



Book	Policy Manual
Section	Volume 33, No. 2 - May 2021
Title	Revised Policy - Vol. 33, No. 2 - May 2021 - EMPLOYMENT OF SUPPORT STAFF
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4120 - **EMPLOYMENT OF SUPPORT STAFF**

The School Board recognizes that it is vital to the successful operation of the School Corporation that positions created by the Board be filled with qualified and competent staff.

The Board shall approve the employment and establish the term of employment for each support staff member employed by this Corporation.

All support staff employees not covered by the terms of a negotiated agreement are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

Individuals employed in the following categories shall be considered members of the support staff:

A.

1. secretaries
2. instructional assistants
3. custodian
4. maintenance
5. food service
6. bus drivers
7. nurses
8. student service advisors
9. Athletic Director
10. extra-curricular staff

B.

- C. _____
- D. _____
- E. _____
- F. _____

☒ All applications for employment shall be referred to the corporation website to complete an electronic application.

Anti-Nepotism

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a staff member.

[NOTE: Choose Option A or Option B below]

{Option A}

~~☐ Relatives of Board members may be employed by the Board Corporation, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment. Should the Corporation choose to employ a relative as herein defined, both the relative and the Board member must file a conflict of interest statement. () Except that such relatives may be employed only for a period which does not exceed one (1) school year. [END OF OPTION]~~

{Option B}

~~☐ The Board Corporation will not employ (but may reemploy) the () children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents of a Board member. () children, siblings, spouse, parents, in-laws, or bona fide dependents of a regular full-time support staff member. [END OF OPTION] () except that such relatives or dependents may be employed only for a period which does not exceed one (1) school year. Should the Board choose to employ a family member as herein defined, both the family member and the Board member must file a conflict of interest statement.~~

{NOTE: Choose Option C or Option D below}

[Option A]

☒ Relatives of staff members may be employed by the Corporation, provided the relative being employed is not placed in a position in which the relative would be supervised by the staff member. () Except that such relatives may be employed only for a period which does not exceed one (1) school year. [END OF OPTION]

[Option B]

~~☐ The Corporation will not employ (but may reemploy) the relatives of a regular full-time support staff member. [END OF OPTION]~~

[NOTE: The Corporation is not required to have a non-fraternization policy; however, Neola recommends adoption of language regarding non-fraternization for various legal reasons including, but not limited to claims of sexual harassment or potentially being found to be negligent for failure to provide direction especially regarding the supervisor/subordinate relationship.]

~~() Non-Fraternization:~~

[NOTE: Choose Option C or Option D below]

[Option C]

~~☐ Corporation employees may not date, develop romantic relationships with or have sexual relations with individuals who are the employee's supervisor or those that they supervise. [END OF OPTION]~~

[Option D]

☒ If Corporation employees in a supervisor-subordinate relationship choose to date, engage in a romantic relationship, or have sexual relations, the employees must notify the Corporation's administration and accept the Corporation's decision to transfer one or both of the employees so that they no longer have a supervisor-subordinate relationship. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment, and, consequently, are unacceptable. [END OF OPTION]

[NOTE: Other optional selections to be completed]

[X] Corporation employees may date and develop friendships and relationships with other employees—both inside and outside of the workplace—as long as the relationships do not have a negative impact on their work or the work of others.

[X] Any relationship that interferes with the Corporation culture of teamwork, the harmonious work environment, or the productivity of employees, will be subject to discipline, up to and including termination.

[X] Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - will not be tolerated. Corporation employees who disregard this policy will be subject to discipline, up to and including termination.

~~[NOTE: Other optional selections to be completed]~~

[X] Any support staff member's intentional misstatement of fact material to his/her qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

~~[] Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised by the relative staff member.~~

[X] When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all support staff.

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the ~~School~~ Corporation in writing that s/he is a volunteer firefighter, the ~~School~~ Corporation may not discipline the staff member for:

- A. being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;
- B. leaving his/her duty station to respond to a fire or an emergency call if s/he has prior authorization from his/her supervisor to leave duty in response to a call received after s/he has reported to work;

However, when an emergency call is received while the staff member is on duty, the staff member should notify the principal before leaving so coverage for his/her class can be arranged.

- C. an injury or being absent from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

[X] The Corporation ~~()~~ **may (X)** shall **[END OF OPTION]** require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating the staff member was engaged in an emergency call at the time of his/her absence.

[X] The Corporation ~~()~~ **may (X)** shall **[END OF OPTION]** require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority showing treatment for the injury at the time of his/her absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:

1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Existing paraprofessionals - All current paraprofessionals working for a Title I supported program must:

- A. have a secondary school diploma or its recognized equivalent;
- B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

I.C. 20-26-5-4

~~I.C. 20-26-9-12~~

I.C. 35-44.1-1-4

I.C. 36-8-12-10.5

~~20 U.S.C. 6319~~

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I.C. 20-26-5-4

I.C. 35-44.1-1-4

I.C. 36-8-12-10.5