

**2018-2019  
CLASSIFIED STAFF  
BENEFIT AND INFORMATION  
HANDBOOK**



**METROPOLITAN SCHOOL DISTRICT  
OF  
PIKE TOWNSHIP**

Dr. Flora J. Reichanadter  
Superintendent of Schools

**TABLE OF CONTENTS**

**WELCOME TO THE METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP**..... 1

**HUMAN DIGNITY POLICY**..... 1

**METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP BOARD OF EDUCATION** ..... 2

**AT WILL EMPLOYMENT STATUS**..... 6

**EMPLOYMENT POLICIES AND EMPLOYEE RELATIONS PHILOSOPHY**..... 7

**EQUAL OPPORTUNITY POLICY** ..... 7

**IMMIGRATION ACT REQUIREMENTS** ..... 7

**TRIAL EMPLOYMENT PERIOD**..... 8

**EMPLOYEE ORIENTATION**..... 8

**PERSONAL RECORDS**..... 8

**EMPLOYMENT PROCEDURES** ..... 9

**ASSIGNMENT OF PERSONNEL** ..... 9

**PROMOTIONS AND TRANSFERS** ..... 9

**WAGE AND SALARY POLICY** ..... 9

**PAY PERIODS**..... 9

**SNOW DAYS/DELAYED DAYS**..... 9

**PAYROLL DEDUCTIONS**..... 10

**TIME RECORDS**..... 10

**OVERTIME**..... 10

**WORKING CONDITIONS**..... 10

**HARRASMENT POLICY**..... 11

**EMPLOYEE COMMUNICATIONS** ..... 11

**ELECTRONIC MAIL COMMUNICATIONS**..... 12

**PERSONAL APPEARANCE**..... 12

**STAFF DRESS**..... 12

<b>EMAIL</b> .....	12
<b><u>COMMUNICATION WITH STUDENTS, PARENTS AND TAXPAYERS</u></b> .....	13
<b><u>THE SCHOOL SYSTEM’S EMPLOYMENT BENEFIT POLICIES</u></b> .....	13
<b><u>FULL TIME CLASSIFIED EMPLOYEE BENEFIT INFORMATION</u></b> .....	13
Insurance .....	13
Illness days .....	14
Personal Illness Leave Bank.....	14
Personal Business Leave .....	15
Bereavement Leave .....	16
Illness Days .....	16
Vacation .....	16
Holidays .....	16
Resignation.....	16
C.O.B.R.A. (Consolidation Omnibus Budget Reconciliation Act) .....	16
H.I.P.A.A. (Health Insurance Portability and Accountability Act of 1996) .....	16
District approved Tax Sheltered Annuity Companies .....	17
FMLA.....	17
Leaves of Absence .....	19
Paternity Leave.....	19
Military Leave.....	19
Retirement Benefits.....	19
Jury Duty .....	20
Other Employment Benefits .....	20
Social Security .....	20
Worker’s Compensation .....	20
Unemployment Insurance .....	20
<b><u>OUR PHILOSOPHY OF WORK RULES</u></b> .....	21
<b><u>DISCIPLINARY PROCEDURE AND WORK RULES</u></b> .....	21
<b><u>SUBSTANCE ABUSE POLICY</u></b> .....	24
<b><u>USE OF TOBACCO ON SCHOOL PREMISES</u></b> .....	24
<b><u>WEAPONS</u></b> .....	24
<b><u>ATTENDANCE</u></b> .....	25
<b><u>ACKNOWLEDGMENT FOR RECEIPT AND EXPLANATION OF POLICY AND PROCEDURE</u></b> <b><u>MANUAL</u></b> .....	26

**WELCOME TO THE METROPOLITAN SCHOOL DISTRICT  
OF PIKE TOWNSHIP**

We wish to take this opportunity to welcome you as a new employee of the Metropolitan School District of Pike Township. Also, we wish to extend our best wishes for a successful career with our school system. We are proud of our reputation in the area as a leader in education. In order for all of us to succeed as a school system, it is necessary that we maintain our high standards of education and service to the community to insure continued success.

We feel that our school system offers an employee numerous rewards for hard work, dedication and innovative thinking. Your success in this school system can be both challenging and rewarding. We utilize a Human Dignity Policy that stresses courteous and efficient service to everyone involved in the school system. If you will remember to treat everyone you meet - students, teachers and fellow workers alike - in the same manner you would like to be treated, you will be filling one of the basic requirements of a successful employee, and you will find your work personally, as well as financially, rewarding.

**Human Dignity**

The Metropolitan School District of Pike Township has a diverse, multicultural school community; a fact the Board of Education considers an asset and a source of pride and enrichment. This diversity, however, underscores the importance of sensitivity to the backgrounds, feelings, and concerns of students and community members and of meeting the moral imperative of an equal opportunity society free of prejudice and discrimination.

The Metropolitan School District of Pike Township believes it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The Board of Education believes that all employees, parents/guardians and students are entitled to be treated and are obligated to treat others with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to provide a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society.

Accordingly, in this school district, statements or behavior by any member of the school community which insult, degrade, harass, or stereotype any other person on the basis of race/color, sex/gender, disability, physical condition, socioeconomic background, ethnic or national origin, or religion, are unacceptable.

**METROPOLITAN SCHOOL DISTRICT OF PIKE TOWNSHIP**

**BOARD OF EDUCATION**

President .....Mrs. Cherlisa Richardson  
Vice President.....Mr. Eric Huffine  
Secretary .....Mr. Michael Downs  
Member.....Mr. Philip Abrams  
Member.....Mrs. Regina Randolph  
Member.....Mr. Larry Metzler  
Member.....Mrs. Veronica Ford

**ADMINISTRATIVE / MANAGEMENT**

Superintendent.....Dr. Flora J. Reichanadter  
Assistant Superintendent of Secondary Education .....Dr. Maggie Hernandez-Bishop  
Assistant Superintendent of Elementary Education.....Dr. Larry Young  
Director of Exceptional Learners.....Mrs. Megan Ahlers  
Director of Curriculum and Programs .....Mrs. Cynthia Huffman  
Director of Instruction Professional Development .....Ms. Mary Kay Hunt  
Director of Student and Community Services .....Mrs. Patricia Burton  
Director of School Facilities.....Mr. Raul Rivas  
Chief Financial Officer .....Mrs. Linda Searles  
Director of Security .....Chief Allen Kasper  
Director of Purchasing.....Mr. David Koch  
Chief Technology Officer.....Mr. Todd Riker  
Director of Information .....Ms. Sherry Shelton  
Director of Transportation.....Mr. David Holly

**PRINCIPALS AND ASSISTANT PRINCIPALS**

Central Elementary School ..... Mrs. Erica Porter, Principal  
Mr. Jeremy Coleman, Assistant Principal

College Park Elementary School ..... Mrs. Stephane Bordelon, Principal  
Mr. Aaron Botsford, Assistant Principal

Deer Run Elementary School ..... Mrs. Raimeka Graham, Principal  
Mrs. Raykisha Robinson, Assistant Principal

Eagle Creek Elementary School ..... Mr. Kevin Kempton, Principal  
Mrs. Pam Guevara, Assistant Principal

Eastbrook Elementary School..... Mr. Larry Huff, Principal  
Mrs. Shara Gardner, Assistant Principal

Fishback Creek Public Academy ..... Mrs. Lisa Steele, Principal  
Mrs. Beth Lotti, Assistant Principal

Guion Creek Elementary School ..... Ms. Pam Conley, Principal  
Ms. Nikki Henson, Assistant Principal

New Augusta Public Academy South..... Mr. Josh Williams, Principal  
Mr. Gerrick Williams, Assistant Principal

Snacks Crossing Elementary School ..... Mr. Fabrice DeCaudin, Principal  
Mr. DaJuan Majors, Assistant Principal

Guion Creek Middle School ..... Mr. Gregory Nunley Jr., Principal  
Mr. Todd Nailon, Assistant Principal  
Ms. Trachell Taylor, Assistant Principal

Lincoln Middle School ..... Dr. Joel Munoz, Principal  
Mrs. Cynthia Perkins, Assistant Principal  
Mr. Greg Weimer, Assistant Principal

New Augusta Public Academy North..... Mr. Curtis Wright, Principal  
Mrs. Kim Nickleson, Assistant Principal  
Mr. William Riggs, Assistant Principal

Pike High School/Pike Freshman Center..... Mr. Troy Inman, Principal  
Mrs. Kurt Benjamin, Assistant Principal  
Mr. Ronald Cialdella, Assistant Principal  
Mr. Ben Csikos, Assistant Principal  
Mr. Doug Coats, Assistant Principal  
Mr. Randy Cooper, Assistant Principal  
Mrs. Adenike Harmon, Assistant Principal  
Mr. Monte Tapplar, Assistant Principal

Pike Preparatory Academy ..... Mr. Roy Dobbs, Principal

**SUPPORT STAFF**

Accounts Payable ..... Ms. Cathy McGrath  
Accounts Receivable ..... Mrs. Maxine Brown  
Assistant Chief Financial Officer ..... Mrs. Karen Cartmell  
Benefits Specialist ..... Mrs. Veronica Robinson  
Communications Officer ..... Ms. Sarah Dorsey  
Energy Manager ..... Mr. Rob Jordan  
Grant Manager ..... Mr. Aaron Groves  
Human Resources Specialist/ Certified Staff..... Ms. Susan Moothery  
Human Resources/ Classified Staff ..... Mrs. Cheri Harvey  
Lead Nurse..... Ms. Melissa Taylor  
Payroll Specialist ..... Mrs. Kim Boston  
Payroll Specialist ..... Mrs. Kimberly Werner  
Payroll Specialist ..... Mrs. June Chenoweth



**“AT WILL” EMPLOYMENT STATUS**

I UNDERSTAND MY EMPLOYMENT IS AT-WILL, i.e., MY EMPLOYMENT MAY BE TERMINATED AT ANYTIME FOR ANY REASON, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT THE OPTION OF EITHER THE SCHOOL SYSTEM OR MYSELF. ANY VARIATION, LIMITATION OR MODIFICATION OF THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANYTIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR WITH OR WITHOUT NOTICE, MUST BE SET FORTH IN AN EXPRESS WRITTEN AGREEMENT AND SIGNED BY BOTH THE SCHOOL SYSTEM SUPERINTENDENT AND ME. THIS HANDBOOK DOES NOT VARY, LIMIT OR MODIFY “AT-WILL” EMPLOYMENT STATUS. THIS HANDBOOK MAY NOT BE USED AS A BASIS FOR A CLAIM AGAINST THE SCHOOL SYSTEM OR ITS AGENTS, OFFICERS OR EMPLOYEES IN THE EVENT MY EMPLOYMENT IS TERMINATED. In the event there is any confusion as to the provisions of this handbook, the employee agrees that he/she will seek clarification of these policies and procedures from his/her supervisor or the Human Resources Department.

## EMPLOYMENT POLICIES

### AND

## EMPLOYEE RELATIONS PHILOSOPHY

Many factors are considered when new employees are selected by the MSD of Pike Township. One of the primary considerations is the ability of persons to get along with their associates and their ability to project a good image to our customers, i.e. the students, parents and taxpayers of our community. Other considerations, such as the applicant's prior employment record, skill, experience, intelligence, honesty and dependability, are taken into account. You have been asked to fill out an application form. When this form was completed, it furnished the MSD of Pike Township with certain information regarding your personal and business qualifications, which have helped us to select you for employment. Your work references were carefully checked by the MSD of Pike Township and, we believe, you will be a valuable addition to our organization.

We consider our work environment at the MSD of Pike Township to be one of the finest work environments in the Central Indiana region. The work environment includes both the working conditions and the personal relationships between the MSD of Pike Township and the employee acting together as a team. We want you to feel free to talk to us, and we will feel free to talk to you. During the tenure of your employment, we always want to keep it this way. It is very important that every employee be treated as an individual and an important participant in the operation of our school system. We strongly believe that individual consideration in employee/school system relations provides the best climate for each employee's maximum development, for the teamwork between the employee and the school system, and for the attainment of common goals of both the employee and the school system.

It is our policy to provide you with the best possible working conditions and job security, to pay wages and compensation that compare favorably with other school districts, provide good benefits, fair treatment and consider and treat each employee with a personal and individual respect, which is rightfully deserved. By utilizing this philosophy, we feel the MSD of Pike Township and our employees can grow together and our relationship will be a mutually beneficial one.

## EQUAL OPPORTUNITY POLICY

The School Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, sexual orientation, gender identity, and United States Military Service in its programs and activities, including employment opportunities.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to staff members and the general public. Any sections of the Corporation's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender specific terms should be eliminated from such contracts.

## IMMIGRATION ACT REQUIREMENTS

**Immigration Law Requirements:** Under the provisions of the Immigration Law, the Metropolitan School District of Pike Township must attest that we have examined documents provided by the applicant hired that establishes both the applicant's identity and eligibility for employment. Prior to the commencement of work, we will, therefore, require that you produce for inspection a U.S. Passport, citizenship papers, a resident alien card or a combination of either a Social Security card or a U.S. Birth Certificate and a valid driver's license. We will make photocopies of the documentation you produce, have you complete an I-9 form, and keep the documentation in our files for a minimum of three years. We will also use Homeland Security and Social Security Administration E-Verify program.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

### **TRIAL EMPLOYMENT PERIOD**

#### **Introductory Period:**

1. All new classified staff will be placed on introductory status for ninety (90) days. At sixty (60) days there will be a verbal evaluation between the employee and supervisor. After ninety (90) days there will be a written evaluation relevant to his/her performance. A satisfactory evaluation will result in placing the employee on non-introductory status. An unsatisfactory evaluation will result in dismissal, unless an extension of the introductory period is recommended. In most instances bus drivers will serve their introductory period as substitute bus drivers. During this trial period, the school system will give careful consideration to your work and attitude, your ability, and your future value to the school system. You also have the opportunity during this time to consider whether or not this is the kind of organization you wish to work for and whether the type of job you have is right for you. During this period, employment may be terminated by you, without notice, in which event there will be no adverse employment references. Likewise, if we feel your employment relationship is not going to work for our mutual benefit, your employment may be terminated by the school system, without notice, and for any cause the school system deems to be sufficient. Your progress during this period will be reviewed with you to make sure our employment relationship is a smooth one. This trial period is important for both you and the School System because we hope your employment with us will be satisfactory to you for a long period of time.
2. The ninety (90) day introductory period provides you a chance to demonstrate your ability, skill, interest and to determine for yourself whether you feel satisfied in the position to which you have been assigned.
3. Introductory status means that fringe benefits, **including paid holidays**, will not be in effect for full time employees for the ninety (90) day introductory period.
4. **THE EMPLOYEE UNDERSTANDS THAT COMPLETION OF THIS TRIAL EMPLOYMENT PERIOD WILL NOT BE CONSTRUED TO CREATE ANY CONTRACT OF EMPLOYMENT: ALL EMPLOYMENT WITH THE SCHOOL SYSTEM IS "EMPLOYMENT-AT-WILL" AND MAY BE TERMINATED AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT THE OPTION OF EITHER THE SCHOOL SYSTEM OR THE EMPLOYEE. THE EMPLOYEE AGREES THAT HE/SHE HAS NOT ENTERED INTO THE AT-WILL EMPLOYMENT RELATIONSHIP IN RELIANCE ON ANY PROVISION OF THIS HANDBOOK AND THAT THIS HANDBOOK MAY NOT BE USED AS A BASIS FOR A CLAIM AGAINST THE SCHOOL SYSTEM OR ITS AGENTS, OFFICERS OR EMPLOYEES IN THE EVENT EMPLOYMENT IS TERMINATED.**

### **EMPLOYEE ORIENTATION**

New employees undergo an employee orientation procedure. This procedure will be conducted by a designated representative of the school system and your immediate supervisor. However, we realize many questions may later arise concerning policies and procedures. Be sure that any questions you have are answered to your satisfaction, first, by your immediate supervisor, and then, if necessary, by our Human Resources Department.

### **PERSONAL RECORDS**

It is absolutely essential that you notify the payroll department of any change of your address, telephone number, marital status, changes of dependents, change of name, change of beneficiary, or any other personal information which is a part of your employment record. These changes could affect your eligibility under fringe benefit programs carried on by the School System. Please make sure the School System is notified of any such changes, as the School System cannot be responsible for any detriment to an employee who has not notified us of such change within 30 days.

## **EMPLOYMENT PROCEDURES**

Classified personnel shall be selected from a list of qualified applicants available. The Superintendent of Schools, or his delegated representative, shall select qualified persons for part or full time vacancies in the table of organization for classified personnel employed by the school district.

## **ASSIGNMENT OF PERSONNEL**

The School Board believes that the careful placement of support staff within the Corporation is vital to the utilization of qualified and competent support staff for the successful functioning of the Corporation. Responsibility for the assignment and transfer of support staff members shall be vested in the Superintendent.

## **PROMOTIONS AND TRANSFERS**

Consistent with good business practices and the needs of the School System, we will look first to fill promotions and transfers from within the School System. Upon learning of any job vacancy, any employee who wishes to apply for that position should submit his or her request in a short written form to the principal or the Human Resources Department. The employee's skills, ability, attendance, productivity and general work record will be considered, as well as the employee's length of service. The employer can choose others with less or no seniority.

## **WAGE AND SALARY POLICY**

Our School System maintains what it considers to be an extremely competitive pay schedule, as well as a competitive and modern fringe benefit program. Various job classifications receive different rates of pay, and employees of various positions are compensated in different fashions. You will be told your rate of pay and method of compensation when you are first employed. The School Board reviews our pay rates and pay policies to insure that our employees are paid fairly and that our pay rates are competitive in the area. We will annually review your progress, and we may adjust your rate of pay and/or pay plan accordingly. Annual step pay increases are not automatic and must be recommended by your immediate supervisor and approved by Human Resources.

General increases are determined by competitive wage rates in the area. Individual increases are determined by the merits of each particular employee with paramount consideration given to your abilities, the manner in which you have performed your duties, your job attitude, attendance, work habits and your length of service with the School System.

## **PAY PERIODS**

Classified staff will be paid bi-weekly, unless otherwise dictated by the school calendar. There are a maximum of 26 pays in a calendar year. If a payday falls on a holiday, check the district's master calendar for the pay schedule. If you believe there is an error in your paycheck, **contact your supervisor** who should report it to payroll, if necessary. Effective January 1, 2011 all employee paychecks will be by direct deposit, please contact the payroll department if you need assistance.

## **SNOW DAYS / DELAYED DAYS**

All office, custodial and maintenance classified employees must report to work at the regular time on snow days and delayed days. Reasonable caution should be taken for travel to work. Safety should not be at risk. Those who believe it too dangerous to venture out must call their supervisor. Such personnel may elect to use a personal or vacation day with approval from building principal or a director.

Inappropriate use of sick days is fraud. If school is closed, teacher assistants, and bus monitors will not report to work and will not be paid. If school is delayed, teacher assistants and other hourly employees will be paid for hours actually worked.

To respect the safety of our employees during weather related and emergency school closing days, the superintendent will make the decision regarding employee work schedules. When the superintendent determines that conditions are such that reporting to work creates a safety risk, all MSD of Pike Township buildings and offices will be closed and only employees designated by the superintendent as essential to maintain and/or attain safe district operations shall report to work. Year-round administrative and hourly employees will then have the option to make up the missed time in a flexible work schedule approved by their supervisor or choose to use a personal or vacation day to cover the missed time.

### **PAYROLL DEDUCTIONS**

You should keep in mind that your take-home pay does not represent the entire amount of your earnings. Various payroll deductions are made each payday in order to fulfill federal and state government requirements pertaining to taxes and Social Security. Other deductions may be made for fringe benefits such as medical, dental or vision insurance and our Section 125 Plan.

### **TIME RECORDS**

We are required by federal and state law to maintain an accurate record of all hours worked for each employee during a particular work week. The actual start and ending of your work week in your pay period may vary from position to position. Your immediate supervisor will inform you of the pay schedule. In order for us to comply with the law, it is mandatory that each employee accurately complete a time record appropriate to his or her department. **This time record must be in the employee's own handwriting** or by time clock, and must be certified bi-weekly by the employee as a true and accurate record of all hours worked. **It is a violation of School System policy for anyone other than you to mark time records.** All-time records must be signed by your immediate supervisor. It is a condition of employment that these records should then be submitted to Payroll, as required, in order for you to receive your pay. Any change in employee start and stop time needs to be approved through your supervisor.

### **OVERTIME**

Time records cannot be started earlier than five minutes before your regularly scheduled starting time, and not more than five minutes after your regularly scheduled quitting time, unless authorized by your supervisor. Any overtime must first be approved by the **Director of Student and Community Services** prior to performing the work. If you are required to work overtime, then indicate on your time record and on the overtime request form when you start work and when you stop work. Overtime is only permitted for employees whose actual work week has or will exceed 40 hours. Sick days, vacation days and/or any other leave during such a week do not count toward the 40-hour total.

### **WORKING CONDITIONS**

The School System will attempt to maintain the best possible working conditions we can. In this regard, we wish to keep a clean, safe facility; in short, a facility you will enjoy. If any condition exists which, in your opinion, is unsafe, unsightly, or under par, please notify your supervisor immediately. If the condition continues to exist, please contact the Principal or the Human Resources Department.

We are proud of the safe working conditions we provide for our employees. Yet, no matter how safe your working area may be, carelessness or "horseplay" on your part can make your co-worker, a student or a teacher a casualty. You should know and follow all common sense, safety, and fire regulations which will protect you and others from inconvenience or serious injury. Employees are responsible for following all safety rules and for using safety equipment furnished by the School System.

Your suggestions for safety, as well as suggestions for the improvement of any other phase of our operations, are encouraged at all times. It is the School System's intention that everyone follows good safety practices, including OSHA and other regulations. Failure to comply with safe working practices will result in suspensions and/or termination.

All work related injuries and accidents must be reported promptly to the Human Resources Department. Our insurance policies require the immediate notification to our insurance company.

### **HARASSMENT POLICY**

It is the policy of the School Board to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School 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 occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on transgender, sex, race, color, national origin, religion, disability, genetic information, age, sexual orientation, gender identity and United States Military Veterans or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

- Other Violations See Board Policy 4362 – Anti-Harassment

### **EMPLOYEE COMMUNICATIONS**

We want you to be happy and satisfied with your job. For this purpose, we emphasize two-way communication between the School System and our employees. We realize that from time to time it is only normal that situations may arise wherein an employee has a question or complaint about some aspect of his or her employment with the School System. Because questions can only be answered and complaints can only be rectified when there is communication between the School System and its employees, the School System has established an open door policy with respect to the availability of supervisors, principals and Human Resources Department. This is extremely important in order for us to maintain good channels of communications between the School System and you.

Although we feel no formal procedure is necessary to maintain good relations with employees, we urge that whenever you have a question or complaint, you make use of this communication policy. Communication is a two-way street, and the School System cannot help you with a problem unless you bring it to our attention. It is likely that most questions or problems can be resolved by discussing them with your supervisor. Thus, your supervisor is always free to discuss a problem with you.

It is best if discussion is initiated promptly after a question arises so that it may be dealt with without unnecessary delay.

If you and your immediate supervisor cannot resolve the question or problem, you should then present your views to the principal. The Human Resources Department is always available if the question is not resolved. We want you to feel free to present your views and, to this end, we pledge that no employee will be adversely treated for presenting his view of a problem to the School System. All matters of this sort will be settled promptly in accordance with School System policy. We hope this procedure will allow us to head off the minor problems in your employment relationship before they become major problems.

### **ELECTRONIC MAIL COMMUNICATIONS**

Electronic mail (E-mail) is deemed the property of the School System and should be used for School System purposes only. Employees have no personal privacy rights in any matter created, received, or sent on the E-mail system. As School System property, E-mail communications or information should only be disclosed to other authorized employees. Nothing should be entered into the E-mail system without a good reason, and the School System reserves the right to monitor the E-mail system to assure that it is being used for school purposes only.

### **PERSONAL APPEARANCE**

We cannot emphasize enough the importance of personal appearance and cleanliness in our business. Your appearance is important to you and to the School System. It affects the opinions of those with whom you work and affects the opinions of our customers, the students, parents and taxpayers of our community. Moderation and good taste in dress and grooming are desired.

### **STAFF DRESS**

It is expected that all Pike employees demonstrate a level of professionalism in their appearance that is commensurate with the importance of our work with students. With this in mind, the following guidelines have been established for all Pike employees to demonstrate our commitment to setting good examples for students to follow as well as respect.

- A. Clothing that is clean and free from holes and tears.
- B. Clothing that is free of any ornamentation that is disruptive, offensive, or inappropriate for a school setting.
- C. Footwear will ensure reasonable safety for job activity.
- D. Clothing will be of sufficient length and looseness for necessary body coverage while standing and in positions of movement so as not to be revealing of cleavage, midriff or abdomen, lower back or buttocks, or upper leg.
- E. Jean pants are not considered regular school attire but may be worn on designated days and as warranted by the day's activity.

Violation of these guidelines in any given school year will be addressed as follows:

1 <sup>st</sup> violation:	Verbal warning
2 <sup>nd</sup> violation:	Verbal reprimand
3 <sup>rd</sup> violation:	Written reprimand
4 <sup>th</sup> violation:	Disciplinary action taken at the District level

### **EMAIL**

All Classified employees will be assigned an email address for district communication.

**COMMUNICATION WITH STUDENTS, PARENTS AND TAXPAYERS**

The School System's record of success has been greatly influenced by our employees' appreciation of their responsibility to our customers, i.e. students, parents and taxpayers. Our continued success will depend to a large degree on how we will continue to satisfy them. The student, parent or taxpayer will not always be right, but don't argue with them. If you cannot satisfy him/her with a considerate and courteous discussion, refer the person to your supervisor. **Discourtesy to students, parents and taxpayers will be considered a violation of School System policy and will subject you to discipline up to and including discharge.**

**THE SCHOOL SYSTEM'S EMPLOYMENT BENEFIT POLICIES**

The School System maintains what it considers to be an extremely competitive and modern employment benefit program consistent with other benefit programs in our area. The following sections of this handbook outline these various programs. If you have any questions concerning these policies or programs, please contact the Benefits Specialist (387-2204) for clarification.

**FULL TIME CLASSIFIED EMPLOYEE BENEFIT INFORMATION**

Eligible employees who work a minimum of 30 hours a week qualify for fringe benefits. **Benefits begin after the ninety (90) day introductory period, unless the introductory period has been extended.** A reduction in such hours results in a loss of those fringe benefits. **Effective 9/01/01 all temporary instructional, Special Education, Pre-school, Title I assistants, and bus monitors were excluded from full time classified medical/dental/vision benefits.**

A. Insurance

1. Medical/Dental/Vision Insurance premium

a. **PLAN I**

	Single Plan	Employee +1	Family Plan
District payment	90%	75%	75%
Employee payment/year	10%	25%	25%

b. **PLAN II**

	Single Plan	Employee +1	Family Plan
District payment	99.9%	75%	75%
Employee payment/year	\$1.00/yr.	25%	25%

2. Term Life Insurance: The Board of Education will pay all premiums for a \$50,000 Basic Life and Accidental Death & Dismemberment policy for each eligible full time classified employee, after ninety (90) day waiting period effective the first day of the next month. Additional voluntary term life insurance is offered at the employee's expense.

3. Long Term Disability: 60% of base salary after ninety (90) day waiting period with cost of living adjustment, effective the first day of the next month. This is a benefit paid by the School System.

4. Section 125: Section 125 is available to all employees to assist with the cost of health care.

5. Vision: Vision insurance is available to all employees and dependents eligible for medical/dental insurance.



B. Illness days: These days are available for all full time classified employees. For additional information refer to section F.

C. Personal Illness Leave Bank: The voluntary Personal Illness Leave Bank is available to contributors to the bank after their accumulated illness, personal and vacation days have been exhausted. **Effective with the 2010-2011 school year, no new members will be allowed to participate in the sick bank. This will begin a complete phase out of the employee sick bank. Once the remaining days are exhausted the sick bank will be terminated.**

1. The Personal Illness Leave Bank shall be operated on a voluntary basis. A committee shall be formed to administer the bank and to provide the information needed whereby Payroll and the Department of Human Resources shall keep the Personal Illness Leave Bank records. This committee shall be titled the "Personal Illness Leave Bank Committee for Classified Staff" and shall be composed of the following five members:
  - a. One Administrative Services Center Administrator
  - b. One building level administrator
  - c. Three members from the classified staff
2. In the event that a vacancy occurs on the committee, a replacement for the vacant position shall be selected from the appropriate group from which the vacancy occurred.
3. The chairperson of the committee shall be selected by the committee.
4. **Enrollment. Enrollment is closed to new members beginning with the 2010-2011 school year.**
5. **Membership. Membership is open only to members who enrolled prior to the 2010-2011 school year.**
6. **Administration of the Bank.** The Personal Illness Leave Bank shall be administered by the committee in accordance with the following process:
  - a. The bank may be utilized only by the individual classified employee contributing for his or her own illness, not a family member's illness.
  - b. Days from the bank may be utilized only for those days that the individual contributor would perform duties assigned by the Metropolitan School District of Pike Township.
  - c. All days donated to the Personal Illness Leave Bank, become the property of the bank and shall not be refunded.
  - d. All requests to receive days from the Personal Illness Leave Bank must be submitted in writing to Human Resources along with a written statement from the employee's physician stipulating the expected duration of the illness. All requests must be approved by the committee. The Personal Illness Leave Bank Committee shall have the right to request additional information as needed to assist in reaching a decision on a particular case. The employee must exhaust personal and vacation day(s) before applying to the sick bank.
  - e. Any classified employee submitting a request to use the Personal Illness Leave Bank must have made their proper contribution. The employee must be in unpaid leave status for 3-days prior to applying to the sick bank.
  - f. Leave days from the Personal Illness Leave Bank shall be used only for serious prolonged illness or where extenuating circumstances exist.

- g. Periodic review by the committee of all Personal Illness Leave Bank used shall be made. No utilization may extend more than thirty (30) work days without review by the committee. Any employee who is unable to perform their duties after the period for which sick leave has been approved through the bank may request additional sick leave days. After a maximum of ninety (90) days, the member must refer to the Long Term Disability benefit.
  - h. The Personal Illness Leave Bank shall not be used as a replacement for the Long Term Disability benefit.
  - i. Membership in the Personal Illness Leave Bank shall be automatically continued from one school year to the next unless the member indicates in writing his/her election to withdraw from the bank. Such withdrawal must be indicated during the annual enrollment period.
  - j. Sick leave days from the Personal Illness Leave Bank shall not be granted for the period of disability when monies are paid to the classified staff member under Worker's Compensation or long term disability insurance.
  - k. The Personal Illness Leave Bank Committee shall make its decision for approval or denial of request within ten (10) calendar days from the date of receipt of said request.
  - l. An employee who resigns may donate their illness/personal days to the sick bank. However, one employee cannot donate their illness/personal days to another employee.
7. **Authorization of days from the Personal Illness Leave Bank**- The granting of sick leave days by a majority vote of the committee shall be in writing with a copy of such statement being forwarded to the office of the Payroll Department from the Office of Student and Community Services.
8. **Repayment of Days**
- a. The classified staff member who is the recipient for loan of days from the bank and who remains in the employment of the Metropolitan School District of Pike Township shall repay the bank the borrowed days. The days should be repaid at the rate of at least three days per year.
  - b. A recipient who leaves the school district of Pike Township and still owes days to the bank must transfer accumulated sick leave and personal business leave days to the bank. This is payment toward the loan.

D. **Personal Business Leave:**

All full time classified staff shall be entitled to School Board approved number of personal business leave, prorated the first year of employment, without loss of compensation for the conduct of personal business and/or personal and civic affairs per year. Such leave may be granted in one-half day segments. Unused personal business days transfer to illness days January 1 of each year.

A personal business/vacation request form shall be submitted to your supervisor. The leave shall be granted for the purpose of transacting or attending to personal business, legal business or household business for family matters which require absence during school hours. Under this provision it is the intention of the leave to be available for reasons of hardship or other pressing needs and not merely for personal convenience. **Personal business days may not be taken before or after a holiday or to extend any vacation or recess period except for extenuating circumstances as may be approved by the Director of Student and Community Services or his/her designee.**

In cases where these days are not used they will accumulate as part of the employee's illness leave.

E. Bereavement Leave:

In the case of death in the immediate family, the full time classified staff shall be entitled to bereavement leave with full compensation for up to six (6) consecutive work days including the date of the death. Leave must take place within 10 calendar days of the death. **In the event of a death during any vacation breaks, employees will be given days from the date of the death.**

**Such leave shall be granted for the purpose of attending last rites and to personal matters of the immediate family providing that said rites occur while employee would be normally performing duties as assigned by the school employer.** The immediate family shall be defined as spouse, child, parent, guardian, grandparents, grandchild, great grandparents, brother, sister and each similar relationship established by current marriage and any other legal dependent. Documentation of bereavement must be provided to your supervisor.

Full time classified staff shall be entitled to one (1) day of bereavement leave with full compensation to attend to the last rites of an aunt, uncle, niece or nephew and each similar relationship established by current marriage. Employee may serve as an unpaid participant in a funeral of someone not listed above providing said rites occur while employee is performing duties as assigned by the school employer. Documentation of such participation may be requested.

F. Illness Days:

Classified employees shall be entitled to sick days on a prorated basis. Illness days are with pay and are to be used in case of illness, surgery or serious accident involving the employee or any person residing in the employee's immediate household or the employee's parents or children. Medical documentation of said illness will be requested after an absence of three or more days to document any illness. Unused sick days accrue January 1 of each year. **Unused sick leave days shall accumulate with no cap.**

G. Vacation:

After 90 day introductory period, full time 260 day classified staff (employed twelve months per year) shall be entitled to vacation. Upon request of the immediate supervisor, vacation may be granted in either full or half day increments.

Eligible employees will receive two (2) weeks' vacation each year beginning in January, three weeks beginning in January of the fifth (5) years of employment, and four (4) weeks beginning in January of the twelfth (12) year of employment in the Metropolitan School District of Pike Township. Vacation schedules shall be and are subject to the approval of each employee's immediate supervisor. Vacation days do not carry over; "use them or lose them." Pro-rated days will be given to qualified employees upon leaving the school district.

H. Holidays:

All 12 month full time/260 and 245 classified employees (i.e. district custodian, maintenance, transportation office, ASC, school secretary have the following holidays with compensation: Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, and July 4<sup>th</sup>. In order to receive compensation for a holiday, employees may not take an illness leave the day immediately before or after the holiday.

225 secretaries receive the following holidays with compensation: Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Martin Luther King Day, Presidents' Day, and Memorial Day. In order to receive compensation for a holiday, employees may not take an illness leave the day immediately before or after the holiday.

All instructional assistants and elementary office assistants do not receive holiday pay.

**Instructional Assistants/Elementary Office Assistants**

When a holiday becomes a work day, the holiday cannot be used to substitute as a flex day. The employee must use a personal day.

**260, 245, 225 Employees**

For eligible holidays, when a holiday becomes a workday, employees will be provided a flex holiday approved by their supervisor.

- I. Resignation:  
Two weeks' notice of resignation shall be required in writing for all classified staff. This may be waived if warranted by the circumstances.
- J. C.O.B.R.A. (Consolidation Omnibus Budget Reconciliation Act)  
When employees with medical/dental/vision insurance terminate employment with the M.S.D. of Pike Township, they have the option to continue in the group insurance plan.
- K. H.I.P.A.A ( Health Insurance Portability and Accountability Act of 1996)  
HIPPA was created to increase consumer control over health care records, improve the security of health care information and to facilitate the portability of health insurance.  
Health plan enrollees have the right to request that a health plan limit disclosures of the enrollee's protected health information (PHI). Protected health information is individually identifiable health information.  
For further information, contact the Benefits Specialist at 387-2204.
- L. District approved Tax Sheltered Annuity Companies are as follows:  
  
Edward Jones  
Lincoln Company  
Metropolitan Life  
Valic
- M. FMLA:  
Our School System complies with the Family and Medical Leave Act (FMLA). Pursuant to FMLA, an employee is entitled to take up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible classified staff members for the following reasons:
  - A-1. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
  - B-1. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
  - C-1. the staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition; or
  - D-1. the staff member's own serious health condition prevents him/her from performing the functions of his/her position.

**Leave Entitlement**

Service member FMLA provides eligible employees unpaid leave for one, or for a combination, of the following reasons:

- A-2. A "qualifying exigency" arising out of a covered family member's (spouse, son, daughter, or parent) covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves. Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; 7) post-deployment activities; and 8) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- B-2. To care for a covered family member, including next of kin as provided in the statute, who has incurred an injury or illness or aggravation of a pre-existing illness or injury while in the line of duty while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating. Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy.

#### **Duration of Service Member FMLA**

- A. When leave is due to a "Qualifying Exigency": An eligible employee may take up to twelve (12) work weeks of leave during any twelve (12) month period. Such leave shall be counted with regular FMLA leave time in calculating the twelve (12) weeks of allowable leave.
- B. When leave is to care for an injured or ill service member: An eligible employee may take up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for the service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This is a onetime benefit per service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.
- C. Service Member FMLA runs concurrent with other leave entitlements provided under Federal, State and local law.

#### **General Provisions**

Staff members are "eligible" if they have worked for the Board for at least twelve (12) months **and** for at least 1,250 hours over the twelve (12) months prior to the leave request. Months and hours that reservists or National Guard members would have worked if they had not been called up for military service count towards the staff member's eligibility for FMLA leave/Service Member Family Leave. Employment service time may be aggregated when the break in employment service is less than seven (7) years, is for fulfillment of military obligations, or if the employee is subject to recall under a written agreement (NOTE: this includes a collective bargaining agreement).

Twelve (12) month period is defined as a rolling twelve (12) month period measured backward from the date the staff member uses FMLA leave (i.e. the "leave year" is specific to each individual staff member).

For Service Member Family Leave, the use of the twenty-six (26) weeks will be measured forward from the first date on which the employee takes leave.

Serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves:

- A. Inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or
- B. Continuing treatment by a health care provider, including:
1. A period of incapacity of more than three (3) consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves either in-person treatment two (2) or more times by a health care provider within thirty (30) days of the first date of incapacity, absent extenuating circumstances beyond the employee's control, or in-person treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a health care provider;

The first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.

2. Any incapacity due to pregnancy or for prenatal care;
3. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
4. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective;
5. Any period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

Employees are required to provide a certification and periodic recertification supporting the need for leave.

- C. Conditions for which cosmetic treatment are administered are not “serious health conditions” unless inpatient hospital care is required or complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomachs, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are conditions that do not meet this definition and do not qualify for FMLA leave.

- **For further details see Board Policy #4430.01 – Family & Medical Leaves of Absence (“FMLA”)**

N. Leaves of Absence:

There are times when leave of absence situations are not covered by the FMLA. In these situations, if an employee is not eligible for FMLA leave based upon length of employment, a leave of absence may be granted at the School System's discretion pursuant to this paragraph. To be eligible for a leave of absence, an employee must have worked longer than his or her ninety (90) day probationary period. If such an employee must be absent for an extended period of time (to exceed 5 working days) for any medical or non-medical reason, the employee must request a leave of absence, in writing, to the Director of Student and Community Services.

Employees on maternity leave who do not meet the requirements for Family Medical Leave and who have used up all accrued sick and personal leave may continue their health coverage by paying the active employee rate for their elected coverage for up to six (6) weeks for a normal delivery and eight (8) weeks for a cesarean section.

Leaves of absence will only be granted for good cause. Due to the size of the School System, we cannot guarantee re-employment at the close of a leave of absence for leaves not covered by FMLA. Leaves may be granted for a period not to exceed sixty (60) days, and may be renewable for good cause by agreement between the School System and the employee. During the leave of absence, the employee's seniority and vacation entitlements shall not accrue. The employee must check with the Benefits Specialist's office to determine on what terms and conditions his or her medical insurance will continue (if applicable) during the leave of absence. The School System may request doctor's statements, when appropriate, as a condition of continued leave of absence. No employee may use a leave of absence to "try out" other employment. All leaves of absence are subject to verification and approval by the School System.

O. Paternity Leave:

When a child is born to the wife of an employee, after the birth of the child, a maximum of five illness days may be used for such leave.

P. Military Leave:

Employees inducted voluntarily or involuntarily into active military service will be given treatment in accordance with applicable federal law. In the case of reservists attending annual training, you will be granted a temporary leave of absence with no effect on your vacation leave, sick leave, or other normal benefits. Your supervisor should be given evidence of the dates of your military leave as far in advance as possible. Upon your return, you should furnish your supervisor with evidence that you satisfactorily completed the training period.

In the case of active duty for reservists other than annual training, the length of the period of military leave determines the School System's rights and obligations and yours. You should provide notification to your supervisor as far in advance as possible of such leave, and submit the documentation you receive at the completion of the military service to your supervisor. You should consult with your unit legal clerk regarding any other requirements. You will be given treatment in accordance with applicable Federal Law.

Q. Retirement Benefits:

On November 9, 1995, the Board of Education approved a retirement benefit for all qualifying Metropolitan School District of Pike Township classified staff, effective immediately.

1. Benefit: The retirement benefit will pay eligible employees a one-time only retirement benefit at the time of retirement in the following amount:

- a. One hundred dollars (\$100) for each year of service in the district
- b. Twenty-five dollars (\$25.00) for each unused accumulated illness leave and personal business days with no cap on the number of days accumulated.

2. Eligibility: To be eligible for the retirement benefit, a classified employee must:

- a. Have served the last ten (10) complete consecutive years in the Metropolitan School District of Pike Township.
- b. Apply, if eligible, for retirement benefits from the Public Employee Retirement fund (P.E.R.F.).
- c. Be at least 55 years of age.

3. Notification: The Eligible employee shall notify the Superintendent of Schools or his designee in writing of the intent to retire by July 1 of the preceding year.

The July 1 notification deadline will be waived for any employee retiring during the school year, in order to implement the benefit immediately. If you have any questions regarding this benefit, please contact Human Resources at 387-2564.

R. Jury Duty:

The School System has adopted the following policy with regard to jury duty:

An employee may serve on jury duty upon presenting a copy of the court order to his/her immediate supervisor. The employee will be paid his/her full salary less the actual amount per day paid by the court for such appearance. Those costs listed as meals, parking, or mileage, shall be retained by the employee. It is the employee responsibility to secure from the court and deliver to payroll verification of the court duty. Failure to provide proper verification will result in a loss of a day's pay for each unaccounted day. Deductions will be made on the next payroll period. We do believe in community service.

S. Other Employment Benefits:

1. Social Security: As defined in the Social Security Act, you may be eligible at certain times for pension or disability benefits. By law, we are required to contribute a percentage of your earnings to the federal Social Security program. The percentage, as well as the pay the percentage applies to, is changed by the federal government from time to time. Your contribution is deducted from your earnings in addition to the amount of withholding tax we must deduct from your earnings.

2. Worker's Compensation: Worker's Compensation is required by state law and paid for entirely by the School System, and protects you in the event of an on-the-job injury or sickness relating to your employment. **Any accident on the job, no matter how small, must be reported immediately to your supervisor. Failure to report an accident within 24 hours will result in a written reprimand.** Multiple failures to follow this process could result in future disciplinary action, up to and including termination. If the worker's comp injury or illness also qualifies as a serious health condition under FMLA (page 17 section M), the workers' compensation absence and FMLA leave may run concurrently. If you have any questions pertaining to Worker's Compensation, please contact Karen Smyser at 317-387-2239.
3. Unemployment Insurance: Under certain conditions, state law provides you with some compensation during periods of unemployment. The tax is levied on the School System to underwrite the total cost of unemployment compensation.

**Reasonable assurance of employment will make you ineligible for unemployment compensation during the summer break, the winter break, the spring break, and all other breaks during the school year. Since you are ineligible for unemployment compensation during these breaks, any application for unemployment compensation during such a break will be considered as evidence of your intent to resign your employment and our records will reflect such resignation.**

### OUR PHILOSOPHY OF WORK RULES

Discipline is a necessary constructive force that enables all of us to organize and control our daily lives to help us maintain our self-respect and fulfill our obligations to society.

Contrary to what many people believe, discipline does not mean "punishment" only. It has a much broader definition of "order and control" which enables us to live in harmony with each other.

In practically every human organization-church, school, club, and business - we find discipline expressed in various rules and regulations. Without these, the organization could not function effectively for very long because none of its members would be concerned with the overall aims of the organization or their own personal obligations. That is why serious infractions of the organization's rules and regulations bring about "disciplinary action" in fairness to all and for the benefit and protection of all.

The Metropolitan School District of Pike Township, too, is first of all an organization of people. Thus, our School System has a responsibility to you and your fellow employees to establish, promote, and enforce discipline for the protection and welfare of the entire organization. When discipline breaks down, you have just as much to lose as the School System. That is why we, too, have established what we believe are reasonable rules of conduct for employees on the job and a standard disciplinary procedure for those who do not live up to the rules.

These rules have been written for the benefit and protection of all and are not meant to restrict the rights of anyone. If you have any questions concerning these rules, ask your supervisor, the school principal or the Human Resources Department for an explanation.

### DISCIPLINARY PROCEDURE AND WORK RULES

The School System has adopted the following system of discipline for violation of minor work rules. This consists of counseling and/or written warnings prior to termination of employment for violations of those rules listed under paragraph "A" below, unless the violations are willful or wanton, in which case employment may be terminated. The written warning is a formal step in the School System's disciplinary action process. Counseling and written warnings should be considered serious, and do become a formal part of the employee's personnel records. Repetition of an offense for which an employee has received prior counseling or written warnings may result in discharge. Employees may be asked to sign written warnings, and may make written comments concerning the warnings.



There are additional rules the violation of which may result in immediate discharge without prior warning. See such rules listed under paragraph "B" below. These are extremely serious infractions. If a violation of these rules occurs, the employee will be suspended pending an investigation and review by the Human Resources Department. If warranted in the discretion of the Human Resources Department, the employee may be discharged.

In appropriate situations, in compliance with applicable federal law, the School System reserves the right to make use of polygraph or similar examinations of its employees. The School System further reserves the right to require employees to submit to a medical examination or substance test in accordance with any substance abuse or medical program that may be in effect.

**THE SCHOOL SYSTEM'S WORK RULES ARE NOT ALL INCLUSIVE, AND THE SCHOOL SYSTEM FURTHER RESERVES THE RIGHT TO ALTER, AMEND, OR ADD TO THESE RULES AS CONDITIONS MAY DICTATE.** Each time a work rule is altered or added, you will be appropriately advised. We welcome your comments and suggestions as to additional work rules or modification of work rules that might be more appropriate to our organization, as well as any other ideas, comments, or suggestions you may have with regard to these rules.

A. The following rules are considered serious matters which will result in counseling or warning. Employees will be counseled concerning violations of these rules, and written warnings may be issued prior to termination of employment.

1. Wasting time, loitering, or leaving work area during work hours without permission; 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. Failing to complete all required work, including but not limited to assigned tasks, procedures or paperwork.
5. Engaging in horseplay, running, scuffling, or throwing things.
6. Careless handling of equipment or material.
7. Failing to maintain own time record.
8. Absenteeism or tardiness.
9. Making false or malicious statements concerning any employee, the School System, or its students; using abrasive language.
10. Marking, altering, or removing any matter on bulletin boards.
11. Misconduct of any nature adversely affecting the School System's best interest and reputation.
12. Failing to dress in a reasonably suitable manner, including shoes.
13. Using telephone during work hours to make or receive non-emergency, non-work related telephone calls.
14. Failing to keep work area clean and/or district vehicle.
15. Being on school property except during work hours or with permission.
16. Abusing or misusing school, student or employee's property or equipment. Failing to properly maintain and care for property or equipment. Failing to report malfunctioning equipment.
17. Failing to attend School System safety meetings, service meetings or other required meetings.

B. The following rules are considered to be extremely serious matters. The violation of any of these work rules may result, at the discretion of the School System, in disciplinary action up to and including discharge.

1. Violation of the School System's human dignity policy.
2. Violation of the School System's substance abuse policy.
3. Violation of the School System's discrimination or harassment policies.
4. Threatening, coercing, or maliciously interfering with fellow employees, students, parents, teachers or other persons during working hours or on School premises.
5. Gambling in any form on School System property.
6. A repetition of conduct for which counseling or written warning have occurred, including but not limited to any conduct covered by any consultation or warning for less serious acts of conduct under the above paragraph "A".

7. Fraudulent actions toward students, parents, teachers, employees or the School System.
8. Attempting to falsify and/or falsifying of School System records, employment application, production records, or time records.
9. Insubordination of any kind, including but not limited to, refusal to perform assigned work or to take orders from or follow supervisor; interfering with supervision; refusal to submit to medical or substance examination in accordance with the School System's Drug and Alcohol Policy.
10. Instigating a fight or fighting during working hours or on School System premises at any time.
11. Moonlighting that would interfere with your job performance.
12. Knowingly signing in for or punching another employee's time card; having one's time card punched or signed in by another or falsifying, in any manner, time, attendance or work records.
13. Leaving building or walking off job during work hours without proper permission. Permission should be obtained from your supervisor.
14. Theft, misappropriation, destruction or removal from the building location or premises without proper authorization of any School System property, records or equipment or property, records or equipment of another.
15. Intentionally restricting production; encouraging employees to restrict production, or to stay off or to leave work early.
16. Circulating or posting unauthorized literature of any type during work time and in work areas.
17. Disconnecting or rendering inoperative any safety system. Any adjustments to these systems must be made to factory specification or recommendations.
18. Falsification of employment applications, employment documents, or other School System records or documents.
19. Inflicting or threatening bodily harm to anyone.
20. Sleeping, wasting time, leaving place of work or flagrantly loafing while on duty.
21. Excessive tardiness
22. Excessive absenteeism
23. Soliciting funds or selling items during working hours without written authorization.
24. Unsatisfactory job performance.
25. Violating safety rules or practices or engaging in conduct that tends to create safety hazards.
26. Reporting for work or working in an unfit condition.
27. Failure to report an absence to your supervisor before your regularly scheduled work shift.
28. Destroying or damaging any M.S.D. of Pike Township property or property of an employee, student or another.
29. Neglect of duty (disregard/carelessness)
30. Assaulting or attempting to assault another while on M.S.D. of Pike Township property or during assigned working hours, including use of profanity.
31. Engaging in immoral conduct while on M.S.D. of Pike Township property or during assigned working hours, including but not limited to use of profanity.
32. Handling or carrying a firearm, explosive, or other weapon of any kind on the job or on M.S.D. of Pike Township property without authorization.
33. Possession or use of alcoholic beverages on M.S.D. of Pike Township property or during assigned working hours.
34. Possession or use of narcotics or controlled substances on M.S.D. of Pike Township property or during assigned working hours.
35. Promoting a negative attitude about work place.
36. Any other conduct, action, inaction or circumstance which the M.S.D. of Pike Township determines in its sole discretion as a basis for discipline or termination.
37. Failure to sign evaluation.
38. Inappropriate relationship with students or other district employees.
39. Any violation of the School System's policies and procedures.
40. Any employee caught in an act of deception, lying or hiding an incident to protect his/her job position.
41. During the course of his/her employment with the School Corporation, each support employee shall be required to report his/her 1) arrest, 2) filing of criminal chargers, or 3) conviction of criminal charges to the Superintendent within two(2) business days of the occurrence.

The Superintendent shall obtain a review of each reported 1) arrest, 2) filing of criminal charges, or 3) conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the staff member.

Several of our School System's work rules are worthy of special explanation to our employees. These rules are listed in the following pages in this section of the handbook.

### **SUBSTANCE ABUSE POLICY**

The School 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 not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia, by any member of the Corporation's support staff at any time while on Corporation property or while involved in any Corporation related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish guidelines that ensure compliance with this policy and that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of alcohol and illicit drugs by staff and informed that compliance with this requirement is mandatory. Such guidelines shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement.

### **USE OF TOBACCO ON SCHOOL PREMISES**

The School Board recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonusers and is therefore, of concern to the Board.

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.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco in school buildings at all time. Such prohibition also applies on school property, on school buses or school owned vehicles, and at any school-sponsored event.

I.C. 16-41-37  
20 U.S.C. 6081 et seq.  
U.S.D.O.E. Memorandum, 1995

### **WEAPONS**

The School 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 without the permission of the Superintendent.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. Possession includes storing the firearm in a personal vehicle while on school property. This prohibition applies to all employees including those who have a personal protection permit to carry a handgun.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons.

Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

The Superintendent will report an employee who violates this policy to law enforcement officials. The staff member also will be subject to disciplinary action, up to and including termination, for violation of this policy.

This prohibition does not apply to weapons under the control of law enforcement personnel.

Exceptions to this policy include:

- A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- B. theatrical props used in appropriate settings.
- C. starter pistols used in appropriate school related sporting events.

Staff members must report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

I.C. 20-33-9-1 et seq.

I.C. 35-41-1-8

I.C. 35-41-1-4.3

I.C. 35-47-5-2.5

I.C. 35-47-9

## **ATTENDANCE POLICY**

In order for our School System to function efficiently, we must have all employees present for work. Daily attendance records will be maintained by the School System. If you are going to be absent, you must telephone your supervisor by the start of your regularly scheduled work shift. **If your absence is unreported for a period of two days, without good reason, the School System will consider you have voluntarily terminated your employment.** Poor attendance may result in discipline up to and including discharge. Attendance records will also be taken into account when considering employees for promotion, advancement, pay increases, or transfer. **If you have to leave the premises for any reason, it is mandatory that you obtain permission from your supervisor prior to leaving and so note on your time sheet or time card.**

Adopted by the Board of Education on June 28, 2018

[EMPLOYEE COPY TO BE KEPT IN THIS MANUAL.]

**ACKNOWLEDGMENT FOR RECEIPT**  
**AND**  
**EXPLANATION OF POLICY AND PROCEDURE MANUAL**

The undersigned employee of the Metropolitan School District of Pike Township hereby acknowledges the receipt of this employee handbook, and acknowledges the existence and receipt of the handbook does not constitute a contract of employment, but rather an employment status of "at will." However, the undersigned agrees to conform to provisions contained in the handbook, as the same may from time to time be amended. Also, the undersigned employee understands that normal, reasonable, and customary breaks from work do not qualify for unemployment benefits.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_