



Greencastle Community School Corporation

Hourly Classified Handbook
2020-2021 School Year

The Challenge is Ours... Commitment from Everyone Excellence for Everyone

ABOUT YOUR EMPLOYMENT

Hourly Classified

General Policy

Hourly Classified personnel are those employees of the Greencastle Community School Corporation who are not required to have a license issued by the Indiana Department of Education in order to be hired to perform a specific duty. All hourly classified personnel are at-will employees which means either party (corporation or the employee) may terminate employment at any time, for any reason, or no reason. This handbook is not to be construed as a contract. The only exception will be school bus drivers who are under contract as per Indiana Statute. New hourly classified employees beginning July 1, 2013 will serve a ninety (90) day probationary period. During this probationary period, employees are not eligible for holidays, sick days, paid leave days, or bereavement days.

It is the intention of the Greencastle Community School Corporation to comply with all local, state, and federal laws which are applicable.

Any provisions of this handbook which conflict with any state or federal statutes, rules, or regulations now in effect in the State of Indiana or to become in effect during the effective term of this handbook or the policies it describes shall be superseded by any such conflicting statutes, rules, or regulations.

The School Board does not unlawfully discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State Law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs, and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and/or activities affecting the Corporation environment.

The following person(s) is/are designated as the Corporation's Compliance Officer(s) and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination:

Personnel/ Benefits Coordinator
1002 Mill Pond Lane
Greencastle, IN 46135
765-653-9771 x 110

Assistant Superintendent
1002 Mill Pond Lane
Greencastle, IN 46135
765-653-9771 x 104

Employment at Will

This booklet is not a contract. It does not confer any employment rights, nor does it give any employee or former employee any rights to continued benefits. The Greencastle Community School Corporation reserves the right to change any insurance carrier or plan described in the handbook. The Greencastle Community School Corporation reserves its right to terminate your employment and to terminate or change any of its practices, policies, and benefit plans at any time and for any reason. This also means that you can terminate your employment at any time.

Fair Labor Standards Act

The Greencastle School Corporation will comply with the following guidelines as set forth in the Fair Labor Standards Act.

Defined seven (7) day work week – 12:00 Midnight Sunday through 11:59 pm the following Saturday.

Minimum Wage – Minimum Wage will be paid according to federal guidelines.

Overtime Compensation

Employees covered under the Fair Labor Standard Act (FLSA) must be paid time and one-half their hourly rate, when they work more than forty (40) hours during the defined seven (7) day work week. Overtime rates apply to work performed voluntarily or at the request of his/her supervisor. FLSA requires overtime only if the employee works more than forty (40) hours during the seven (7) day work week. If an employee works beyond his/her normal workday and receives comparable time off during that seven (7) day period, the law does not require overtime pay. For purposes of applying the FLSA, the forty (40) hour total does not include hours for which the employee is paid but did not work such as sick days, paid leave days, etc. Hours not worked and not paid such as unpaid lunch, unpaid leave, etc. do not count in the forty (40) hours. If an employer provides a ten- or fifteen-minute work break the employee must receive pay for the break and the time counts in the forty (40) hour total.

Where applicable, the board approved hourly classified handbook will dictate practice. Any time worked in excess of forty (40) hours per week must have prior approval of the employee's immediate supervisor. Employees must perform their assigned duties within Greencastle Community School Corporation or on a task assigned by your supervisor.

FLSA requires the employer to keep records of overtime worked and compensation for each employee. For contractual employees a record of exceptions to the normal work week is enough record as recorded in Veritime or the corporation's software program.

Notification of Arrests/Convictions after Initial Employment Date

During his/her employment with the School Corporation, any staff member accused of a crime by any law enforcement agency or any employee who is arrested must immediately report the accusation to the Superintendent within two (2) business days of the occurrence. The Superintendent will involve supervisors as needed.

The Superintendent shall obtain a review of each reported accusation/arrest and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee.

Code of Ethics

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by federal funds through federal and state programs and Child Nutrition Programs of the United States Department of Agriculture.

No employee, officer, or agent of the school corporation shall participate in the selection, award, or administration of a contract supported by program funds if conflict of interest, real or apparent, would be involved.

Conflict of interest arise when one of the following has a financial or other interest in the entity selected for the award:

- a) School corporation employee, officer, or agent
- b) Any member of the employee, officer or agent immediate family
- c) The employee, officer, or agent business partner
- d) An organization that employs or is about to employ one of the above

School corporation employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts under these programs. Employees may accept unsolicited items of nominal value such as those that are generally distributed by a company or organization through its public relations programs.

The removal of equipment or supplies, equipment, food, or school property such as records, recipe books, and the like by school employees is prohibited.

The purchase of food, equipment, or supplies using bid prices from any vendor for personal use is prohibited.

No removal of any money from the daily deposits or change fund for any reason.

Disciplinary Action

Failure of any employee to abide by the above-stated code may result in disciplinary action, including but not limited to suspension or dismissal.

Discharge of Personnel

Any hourly classified employee of the Greencastle Community School Corporation may be discharged for any lawful reason considered by the employee's supervisor, principal, or director, Superintendent, or the Board to be in the best interest of the school corporation. Such reasons may include, but are not limited to unsatisfactory work performance in either the manner in which the employee performs his/her job duties or the manner in which the employee works with and/or relates to students, fellow employees or patrons, failure to conform to the rules and regulations of the schools, substance abuse, poor attendance, sexual or other unlawful or inappropriate harassment of students, fellow employees or patrons, other misconduct, incompetence, physical inability to perform the essential functions of the job position even with reasonable accommodation or other lawful reason. Physical inability to perform duties shall be

determined by a competent physician to be named by the Greencastle Community School Board. The Greencastle School Corporation will fully comply with the provisions of the Americans with Disabilities Act of 1991 as amended.

If an employee is involuntarily terminated by the school corporation for unsatisfactory performance, gross misconduct, or violation of any rule, policy, or procedure the employee will not be eligible for payment of any sick and paid leave time.

Infractions that involve items of immorality, direct disobedience, substance abuse, or other serious misconduct will result in immediate discharge. Other infractions may be dealt with in one or more of the following procedures:

- conference and written warning
- required supplemental training
- one or more days off the job without pay
- dismissal from the job

Conferences will be held with the appropriate supervisor. A written statement concerning the items discussed at the conference will be given to the employee. A copy of these documents (signed by the employee and/or witness and acknowledging that the items were discussed) will be placed in the employee's personnel file.

If it is subsequently determined by the School Board that a suspended employee is not guilty of misconduct and has performed his/her duties faithfully and satisfactorily, the employee may be reinstated and given back pay for the time the employee was suspended.

It is the policy of the Greencastle Community School Corporation to maintain a learning and working environment that is free from harassment. It is a violation of this policy for any employee in the Greencastle Community School Corporation to harass another employee or students through employee communications of a sexual nature, or to harass another employee, a student or patron through conduct or communications that are intended to have the effect of demeaning, degrading, hurting, or embarrassing another employee, student, or patron based on the employee's, student's, or patron's race, ethnicity, religion, disability, age, or other protected status.

Evaluation

Hourly classified personnel will be evaluated by his/her immediate supervisor a minimum of one time during the school year. The results of these evaluations are to be in written form and discussed with the employee by his/her supervisor and signed by both parties. The supervisor will retain one copy of the signed evaluation, one copy of the signed evaluation is to be given to the employee, and one copy of the signed evaluation is to be placed in the employee's personnel file.

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

Attendance

Employees are hired to fill positions because there is a need to provide services to our schools. Those services cannot be provided if employees are not in attendance. Therefore, regular and prompt attendance is required. Excessive unexcused absences, tardiness, or leaving early will not be tolerated and will be grounds for disciplinary action, up to and including dismissal.

Absences and Tardies

Employees who need to be absent for illness, emergency family illness, medical leave, and other legitimate reasons, will not be penalized provided they notify their Principal/Director with information and have his/her approval. Notification needs to be made prior to the absence, by using the AESOP system. If an emergency does not permit prior notification, please let your Principal/Director know as soon as possible so that the Principal/Director has ample time to secure a substitute. Any leave of absence that will be more than five (5) days must be approved by the Superintendent or his designee and the school board.

If an employee wants to take planned time off without pay the employee must send a written request to the Principal/Director at least two (2) weeks prior to the leave for approval. The Principal/Director will then send to the Superintendent's office for approval if not denied. Only under special circumstances will the request be approved. GCSC needs to be able to depend on employees to be present at work on all days possible. Employees who use all days and then try to take days without pay will be considered in breach of contract and could be subject to termination.

Requests for paid leave will not be approved for the week prior to school starting. Requests for paid leave must be requested seven (7) days prior and approved by your immediate supervisor.

Anti-Harassment

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's employment opportunities, programs, and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and/or activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all School Corporation operations, employment opportunities, programs, and/or activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and/or activities, affecting the Corporation environment. 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 affects the Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment (see definition above), which is based on race, color, national origin, sex (including transgender status, sexual orientation, and/or gender identity), religion, disability, military status, ancestry, or genetic information that are classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the Corporation community as well as

third parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's employment opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and/or activities, affecting the Corporation environment.

All Corporation employees, including administrators, professional staff, and support staff shall report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs, and/or activities, or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and/or activities affecting the Corporation environment that the employee observes or which is reported to the employee.

The Board will investigate all allegations of unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs, and/or activities or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, program, and/or activities affecting the Corporation environment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs, and/or activities or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and/or activities affecting the Corporation environment will be subject to appropriate disciplinary action up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs, and/or activities or if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs, and/or activities affecting the Corporation environment that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action up to and including termination of employment.

Dress Code

Greencastle Community School Corporation takes pride in its public relations. You are the Greencastle Community School Corporation to the students, parents, and the general public.

The way you dress has a great deal of effect on the public's opinion of the school corporation. The opinion that the public has of you is the opinion the public has on the school corporation. Be sure people have a good opinion of both.

All employees are required to dress appropriately for the position that they hold within the corporation. **Short shorts, tank tops, halter tops, strapless shirts, torn/ripped jean, and uncovered leggings are not permitted.** Although individual buildings may allow change in attire, (such as wearing jeans on Friday) the above mentioned are not permitted at any time (including summer break).

Custodial staff is required to wear the approved polo shirt and dark pants during work time. The Maintenance Team and Mechanic will wear the supplied uniforms. Supervisors have the call when students are not in school (summer and breaks). Cafeteria staff dress will be at the discretion of the Food Services Director.

Drug Free Workplace

The Board of School Trustees has declared the Greencastle Community School Corporation a Drug-Free Workplace. In accordance with Administration Policy 1400, all employees shall remain free of any alcohol or unprescribed controlled substance abuse in the workplace throughout his/her employment in the corporation.

Workman's Compensation

All employees of the Greencastle Community School Corporation are covered under the Workman's Compensation Plan purchased by the corporation each year. Those employees who suffer a job-related injury/illness must report that injury in the following manner within the indicated time frame.

1. Immediately notify the supervisor of injury. If required, report for immediate care to the health provider determined by the school corporation. If an employee is injured on the job and seeks treatment and/or long-term care at a facility other than the one designated by the school corporation, the employee may be responsible for payment of medical claims and treatment.
2. After notifying his/her immediate supervisor and obtaining treatment for the injury, the employee must notify the Personnel/Benefits Coordinator either in person or by telephone to ensure the proper forms are completed and sent to the insurance carrier. This notification to the school Personnel/Benefits Coordinator must be completed immediately at the time of injury/illness (unless injury is too severe at the time). Failure to comply with this time frame may cause the claim to not be paid.
3. An employee who must be absent from duty due to a work-related injury/illness must use his/her accumulated sick and paid leave days with the corporation. Under no circumstances may the compensation for any given day of lost wages exceed the employee's daily rate.
4. Where necessary, employees are responsible for timely filing of extensions.
5. By filing the Workman's Compensation claim, employees are agreeing to a hair follicle drug screen with 24 hours of the incident.

Failure to report any injury may result in the loss of your ability to file a future claim. Employees must complete all necessary forms and questionnaires regarding the incident prior to filing a possible Workman's Compensation claim. Employees must report to a medical facility approved by Greencastle School Corporation within 24 hours of the incident.

Unemployment Insurance

The Greencastle Community School Corporation is subject to the provisions of the Indiana Employment and Training Services Act which is designed to provide wage earners a temporary partial replacement of income when employees lose their jobs through no fault of their own. Employees who are terminated or non-renewed due to not appropriately performing their duties, misconduct, inappropriate behaviors or attitudes regarding their employment, or other good and just cause are NOT eligible for unemployment.

Family & Medical Leaves of Absence (FMLA)

In accordance with Federal law, the School Board shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible staff members for the following reasons:

1. The birth of a child and/or the care of a newborn child within one (1) year of the child's birth.
2. 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.
3. The staff member is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition.
4. The staff member's own serious health condition prevents him/her from performing the functions of his/her position.

Employee Entitlement to Service Member FMLA Leave Entitlement

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

1. 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 regulation, include: a) short-notice deployment b) military events and related activities c) childcare and school activities d) financial and legal arrangements e) counseling f) rest and recuperation (maximum fifteen (15) calendar days) g) post-deployment activities h) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty i) 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.
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. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: a) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave b) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment or c) an injury, including psychological, for which the veteran has been enrolled in the Dept. of VA Program of Comprehensive Assistance for Family Care Givers.

Duration of Service Member FMLA

1. 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.
2. 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 one-time benefit per service member, when combined with other FMLA qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.
3. 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. All full-time professional staff members are presumed to meet the 1,250 hours requirement if they were employed by the Corporation in this capacity for the preceding twelve (12) months. 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). All periods of absence from work due to or necessitated by USERRA – covered service areas are counted in determining an employee's eligibility for FMLA.

Twelve (12) month period is defined as

A rolling twelve (12) month period measured backward from the date the staff member uses FMLA (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:

1. Inpatient care, including any period of incapacity or any subsequent treatment in connection with such inpatient care.
2. Continuing treatment by a healthcare provider, including:
 - 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 healthcare 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 healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of a healthcare provider – the first visit to the healthcare provider must occur within seven (7) days of the first date of incapacity.
 - Any incapacity due to pregnancy or for prenatal care.
 - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.
 - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective.
 - Any period of absence to receive multiple treatments by a healthcare 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 days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis)
3. 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.

Intermittent and Reduced Schedule Leave

The Superintendent may allow a staff member to take FMLA intermittently or on a reduced schedule for the birth, adoption, or foster care placement of a child (see FMLA 1 or 2). A staff member may take FMLA on an intermittent or reduced-leave schedule when medically necessary for his/her own serious health condition or to care for a spouse, parents, or dependent child with a serious health condition (see FMLA 3 and 4). Service Member Family Leave may also be taken on an intermittent or reduced-leave schedule when medically necessary.

The taking of such leave results in the total reduction of the twelve (12) or twenty-six (26) weeks only by the amount of leave taken.

If the intermittent or reduced-leave schedule is foreseeable based on planned medical treatment or the staff member is taking Service Member Family Leave, the Superintendent may require the staff member to transfer temporarily to an available alternative position which better accommodates recurring periods of leave. The alternative position shall have equivalent pay and benefits but not necessarily equivalent duties. Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule because of reasons (FMLA 3) or (FMLA 4) above or pursuant to Service Member Family Leave and the leave would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave must elect either to:

1. Take leave for a period or periods of duration, not greater than the duration of the planned treatment.
2. Transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

Staff Member Notice Requirement

Whenever the leave is foreseeable, the staff member shall provide the Superintendent with thirty (30) day notice. If there is insufficient time to provide such notice because of unforeseeable events, the staff member shall provide such notice as soon as possible and practical, generally not later than the next business day after the employee realizes the need for leave. Failure to follow the leave notice requirements may result in delay of obtaining the leave. Employees will still be required to comply with the absence reporting procedures at their buildings.

When planning medical treatment or taking leave pursuant to Service Member Family Leave, the staff member must consult with the Superintendent and make a reasonable effort to schedule the leave so as not to unduly disrupt the regular operation of the Corporation, subject to the approval of the healthcare provider.

Substitution of Paid Leave

The staff member may request to substitute (i.e. run concurrently) any of his/her earned or accrued paid leave (e.g. sick leave and paid leave) for unpaid FMLA (see FMLA 1-4 and Leave Entitlement 1-2).

If the staff member has not earned or accrued adequate paid leave to encompass the entire twelve (12) week period of FMLA or twenty-six (26) week period of Service Member Family Leave the additional weeks of leave to obtain the twelve (12) weeks of FMLA or twenty-six (26) weeks of Service Member Family Leave the staff member is entitled to shall be unpaid. Whenever a staff member uses paid leave in substitution for unpaid FMLA leave/Service Member Family Leave, such leave counts toward the twelve (12) week/twenty-six (26) week maximum leave allowance provided by this policy.

Corporation Notice Requirement

The Superintendent will notify the staff member when the Corporation intends to designate leave as FMLA – qualifying. Such notice may be given orally or in writing and should be given within five (5) business days of the request. When verbal notice is given, it will be followed by written notice within five (5) business days. In the case of intermittent or reduced schedule leave, only one (1) such notice is required unless the circumstances regarding the leave have changed. If the Superintendent does not have enough information about the reason for the staff member’s use of paid leave, the Superintendent may inquire further to ascertain whether the paid leave is FMLA – qualifying. Once the Superintendent learns that a paid leave is for an FMLA – qualifying reason, the Superintendent will notify the staff member within five (5) business days that the paid leave will count toward the staff member’s twelve (12) week FMLA – entitlement. The notification will indicate whether the employee is required to provide a fitness-for-duty certification to return to work.

Limits

In cases in which the Board employs both spouses, the total amount of FMLA is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either spouse or a child. Additionally, the aggregate number of work weeks of leave to which both the husband and wife may be entitled pursuant to this policy is limited to twenty-six (26) work weeks during the single twelve (12) month period provided for in the Service Member Family Leave provision if the leave is taken pursuant to Service Member Family Leave or a combination of general FMLA and Service Member Family Leave.

Certification

When FMLA leave is taken for the staff member’s own serious health condition or to care for a spouse, parents, or dependent child with a serious health condition (see FMLA 3 and 4), or Service Member Family Leave is taken, the staff member must provide medical certification from the healthcare provider of the eligible staff member, his/her immediate family member, or the next of kin of the individual. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The staff member may either:

1. Submit the medical certification to the Personnel/Benefits Coordinator; or
2. Direct the healthcare provider to transfer the medical certification directly to the Personnel/Benefits Coordinator which will generally require the staff member to furnish the healthcare provider with a HIPAA – compliant authorization.

Staff members are not eligible for leave pursuant to this policy if they work elsewhere during leave pursuant to this policy.

In the event the staff member fails to provide medical certification, any leave taken by the employee is not FMLA/Service Member Family Leave.

When the need for FMLA is foreseeable and at least thirty (30) day notice has been provided, the staff member must provide the medical certification before the leave begins. When this is not possible, the employee must provide the requested certification to the Superintendent within fifteen (15) calendar days after the staff member requests FMLA unless it is not practicable under the circumstances to do so despite the staff member's diligent and good faith efforts.

Any dispute over eligibility for FMLA shall be discussed between the employee and Superintendent. The Corporation shall be responsible for maintaining a record of those communications.

The Board reserves the right to obtain, at its expense, the opinion of a second healthcare provider and, in the event of conflict, the opinion of a third healthcare provider whose decision shall be binding and final. The staff member may either:

1. submit the opinion of the second healthcare provider, and the opinion of the third healthcare provider if applicable to the Superintendent; or
2. direct the second or third healthcare provider to transfer his/her opinion directly to the Superintendent which will generally require the staff member to furnish the healthcare provider with a HIPAA – compliant authorization.

In the event the staff member fails to provide the medical opinion of the second or third healthcare provider, if applicable, any leave taken by the staff member is not FMLA.

A staff member who takes leave for reason (FMLA 4) prior to returning to work, must provide the Superintendent with a statement from his/her healthcare provider that she/he is able to resume work.

A staff member seeking to take leave pursuant to reason (Leave Entitlement 1 and 2) above must submit in a timely manner to the Superintendent an appropriate certification as described by Federal Regulations.

Return from Leave

Upon return from any FMLA leave, the Board will restore the staff member to his/her former position or to a position with equivalent employment benefits, pay, and conditions of employment. During FMLA, the Board shall maintain the staff member's current coverage under the Board's group health insurance program on the same conditions as coverage would have been provided if the staff member had been continuously working during the leave period. If the staff member was paying all or part of the premium payments prior to going on FMLA, the staff member must continue to pay his/her share during the leave. Any leave or return from leave during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program.

The staff member shall not accrue any sick leave, paid leave, or other benefits during a period of unpaid FMLA.

The use of FMLA will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave.

If the staff member fails to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of a serious health condition that entitles the staff member to leave pursuant to reasons (FMLA 3 and 4) or Service Member Family Leave, or for circumstances beyond the control of the staff member the staff member shall reimburse the Board for the health insurance premiums paid by the Board during the unpaid FMLA period. A staff member who fraudulently obtains FMLA is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall prepare any guidelines that are appropriate for this policy and ensure that the policy is posted properly.

In any areas where discretion is allowed in the implementation of this policy or its guidelines for implementation, such discretion shall be exercised in a non-discriminatory manner. Similarly situated persons shall be treated similarly.

The Superintendent shall provide a copy of the policy to all staff members and retain a record of how and when the policy was distributed. A notice of Rights and Obligations shall also be provided each time an employee requests FMLA or the Corporation has enough information to believe that the employee may qualify for FMLA.

The approval, denial, and administration of leave under this policy will be governed by the Medical Leave Act of 1993, as amended, and its published regulations as applied and interpreted by the Superintendent.

In general, employees who have worked at least 1,250 hours during the previous FMLA year are entitled to an aggregate of 12 weeks of unpaid leave annually for childbirth, adoption, or serious family or personal illness. The Greencastle Community School Corporation has picked a means of measuring a year and it has been established as a "rolling year" measured back to the initial date of the leave.

Cancellations/E-Learning Day (Adjustments to Work Schedules)

When it is necessary to cancel or curtail school activities due to adverse weather conditions, these changes will be reported via the school notification system.

The following guidelines will be followed when work schedule changes are required due to inclement weather.

1. **School Cancellation/E-Learning Day** – When school is cancelled due to weather related or emergency conditions the work schedule for hourly classified personnel will be as follows:
 - Custodial and Maintenance will report to work at their regular schedule. Paid leave may not used on these days. If an employee is sick on a snow day, a doctor's statement may be required by your supervisor. If roads are hazardous or impassable, consult with your supervisor on what is to be done.
 - School secretaries do not report to work and do not get paid.
 - Other classified employees (IAs and Food Service Workers) will not report to work and do not get paid.

The Indiana Code requires that any missed student day due to inclement weather or an emergency be made up unless it is designated by the Superintendent as an E-Learning Day.

2. **School Delays** – If school is delayed due to weather conditions or any other cause all hourly classified personnel are to report at the regular time except clerical staff and instructional assistants. These employees will adjust their schedule according to the student schedule in effect. Clerical staff and instructional assistants will be paid according to hours worked. If a delay is then changed to a cancellation, custodians and maintenance will work regular shifts. Clerical staff and instructional assistants will not report to work and therefore, no payment will be due. Secretaries will follow the guidelines for school cancellation stated above. Food Service employees may leave when their work has been completed and they will be paid for hours worked. On delay days Principals may adjust other work days in that pay period to allow instructional assistants to make up the hours missed for that delay.
3. **Early Dismissal** – From time to time weather conditions may deteriorate during a school day requiring early dismissal from school. Notification of early dismissal will be made via our school messaging system and P.A. announcements in the schools. Hourly classified personnel other than clerical/instructional assistants and bus drivers will work their regular schedule on early dismissal days. Secretaries/instructional assistants will be dismissed when students are released and will be paid for hours worked. On early dismissal days Principals may adjust other work days in that pay period to allow instructional assistants to make up the hours missed for that early dismissal.
4. **Make-Up Days** – If the school year is extended to make up a day canceled during the regular year the Superintendent or his/her designee will determine which hourly classified staff will report to work.

Exceptions to the above policies may be made by the Superintendent or his/her designee.

Pay Frequency and Method

Employees are paid according to your employee group which may be 21 or 26 pays per year according to the pay schedule. Hourly employees are paid on a pay as you go basis with the pay period ending the Saturday prior to payroll. All hourly employees are required to clock in/out using the Veritime system through AESOP. Payroll schedules are handed out at the beginning of the school year upon hire or when requested.

Direct deposit is required for **all** employees of Greencastle Community School Corporation. Paystubs and w-2s are available online through the doculivery system which can be located on the corporation website.

Established and Customary Paid Leave and Holiday Periods

New hourly classified employees are notified upon hiring as to the length of their work year (9,10,11, or 12 months). They are also provided a schedule of established and customary paid leave days or holiday recesses, i.e. fall break, Christmas break, spring break, and summer break.

Upon accepting employment with Greencastle Community School Corporation hourly classified employees understand that they have reasonable assurance that their job will continue after the holiday and summer break.

Your Work Schedule

Work schedules for employees are determined by their supervisor (Principal/Director/Coordinator) under the direction of the Superintendent.

Lunch period will be scheduled by the supervisor. Employees are not paid for lunch time. Adjustments to the beginning and ending times for the work day may be made at the discretion of the supervisor.

Classified Personnel Hours/Salary Grid

The following grids are used to show hourly classified positions within the school system their daily hours, annual days, and pay progression.

HOURS/DAYS		
POSITION	HOURS LIMIT*	DAYS PER YEAR
Full-time 12 Month	8	260
High School Secretary	8	207
Guidance Secretary	8	207
MS, TZ, DM, RP Secretary	8	204
Custodian - Part-time	29 hours per week	260
Media Assistant	7.5	180
Instructional Assistant/Nurse Assistant	29 hours per week	180
Self-Contained Instruction Asst.	8	180
Food Service Assistant	7	204
Special Services Secretary	8	204

***Hours expectations may be adjusted by the Superintendent based on needs.**

New Employee Starting Rates			
Position	0-4 yrs.	5-10 yrs.	11+ yrs.
Custodian	\$12.00	\$13.00	\$14.00
Head Custodian	\$13.00	\$14.00	\$16.00
Building Secretary	\$12.00	\$13.00	\$14.00
Instructional/Media Assistant	\$11.50	\$12.50	\$13.50
Cafeteria Manager	\$13.25	\$14.25	\$15.25
Cafeteria Assistant	\$10.50	\$11.50	\$12.50
Breakfast/Noon Aide	\$8.00	\$8.50	\$9.00
Food Services Assistant	\$15.00	\$16.00	\$17.00
Nurse Assistant *LPN Licensure	\$17.00	\$18.00	\$19.00

Substitute Pay	
Position	Rate
Substitute Cafeteria	\$10.00/hour
Substitute Bus Driver (short route)	\$62.61/day
Substitute Bus Driver (long route)	\$78.45/day
Substitute Teacher (diploma)	\$65.00/day
Substitute Teacher (degree – 4 year)	\$70.00/day
Substitute Teacher (licensed)	\$75.00/day
Substitute Secretary	\$60.00/day
Substitute Custodian	\$10.50/hour
Substitute Instructional Assistant	\$60.00/day
Substitute Nurse (certificate)	\$65.00/day
Substitute Nurse (ASN)	\$70.00/day
Substitute Nurse (BSN)	\$75.00/day
Breakfast/Noon Aide	\$8.00/day

Current Employee Service Rate Increase				
Position	6th Year*	11th Year*	16th Year*	21st Year*
Custodian	\$1.00	\$1.00	\$1.00	\$1.00
Head Custodian	\$1.00	\$2.00	\$1.00	\$1.00
Secretary/Food Services Asst.	\$1.00	\$1.00	\$1.00	\$1.00
IA/Media/Nurse Assistants	\$0.50	\$1.00	\$1.00	\$1.00
Cafeteria Manager	\$0.50	\$0.75	\$1.00	\$1.00
Cafeteria Assistant	\$0.50	\$0.50	\$1.00	\$1.00
Breakfast/Noon Aide	\$0.00	\$0.00	\$1.00	\$1.00

*Pay increase begins the first pay period of stated service year. There is no retroactive pay associated with this change.

Benefits:

All new classified employees will be on a ninety (90) day probationary period for all benefit eligibility excluding: Medical, Dental, Vision, Life & LTD (60 days and first of month after date of hire). Employees are only eligible for benefits under their primary position.

1. Secretary/Special Services Secretary/Food Services Assistant
 - Illness Days – Three (3) per school year. You may accumulate up to twenty (20) days maximum.
 - Paid Leave Days – Two (2) per school year. You may accumulate up to twenty (20) days maximum.
 - Bereavement – Five (5) days per occurrence of the death of an immediate family member and two (2) days for other relatives as approved by your supervisor.
 - Health – Available to all full-time employees as defined by ACA.
 - Life Insurance - \$50,000/\$1.00 per year
 - Retirement Plan – None
 - Holidays – None
 - PERF – Yes
 - Long Term Disability - \$1.00 per year
2. Instructional Assistant /Media Assistant/Nurse Assistant
 - Illness Days – Three (3) per school year. You may accumulate up to twenty (20) days maximum.
 - Paid Leave Days – Two (2) per school year. You may accumulate up to twenty (20) days maximum.
 - Bereavement – Five (5) days per occurrence of the death of an immediate family member and two (2) days for other relatives as approved by your supervisor.
 - Health – Available to employees that are school board approved to work more than thirty (30) hours per week averaged over the school year.

- Life Insurance – None
 - Retirement Plan – None
 - Holidays - None
 - PERF – None
 - Long-term Disability – None
3. Twelve Month Full-time Positions (Custodian)
- Illness Days – Six (6) per school year. You may accumulate up to 100 days maximum.
 - Paid Leave Days – (Forfeited on June 30 and Begin on July 1)
 - From hire date to July 1 following your one (1) year anniversary you will receive one half (0.5) day per month.
 - July 1 following one (1) year anniversary you will receive ten (10) days.
 - Fifteen (15) days for completion of year 2
 - Twenty (20) days for completion of year 10
 - Twenty-five (25) days for completion of year 20
 - Bereavement – Five (5) days per occurrence of the death of an immediate family member and two (2) days for other relatives as approved by your supervisor.
 - Health – Yes
 - Life Insurance - \$50,000/\$1.00 per year
 - Retirement Plan – Yes ½ of 1%
 - Holidays – Nine (9)
 - PERF – Yes
 - Long Term Disability - \$1.00 per year
4. Food Service Workers
- Illness Days – Three (3) days per school year. You may accumulate up to twenty (20) days maximum.
 - Paid Leave Days – Two (2) days per school year. You may accumulate up to twenty (20) days maximum.
 - Bereavement – Five (5) days per occurrence of the death of an immediate family member and two (2) days for other relatives as approved by your supervisor.
 - Health – Cafeteria Managers only
 - Life Insurance - \$50,000/\$1.00 per year – Cafeteria Managers only
 - Retirement Plan – None
 - Holidays – None
 - PERF – Yes
 - Long Term Disability - \$1.00 per year – Cafeteria Managers only
5. Part Time (Custodian, Breakfast Aide, and Noon Aide)
- Illness Days – Three (3) days per school year. You may accumulate up to twenty (20) days maximum.
 - Paid Leave Days – Two (2) days per school year. You may accumulate up to twenty (20) days maximum.
 - Bereavement – Five (5) days per occurrence of the death of an immediate family member and two (2) days for other relatives as approved by your supervisor.
 - Health – None
 - Life Insurance – None
 - Retirement Plan – None
 - Holidays – None
 - PERF – None

- Long Term Disability – None

Paid Leave for Twelve Month employees must be used annually or forfeited at the end of the year. The year dates are July 1 through June 30 of the following year.

Health Insurance

All full-time employees defined by the Affordable Care Act shall be eligible for insurance benefits (medical, dental/vision, life and long-term disability) after they have completed a sixty (60) day probationary period. If an employee elects to not enroll at the time of employment the employee cannot apply for benefits until the next open enrollment period and may be required to provide evidence of insurability at that time.

Applications for corporation sponsored health, dental/vision, life, and long-term disability insurance coverage must be received by the approved carrier within thirty (31) days of the employee's date of hire. Deductions for health insurance will be deducted two (2) payrolls before the effective date of insurance.

Information regarding the specifics of the plan will be provided to eligible employees when hired and are available from the Personnel/Benefits Coordinator upon request.

Rates and plans are reviewed and subject to change annually. Hourly classified employees who are eligible for and participate in an HSA insurance plan will receive a contribution to their HSA account. It is \$700 for an individual plan and \$1400 for a family plan. Employees can expect those contributions in January and July of each year. The plan that you have at the time of the contribution determines your amount contributed.

Public Employees' Retirement Fund (PERF)

The Public Employees' Retirement Fund (PERF) was organized in 1945 as a result of legislative action. The purpose of PERF is to provide retirement, disability, and survivor benefits for its members.

Employees working in PERF eligible positions and who work no less than 600 hours per year automatically become members of PERF.

PERF covered employees are required by state law to contribute 3% of their gross wages to the Fund. The Greencastle Community School Corporation, as the employer, currently contributes a yearly amount equal to 11.2% of the employee's gross wages. The percentage rate is determined by the legislature. Upon termination, an employee's contribution share is refundable with interest if the employee elects to withdraw from participation in PERF. You will receive from PERF quarterly statements of your contributions to the account.

Retirement Benefits

To be eligible for retirement benefits you must be enrolled in a PERF eligible position.

Recognition will be given to personnel for long and outstanding service to the students and faculty in the Greencastle Community School Corporation upon their retirement. The Greencastle Community School Corporation will upon the retirement of an employee present retirement compensation of \$50.00 per year of service with the Greencastle Community School Corporation. Also, compensation of \$25.00 per day for each day of unused accumulated illness days up to a maximum of 100 days will be presented (full time employees in good standing prior to September 12, 2012 may accumulate up to 150). Should an employee return to service with Greencastle Community School Corporation after retiring and receiving a retirement package, that individual will not be eligible to receive a second severance package.

You are eligible for retirement compensation if you have worked for the Greencastle Community School Corporation and retire after meeting either of the following criteria:

- 65 years of age and have ten (10) or more years of creditable service.
- between the ages of 60 and 65 and have fifteen (15) or more years of creditable service

Permanent retirement must be evidenced by providing proof of application for retirement benefits through the Public Employees' Retirement Fund (PERF).

In the event of the death of an employee, the retirement pay shall be paid to the estate of the employee.

Retirement compensation, including unused illness days and years of service compensation shall not be payable to employees discharged for reasons other than reduction in force.

Retirement benefits must be requested no later than ninety (90) days after retirement date.

Retirement – Corporation contribution of 0.5% of employee's annual salary into a School Board approved 401 (a) retirement account.

PERF.

Sick Leave (Illness Days)

Illness days may accumulate according to the benefits section contained in this handbook.

However, all illness days will be forfeited upon resignation of an employee. Illness Days may not be used after the submission of resignation without a doctor's statement.

Holidays

Employees eligible for paid holidays shall receive the following paid holidays; New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving Day, Christmas Eve, and Christmas Day.

Should the holiday fall on a weekend day, the Superintendent will announce whether the day will be observed before or after.

Jury Duty

If an employee is called for jury duty, regardless of selection or not, the service is mandatory so the corporation will not count service as charged time away. Any pay from the court must be surrendered to the corporation so that the employee is not double dipping (getting paid twice for the same time period).

Bereavement Leave

In case of death in the immediate family of an employee, the School Board shall provide, without loss of compensation, up to five (5) consecutive working days (excluding Saturday, Sunday and paid holidays) beyond such death for the purpose of attending the funeral services and attending to the other personal matters of the immediate family member. An immediate family member is defined as; husband, wife, father, mother, brother, sister, son, daughter, grandparent, grandchild, mother-in-law, father-in-law, stepmother, stepfather, and any other dependent person.

In case of death of a close relative not listed above, the Board shall provide without loss of compensation up to two (2) school days for an employee to attend funeral services. The School Board may extend the time upon request and for due cause.

Any extenuating circumstances may be considered by the employee's supervisor.

Sick Leave Bank

A Sick Leave Bank has been established for classified employees. Membership in the Sick Leave Bank shall be open to all eligible classified school personnel in the Greencastle Community School Corporation. Participation shall be on a voluntary basis. To become a member, the employee shall contribute at least one (1) day to the Sick Leave Bank. Yearly contributions will be collected in August or at the end of your probationary period. Only members of the Sick Leave Bank may qualify for the use of days in it. Application for use of days from the Sick Leave Bank must be submitted to the Governing Board of the Sick Leave Bank who will make all determinations on the awarding of days. Specific rules and regulations of the Sick Leave Bank may be obtained from the office of the Superintendent.

Buy Back Option of Paid Leave Days

At the employee's request the school corporation may buy back up to three (3) days of the employee's accumulated paid leave days or sick days at the end of each school year. The buyback will be at the rate of 70% of the employee's daily rate. These days will then be deducted from the employee's accumulated sick days or paid leave days. Your request for these days must be made to the Personnel/Benefits Coordinator by the end of the workday on June 1 of each school year.

Revisions; June 1, 2014, June 1, 2015, June 1, 2016, June 1, 2017, April 27, 2018, June 1, 2019, June 22, 2020

Acknowledgement Receipt
of the
Greencastle Community School
Corporation Hourly Classified
Handbook

I acknowledge that I have received a copy of the Hourly Classified Handbook of the Greencastle Community School Corporation, and I understand this is my responsibility to be familiar with all the information in this handbook as well as relevant Board Policies and Guidelines. I further understand this is not a contract of employment, but a set of guidelines for the implementation of personnel policies. I acknowledge the provisions of the handbook, as well as relevant Board Policies and Guidelines, may be changed by the Greencastle Community School Corporation at the discretion of the corporation.

Print Name

Signature

Date

Questions regarding the handbook may be addressed to the Personnel/Benefits Coordinator.

