

SUPPORT STAFF HANDBOOK



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CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION EQUAL OPPORTUNITY EMPLOYER

The School Board of Charles A. Beard MSC intends for all hiring and employment practices of the school corporation to comply with all Federal, State, and administrative guidelines regarding discrimination. It is the policy of the Board that no staff member or candidate for such a position in this Corporation shall be discriminated against on the basis of race, color, religion, national origin, creed, ancestral heritage, age, sex, marital status, disability, or genetic information.

The School Board of Charles A. Beard MSC intends to observe its responsibilities and procedural safeguards for staff in regards to the Individuals with Disabilities Act (Section 504), Americans with Disabilities Act (ADA), and Family and Medical Leave Act of 1993 (FMLA)

The School Board of Charles A. Beard MSC intends for no employee to suffer harassment while on the job. This includes supervisory harassment, worker to worker harassment, and harassment by students or patrons. 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. Any employee or student who feels they are the victim of such harassment should report such action to their supervisor or the supervisor of the harassing party. The School Corporation will follow procedural due process in following up on the complaint. Individuals who are found to have engaged in unlawful discrimination/harassment will be subject to appropriate disciplinary action. This policy applies not only to administrators, teachers, staff, and all other personnel, but also the students. All of us need to share in the responsibility for avoiding, discouraging, and reporting any form of unlawful discrimination/harassment.

If you have experienced discrimination in an education or work environment, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to a Complaint Coordinator:

Knightstown High School-Assistant Principal

Knightstown High School
8149 W. US 40
Knightstown, IN 46148
765-345-5153

OR

Charles A. Beard MSC-Human Resources

Administration Office
8139 W. US 40
Knightstown, IN 46148
765-345-5101

CHARLES A. BEARD MEMORIAL SCHOOL CORPORATION SUPPORT STAFF EXPECTATIONS

Charles A. Beard MSC seeks to employ the very best people for employees at all positions because the student body of our school system is the most important asset of our community. Their education and development as young people hinges on the contacts they have everyday with the employees of Charles A. Beard MSC.

As an employee of Charles A. Beard MSC, you are expected to work in a friendly and professional fashion with all you come into contact with. This is not only students, but parents, tax payers, fellow employees, and visitors to our school system. Everyone who passes through our school system should be impressed with the atmosphere that you help create on a daily basis. We want our facilities to be safe, caring, and welcoming. If nothing else is apparent to a visitor, we expect them to see that our people are friendly and respectful to all they come into contact with.

As a rule of thumb, treat others as you would like to be treated. Think as a prudent parent, taking care of others children as you would your own. Many support staff members have a great impact on children because of the many ways you may impact their lives. You may be the first one who sees them in the morning, you may be the one who feeds them, you might be the one who tutors them, you might be the one who tends to them when they are ill, or you might be the one who leaves them a bright, shiny school to walk into each morning. Never discount the impact you have on a young mind that is looking at every adult as a potential role model. Conduct yourself as if many eyes are on you. They are and they know what you do is important.

Eight Expectations:

1. Positive Attitude
2. Professionalism
3. Perfection
4. Organized
5. Initiative
6. Enthusiasm
7. Forgiving
8. Character

Non-Teaching Employees

The Charles A. Beard Memorial Board of School Trustees (Board) will conduct its business relationships with non-teaching personnel in a professional manner and will review wages and working conditions on a regular basis.

The Superintendent of Schools shall designate the supervisory person under whom each category of employees shall work.

Non-teaching personnel are employed with the understanding there is a job to be done and when working in any situation are subject to assignment changes by the supervisory person designated by the Superintendent and explained in Board Policy #4130. The supervisory person may vary assignments as he or she deems advisable to complete the tasks at hand.

Each time the Superintendent reviews wages and working conditions/hours for non-teaching personnel the following items will be determined:

1. The number of days each category of employees will work during the ensuing year
2. The number of hours in a work day or work week for each category of employees
3. Fringe benefits
4. Wages
5. Job Descriptions and Nature of work to be done

All non-teaching personnel will be paid every two (2) weeks according to established Pay Periods and Pay Dates unless notified by the Administration Office for exceptions.

All non-teaching support staff employees are to use time sheets or time cards to report hours of work. All overtime must be approved by the supervisor of the particular category of employees before the overtime is worked. All overtime is to be reported on the individual time sheet or time card.

All time sheets and time cards must be signed by the designated supervisor and delivered to the Administration Building by 10:00 am on the Monday following the last day worked in pay period unless otherwise specified in advance. **In addition, support staff may not clock in more than five (5) minutes before beginning or ending a shift unless authorized in advance by supervisor.**

The Charles A. Beard Memorial School Corporation maintains the following:

- All employees are hired on at at-will basis.
- Each person's employment is for no specific term.
- Either the employee or the employer has the right to terminate the relationship at any time.
- Nothing in the handbook should be construed as a contract or a guarantee of future employment.
- The current edition of the handbook supersedes all previous versions.

Definitions

Employee Descriptions:

Full-Time:

A full-time employee is defined as an employee who works 30 hours or more per week.

Part-Time:

A part-time employee is defined as an employee who works less than 30 hours per week.

Substitute Employee:

A substitute employee is defined as an employee who is employed on an as-needed basis. These employees are not considered full or part-time and are not eligible to receive unemployment or fringe benefits from the corporation.

12-Month Employee:

A 12-month employee is defined as any full-time employee who works twelve (12) months or year-round. This employee works 260 days and will receive paid holidays established annually by the Superintendent of Schools.

Job Classifications:

Administration Support Staff:

These employees work directly for the Superintendent of Schools. These positions include: Corporation Treasurer, HR Specialist, Payroll/Benefits Coordinator, and Central Office Assistant.

Aide:

An aide is defined as an employee who works directly with students on a daily basis and work student days only unless otherwise specified by the building administrator or Superintendent. These positions include but are not limited to: Health/Medical Assistant, Media Aide, Instructional Aide, and Title I Aide.

Bus Drivers:

These employees work directly for the Transportation Director. They are responsible for the bus assigned to them. They are to keep the Transportation Director informed of all transportation needs. They are held to the rules, regulations, and procedures of this handbook and the Transportation handbook.

Clerical/Secretarial:

These employees work directly for building administration or Support Staff Directors. These positions include but are not limited to: Building Secretary/Treasurer, Guidance Secretary, Attendance Secretary, Athletic/Transportation Support, Help Desk Support and Network Services Support.

Director:

These employees are the Department Heads of Support Staff. They include, but are not limited to: Food Service Director, Health Services, Corporation Treasurer, Technology Director, and Transportation Director.

Grounds Personnel:

These employees are under the direction of the Transportation Director and work closely to ensure proper upkeep of grounds and grounds equipment.

Kitchen Manager:

This employee is responsible for the supervision, training and management of the food service operation in the kitchen assigned. This position is supervised by the Food Service Director as well as the building administrator.

Head Cook/Line Cooks:

These employees are responsible for food preparation, baking, cooking meals as directed by the Kitchen Manager. The Head Cook position will assume the duties of Kitchen Manager in the absence of the Kitchen Manager.

Head Custodian/Custodian:

The Head Custodian and all custodial staff are responsible for the appearance and upkeep of the building assigned. Custodians may be transferred between buildings if necessary. These employees are supervised by the building administrator in the building assigned.

Maintenance:

These employees are responsible for the upkeep and maintenance on equipment and buildings of the Corporation. These employees are supervised by the building administrators and the Superintendent of Schools.

Mechanic Assistant:

This position is defined as an employee who reports directly to the Transportation Director and assists with the upkeep and maintenance of all transportation equipment.

Substitute Employees:

This classification is defined as any employee completing the job duties in the place of a regular scheduled CAB employee. These employees will be paid according to the substitute rate schedule established by the Administration Office.

Miscellaneous Descriptions:

Anniversary Date:

This is the recurring date of the first day of employment with the Corporation.

Benefit Eligibility:

Corporation benefits are defined in this handbook by the individual positions and hours. Part-time employees are generally not eligible to receive benefits, including paid leave days. Substitute or Temporary employees or less than full-time are not eligible to receive benefits.

Employment Year:

The fiscal year will run from July 1 to June 30 of each year.

School Year:

The school year will run from the first teacher day to the last teacher day of each academic year. Support staff employment year may be based on a fiscal year, school year, or student school year.

Student School Year:

The student school year will run from the first student day to the last student day and will consist of only those days students are in class.

Work Week:

A work week is defined as Monday through next Sunday.

Chemical Dependency Policy

Employees possessing, using, selling, or buying any alcoholic beverage, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, intoxicant or other illegal chemical substance during working hours or on school premises, or reporting to work under the influence of any of the above will be subject to disciplinary action including, but not limited to, suspension with or without pay, or termination of employment. Area law enforcement agencies will be informed of any such occurrence.

Employees with a chemical dependency, but who have not committed acts as outlined in paragraph one, shall not have their job security affected by a diagnosis itself or a request for treatment.

Once chemical dependency has been professionally diagnosed, it is the responsibility of the employee to cooperate with professionally prescribed treatment. Should the employee refuse to seek treatment, and the illness persists, the situation shall be handled as any other case, which adversely affects job performance. The case shall be reviewed and suitable action including, but not limited to, termination of employment, will be taken.

The confidential nature of medical and personnel records of any employee with chemical dependency shall be preserved in the same manner as all other records.

Information regarding Resources for Drug and Alcohol Abuse Treatment will be available in the Main Office of the school as well as the Administration Building. It is the individual employee's responsibility to seek treatment, if needed.

As a role model for young people, school employees are encouraged to set a positive example by refraining from the use of chemical substances.

Bus Drivers with CDL are subject to Substance Abuse Policy of Employees with Commercial Driver's License for Compliance with 49 C.F.R. Part 382.601 and 49 C.F.R. Part 40.

Employment-At-Will Doctrine

Charles A. Beard Memorial School Corporation hires all support staff employees not covered by the terms of a negotiated agreement on an "at-will" basis. Their continued employment is not guaranteed nor for any specific terms. The Corporation reserves the right to terminate this relationship at any time. Nothing contained in the Support Staff Employee Handbook can be construed as a contract or guarantee of continued employment.

As a condition of employment, all support staff employees certify that the information contained in their application is correct to the best of their knowledge and understand that falsification of such information is grounds for dismissal in accordance with Charles A. Beard Memorial School Corporation Board Policy #4120.

Such employees also authorize the references listed in their application for employment to give any and all information concerning previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to Charles A. Beard Memorial School Corporation.

In consideration of employment, employees agree to conform to the rules and regulations of Charles A. Beard Memorial School Corporation; and employment and compensation can be

terminated, with or without cause, and with or without notice, at any time, at the option of either the Corporation or employee.

Employees also should understand that no manager or representative of the Corporation other than the Superintendent has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Management Rights

The Board and School Administration have a responsibility and the authority to manage and direct, on behalf of the public, the operations and activities of the school corporation to the full extent authorized by law and Board Policy. Such responsibility and authority shall include, but not be limited to, the right of the school employer to:

1. Direct the work of its employees;
2. Establish policy;
3. Hire, promote, demote, transfer, assign and retain corporation employees;
4. Suspend or discharge its employees in accordance with applicable law,
5. Maintain the efficiency of school operations;
6. Relieve its employees from duties due to a lack of work or other legitimate reasons;
7. Take actions necessary to carry out the mission of the public schools as provided by law.

Transfers may be made 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.

Discipline Action Process

1. **Unsatisfactory Performance** - If you are having difficulty performing your job in a satisfactory manner, your supervisor will advise you of such and will coach you about improving your performance through an Improvement Plan. The purpose of this Plan is to help you identify what action you must take to improve your performance, which may include identifying problems and seeking solutions. If you continue to perform at an unsatisfactory level, you may be terminated. Normally, the steps taken in an improvement plan and disciplinary action will be as follows:

- a. Discussion with your supervisor (verbal warning); the supervisor will document the discussion in writing;
- b. Written warning;
- c. Suspension and/or Final Warning;
- d. Discharge/Termination

There may be instances when the severity and impact of your unacceptable job performance causes serious financial losses or public embarrassment or attention to the Charles A. Beard Memorial School Corporation. If such happens, one or more of these steps may be bypassed. In such cases, the severity of the problem, your past performance, and your length of service may be considered before disciplinary action, including immediate discharge is taken.

2. **Attendance** – If you experience repeated or habitual absences from work or tardiness, the following disciplinary action may be taken:
 - a. Discussion with your supervisor (verbal warning); the supervisor will document the discussion in writing;
 - b. Written Warning;
 - c. Final Warning;
 - d. DischargeThree (3) days of absence with no excuse provided will be treated as a voluntary resignation.

3. **Unacceptable Behavior** – Unacceptable Behavior is generally defined as serious misconduct. It includes, but is not limited to:
 - a. Theft;
 - b. Physical violence (or threats of such);
 - c. Sexual Harassment;
 - d. Child Abuse;
 - e. Criminal Conviction;
 - f. Verbal harassment or threats to anyone associated with the Charles A. Beard Memorial School Corporation;
 - g. Smoking on any school property;
 - h. Violation of the drug-free workplace policy;

- i. Possession, consumption, or being under the influence of alcohol or drugs on Charles A. Beard Memorial School Corporation property or at Charles A. Beard Memorial School Corporation functions;
- j. Committing unsafe acts;
- k. Repeated behavior that is disruptive to the work of other employees;
- l. Failure to report a work-related accident;
- m. Falsification of any Charles A. Beard Memorial School Corporation record, including applications and time sheets/cards;
- n. Falsification of any work-related form;
- o. Insubordination

If you engage in any of the above unacceptable behaviors, you may be suspended from work, pending discharge. You may be terminated without advance notice for unacceptable behavior.

In all cases, Charles A. Beard Memorial School Corporation reserves the right to suspend you without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay, for the period of suspension. Upon termination, any accumulated unused vacation days will be paid on the final employee's paycheck. All other accumulated unused leave days will be lost. At any point in the discipline process any support staff has the right to request a personal meeting with the Superintendent of Schools.

General Information

Employment Period and School Year Calendar:

The employment period for the Charles A. Beard Memorial School Corporation is July 1 through June 30. This is the time during which employees are normally employed. The schedule for student attendance for the CAB Corporation is 180 days. Teacher contract days consist of 184 days. All additional days must be approved in advance by the Superintendent of Schools.

Work Days in Various Employment Periods:

Twelve Month Employees (260 days) – Twelve month employees will work Monday through Friday, each week in the year with the exception of the holiday schedule approved annually by the Superintendent of Schools and earned vacation days as enumerated in this handbook, unless otherwise specified by the supervisor, department director or Superintendent of Schools.

Less than Twelve Month Employees (Less than 260 days) – The number of days stated on the student calendar for each particular position shall be worked unless otherwise specified by the supervisor, department director or Superintendent of Schools.

School Closing Procedures:

The following procedures are outlined to clarify for faculty/support staff, parents, and students when and how school may be closed due to inclement/adverse weather or other unforeseen conditions.

Please be assured that school officials survey the weather and road conditions in light of total safety for those concerned. Your cooperation is needed and appreciated.

PLEASE DO NOT CALL the Superintendent or Principal. Your phone, radio, television, and corporation web-site are the best sources for school closing information.

Every effort will be made to have closing announcements in the hands of radio and television stations prior to 6:30 A.M. When practical, continued school closing announcements will be in the hands of radio and television stations prior to their 11:00 P.M. news casts; when conditions are unstable or gradually improving, the final determination may not be made until early each morning.

The following web-site, radio and television stations will have closing announcement information for this School Corporation:

- ✓ Corporation Web-Site - www.cabeard.k12.in.us
- ✓ WCTW (1550 AM & NASH 102.5 FM) - New Castle
- ✓ WKPW (90.7 FM) - Knightstown
- ✓ WTHR - TV (Channel 13) - Indianapolis
- ✓ WISH - TV (Channel 8) - Indianapolis
- ✓ WRTV - TV (Channel 6) - Indianapolis

The absence of a closing announcement means that school will be in regular session with buses operating as near their regular schedule as possible.

Early closing during the regular school day will be announced over the web-site, school messenger system, and radio/television stations listed above. Parents not normally home during the day are asked to pre-arrange plans with their children in the event school must be closed early.

In the event of heavy fog conditions or other short term weather conditions, school opening (and bus route schedules) may be delayed and announced over the web-site, school messenger system, and radio/television stations listed above.

Building Checks:

These checks are on an as needed basis and performed only when considered necessary by the principal of each building.

Compensation during Closings/Delays or Weather Make-Up Days:

All support staff employees will be paid from their time sheets/cards for days or hours actually worked, according to the current rate for their category of employment. The approved job description for each category of support staff employee indicates the number of days and length of work day for which they may expect to be paid.

When classes are cancelled by school officials, it is necessary for certain categories of employees to be on the job. There are categories of support staff employees who will not be required to report for work. The categories and their requirements are as follows:

DO NOT REPORT:

- ❖ Bus Drivers
- ❖ Aides – Medical Assistant, Media, Instructional, Title I (unless authorized by building administration)
- ❖ Line Cooks
- ❖ Custodians

MAY BE REQUIRED TO REPORT: All employees listed below should check with their immediate supervisor **before** reporting to work.

- ❖ Head Cooks
- ❖ Secretaries
- ❖ Technology Assistant

REQUIRED TO REPORT:

- ❖ Head Custodians
- ❖ Bus Mechanic
- ❖ Support Staff Directors
- ❖ Administration Office Staff

The ‘required to report’ positions listed above are to report to work as normal. If an employee chooses not to report at the employee’s regular time due to safety concerns they have the option of requesting the use of a personal day (Emergency, Sick, or Vacation days will not be permitted). Based on overall affect to budgetary constraints, these requests may be denied by the Superintendent of Schools. Time sheets shall reflect actual starting and ending times for that day.

Criminal History Check:

All school employees of the Charles A. Beard Memorial School Corporation are required by state law to report convictions of certain crimes enumerated in state law to the Administration Office of the Corporation.

Each individual who is hired by Charles A. Beard Memorial School Corporation for any position will be required, at the time of hiring, to have a comprehensive criminal history check completed. The corporation maintains the right to request a National Criminal History Check on any at-will employee at any time during their employment. The fee for this check will be the responsibility of the employee, however cannot occur more than one time every three years.

Employment Procedures/Responsibilities/Qualifications:

Persons desiring to be employed by Charles A. Beard Memorial School Corporation in a support staff capacity shall file an application at the Administration Office where it will remain on file for one (1) year. Once vacancies are determined to exist, each position will be posted within and/or outside the school corporation as necessary.

Support staff, as a vital factor in accomplishing the mission of the corporation, must present 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.

Each employee must be trustworthy and of good moral character. Where applicable, employees must be eligible for a valid license or certification and possess said license or certification prior to being officially employed.

Evaluation Policy and Procedure:

The School Board recognizes the importance of implementing a program of support staff evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for support staff are to:

- A. Improve and reinforce the skills, attitudes, and abilities which enable a support staff member to be effective in achieving assigned job goals;
- B. Identify and remediate weaknesses which prevent a support staff member from achieving the goals of assigned duties.

Evaluations should meet the following conditions:

- A. Evaluations are conducted annually.
- B. Job objectives are clearly stated, are complete and accurate in content, and are agreed upon by the evaluator and employee.

- C. Factors hindering achievement of job objectives are clearly-defined and agreed upon by the evaluator and employee.
- D. Evaluation procedures are established and mutually agreed upon, and which ensure that the same process is used for similar situations.
- E. The confidentiality of the support staff member is protected.

Intended Outcome of the Evaluation Plan:

The procedures should produce conclusions that:

- A. Include those characteristics of a result and/or performance that meet or exceed described standards.
- B. Include those characteristics that fall below such standards.
- C. Are complete (no missing elements), accurate (no factual errors or unsupported inferences), and clear (understandable by all relevant parties).
- D. Indicate priorities for closing important gaps between current results/performance and expected results/performance.

Lunch Break:

Hourly employees are entitled to the lunch period associated with their position, if applicable. Therefore, it is prohibited that any employee be required to continue to work at their station during their lunch period. Eligible employees shall be given a thirty (30) minute unpaid lunch each day. Time sheets/cards should indicate the time taken for lunch breaks each day (discretion of each building administrator).

Overtime Policy:

Charles A. Beard Memorial School Corporation adheres to The Fair Labor Standards Act, which is the basic federal law regulating hourly wage rates and overtime pay. The Act, as such, does not regulate hours. Essentially, it establishes a minimum wage and regulates the conditions under which hours of work must be compensated at the premium rate of time and one-half. Overtime work is only that which exceeds forty (40) hours in a work week less any form of leave; holiday, vacation, personal, sick, or emergency leave. Any overtime must have prior administrative approval except in compelling (where director/employee have previously discussed a need) or emergency situations, in which case, the direct supervisor should be notified as soon as possible.

The following rules apply:

1. No support staff non-exempt employee is permitted to work any overtime for pay except as authorized by the superintendent, building principal/assistant principal, or support staff director.
2. Therefore, non-exempt employees are authorized routinely to work only during the stated hours and days of their assignment and not for overtime pay unless otherwise authorized/permitted in item #1 above.
3. Any employee who works unauthorized overtime will be subject to disciplinary actions.

Payroll Information:

All employee work hours and schedules shall be established by the employees designated supervisor and authorized by the Superintendent or designee. Work schedules shall be established based upon the needs of specific assignments or duties. All employment is established on an at-will basis. The establishment of employee hours and wages shall not be construed as a guarantee of a minimum period of employment or earnings.

The building administrator or support staff director shall be responsible for verifying the accuracy of time cards/sheets for hourly employees. Time cards/sheets shall reflect accurate work hours, leaves or other credits based upon adopted policy. Partial hours shall be reported to the next quarter hour.

Overtime for all support staff must be approved by the department director and/or building administrator (except in emergency situations) before such work is scheduled to begin. (Policy #4413)

Salary payments shall be bi-weekly according to the pay schedule.

Personnel Records:

A confidential personnel file is maintained for every employee, and may include the following:

- Job Application
- Verification of previous employment
- Wage/salary information
- Job Responsibilities and Performance Reviews
- Changes in employment status
- Acts of Commendation
- Disciplinary Actions
- Fringe Benefit Application and Beneficiary information
- Federal and State Tax information
- Record of job-related training and development
- Termination information

If you wish to review your personnel file, you may do so (except for previous employment references) by contacting the Human Resource Department in the Administration Building and the Human Resource Specialist will arrange for you to review your file. You may have a copy of any document in your personnel file, but if the copying is extensive, you may be subject to the fee schedule established by the School Board of Trustees.

Resignation/Termination:

The Charles A. Beard Memorial School Corporation recognizes the value of retaining experienced employees and the high costs resulting from frequent turnovers. Therefore, we try to minimize the need for and incidence of termination of Charles A. Beard Memorial School Corporation employees, either voluntarily or involuntarily. However, the employment of any person covered by

the policies and practices in this Employee Handbook may be terminated at any time with or without cause or advance notice.

1. Voluntary Termination – You may resign from the Charles A. Beard Memorial School Corporation at any time. Each employee shall give at least a two (2) week notice of their intention to resign. The same notice period shall be given by the school corporation if employment is to be discontinued, except in the case of immediate dismissal.
2. Involuntary Termination –
 - a. Unsatisfactory Performance and Poor Attendance – Your employment may be terminated involuntarily for unsatisfactory performance.
 - b. Unacceptable Behavior – There are several behaviors which are totally unacceptable for CAB Corporation employees. They are identified in the Evaluation Process Section.
 - c. Repeated Problems – If you receive written disciplinary action of any type more than once in any twelve-month period of time, you may be terminated without further warning or advance notice.
 - d. Financial Reasons - Your employment may be terminated involuntarily for financial constraints of the school corporation.

In all cases, CAB Corporation reserves the right to suspend you to investigate circumstances involving unacceptable behavior. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay for the period of suspension.

Fringe Benefits

Health Insurance – Anthem BCBS

Participation in the Charles A. Beard Memorial School Corporation hospital, medical and major medical insurance program will be available for each full-time support staff employee (one who works 30 hours or more per week) in the school corporation, subject to the following conditions:

1. Participation in the program is voluntary for each eligible full-time support staff.
2. The support staff must belong to a program which has been approved by the School Board.
3. Regular, full-time support staff may participate in a program by paying the employee portion of the monthly premium.
4. The support staff must elect to participate in this program by executing the proper forms within thirty (30) days of hire date. If an eligible employee chooses not to enroll in the insurance program, the board's participating share of premiums will be forfeited.

For selected categories of support staff, the school corporation may pay a portion of the total cost of hospital, medical and major medical insurance. This portion will be determined and premium paid as follows:

1. The employee's share of the total cost for the insurance program will be deducted from his/her paycheck, over a period determined by the number of pay-per year during the employment period.
2. When an employee does not complete a term of employment the employer's share will be pro-rated.
3. The employer's share of the total cost will be paid in equal monthly payments.
4. The employer's share will be the amount specified by the Charles A. Beard Memorial School Corporation Board of School Trustees.

In the event that an eligible support staff and eligible spouse are employed as full-time support staff by this School Corporation, a special arrangement for cost will be administered. Such employees having no dependents on their policy shall be required to enroll in two (2) single plans.

Life Insurance – Madison National

The Board agrees to make available to all eligible support staff (40 hours or more a week) who wish to participate, a group life insurance policy which will provide fifty thousand dollars (\$50,000) for death benefit and double indemnity death benefit in case of accidental death for those who elect Health Insurance. For those not electing to participate in Health Insurance, the benefit is \$96,000. Any premium amount that purchases more than \$50,000 of coverage is subject to federal tax laws and is the responsibility of the employee. The Board shall assume full cost of the policy less twenty-five cents (\$0.25), plus a one-time annual premium. Employees must sign up within 30 days of hire date.

Long-Term Disability – Madison National

The Board will contribute up to \$125 per year toward the annual premium for all eligible support staff (30 hours or more a week) who wish to participate in this School Corporation's group long-term disability insurance plan. The balance (if any) will be paid by the employee. Selection of the plan carrier shall be determined solely by the Board. Employees must sign up within 30 days of hire date.

Public Employee Retirement Fund (PERF)

Qualifying full-time Charles A. Beard Memorial School Corporation employees are required to participate in the Public Employee Retirement Fund (PERF) which is a retirement plan for public employees administered by the state of Indiana. Under state law, you must contribute three percent (3%) of your gross pay to this plan through payroll deduction. PERF is intended to assure you a retirement income related to your salary and your length of service with the Charles A. Beard Memorial School Corporation or other Indiana Public employers.

PERF Group includes Food Service Director, Head Cook & Kitchen Manager, Custodians, Media Aide, Nurse, Administrative Staff, Secretary, & Transportation Maintenance.

Must sign up at time of hire to a qualifying position

Section 125 (Non-Reimbursed Medical)

Eligible full-time support staff may participate in this School Corporation's flexible benefits plan, with all monthly user fees paid by the participating employee. Such plan shall be solely determined and adopted by the Board under the provisions of Section 125 of the Internal Revenue Service Code. The plan will provide for the following benefits, through salary reduction agreements: the employee share of group insurance premiums; non-reimbursed medical care accounts; dependent care assistance accounts; and other benefits provided through the plan.

HSA – Health Saving Account

Eligible full-time support staff may participate in this pre-tax saving account to help with medical expenses. This is fully funded by the employee and is voluntary. Main Source Bank handles the HSA and will give you a welcome packet to explain the plan and answer any questions that you might have. You can set up your account at Main Source and once that is completed, you will fill out paperwork at the Administration Office on the amount that you would like deducted and deposited each pay period.

403(b) IRS Code

The Board agrees to establish a qualified IRS Code Section 403(b) for all eligible support staff. The plan may include provisions allowing salary reduction contributions. The Board shall contribute a match of up to 2.5% of the 40 Hours/Week employee's salary into a qualified IRS Code Section 403(b) annuity plan. Within the provisions of the IRS Code, the plan shall be fully and immediately vested for all contributions, shall be portable, and include the availability of loans and hardship withdrawals.

VEBA – Voluntary Employee Benefit Association

The Board shall establish a VEBA Plan and a VEBA account for each eligible full-time employee (40 hours a week), and shall contribute an amount equal to 1.5% of the employee's salary into each employee's VEBA account. Such deposits shall be made incrementally (1.5% of annual amount) on a monthly basis. Support Staff members will be considered 100% vested in this program.

Types of Leave

Bereavement:

Each support staff employee shall be entitled to be absent from work without loss of compensation for a period not to exceed seven (7) consecutive work days from the time of death of a father, mother, husband, wife, child, father-in-law, mother-in-law, or any person domiciled in the employee's home. Should the employee not use all seven work days at the time of bereavement, up to two (2) days remaining of the seven work days shall be available during the same school year for the employee to settle estate matters. Five of the seven work days must be within a twelve calendar day period beginning with the first day of the leave. These days shall not reduce any accumulated sick leave.

The employee shall be granted up to five (5) consecutive work days from the time of death of a grandparent, grandchild, brother, sister, sister-in-law, brother-in-law, son-in-law, or daughter-in-law. These days shall not reduce any accumulated sick leave. Should the employee not use all five work days at the time of the bereavement, up to two days remaining of the actual work days unused shall be available during the same school year for the employee to assist the family with settlement of estate matters. Three of the five work days must be within a ten calendar day period beginning with the first day of the leave.

Bereavement leave shall begin on either the day of death of the relative or the day following the day of death. When the funeral or memorial service is scheduled to be outside this time period, the employee may request of the Superintendent or his/her designee to begin the bereavement leave at a time other than the day of death or the day after death.

Court/Jury Duty:

Any employee who is called to Court/Jury Duty is permitted to fulfill this civic obligation and will be paid his regular wages for days lost from work less the amount received for Jury Duty, other than mileage reimbursement. Documentation is required from the court to receive payment from the corporation. Since the employee is being paid for the whole day lost, he or she is expected to report to school for work on any regular hours when he/she is not on actual court/jury duty. For example, you sign in for jury duty and are dismissed by 10:00 am; then you should report to work the remainder of your regular work day.

Leave of Absence:

An employee may be granted an extended leave of absence without compensation for personal reasons, provided it does not in any way injure the school program. Scheduled increments, salary change, and retirement credit are not allowed for such leave. Conditions for return will be decided by the Superintendent at the time of approval.

Emergency:

Each full-time employee, upon approval of the Principal and Superintendent, shall be entitled to Emergency Leave of no more than the total for their particular position, per school year, for the following reasons:

- a. Emergency illness in the immediate family, defined as husband, wife, child, parent, or other person regularly domiciled in the employee's home.

- b. Death outside of the immediate family of a relative or close friend not provided for in Bereavement Leave.
- c. An Emergency in the home.

The employee must promptly submit to the Superintendent a written statement of the reason(s) for such Emergency Leave. This form is available in the Principal's Office, via CAB web-site, and in this handbook. Emergency Leave must be taken in units of not less than one-half (.5) days.

Personal:

Each full-time employee, upon approval of the Principal and Superintendent, shall be entitled to personal leave not to exceed the number designated for their position to conduct personal business. Unused personal leave days shall be added to the employee's sick days to the allowable position total.

Professional:

Each full-time employee, upon approval of the Principal and Superintendent, shall be granted leave for professional development opportunities. These opportunities should pertain to specific job duties, unless otherwise approved. These requests should be approved by the Superintendent no less than one (1) week in advance.

Sick:

Each full-time employee, shall be entitled to be absent from work, without loss of compensation, for a period not to exceed the number of sick days per year, or total accumulated sick days allowed for their particular position. Any sick leave that extends beyond three (3) consecutive days may require medical documentation. Unused sick days will accumulate to the allowable position total.

Unpaid:

All unpaid leave must be approved in advance by the Principal, Superintendent or Department Director. Disciplinary action, up to and including termination, may occur if unpaid leave becomes excessive or causes adverse effects on the corporation.

Vacation:

A twelve (12) month employee, whose hire date is on or before December 31, is entitled to five days paid vacation leave prior to June 30. A hire date of January 1 or after, the employee will not receive paid vacation leave until July 1.

Eligible full-time employees will receive five (5) days of paid vacation leave on July 1 if they have not been employed for one full year. Eligible employees who have been employed one full year prior to July 1 will receive ten (10) days of paid vacation. Employees will receive fifteen (15) days of paid vacation leave on July 1 following their ten (10) year anniversary date and twenty (20) days of paid vacation leave on July 1 following their fifteen (15) year anniversary date.

Custodian and Maintenance personnel may use vacation leave any time, as long as it is approved by supervisors and administration, and scheduled at least thirty (30) days in advance. Other twelve (12) month employees must arrange vacation leave with their department directors and the Superintendent to obtain approval.

Vacation days will not roll-over and must be used within the employment year. (7/1 to 6/30)

Retirement:

After ten (10) years of continuous service with the Charles A. Beard Memorial School Corporation, an employee who meets the following criteria will be entitled to severance at retirement.

1. Qualifying full-time support staff employees of CAB Corporation in a Public Employees Retirement Fund covered position will receive this benefit.
2. Employee must be a minimum of sixty-two (62) years of age at retirement or meet the rule of 85 as determined by PERF.
3. Employee must provide notification of intent to retire by March 1 of the year prior to retirement. This requirement may be waived by the Board of Education.
4. Upon death of retiring employee, otherwise eligible for said retirement pay in accordance with requirements and provisions stated, said pay will be paid to such employee's spouse or estate.

Severance Benefit

Fifteen dollars (\$15.00) per day for all (100%) accumulated sick leave (to the allowable position total). The employee must have worked in the corporation for 10 or more years.

Benefits By Position

Aides

Media/Medical Assistant/Instructional/Title I

Work Schedules – As Determined by Administration

- Media Aide – 27.5 - 40 Hours/Week – 181 - 185 days/year
- Medical Assistant – No more than 40 Hours/Week – 195 days/year
- Instructional Aide – 27.5 - 35 Hours/Week – 150 - 185 days/year
- Title I Aide – 27.5 - 35 Hours/Week – 181 days/year

Emergency/Personal/Sick Days – Eligible 40 Hours/Week Employees

- 3 Emergency Days (cannot accumulate)
- 3 Personal Days (cannot accumulate-roll over to sick days at end of school year)
- 8 Sick Days (can accumulate up to 75)

Bereavement Days

- See guidelines on page 22

Insurance Eligibility

- Medical/Health Insurance (portion paid by corporation) – 30 Hours/Week Employees
- Life Insurance \$50,000 (\$0.25 paid by employee) – 40 Hours/Week Employees
- Life Insurance \$96,000 (if employee does not elect Health Insurance Benefit, taxes must be paid on premium for \$46,000 on an annual basis) – 40 Hours/Week Employees
- LTD (portion paid by corporation) – 30 Hours/Week Employees

Also Available

- Insurance Supplements through American Fidelity
- Direct Deposit

Retirement

- Public Employees Retirement Fund (PERF) – See Page 21
 - Only Media Aides and Medical Assistant are eligible
- 403(b) Salary Deferral Agreement – Voluntary Employee Contribution Only for Under 40 Hours/Week & Corporation Match of 2.5% for 40 Hours/Week Employees

This document is intended as a summary of benefits only. In the case of differences between this document and the corporation policies and guidelines, the policies and guidelines shall prevail.

Kitchen Manager/Head Cook/Line Cooks

Work Schedules

- Kitchen Managers – No more than 37.5 Hours/Week depending on Bldg Assignment
- Head Cook – No more than 27.5 Hours/Week depending on Bldg Assignment
- Cook – No more than 25 Hours/Week depending on Bldg Assignment
- All Kitchen Staff work 185 days unless otherwise specified by Food Service Director

Emergency/Personal/Sick Days – Kitchen Managers (employees with 30+ hours/week are eligible)

- 3 Emergency Days (cannot accumulate)
- 3 Personal Days (cannot accumulate-roll over to sick days at end of school year)
- 8 Sick Days (can accumulate up to 75)

Bereavement Days

- See guidelines on page 22

Insurance Eligibility

- Medical/Health Insurance (portion paid by corporation)– 30 Hours/Week Employees
- Life Insurance \$50,000 (\$0.25 paid by employee) – 40 Hours/Week Employees
- Life Insurance \$96,000 (if employee does not elect Health Insurance Benefit, taxes must be paid on premium for \$46,000 on an annual basis) – 40 Hours/Week Employees
- LTD (portion paid by corporation) – 30 Hours/Week Employees

Also Available

- Insurance Supplements through American Fidelity
- Direct Deposit
- \$35/year clothing allowance

Retirement

- Public Employees Retirement Fund (PERF) – See Page 21
 - Only Kitchen Manager and Head Cooks are eligible
- 403(b) Salary Deferral Agreement – Voluntary Employee Contribution Only for Under 40 Hours/Week & Corporation Match of 2.5% for 40 Hours/Week Employees

This document is intended as a summary of benefits only. In the case of differences between this document and the corporation policies and guidelines, the policies and guidelines shall prevail.

Custodians

Work Schedules

- Head Custodian - No more than 40 Hours/Week – 260 Days/Year
- Full-Time Custodian – No more than 40 Hours/Week - 215 Days/Year
- Part-Time Custodian – 5.5 Hours/Day – 215 Days/Year
- Half-Time Custodian – 4.0 Hours/Day – 215 Days/Year

Holidays – 40 Hours/Week Employees

- Independence Day
- Labor Day
- Fall Break (One day only)
- Thanksgiving and Day After
- Christmas Day and Additional Day during Semester Break
- New Year's Day
- One Day During Spring Break
- Memorial Day

Emergency/Personal/Sick Days – 40 Hours/Week Employees

- 3 Emergency Days (cannot accumulate)
- 3 Personal Days (cannot accumulate-roll over to sick days at end of school year)
- 8 Sick Days (can accumulate up to 150)
- Vacation Days (see page 23 for details)

Bereavement Days

- See guidelines on page 22

Insurance Eligibility

- Medical/Health Insurance (portion paid by corporation) – 30 Hours/Week Employees
- Life Insurance \$50,000 (\$0.25 paid by employee) – 40 Hours/Week Employees
- Life Insurance \$96,000 (if employee does not elect Health Insurance Benefit, taxes must be paid on premium for \$46,000 on an annual basis) – 40 Hours/Week Employees
- LTD (portion paid by corporation) – 30 Hours/Week Employees

Also Available

- Insurance Supplements through American Fidelity
- Direct Deposit
- \$35.00 Year Clothing Allowance

Retirement

- Public Employees Retirement Fund (PERF) – See Page 21
- 403(b) Salary Deferral Agreement – Voluntary Employee Contribution Only for Under 40 Hours/Week & Corporation Match of 2.5% for 40 Hours/Week Employees

This document is intended as a summary of benefits only. In the case of differences between this document and the corporation policies and guidelines, the policies and guidelines shall prevail.

Building Secretary/Guidance Secretary/Attendance Secretary/Athletic Secretary

Work Schedules - All Secretary Schedules Depend on Building Assignment

- Building Secretary - No more than 40 Hours/Week – 188 - 220 days/year
- Guidance Secretary – No more than 40 Hours/Week – 188 - 220 days/year
- Attendance Secretary – No more than 40 Hours/Week – 188 - 220 days/year
- Athletic Secretary – No more than 40 Hours/Week – 188 - 220 days/year

With additional responsibilities a transfer to an 11 month category may be addressed

Emergency/Personal/Sick Days – 40 Hours/Week Employees

- 3 Emergency Days (cannot accumulate)
- 3 Personal Days (cannot accumulate-roll over to sick days at end of school year)
- 8 Sick Days (can accumulate up to 150)
- Two Paid Holidays (Labor Day & Memorial Day)

Bereavement Days

- See guidelines on page 22

Insurance Eligibility

- Medical/Health Insurance (portion paid by corporation) 30 Hours/Week Employees
- Life Insurance \$50,000 (\$0.25 paid by employee) 40 Hours/Week Employees
- Life Insurance \$96,000 (if employee does not elect Health Insurance Benefit, taxes must be paid on premium for \$46,000 on an annual basis) 40 Hours/Week Employees
- LTD (portion paid by corporation) 30 Hours/Week Employees

Also Available

- Insurance Supplements through American Fidelity
- Direct Deposit

Retirement

- Public Employees Retirement Fund (PERF) See Page 21
- 403(b) Salary Deferral Agreement – Voluntary Employee Contribution Only for Under 40 Hours/Week & Corporation Match of 2.5% for 40 Hours/Week Employees

This document is intended as a summary of benefits only. In the case of differences between this document and the corporation policies and guidelines, the policies and guidelines shall prevail.

Substitutes

Cook/Custodian/Secretary

Work Schedules

- Work As needed when called

Fringe Benefits

- Substitute employees are not eligible for any benefits.
- Reasonable assurance of continued employment

Other

- Direct Deposit

This document is intended as a summary of benefits only. In the case of differences between this document and the corporation policies and guidelines, the policies and guidelines shall prevail.

11 Month or Year Round Clerical, Bus Mechanic, Maintenance and Directors

Work Schedules

- Administration Office Clerical - No more than 40 Hours/Week – 260 days/year
- Support Staff Directors – No more than 40 Hours/Week – 260 days/year
- Network Services Personnel – No more than 40 Hours/Week – 260 days/year
- 11 Month Clerical Employees – No more than 40 Hours/Week – 240 days/year

Holidays

- Independence Day
- Labor Day
- Fall Break (Friday only)
- Thanksgiving and the day after
- Christmas Day and one additional day specified by Superintendent
- New Year's Day and one additional day specified by Superintendent
- Spring Break – Monday & Friday
- Memorial Day

Emergency/Personal/Sick Days

- 3 Emergency Days (cannot accumulate)
- 3 Personal Days (cannot accumulate-roll over to sick days at end of employment year)
- 8 Sick Days (can accumulate up to 150)
- Vacation Days (does not apply to 11-month employees)

Bereavement Days

- See guidelines on page 22

Insurance Eligibility

- Medical/Health Insurance (portion paid by corporation)
- Life Insurance \$50,000 (\$0.25 paid by employee)
- Life Insurance \$96,000 (if employee does not elect Health Insurance Benefit, taxes must be paid on premium for \$46,000 on an annual basis)
- LTD (portion paid by corporation)

Also Available

- Insurance Supplements through American Fidelity
- Direct Deposit

Retirement

- Public Employees Retirement Fund (PERF) – See Page 21
- 403(b) Salary Deferral Agreement – Voluntary Employee Contribution & Corporation Match of 2.5%

This document is intended as a summary of benefits only. In the case of differences between this document and the corporation policies and guidelines, the policies and guidelines shall prevail.

Employment Notifications

COBRA

COBRA is federal health coverage protection. It is not health coverage. COBRA requires employers with twenty (20) or more employees to provide their employees and their dependents the right to continue health insurance coverage after a qualifying event such as leaving a job. An individual that is terminated for gross misconduct is not eligible for COBRA. In order to continue your health insurance, you must pay 100% of the total health insurance premium. Contact the Superintendent's Office if you have questions concerning COBRA.

HIPPA

HIPPA makes health insurance portable. Portability in HIPPA means that once an individual has health coverage, this coverage may be used to reduce or eliminate any pre-existing condition exclusion that might be applied to an individual who moves to another employer's group health plan. The concept of portability is really one of an individual receiving credit for maintaining health coverage, even though it may be under different health plans or policies. Portability does not mean you can carry your current health benefits or current plan or policy with you when moving to another health plan or policy. Contact the Superintendent if you have questions concerning HIPPA.

Medicare

Part of the contribution to FICA (Social Security) is designated by the Federal Government to pay for your Medicare Benefits after you reach the qualifying age.

School Safety Specialist

The Charles A. Beard Memorial School Corporation has trained professionals as the School Safety Specialists. For a listing of trained personnel, please contact the Superintendent's office.

Social Security

All Charles A. Beard Memorial School Corporation employees are covered by the Federal Insurance Contributions Act (FICA), which is designed to provide retirement income and health care after an age defined by federal law. This is commonly referred to as Social Security, and it is paid for equally by the corporation and our employees. The Congress of the United States determines how much money must be contributed from a payroll check. That deduction and the corporation's contribution are forwarded to the Social Security Administration for deposit into your account.

Unemployment Compensation

Charles A. Beard Memorial School Corporation pays for unemployment insurance for every employee. Unemployment insurance benefits are designed to assist Charles A. Beard Memorial School Corporation employees in the event of qualified unemployment status.

Universal Precautions

All employees are directed to utilize the universal precautions outlined to prevent the transmission of dangerous communicable diseases including Acquired Immune Deficiency Syndrome (AIDS) through blood or other body fluids.

Worker's Compensation

Charles A. Beard Memorial School Corporation purchases insurance, which provides for medical treatment and income assistance for our employees who may become injured or disabled because of a job-related injury or disability. The guidelines for medical treatment and income assistance are determined by regulations established by the Indiana General Assembly.

Family and Medical Leave Act (FMLA)

Employees may find it necessary to take an unpaid absence from work for personal or family medical reason as provided in the Family and Medical Leave Act (FMLA) of 1993. To the extent an employee's family or personal medical leave qualifies as a leave offered by the school corporation, such leave will run concurrently. For additional information, pertaining to FMLA employees should refer to section 3430.01 of the Charles A. Beard Memorial School Corporation Administrative Guidelines and By Laws and Policies found on the School Corporation's website at <http://www.cabeard.k12.in.us> .

Charles A. Beard Memorial School Corporation – Documentation, By-Laws, and Board of Trustees Policies can be found on our website at <http://www.cabeard.k12.in.us> .