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Classified Employee Handbook

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I. DEFINITIONS

- A. In the Classified Employee Handbook, Rising Sun-Ohio County Community School Corporation will be known as RSOCS.
- B. This document will be reviewed annually and changes approved by the Board of School Trustees.
- C. Classified Employee policies are located on the RSOCS website, [BoardDocs® PL](#), under Section 4000 – Support Staff as well as all other corporation policies. It is advised to be familiar with all corporation policies.

II. POLICY:

- A. NONDISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY (Policy 4122)

The School Board does not 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 activities, affecting the Corporation environment.

The Superintendent shall appoint and publicize the name of the Compliance Officer(s) who is/are responsible for coordinating the Corporation's efforts to comply with applicable Federal and State laws and regulations, including the Corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the Corporation's collectively bargained contracts dealing with hiring, promotion, and tenure should contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender specific terms should be eliminated from such contracts.

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:
Superintendent, 110 Henrietta St., Rising Sun, IN 47040; 812-438-2655

B. PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS (Policy 4121)

The Board requires that an expanded criminal history check be conducted for each applicant for employment as defined by I.C. 20-26-2-1.5 who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

The Board requires that an expanded child protection index check be conducted for each applicant for employment as defined by I.C. 20-26-2-1.3 who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation. An expanded child protection index check shall include inquiries to each state in which information necessary to complete the expanded child protection index check is available.

Human Resources will be responsible for ensuring that the candidate completes a background check. Background checks must be renewed per statute every 5 years.

C. AT-WILL EMPLOYMENT FOR CLASSIFIED STAFF (Policy 4120)

1. RSOCS is an At-Will Employer, and employment with the RSOCS is strictly at will terminable by the RSOCS at any time, and at its sole discretion, without advance notice.
Only the Board of Trustees upon recommendation of the Superintendent has the authority to modify this policy. Further, no policies, procedures, customs and/or statements, whether written or oral, shall constitute a modification of this express condition of employment.
2. Nothing contained in the Classified Handbook should be relied upon to establish any specific promises concerning continuation of employment.

D. ANTI-HARASSMENT (Policy 4362)

RSOCS will not allow any form of harassment within the working environment. It shall be a violation of this policy for any employee of the RSCOS to harass another employee or student through conduct or communication of a sexual nature as defined in policy. It shall also be a violation of this policy for a student to harass another student or employee through conduct or communication of a sexual nature

as defined below. This policy similarly applies to non-employee volunteers who work subject to the control of school authorities.

E. ILLEGAL DRUG AND ALCOHOL ABUSE (Policies 4122.01, 4162, 4170)

Any employee who begins work at RSOCS while impaired or who becomes impaired while at work is subject to severe disciplinary action. "Impairment" or "being impaired" means that an employee's normal physical or mental abilities or faculties while at work have been detrimentally affected by the use of illegal drugs or alcohol. Severe disciplinary action can include suspension, dismissal or any other penalty appropriate under the circumstances.

The use, possession, transfer, or sale of any illegal drugs or alcohol on RSOCS premises either owned or leased, is prohibited as per policy. Employees who violate this rule are subject to severe disciplinary action, including dismissal. In all instances disciplinary action to be administered shall be the sole discretion and determination of the superintendent.

RSOCS reserves the right to require a drug and/or alcohol test at its expense when there is a reasonable suspicion of drug and/or alcohol impairment.

F. USE OF TOBACCO (Policy 4215)

No smoking or use of tobacco products by employees will be allowed on RSOCS property or within school facilities, owned or leased by RSOCS. This policy is for the health and safety of all employees and students for purposes of this policy, "use of tobacco" shall mean all uses of tobacco/nicotine, including a cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco/nicotine, as well as electronic, "vaper", or other substitute forms of cigarettes.

G. REPORTING ACCIDENTS /WORKERS COMPENSATION (Policy 8442)

The School Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this Corporation. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the Corporation business office (fill out a Standard School Incident Report Form). Injured persons shall be referred immediately to the school nurse and/or appropriate personnel for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form (Standard School Incident Report Form), available in the office of the principal that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

F. REPORTING OF CHILD ABUSE OR NEGLECT

Any employee of RSOCS who has reason to believe that a child has been or is being abused or neglected shall report this information immediately in the form and manner provided by the Superintendent's Office. All school employees are required by law to report any suspected abuse or neglect of children and young through the age of seventeen (17). It is not the responsibility of the reporting party to make any determination as to whether or not there has in fact been any abuse or neglect of the child, his/her responsibility is only to report his/her suspicions and the facts which give rise to them.

Staff personnel should be aware that by statute, they are immune from any civil and/or criminal liability when reporting, in good faith, a child abuse or neglect, and that failure to do so could result in legal action against a staff member or RSOCS. Specifically, it is a Class B Misdemeanor to fail to report a case of child abuse or neglect when the person observing it has reason to believe that is taking place. Also, the school district itself commits a Class B Misdemeanor when a report of abuse or neglect that is reported to a member of RSOCS is not passed on to the appropriate agency. Employees of RSOCS may not exercise discretion in this regard once a case of suspected abuse or neglect comes to their attention.

G. CONFIDENTIALITY

An employee that has access to student or staff records and information shall maintain confidentiality with regard to them. Violating this policy shall be cause for disciplinary action.

III. GENERAL EMPLOYEE INFORMATION

A. VACANCIES, TRANSFER REQUESTS, ADVANCEMENT, LAYOFFS (Policy 4130)

1. Posting of Vacancies

Upon creation of new positions or when vacancies occur in established positions, notices announcing the vacancies shall be posted in each school building in the corporation, in the Superintendent's office, and on the corporation's web site. Additionally, an email will be sent to staff about the vacant positions.

2. Transfers and advancement

Opportunity for transfer and promotion will be provided in order to make full use of demonstrated skills and abilities. Therefore, well-qualified staff will be given full consideration, upon written application, in filling vacancies.

Every effort will be made to obtain the best-qualified personnel. This includes prior attendance records, staff/student relationships, and work performance. Other factors being equal or nearly equal, experience in RSOCS will be considered in reviewing applicants.

The School Board believes that the careful placement of support staff is vital to the utilization of qualified and competent staff to gain optimized student success. Building level administrators have the responsibility for encouraging employees who show promise of success in promotional positions to apply. The responsibility of assignment, transfer, and advancement shall be vested in the Superintendent.

3. Layoffs of Classified Staff (Policy 4141)

It is the responsibility of the School Board to provide the classified staff necessary for the operation of the Corporation, consistent with the responsibility of the Board for the judicious allocation of its resources.

The Superintendent shall recommend to the Board the abolishment of existing positions.

The Board reserves the right in accordance with statute to abolish any existing position in whole or in part or to reduce the number of classified staff in such positions based on the recommendation of the Superintendent.

All classified staff shall be selected for layoff in accordance with:

- a. Performance of the job;
- b. Past experience and diversified capabilities.
- c. Length of service in the corporation will be considered when performance evaluations are similar.
- d. Attendance

Any classified staff member shall be notified by the Superintendent if s/he is not to be reemployed in the following year.

4. Raises

Staff will qualify for a raise if he/she work at least 120 days the prior year.

B. EMPLOYEE DRESS CODE

Rising-Sun Ohio County staff members have traditionally upheld high standards of professionalism, including that of appropriate, professional attire. In accordance with that tradition, the Rising Sun – Ohio County Community School System embraces the following standards:

- A. All employees shall dress appropriately and in good taste with a manner consistent with their particular responsibilities. The minimum standard of “business casual” is required.
- B. Spirit Days will be designated by the principal and/or designee.
- C. The following attire is prohibited in academic classrooms and offices. This list is not intended to be all-inclusive:
 - 1. Blue jeans except on Spirit Days. (Jeans may not have holes.)
 - 2. Wind suits except on Spirit Days.
 - 3. Sweat shirts except on Spirit Days.
 - 4. Form fitting or revealing clothing, including leggings worn as slacks and low-cut blouses. (Leggings may be worn with tunics or dresses.)
 - 5. Any shorts above the knee.
 - 6. Tank shirts.
 - 7. All flip flops (defined as flat, with toe strap making a “Y”).
 - 8. Short skirts (skirts should reach top of knee).
- D. During special activities such as field trips, and other similar events, teachers, and administrators may be exempted from the prohibitions, but are requested to adhere to standards of good taste.
- E. Certain areas of instruction such as physical education are exempted from prohibition on shorts, jogging suits, and sweat suits while teaching physical education. However, coaches or others should wear outer pants or wind suits when going into instructional settings.

C. DIRECT DEPOSIT, PAY, AND SCHEDULE

Direct Deposit is mandatory for all new hires. All employees hired after 5/1/18 will be paid on a 12 month/26 pay rotation.

Upon initial employment, employees may be given credit on the wage schedule for previous experience in their respective field in an amount determined by the Superintendent. Employees who are transferred from one classified position to another classified position shall be granted experience credit in an amount determined solely by the Superintendent.

All pay raises and increments will be effective on July 1 of each year.

D. CALENDAR AND DAILY WORK REQUIREMENTS

- 1. The annual/daily work schedule for each employee shall be established in writing by the employee’s immediate administrator/supervisor and approved by the

Superintendent (or designee) using Appendix B, and distributed to the employee. Such schedule is subject to change by action of the administrator/supervisor and Superintendent.

2. Starting and dismissal times will be established in writing by the immediate supervisor and approved by the Superintendent.

3. GENERAL INFORMATION

- a. The working day for full-time office personnel shall consist of a minimum of seven (7) hours, exclusive of lunch break.
- b. The working week for custodial employees, 4 hour/8 hour personnel, shall consist of a minimum of twenty (20) hours/forty (40) hours, including lunch breaks if staying on campus. If a custodian leaves campus for lunch break, they must clock out and it will be an unpaid lunch break. If administration discovers a custodian is leaving campus for lunch without clocking out, he or she will automatically not have the option for a paid lunch the remainder of the school year.
- c. The working day of instructional assistants shall be between four (4) and seven and a half (7.5) hours exclusive of lunch break unless altered with the approval of the superintendent.
- d. The working day for cafeteria workers shall consist of a minimum of three (3) hours exclusive of lunch break.
- e. Employees working 7 or 8 hours will receive (1) 15 minute break during the work day scheduled by the immediate supervisor. Employees working less than 7 hours are not entitled to a break.
- f. The working day of part-time classified employees shall be established by the immediate supervisor and the building principal, and approved by the Superintendent.

- E. OVERTIME

1. Any employee whose employment is governed by the Fair Labor Standards Act, as amended in 1966, shall be compensated at the prevailing overtime rate as approved by the RSOCS Board.
2. Overtime is computed at time and one-half (1 ½) the hourly rate of the employee for time worked over forty hours per week.
3. All overtime must be approved in advance of work by the building principal or immediate supervisor and Superintendent. Payment for overtime will be made on the next regular paycheck following the overtime date.
4. Overtime process includes the principal emailing a request to the superintendent with the name(s), date, approximate amount of time (from-

to) and reason. The superintendent will respond to the email copying the HR/Payroll person on the email.

5. In the event an emergency situation develops additional overtime may be approved.

F. RETENTION RAISES

The following retention raises will be granted to noncertified staff for uninterrupted years of service:

10 Years: 0.25 cents per hour
20 Years: 0.50 cents per hour
30 Years: 0.75 cents per hour

G. SEVERANCE

1. To be eligible for corporation retirement benefits an employee must qualify under one of the following options:
 - a. Must be at least 55 years of age and have at least 10 years of uninterrupted service of 120 days or more per year with RSOCS; or
 - b. Must be at least 50 years of age and have at least 15 years of uninterrupted service of 120 days or more per year with RSOCS.
2. Payment will be part of the employee's last check as follows:
 - a. Years of Service
 - i. 10-19 uninterrupted years: \$15 per year of service at RSOCS
 - ii. 20-29 uninterrupted years: \$25 per year of service at RSOCS
 - iii. 30+ uninterrupted years: \$30 per year of service at RSOCS
 - b. Unused sick leave up to 40 days will be paid out as follows:
 - i. 10-19 uninterrupted years of service: 50% of daily rate at retirement
 - ii. 20-29 uninterrupted years of service: 75% of daily rate at retirement
 - iii. 30+ uninterrupted years of service: 100% of daily rate at retirement
4. Employees who plan to retire from RSOCS shall notify their immediate supervisor and Superintendent of Schools of their intention, in writing, at least six (6) months prior to their last work day. The Superintendent may waive the required notice at his sole discretion.

4. Retirement applications to PERF are to be submitted six (6) months prior to the retirement date. Information is available at www.in.gov/inprs/ to help with the retirement process. Each employee is responsible for applying and complying with any & all regulations and rules affecting such retirement benefits.
5. The employee may continue under the group Medical Insurance plans offered by the Corporation until the employee is eligible for Medicare. Such coverage is at the employee's own expense. Arrangements for such insurance must be made with the Corporation's Business Office, in advance, and is subject to the approval of the insurance carrier(s).

H. SUBSTITUTE AND TEMPORARY PERSONNEL (Policy 4120.04)

1. Substitute or temporary personnel are hired on a day to day basis as needed.
2. Substitute or temporary personnel shall be paid according to a salary scale or hourly wage approved by the RSOCS Board of School Trustees.
3. Substitute or temporary personnel are eligible to receive no benefits.

I. BOARD-STAFF COMMUNICATION (Policies 4112)

The School Board desires to maintain open channels of communication between itself and the staff. The basic line of communication, will, however, be through the Superintendent.

III. LEAVES (Administrative Guideline 4430)

- A. 1. Leaves without pay are not normally authorized. An employee that takes unpaid days off for two or more consecutive years, does not qualify for a raise the following year.
2. A classified employee must use all personal days/sick days before requesting unpaid time off.
 3. Under very special circumstances, the Superintendent may approve time off without pay.
 4. A document to support the leave of absence may be required at the discretion of the immediate supervisor and/or Superintendent.
 5. In the event of a resignation, the employee's last day will be the last day worked excluding personal and sick leave.

ONLINE LEAVE REQUEST PROCEDURES- Submit an Absence

Open link listed on website or found here:

<https://322499.tcplusondemand.com/app/webclock/#/EmployeeLogOn/322499/>

Once opened, complete the questions on the request. Once submitted, the request will be sent to the superintendent for approval or denial. You will not be able to submit a leave request if you do not have the days left. In this case, the employee will need to contact their building level administrator for approval.

B. SICK LEAVE:

1. Each twelve (12) month classified employee shall be granted nine (9) days sick leave with pay each year. Each 9 month classified employee shall be granted to eight (8) days sick leave with pay each year. The Director of Health Services shall be granted ten (10) days sick leave with pay each year. Sick days will be granted on the first pay after July 1st each year. If an employee starts after July 1st, he/she will receive a prorated number of sick leave days.
2. If, in any one year, the employee shall be absent less than the stated number of earned days, the remaining days shall be accumulated to a maximum of ninety (90) days. Accumulated sick leave may only be used during active employment with RSOCS. Each employee whose sick leave accumulation has exceeded the maximum as defined earlier, shall be compensated as follows; \$40 for 1-5 days, \$70 for 6-10 days and \$110 above 10 days. The calculation will be paid as cash through payroll as soon as possible after July 10th.
3. A doctor's statement may be required after the third consecutive day of any extended illness (which may qualify you for FMLA approved leave), but may be required at any time, at the discretion of the immediate supervisor and/or Superintendent. A doctor's statement will be required with 48 hours of return once the employee exhausts the annual allotment of sick leave.
4. In the event that no sick days remain in the employee's accumulation, vacation and personal days, if any, will be charged.
5. Employees may use in the school year up to ten (10) days of the employee's sick leave allowance or accumulation for personal medical or dental appointments and/or illness of the employee's spouse, parent, child, (foster, step, and/or exchange student) or live-in relative. A doctor's statement may be required.
6. One (1) sick day may be granted for the birth of a grandchild, unless there are extenuating circumstances (i.e. - medical complications).
7. No call, no shows are not permitted and places children in danger. It is the responsibility of the employee to contact a supervisor if they will not be able to attend for the day. No call, no shows will result in disciplinary action in most instances.

C. PERSONAL LEAVE (Policy 4436)

1. Each employee shall be granted two (2) days of personal leave with pay per school year. Those new employees hired between the “granting dates” will be granted a prorated amount. Personal days may be used for the following reasons:
 - a. Personal leave days are to be used for the transaction of personal business or the conduct of personal or civic affairs which cannot be scheduled outside of regular working hours.
 - b. Notification and approval of personal business leave shall be made two days prior to such leave except in cases of emergency.
 - c. The employee’s reason for personal leave must be stated on the request. The Board discourages the use of these days on school days before or after a school holiday or vacation, the first day or the last day of the school year.
2. Personal leave may be used and will be assessed on either a half-day (1/2) or a whole day basis.
3. At the conclusion of the school year, all unused personal days in excess of five (5) days will be transferred into their Sick Leave total and be available to the staff member for use as Sick Leave in subsequent years.

D. HOLIDAYS (Policy 4434)

1. Holidays will be paid on the employee’s normal workday as determined by the immediate supervisor and approved by the Superintendent or his designee.
2. Employees must have a paid day on the day preceding and the day following a holiday to be eligible for pay for the holiday, excluding the day before Thanksgiving and Good Friday for employees when school calendar conflicts.
3. Employees working less than twelve months will be paid for the following holidays:

Labor Day	Christmas Day
Thanksgiving Day	New Year’s Day
Christmas Eve	Memorial Day
4. ~~Provided Memorial Day falls during the school year, all Classified Staff will be paid.~~
5. Twelve month employees will be paid for the following holidays:

Fourth of July	Christmas Day
Labor Day	New Year’s Day

Thanksgiving Day
The Friday after Thanksgiving
Christmas Eve

Good Friday
Memorial Day

6. In the event a Holiday is used as a snow make-up day, eligible employees will have the ability to apply through the same process as a Personal/Vacation Day request and use it on an alternate day. Or, the employee may request to be paid for the snow day instead of taking an alternative day off.

E. VACATION DAYS (Policy 4433)

1. Vacation days are granted only to twelve month employees.
2. Vacation days will be paid on the individual's normal workday as determined by the immediate supervisor and approved by the Superintendent or his designee.
3. Vacation days are granted as follows:
 - a. 0-2 uninterrupted years=5 days
 - b. 3-9 uninterrupted years=10 days
 - c. 10-14 uninterrupted years=15 days
 - d. 15-19 uninterrupted years=20 days
 - e. 20+ uninterrupted years=23 days
 - f. Employees hired prior to May 1, 2021 will be grandfathered unless the new system benefits them more.
4. July 1st shall be designated as the beginning date of the "vacation" year and each employee shall be granted vacation days due as of that date.
5. Each employee will take his/her vacation days during the period following the year in which the days were earned and at a time mutually agreed to by the employee's immediate supervisor and approved IN ADVANCE by the Superintendent or his designee.
6. Employees who transfer from a full-time (12 month position) to less than full time will be paid out for any unused time at the time of transfer. The vacation time will not carry over.
7. One (1) week of vacation may be used after 6 months of employment.
8. Up to five (5) unused vacation days for the year can be paid back to the employee based on their daily rate. The payment will be made as soon as possible after July 10th. All extra days will be forfeited.

F. BEREAVEMENT LEAVE

1. In the case of death in the immediate family five (5) days with pay shall be allowed. In case of extenuating circumstances, the Superintendent may adjust the seven (7) calendar days. Immediate family is interpreted for this purpose as: Spouse, parent, sibling, child, grandchild, mother-in-law, father-in-law, step-child, step-parent, or a person whose permanent home is in the staff member's home. A funeral notice or obituary may be requested.
2. In the case of death of a grandparent, grandparent-in-law, sister-in-law, brother-in-law, nephew or spouse's nephew, niece or spouse's niece, aunt or uncle up to one (1) day with pay will be allowed for the funeral. A funeral notice or obituary may be requested.
3. Additional days without pay may be granted with approval of the Superintendent.
4. Bereavement days are not cumulative.
5. Proof of the relationship may be required.

G. JURY DUTY

When employees are subpoenaed, as witnesses in a court or to serve on a jury, the employee will receive the full amount of his/her regular salary (no overtime) and turn over the payment for serving on the jury to the Director of payroll of RSOCS.

H. MATERNITY LEAVE

1. An employee who is pregnant may request a leave of absence for a period up to six (6) months. She shall notify the office of the Superintendent at least thirty (30) days prior to the date on which she wishes to start the leave. All or part of a leave taken by an employee because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available sick leave.
2. Such notice to the Superintendent shall include a letter from the employee's physician certifying her pregnancy and the anticipated date of birth. The statement from the physician shall also include certification of the employee's ability to perform the requirements of the position during the period prior to the beginning date of the leave.
3. The employee is entitled to complete the remaining leave without pay.
4. In case of a medical emergency caused by the pregnancy, such thirty (30) day prior notice may be waived.

I. FAMILY MEDICAL LEAVE ACT (Policy 4430.01)

1. Employees shall have the right to both the appropriate family and medical leave and the appropriate designated benefits provided by the Family and Medical Leave Act (FMLA). Such leave(s), if applicable, shall be taken concurrently. Any provision of this agreement which restricts any mandatory leave and/or mandatory benefit(s) of the FMLA will not have any effect for any employee who has a right to leave and/or benefit under the Act (FMLA). A person may qualify for FMLA if they have worked for the school corporation for at least 1 year and 1,250 hours each year. Employees may contact HR/Payroll with questions or for additional information if they believe they qualify.
2. The RSOCS may require the employee to verify and/or certify any information which an employer may require under the FMLA, and it may further elect any option available to it under the Act (FMLA) for any leave or benefit for which an employee qualifies for under the FMLA but for which the employee is not entitled under the specific language of this agreement.
3. For record keeping purposes, the twelve (12) month period for FMLA shall be measured forward from the date any employee's first FMLA leave begins. Employees are responsible for renewal of FMLA paperwork on an annual basis, if needed.
4. If an employee who is on approved leave wishes to continue health/dental or other insurance during the period when there is no compensation it shall be the responsibility of the employee to make arrangements in advance with the business office to continue such insurance at the individual's expense. Failure to make and follow through with such advance arrangements will result in the employee being dropped from the group. An employer is required to maintain health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work.
5. If a leave granted under FMLA extends into part of a school year, the staff member shall accumulate sick leave for that year in proportion to the number of days that staff members are paid during that year for work or leave.

J. MILITARY LEAVE (Policy 4437)

During leave for drills and annual training of not more than fifteen (15) consecutive or non-consecutive days per calendar year the staff member shall be entitled to continue to receive their pay from the School Corporation and retain their military pay.

K. ADOPTIVE LEAVE

1. An adoptive leave, without pay and/or benefits, of up to six (6) months shall be granted to an employee who adopts a child.

2. Notice of intent to take Adoptive Leave shall be given to the Superintendent at the time the employee makes an initial application.
3. The leave shall commence when the employee takes physical custody of the child, or earlier, if necessary to meet the requirements of the adoptive agency.
4. An employee on Adoptive Leave shall not accept employment outside the Corporation's employ unless approved by the Superintendent. In the event that the employee does accept employment without approval, the Superintendent may immediately terminate the Adoptive Leave and require the employee to return to work.
5. Failure by the employee to comply shall constitute resignation from the employ of RSOCS.

IV. FRINGE BENEFITS

A. HEALTH, DENTAL, AND VISION INSURANCE (Policies 4419, 4419.02 and 4420)

The school employer shall provide a health insurance plan (which presently covers major medical, dental, and vision) to each eligible employee at a cost per month to the corporation/employee as per attached.

See Appendix A for rates

B. LIFE INSURANCE

The school employer shall provide a group life insurance plan which shall pay the employee's designated beneficiary the sum stated below:

9-Month Employees - \$20,000 for death and \$40,000 for accidental death

12-Month Employees and Director of Health Services - \$70,000 for death and \$140,000 for accidental death

C. LONG TERM DISABILITY

The employer will provide a long term disability insurance policy at the rate per the teacher agreement for 12 month employees and the Director of Health Services.

D. TAX SHELTERED ANNUITIES (MOVED FROM WITHIN LEAVES)

1. Personnel who wish to participate in a Tax Sheltered Annuity program may elect one of the following companies: American Fidelity Assurance Co., and VALIC
2. All other provisions shall comply with the existing procedures for certified staff members, except there will be no corporation match contribution.

V. School Closings

A. SCHOOL CLOSINGS AND DELAYS (Adverse Weather Conditions and other Emergencies)

1. The following employees are required to report to work when school is dismissed due to inclement weather IF AND WHEN THE WEATHER CONDITIONS NO LONGER POSE A THREAT TO THE EMPLOYEE'S SAFETY IN TRAVELING TO HIS/HER ASSIGNMENT.
 - a. Custodians, maintenance personnel. These employees are needed for snow removal and building preparation.
 - b. It is understood that, if snow is extremely deep and a snow emergency is called by the City, County, or State officials that NO ONE is to report. In such a case, any 12-month employee may elect to take that day without pay rather than give up a personal day or vacation day.
 - c. In the event the Superintendent declares all offices closed, delayed, or closed early, all employees who work their regular hours when school is canceled and offices are open, shall be paid based upon their regularly schedules hours and rates of pay.
2. OTHER HOURLY EMPLOYEES:
 - a. Will NOT report to their assigned work location on days when schools are closed because of adverse weather conditions or other emergencies.
 - b. Will NOT be paid for days when schools are closed because of adverse weather conditions or other emergencies, but will be paid IF AND WHEN these days are rescheduled.
 - c. On late arrival days due to inclement weather, classified staff have the option of staying home (unpaid) or reporting to the front office of the building where their day starts to report for pay.
 - d. Will be paid for time worked if they have reported to school prior to a delay being changed to a closing.

- e. Will be paid only for hours worked, as reported on the weekly timesheet by the employee.

T. eLEARNING DAYS

eLearning is learning utilizing technologies to access educational curriculum and opportunities previously inaccessible inside and outside of a traditional classroom. Students do not physically attend school, but access their assignments off campus.

There may be days all staff will be required to be physically present on scheduled eLearning Days for Professional Development. On snow days where an eLearning Day is used, maintenance and custodial staff will still need to report (as long as there are no travel restrictions for Ohio County) while other classified staff may be given options; i.e. - participate in professional development to be paid, unpaid day or use a personal/vacation day.

The school corporation's goal will remain to provide continued work or professional growth opportunities for classified staff and ensure no loss of pay for the day. Instructions will be provided to all classified staff when an eLearning Day is used by the school corporation.

Appendix A-Health, Dental, and Vision Rates

2021 Health, Dental, and Vision Rates

9 MONTH		PPO	HSA 1	HSA 2
Single	Medical	\$ 958.00	\$ 788.00	\$ 633.00
	Dental	\$ 28.68	\$ 28.68	\$ 28.68
	Vision	\$ 6.36	\$ 6.36	\$ 6.36
		\$ 993.04	\$ 823.04	\$ 668.04
	Allowance	\$ (490.00)	\$ (475.00)	\$ (533.00)
	Out of Pocket Per Month	\$ 503.04	\$ 348.04	\$ 135.04
Employee	Medical	\$ 1,721.00	\$ 1,416.00	\$ 1,141.00
Child(ren)	Dental	\$ 78.75	\$ 78.75	\$ 78.75
	Vision	\$ 12.08	\$ 12.08	\$ 12.08
		\$ 1,811.83	\$ 1,506.83	\$ 1,231.83
	Allowance	\$ (753.01)	\$ (724.01)	\$ (698.01)
	Out of Pocket Per Month	\$ 1,058.82	\$ 782.82	\$ 533.82
Employee	Medical	\$ 2,006.00	\$ 1,653.00	\$ 1,330.00
Spouse	Dental	\$ 56.48	\$ 56.48	\$ 56.48
	Vision	\$ 11.13	\$ 11.13	\$ 11.13
		\$ 2,073.61	\$ 1,720.61	\$ 1,397.61
	Allowance	\$ (864.01)	\$ (830.01)	\$ (799.01)
	Out of Pocket Per Month	\$ 1,209.60	\$ 890.60	\$ 598.60
Employee	Medical	\$ 2,485.00	\$ 2,048.00	\$ 1,645.00
Family	Dental	\$ 117.76	\$ 117.76	\$ 117.76
	Vision	\$ 18.44	\$ 18.44	\$ 18.44
		\$ 2,621.20	\$ 2,184.20	\$ 1,781.20
	Allowance	\$ (1,063.00)	\$ (1,021.00)	\$ (982.00)
	Out of Pocket Per Month	\$ 1,558.20	\$ 1,163.20	\$ 799.20

12 MONTH		PPO	HSA 1	HSA 2
Single	Medical	\$958.00	\$788.00	\$633.00
	Dental	\$28.68	\$28.68	\$28.68
	Vision	\$6.36	\$6.36	\$6.36
		\$993.04	\$823.04	\$668.04
	Allowance	\$(518.00)	\$(502.00)	\$(533.00)
	Out of Pocket Per Month	\$475.04	\$321.04	\$135.04
Employee	Medical	\$1,721.00	\$1,416.00	\$1,141.00
Child(ren)	Dental	\$78.75	\$78.75	\$78.75
	Vision	\$12.08	\$12.08	\$12.08
		\$1,811.83	\$1,506.83	\$1,231.83
	Allowance	\$(818.01)	\$(788.01)	\$(762.01)
	Out of Pocket Per Month	\$993.82	\$718.82	\$469.82
Employee	Medical	\$2,006.00	\$1,653.00	\$1,330.00
Spouse	Dental	\$56.48	\$56.48	\$56.48
	Vision	\$11.13	\$11.13	\$11.13
		\$2,073.61	\$1,720.61	\$1,397.61
	Allowance	\$(923.01)	\$(889.01)	\$(858.01)
	Out of Pocket Per Month	\$1,150.60	\$831.60	\$539.60
Employee	Medical	\$2,485.00	\$2,048.00	\$1,645.00
Family	Dental	\$117.76	\$117.76	\$117.76
	Vision	\$18.44	\$18.44	\$18.44
		\$2,621.20	\$2,184.20	\$1,781.20
	Allowance	\$(1,157.00)	\$(1,114.00)	\$(1,075.00)
	Out of Pocket Per Month	\$1,464.20	\$1,070.20	\$706.20

Appendix B-Calendar and Daily Work Schedule

This form is an agreement between the superintendent, administrator, and employee concerning the daily work schedule. This document can be adjusted throughout the year, but only with an additional form being signed by all parties. If an employee requests to leave work early without using paid time off and in turn unpaid time, the employee must complete the form in Appendix D-daily work modification.

_____ agrees to work the below mentioned daily schedule. This schedule will stay the same unless the administrator and/or superintendent initiate a change in the employee's schedule. By signing below, each party agrees to the conditions.

1. The employee can be described as a:

9 month employee

12 month employee

2. The employee will work the hours of:

_____ to _____

Employee Signature

Date

Administrator Signature

Date

Superintendent Signature

Date

Appendix C- Request for Unpaid Time-off

Employee Name _____

Number of days requested _____

Date(s) requested _____

Type of day(s) requested _____

Employee Signature _____

Date _____

DENIED OR GRANTED (CIRCLE)

Administrator signature _____

Date _____

Appendix E: Evaluation

Rubric Overview

Rising Sun Classified Effectiveness Rubric (v.2023)

Domain 1: Performance (33.33%)

1.1 Knowledge and Skills

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
Has outstanding knowledge of position as it relates to the specific job responsibilities	Has appropriate knowledge of position as it relates to the specific job responsibilities	Need improvement of appropriate knowledge of position as it relates to the specific job responsibilities	Does not have appropriate knowledge of position as it relates to the specific job responsibilities
Has outstanding skills in working with students and staff	Has appropriate skills in working with students and staff	Needs improvement of appropriate skills in working with students and staff	Does not have appropriate skills in working with students and staff
Is always learning to use new ideas, policies, procedures, and technologies appropriately	Is able to learn and use new ideas, policies, procedures, and technologies appropriately	Sometimes learns to use new ideas, policies, procedures, or technologies appropriately	Is not able to learn and use new ideas, policies, procedures, or technologies appropriately

1.2 Job Production

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
Work completion is consistently high	Work completion is high	Work completion is sometime high	Work completion is rarely high
Always uses resources effectively to accomplish job	Uses resources effectively to accomplish job	Sometimes uses resources effectively to accomplish job	Rarely uses resources effectively to accomplish job
Always works the hours and time needed to accomplish the goals of the district	Works the hours and time needed to accomplish the goals of the district	Sometimes works the hours and time needed to accomplish the goals of the district	Rarely works the hours and time needed to accomplish the goals of the district
Always can be counted on to carry out assignments with careful follow-through and follow-up	Can be counted on to carry out assignments with careful follow-through and follow-up	Sometimes can be counted on to carry out assignments with careful follow-through and follow-up	Rarely can be counted on to carry out assignments with careful follow-through and follow-up
Always meets predetermined targets or deadlines	Meets predetermined targets or deadlines	Sometimes meets predetermined targets or deadlines	Rarely meets predetermined targets or deadlines
Always is able to adapt to change and perform consistently	Is able to adapt to change and perform consistently	Sometimes is able to adapt to change and perform consistently	Rarely is able to adapt to change and perform consistently

1.3 Cooperation With Staff, Students and Community

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
Employee effectively engages with all staff, students and community in a positive manner that promotes teamwork and harmonious relationships among staff members.	Employee regularly engages with all staff, students and community in a positive manner that promotes teamwork and harmonious relationships among staff members;	Employee occasionally engages in a negative behavior or speech that compromises team work and harmonious relationships with all staff,	Employee repeatedly engages in negative behavior or speech that compromises team work and harmonious relationships with all staff, students and community;

Excellent interpersonal skills, always cooperative; seeks ways to improve relationships	cooperates with others willingly	students and community; cooperates reluctantly	commonly complains and is inflexible with others
Always handles multiple activities simultaneously	Handles multiple activities simultaneously	Sometime handles multiple activities simultaneously	Rarely handles multiple activities simultaneously
Always manages time well while staying on task	Manages time well while staying on task	Sometimes manages time well while staying on task	Rarely manages time well while staying on task

1.4 Work Ethic

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
Always sees when something needs to be done and does it	Sees when something needs to be done and does it	Sometime sees when something needs to be done and does it	Rarely sees when something needs to be done and does it
Always seeks help when needed – does not waste time grasping for solution	Seeks help when needed – does not waste time grasping for solution	Sometimes seeks help when needed – does not waste time grasping for solution	Does not seek help when needed – does not grasp for solution
Is always intrinsically motivated “self-starter”	Is intrinsically motivated “self-starter”	Is sometime an intrinsically motivated “self-starter”	Is not intrinsically motivated “self-starter”
Always works toward overall goal of district or department	Works toward overall goal of district or department	Sometimes works toward overall goal of district or department	Rarely works toward overall goal of district or department
Always seeks ways to improve professionally	Seeks ways to improve professionally	Sometimes seeks ways to improve professionally	Rarely seeks ways to improve professionally
Always provides suggestions for solutions to problems or ways to improve procedures	Provides suggestions for solutions to problems or ways to improve procedures	Sometimes provides suggestions for solutions to problems or ways to improve procedures	Rarely provides suggestions for solutions to problems or ways to improve procedures

Domain 2: Dependability (33.33%)-----An employee that takes unpaid days off for two or more consecutive years, does not qualify for a raise the following year.

2.1 Attendance

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
9-month employee used 4 or less sick/personal days 12-month employee used 5 or less sick/personal days	9-month employee used between 4.5 to 8 sick/personal days 12-month employee used between 5.5 and 9 sick/personal days	9-month employee used between 8.5 to 10 sick/personal days 12-month employee used between 9.5-11 sick/personal days	Employee has exhausted all sick/personal days and used an unpaid day.

2.2 Punctuality

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
Employee is consistently timely and ready to begin work at the designated time, contributing to the effectiveness of the position and overall operation. (No tardies)	Employee is commonly on time for work contributing to the effectiveness of the position and operation (Possibly one or two tardies with notice to supervisor)	Employee is late with or without notice, impacting the effectiveness of the position and operation. (Exceeds three or more per school year)	Employee is chronically late with or without notice, impacting the overall effectiveness of the position and operation. (Exceeds five or more per school year)

Domain 3: Core Professionalism (33.33%)

3.1 Respect

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
Individual always demonstrates a pattern of interacting with students, colleagues,	Individual demonstrates a pattern of interacting with students, colleagues, parents/guardians, and	Individual sometimes demonstrates a pattern of interacting with students, colleagues,	Individual rarely demonstrates a pattern of interacting with students, colleagues,

parents/guardians, and community members in a respectful manner	community members in a respectful manner	parents/guardians, and community members in a respectful manner	parents/guardians, and community members in a respectful manner
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3.2 Attitude

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
Individual always demonstrates willingness to contribute to the positive morale of the district, accepts constructive criticism, and takes pride in his/her work	Individual demonstrates willingness to contribute to the positive morale of the district, accepts constructive criticism, and takes pride in his/her work	Individual sometimes demonstrates willingness to contribute to the positive morale of the district, accepts constructive criticism, and takes pride in his/her work	Individual rarely demonstrates willingness to contribute to the positive morale of the district, accepts constructive criticism, and takes pride in his/her work

3.3 Professional Appearance

<i>Highly Effective</i>	<i>Effective</i>	<i>Improvement Necessary</i>	<i>Ineffective</i>
Employee consistently maintains a neat, orderly, professional appearance appropriate for the setting, job, and task; takes great pride in personal appearance and is the example for others	Employee consistently maintains a neat, orderly, professional appearance appropriate for the setting, job, and task	Employee occasionally does not maintain a neat, orderly professional appearance for the setting, job, and task; Clothing is sometimes inappropriate or not clean	Employee does not maintain a neat, orderly professional appearance for the setting, job, and task. Clothing is not appropriate or clean; personal appearance is unkempt