at a time other than a work day. Personal Days may accumulate up to six (6) days. Employee can not use more than three (3) consecutive personal leave days in a row.

**JURY DUTY:** Employees will receive the difference between their **regular pay** and witness or jury pay when they are subpoenaed as witnesses in court or to serve as a juror. It is the employee's responsibility to secure from the court and forward to the central office, verification of the court duty and the amount of payment for such duty.

**MATERNITY LEAVE:** Disabilities caused or contributed to by pregnancy, miscarriage, legal abortion, childbirth, and recovery there from shall be treated as temporary disabilities for all job-related purposes. Accumulated sick leave shall be available during periods of such disability when the employee is unable to work due to her pregnant condition. The employee's attending physician must certify that her pregnancy prevents her from working for a specified length of time, if the employee is to be eligible for sick leave benefits. Disability leave beyond any accumulated sick leave shall be available, without pay, consistent with state law, for such reasonable further period of time as an employee is determined by her physician to be disabled from performing the duties of her job because of pregnancy or conditions attendant thereto. The payroll department must be informed as to the beginning and ending dates of the leave, which must be Board approved.

**OTHER LEAVES:** Leaves of absence, without pay, for reason of ill health, adoption, education, work exchange program, military service, elected office duty or other justifiable reason may be granted by the Board on recommendation of the Superintendent. The payroll department must be informed as to the beginning and ending dates of the leave.

**PAID HOLIDAYS:** All employees shall be paid for Labor Day. Twelve-month support personnel are also paid for the following holidays:

New Year's Day	Thanksgiving Day
President's Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day



## New Year's Eve

Twelve-month employees working in the Central Office are given Fall Break in addition to the above mentioned ten (10) holidays. **In the event that President's Day is used as a flex day, the Friday of Spring Break will be used in lieu of that holiday.**

Employees must have a paid day before and after the holiday. A doctor's slip may be required to verify absences a day before or after. When a paid holiday falls on Saturday, the preceding Friday will be taken off. When a paid holiday falls on Sunday, the following Monday will be taken off.

**VACATION DAYS:** All employees are to take their vacations on a calendar-year basis from January 1 to December 31 and shall be scheduled by agreement with the building principal or supervisor.

Vacation leave does not accumulate from one year to the next and is granted only to twelve (12) month full-time employees. Payment in lieu of vacation is permitted upon approval of the Superintendent for a maximum of five (5) days. Additional stipulations related to vacation days can be found in Administrative Guidelines 4433.

New employees to the Corporation shall receive a pro-rated number of days of vacation to be used in the following calendar year based upon the month in which they were hired. For example, using the chart below, an employee hired in July **2014** would be eligible for six paid vacation days beginning January 1, **2015**. January 1 of the next calendar year, (**2016**) he would be eligible for 10 days vacation.

<u>Month of Employment</u>	<u>Number of Days</u>
January	10
February	9
March	9
April	8
May	8
June	7
July	6
August	5
September	4
October	3
November	2
December	1

A full time employee who has completed 10 full years of continuous service shall be eligible for 15 days of vacation on January 1 of the following year.

**EVALUATIONS:** Evaluation is a continuous process to improve employee performance and to provide a formal opportunity to commend, recognize and encourage an employee for a job well done. Evaluations also provide an opportunity for communication between the employee and the supervisor.

Classified employees are evaluated annually by their supervisor or building principal. Evaluations are based upon the following criteria: Attendance and Punctuation, Professional Appearance, Professional Interactions, Performance, and Safety. A copy of the rubric used in the evaluations is found at the back of this handbook. The results of these evaluations are to be in written form and discussed with the employee by his/her supervisor/building principal and signed by both parties. The supervisor will retain one copy of the signed evaluation; one copy of the signed evaluation is to be given to the employee; and one copy of the signed evaluation is to be sent to the Superintendent's Office to be placed in the employee's personnel file.

Job performance will be informally measured at all times. Unsatisfactory performance will be brought to the employee's attention by their supervisor as soon as it is noted. If the employee does not correct the situation the failure may be included in their employment record. Poor job performance or attendance can be cause for dismissal.

The employee's signature on the evaluation does not indicate agreement with the evaluation but indicates his supervisor discussed the evaluation with him/her. The employee will have the right to respond in writing to an unfavorable evaluation.

**PERSONNEL FILE:** An employee may view the contents of his/her personnel file by making an appointment with the Superintendent or his designee. An employee's personnel file is confidential except as provided by law.

**WORK SCHEDULE:** Work schedules shall be determined by the appropriate building administrator or designated supervisor.

**SCHOOL BREAKS:** All employees (teaching assistants, cafeteria employees, nurses, bus drivers) except those working 12 months will observe winter recess and spring break. Twelve-month employees may use vacation days during these school breaks.

**SCHOOL CANCELLATIONS, DELAYS, and EARLY DISMISSALS:** The following guidelines have been established in determining who is to report to work on days that have been designated as "Snow Day(s)" by the Superintendent. "Snow Days" are defined as any days that a school in the system has been declared to be closed by the Superintendent of Schools.

Classified personnel will not report to work, but will work and be paid for the rescheduled day(s).

When a 12 months employee is unable to report for work as scheduled because of snow days, inclement weather or road conditions, upon approval of their immediate supervisor they may:

1. use available personal business leave,
2. use available paid vacation time,
3. have a deduction from pay for time missed.

On days when school is delayed or dismissed early, all hourly employees will be paid for the hours they work. When school is delayed, dismissed early, or closed due to inclement weather, some support staff may be required to report to work by the Superintendent or building principal, and if so will be paid accordingly.

Hourly employees who work less than 12 months will not be compensated for the missed time.

## **COMPENSATION**

**WAGE RATES:** Wages are established by the Board of School Trustees.

**OFF-SCHOOL WORK:** When an employee is required by his/her supervisor to perform a work assignment at a location away from his/her normal work location, he/she is eligible for pay as provided by the Fair Labor Standards Act. All off-school work requests must be submitted in advance for written approval by the supervisor.

- When traveling by personal vehicle, which has been approved in advance by TCSC, mileage will be reimbursed at the Board approved rate.
- Should an accident occur when traveling by personal vehicle, the employee's personal insurance is the primary insurance.
- When overnight travel occurs, which TCSC has authorized in advance, TCSC will reimburse for lodging. Actual detailed receipts must be submitted with the voucher form for reimbursement.

**EXPENSE REIMBURSEMENT:** All expenses incurred by individuals that expect reimbursement by the School Corporation must have prior approval from their supervisor. Receipts and odometer readings for travel will be furnished prior to payment.

Conference requests must be made on the form provided by the Administration Office and approved by the building principal and the Superintendent or his/her designee.

Claims for reimbursement of expenses incurred attending an approved conference must be on forms provided by the Administration Office. Reimbursable expenses are registration, meals included in registration, lodging, and travel.

Certain employees, as a part of their regular duties, are required to use their personal vehicle for school business. Said employees must keep a record on a regular mileage form and file said form with the Corporation treasurer for payment at the rate set by the School Board.

## **RETIREMENT**

**PUBLIC EMPLOYEE'S RETIREMENT FUND:** Support personnel working 1000 hours or more per year and are classified as full time employees, are required to participate in the Public Employees Retirement Fund. The program operates under the following conditions:

1. An employee must work 1000 hours or more per calendar year and be classified full time to be eligible.
2. All full time employees begin contributions to PERF from the date of hire.
3. Participating employees will have 3% of their total salary deducted.
4. The school corporation will contribute a percent of the total salary to the program as an employer share. This percentage is established annually by PERF and varies from year to year.
5. Members retiring must have 10 years service at 65 or 15 years service at age 50 to draw monthly benefits.
6. A member can receive all of his/her own contributions, plus interest, if he/she withdraws before retirement.

Retirement benefits are based on years of service and the total amount contributed to the fund by both the employee and the employer.

## **BENEFITS AFTER SEPARATION of EMPLOYMENT**

**GOOD STANDING:** In order to leave in good standing, all employees are expected to give a least a two (2) week notice. All employees who wish to retire should give notice prior to July 1 prior to the year of retirement.

**SEVERANCE PAY:** Employees hired before June 30, 2003, may be eligible for severance benefits upon retirement. Please contact the corporation's benefits advisor prior to retirement.

**LIFE, HEALTH, and DENTAL INSURANCE:**

- Life, health, and dental insurance coverage through TCSC will terminate the first of the month following the date of separation other than retirement.
- Employees who retire are eligible to continue life, health, and dental insurance coverage at their own expense until age 65.
- In order to do this, the employee will give to the School Corporation treasurer a check made payable to the school corporation and in the amount of the appropriate monthly premium. This check will be delivered to the School Corporation treasurer no later than the 25<sup>th</sup> day of the month preceding the month in which the premium is due to be paid to the insurance company. Failure to deliver this check(s) by the 25<sup>th</sup> day of the month as prescribed will result in forfeiture of the privilege to participate in the group insurance plan.

\* \* \* \* \*

**The Superintendent and/or Board of School Trustees shall have final interpretation of this handbook with the right to waive or alter any of these policies for unusual or unique circumstances.**

**Receipt & Acknowledgment  
of the  
Tipton Community School Corporation  
Employee Manual**

This Employee Handbook is an important document intended to help you become acquainted with Tipton Community School Corporation (hereinafter “TCSC”). This handbook is not the final word in all circumstances. Individual circumstances may call for individual attention. This handbook is not a contract and all classified employees are considered to be at-will employees.

I have received a copy of the TCSC Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of TCSC at any time. I understand that this handbook replaces and supersedes all previous handbooks of TCSC as of the date set forth below.

My signature below indicates that I understand the above statements and have received a copy of the TCSC’ Employee Handbook.

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Employee’s Printed Name

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Employee’s Position

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Employee’s Signature

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Date

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Supervisor’s Signature

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Date