



TRI-CREEK SCHOOL CORPORATION

SUPPORT STAFF HANDBOOK

TRI-CREEK SCHOOL CORPORATION

Administration Center
19290 Cline Avenue
Lowell, Indiana 46356
(219) 696-6661
Fax: (219) 696-2150
Office Hours: 7:00 a.m. – 4:30 p.m.

LOWELL SENIOR HIGH SCHOOL

2051 East Commercial Avenue
Lowell, Indiana 46356
(219) 696-7733
Fax: (219) 696-0042
Student Day: 8:30 a.m. – 3:00 p.m.
Office Hours: 7:15 a.m. – 3:45 p.m.

LOWELL MIDDLE SCHOOL

19250 Cline Avenue
Lowell, Indiana 46356
(219) 696-7701
Fax: (219) 690-2620
Student Day: 8:15 a.m. – 2:45 p.m.
Office Hours: 7:00 a.m. – 4:00 p.m.

OAK HILL ELEMENTARY SCHOOL

425 South Nichols Street Lowell, Indiana 46356
(219) 696-9285
Fax: (219) 690-2621
Student Day: 8:00 a.m. – 2:30 p.m.
Office Hours: 7:00 a.m. – 3:30 p.m.

THREE CREEKS ELEMENTARY SCHOOL

670 South Burr Street Lowell, Indiana 46356
(219) 696-5740
Fax: (219) 696-3051
Student Day: 8:00 a.m. – 2:30 p.m.
Office Hours: 7:00 a.m. – 3:30 p.m.

LAKE PRAIRIE ELEMENTARY SCHOOL

11601 West 181st Avenue Lowell, Indiana 46356
(219) 696-7541
Fax: (219) 690-2616
Student Day: 8:00 a.m. – 2:30 p.m.
Office Hours: 7:00 a.m. – 3:30 p.m.

TABLE OF CONTENTS

INTRODUCTION	3
MISSION	3
VISION	3
GUIDING PRINCIPLES	3
PURPOSE OF THE HANDBOOK	4
NON-DISCRIMINATION POLICY	4
SECTION 1 - EMPLOYMENT	5
1.1 BOARD OF SCHOOL TRUSTEES	
1.2 AT-WILL EMPLOYMENT STATUS	
1.3 APPLICATIONS FOR EMPLOYMENT	
1.4 CRIMINAL HISTORY INFORMATION	
1.5 HANDBOOK ACKNOWLEDGMENT	
1.6 DIRECT SUPERVISORS	
1.7 EVALUATION OF NEW EMPLOYEE	
1.8 UNIFORM PURCHASES	
1.9 WORKPLACE DRESS	
1.10 DOT PHYSICAL	
1.11 ACCESS TO PERSONNEL FILES	
1.12 PERSONNEL DATA CHANGES	
SECTION 2 - TRAINING	8
2.1 UNIVERSAL PRECAUTIONS	
2.2 HAZARD COMMUNICATION	
2.3 DRUG-FREE WORKPLACE	
2.4 SEXUAL HARASSMENT, PREVENTION OF	
SECTION 3 - WORKING CONDITIONS AND SCHEDULE	8
3.1 CONDUCT AND COOPERATION	
3.2 WORKPLACE CIVILITY	
3.3 STAFF CONFLICT RESOLUTION	
3.4 PERSONAL APPEARANCE	
3.5 WORK CALENDAR	
3.6 DISCIPLINARY PROCESS	
3.7 REASSIGNMENT/TRANSFER	
3.8 DISABILITY DISCLOSURE	
3.9 EMPLOYMENT PHYSICAL/FITNESS FOR DUTY	
3.10 ANNUAL EVALUATION	
3.11 ANNIVERSARY DATE/EXPERIENCE INCREMENTS	
3.12 SALARY DETERMINATIONS	
3.13 TIMEKEEPING SYSTEM	
3.14 TIME RECORDS REVIEW/APPROVAL	

3.15	WORK WEEK DEFINED	
3.16	SCHOOL CLOSINGS/E-LEARNING DAYS	
3.17	APPROVED LENGTH OF WORK DAY	
3.18	ASSIGNMENT OF SHIFTS FOR EVENTS OUTSIDE STANDARD SCHEDULE	
3.19	OVERTIME DEFINED	
3.20	TIME AND A HALF	
3.21	ATTENDANCE AND PUNCTUALITY	
3.22	VOLUNTEER TIME	
3.23	BREAK PERIODS AND LUNCH	
3.24	NON-DISCLOSURE/CONFIDENTIALITY	
3.25	USE OF INTERNET/EMAIL/TELEPHONE	
3.26	SOCIAL MEDIA IN THE WORKPLACE	
3.27	USE OF EQUIPMENT AND VEHICLES	
3.28	SECURITY INSPECTIONS	
3.29	SOLICITATION	
3.30	SUPPORT STAFF WORK YEAR	
3.31	NON-SMOKING	
SECTION 4 - BENEFITS AND LEAVE INFORMATION		16
4.1	INSURANCE BENEFITS FOR ELIGIBLE SUPPORT STAFF	
4.2	DISABILITY LEAVE	
4.3	ACCIDENT REPORT	
4.4	PERF — PUBLIC EMPLOYEES RETIREMENT FUND	
4.5	VACATION	
4.6	HOLIDAYS	
4.7	SICK LEAVE	
4.8	SICK LEAVE LOAN BANK	
4.9	CALL-OFF/CALL-BACK PROCEDURES	
4.10	BEREAVEMENT LEAVE	
4.11	PERSONAL BUSINESS LEAVE	
4.12	LEAVE FOR SERIOUS ILLNESS IN FAMILY	
4.13	FAMILY MEDICAL LEAVE ACT (FMLA)	
4.14	MEDICAL LEAVE OF ABSENCE	
4.15	MILITARY (AND MILITARY CAREGIVER) LEAVE	
4.16	JURY DUTY/LEGAL PROCEEDINGS	
4.17	DAYS OFF WITHOUT PAY	
4.18	BUS MECHANICS	
4.19	403(b) ACCOUNT	
4.20	RETIREMENT AND SEVERANCE BENEFITS	
4.21	EMPLOYEE ASSISTANCE PROGRAM (EAP)	
SECTION 5 - WORKPLACE SAFETY		21
APPENDIX A		23
APPENDIX B		25

TRI-CREEK SCHOOL CORPORATION

INTRODUCTION

Welcome to the Tri-Creek School Corporation. We are pleased to have each and every one of you as a member of our team dedicated to serving the students and families of our community. In the pages to follow, you will find helpful information regarding our school corporation's policies and practices. Please take time to familiarize yourself with this handbook and follow the guidelines noted here.

Should you have any questions regarding information contained in this handbook, or at any other time during your employment, we encourage you to seek out the assistance of your supervisor, building principal, and/or a member of the administrative team.

MISSION STATEMENT

Tri-Creek School Corporation commits to **engage** all in relevant learning experiences, **equip** them with meaningful knowledge and skills, and **empower** them with the confidence to thrive.

VISION

The Tri-Creek School Corporation of students, staff, and community endeavors to be a **recognized leader for high achievement and exceptional growth. Innovative and equitable approaches** build upon **strong community pride** and provide all students with **well-rounded educational experiences** to prepare for future successes.

GUIDING PRINCIPLES

Safe, Positive Environment <i>Promote Productive Relationships, Engagement, and Achievements</i> • Prioritize school safety • Encourage risk-taking • Advocate for self and others • Cultivate relationships within the community • Invest in relationships amongst staff-students, staff-parents, staff-staff, students-students • Promote and celebrate positive behaviors and choices • Provide proactive and timely communication • Provide social and emotional support • Celebrate diversity	Shared Responsibility <i>Require Investment and Ownership by All</i> • Facilitate collaborative input with all levels of stakeholders • Listen to learn; seek to understand • Embrace challenges • Be informed by facts and consider all options • Commit to responsible use of resources • Act with integrity • Be transparent • Maintain a team mindset and approach
Continuous Improvement <i>Build Capacity and Growth for All</i> • Provide and support leadership opportunities • Conduct consistent and timely evaluation of programs • Think creatively and explore new options in our practices • Create and monitor aligned systems across the district • Agree upon outcomes for learning opportunities • Retain and recruit highly qualified staff • Recognize and celebrate achievements • Seize teachable moments • Embrace shared goals (academic, behavioral, etc.) at the district and building levels • Leverage strengths and seek opportunities for improvement • Be adaptive and dynamic to meet evolving needs • Engage in reflection, support self-improvement, and be receptive to feedback	Focus on Solutions <i>Overcome Challenges Through Critical and Creative Thinking</i> • Communicate effectively • Embrace innovation • Promote and seek opportunities for collaboration • Make informed decisions based on data and evidence • Connect decision-making to Guiding Principles • Leverage professional learning communities • Commit to high standards and expectations • Pursue positive conflict resolution • Value research and best practices • Maintain a growth mindset • Respect different perspectives

PURPOSE OF THE HANDBOOK

This handbook has been prepared to give employees general information about personnel policies, procedures, and other information pertaining to employment with Tri-Creek School Corporation. When a change in a policy or practice occurs, employees will receive notice that the handbook has been updated.

Designed as a communication tool for all employees, the materials in this handbook do not necessarily cover every situation or question that may arise, but attempts to address day-to-day information of general applicability to everyone. The Tri-Creek School Corporation superintendent and/or Board of School Trustees reserve the right to make changes at any time, with or without notice, and to interpret these policies and procedures at the discretion of the superintendent.

Communication is one of the most important tools we have for being successful in the workplace, and Tri-Creek School Corporation wants to make sure that employees have every opportunity to discuss workplace ideas and concerns. In order to make sure that communication flows in the proper direction, employees should always talk with their immediate supervisor before taking a concern to someone else within the organization. Good communication must start there. If, for some reason, an employee is not comfortable addressing the concern with his/her supervisor, s/he is encouraged to schedule a meeting with the director of human resources or the executive director of business operations located in the administration center. Employees are encouraged to follow the chain of command first that follows the district organization chart in administrative guidelines.

Final interpretation and implementation of any of the statements in this handbook are vested solely with the superintendent who reserves the right to use discretion in determining the best course of action in any given situation. Therefore, employees should not interpret any written or verbal statement or promise by a coworker, supervisor, or anyone other than the superintendent as a change in the contents of this handbook.

This handbook is not intended to create a contractual relationship with anyone employed by the Board of School Trustees of Tri-Creek School Corporation. Further, no representative of Tri-Creek School Corporation, other than the superintendent of schools, has the authority to enter into an agreement of employment for any specified period of time or to make any agreement contrary to the foregoing. This handbook is considered an official statement of the school district policy, not a contract with the school district, and is subject to change.

This handbook replaces all previous handbooks, practices, procedures, or policies, either written or unwritten, which have previously been in effect. To assure that every employee is aware of any revisions and has received the most recent version of this handbook, employees will be asked to complete a *handbook acknowledgement form* confirming they are aware of how to access Tri-Creek's current set of handbooks.

NON-DISCRIMINATION POLICY

It is the policy of the Tri-Creek School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a veteran in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2 Title 6 and 7 of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title 9 (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and

Americans with Disabilities Act.

Inquiries regarding concerns of discrimination should be directed to:

Corporation Compliance Officer

Mrs. Dana Bogathy
Executive Director of Business Operations
Tri-Creek School Corporation
19290 Cline Avenue
Lowell, IN 46356
219-696-6661 (phone)
219-696-2150 (fax)
dbogathy@tricreek.k12.in.us (email)

or to the

Office of Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

1. EMPLOYMENT

- 1.1. Board of School Trustees: All personnel are employed by the Board of School Trustees upon the recommendation of the superintendent of schools.
- 1.2. At-Will Employment Status: Support staff personnel are those employees of the Tri-Creek School Corporation who are not required to have a teaching license issued by the Indiana Department of Education in order to perform a specific duty in the school district. Support staff members are hired as *at-will employees*, which means that either party (school district or employee) may terminate employment at any time for any reason or no reason. The exception to this definition will be those personnel who are under contract with the school district.

Employees are requested to provide a written letter of resignation at least two (2) weeks prior to the last day of work, should there be a desire to resign. If no written letter of resignation is received, the administration will recommend to the Board of School Trustees to terminate the employment, place a letter of termination in the employee's personnel file, and send a copy of the letter to the former employee.

- 1.3. Applications for Employment: Applications for all available positions should be made through the Tri-Creek School Corporation website at www.tricreek.k12.in.us. The school corporation currently utilizes an online system for all posted employment opportunities. To apply for a position within the Tri-Creek School Corporation, please visit the website, and click on *Employment*. To be eligible for appointment to a support staff position with the Tri-Creek School Corporation, the applicant must be trustworthy and of good moral character. The school corporation relies on the accuracy of information contained in the employment application and obtained throughout the hiring process. Any misrepresentations, falsifications, or material omissions of any information may result in the school corporation excluding the individual from further consideration for employment or, if the person has been hired, termination of employment.
- 1.4. Criminal History Information: To help ensure a safe environment, Indiana state law, effective July 1, 2009, requires each individual hired for support personnel employment to provide, at his/her expense, an expanded criminal history report. As directed by the principal or supervisor, the individual must go to the Tri-Creek School Corporation website at www.tricreek.k12.in.us; click on *Employment*, and click on the

link to the *Safe Visitor Solutions* website to complete the application. Information obtained from the expanded criminal history will not be released or disseminated.

- 1.5. Handbook Acknowledgement: All support personnel are required to read this Support Staff Handbook as soon as possible, but within one (1) week of being hired and annually thereafter.
- 1.6. Direct Supervisors: The superintendent delegates the responsibility of general supervision, employing, and assigning of personnel. The principal, assistant principal, and/or director is responsible for actual supervision, assignment of duties, reporting absences, compliments, complaints, and other information for assigned support personnel. A district organizational chart is available.
- 1.7. Introductory Period of New Employee: All newly hired support staff employees are considered probationary for the first 90 days of employment. This introductory period is used to ensure the employee is qualified to perform the job satisfactorily. During the introductory period, the supervisor will carefully evaluate the employee's performance. The supervisor reserves the right to extend the introductory period if necessary. Upon successful completion of the 90-working day introductory period, the employee will be considered a permanent support staff employee. However, this notification does not modify any at-will relationship between the school and personnel in any way and does not guarantee employment for any definite period of time. Also, upon successful completion of the 90-working day introductory period, leave days will be allocated accordingly. New employees will receive their leave days upon successful completion of the introductory period based on a prorated method listed in the leave day section of this handbook. Newly hired and current support staff employees in new positions will be evaluated by the supervisor during the first year of employment.
- 1.8. Uniform Purchases:
 - 1.8.1. As a condition of employment, custodial and maintenance employees shall be required to participate in the uniform purchase program.
 - 1.8.2. Each maintenance and custodial employee working thirty (30) hours or more per week is initially required to purchase three (3) shirts (long-sleeve or short-sleeve). Employees working less than thirty (30) hours per week are required to purchase two (2) shirts. Uniforms may be purchased in subsequent years as needed and approved by the department supervisor. Work pants must not be faded, torn, holey, frayed, tight fitting, or low riding. Uniforms must be worn every day the employee is working. Uniforms must be laundered and in good repair. Exceptions may be made for building-specific spirit days.
 - 1.8.3. Maintenance and custodial employees working thirty (30) hours or more per week will receive a maximum of \$76.00 per year toward the purchase of uniform shirts providing that the total bill meets or exceeds \$152.00. If the total purchase is less than \$152.00, Tri-Creek School Corporation will only pay up to 50% of the total purchase. Employees working less than thirty (30) hours per week will receive \$40.00 (maximum) per year toward the purchase of the total uniform shirts providing that the total bill meets or exceeds \$80.00. If the total purchase is less than \$80.00, Tri-Creek School Corporation will only pay up to 50% of the total purchase. Appropriate Department of Labor laws will apply for the purchase of uniforms.
 - 1.8.4. Uniform type and color will be specified by the department supervisor.

- 1.8.5. In addition, maintenance personnel, custodians, bus drivers, and bus assistants are required to purchase non-skid shoes/boots with traction, as appropriate. Should safety issues arise, Tri-Creek administration may require employees to purchase shoes/boots from a specific provider. Employees arriving at work without the proper shoes will be sent home without pay. Repeated violations are subject to discipline up to and including termination of employment.
- 1.8.6. Following one (1) full year of employment, maintenance mechanics will receive reimbursement for the purchase of one (1) pair of slip-resistant work boots per year as follows:
 - o The cost of work boots up to a maximum of \$200.00.
 - o Work boots purchased shall be on a reimbursement basis only.
 - o Payment of this benefit shall be made between January and June each year upon presentation of proper receipts and approval of the claim by the Board of School Trustees.
- 1.9. Workplace Dress: Employees who do not have a designated uniform shall dress in a professional manner as designated by their supervisor or department supervisor. Professional clothing shall promote a safe working environment and will not be disruptive to the learning environment. Consult Section 3.4 of this manual and Board Policy 4216 - SUPPORT STAFF DRESS AND GROOMING for additional guidance.
- 1.10. DOT Physical: Bus drivers, bus mechanics, and any other position as designated by the superintendent will be reimbursed the cost of the Department of Transportation (DOT) Commercial Driver's License (CDL) physical exam through the district-designated provider. The results of the DOT physical must be provided to the director of transportation and district logistics.
- 1.11. Access to Personnel Files: Tri-Creek School Corporation maintains a personnel file on each employee. The personnel file includes information such as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of the school corporation and access to the information they contain is restricted. Generally, only supervisors and administrative personnel of the school corporation who have legitimate reason to review information in a file are allowed to do so. Employees who wish to review their personnel files should contact the director of human resources or designee to schedule an appointment. With reasonable advance notice, employees may review their personnel files in the main office in the presence of an individual appointed to maintain the files.
- 1.12. Personnel Data Changes: It is the responsibility of each employee to promptly notify the school corporation business office of any changes in personal data. Home and email addresses, telephone numbers, name changes, marital status, names of dependents, beneficiary designation, emergency contact information, educational accomplishments, and other such data should be accurate and current at all times. Each employee needing to notify of a change in personnel data should request applicable change forms from Human Resources and then return the completed forms to the business office. An employee must submit or show a copy of a new social security card reflecting his/her new name before the new name will be updated in our employee management system.

2. TRAINING

2.1. Universal Precautions:

- 2.1.1. It shall be the policy of the Tri-Creek School Corporation to provide simple and effective precautions against transmission of disease in the school environment and to comply with Indiana law. All employees are required to complete the employer-provided training on the district website regarding Universal Precautions, Bloodborne Pathogens, and Infection Control in the School within ten (10) days of first active employment. When an employee has direct contact with blood or body fluids, the employee shall use the universal precautions as specified by the State Board of Health.
- 2.1.2. If an employee fails to complete the universal precautions training, the employee shall be subject to sanctions deemed appropriate by the Board of School Trustees, including disciplinary action up to and including possible termination of employment.

2.2. Hazard Communication:

- 2.2.1. Tri-Creek School Corporation shall provide necessary employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Such employees will be trained on proper Material Safety Data Sheet usage.

2.3. Drug-Free Workplace: All employees are required to read the material entitled “Drug-Free Workplace Communication” and complete an acknowledgement indicating that they understand the contents of the communication and agree to abide by the drug-free terms as stated in the communication. This information is available on the district website.

2.4. Sexual Harassment (Prevention of): Tri-Creek School Corporation requires all employees to read the sexual harassment prevention brochure entitled, “Don’t Do It, Don’t Allow It” and complete an acknowledgement indicating that they have read and understand the contents of the brochure. This brochure is available at our school website at www.tricreek.k12.in.us. If, at any time during employment, an employee witnesses or is concerned about any type of harassment, including sexual or any other type, s/he should immediately report the concern to an immediate supervisor or member of the administration team.

2.5. Staff and Student Non-Fraternization: All employees are required to read TCSC Board Policy 1614 Staff and Student Non-Fraternization. This and all school board policies are available at the district website at www.tricreek.k12.in.us.

3. WORKING CONDITIONS AND SCHEDULE

- 3.1. **Conduct and Cooperation:** Tri-Creek employees are expected to behave in a professional manner that enhances the reputation of the corporation. They are to treat people with respect, courtesy, and without harassment and are expected to comply with law and policy and to behave honestly and act with integrity, care, and diligence. Furthermore, employees are required to maintain confidentiality and to protect personal privacy and to use company resources properly and appropriately.
- 3.2 **Workplace Civility:** For any organization to be effective, a positive and supportive

attitude must exist among its members. A staff member has the right to express points of view on relevant work-related issues among the staff, and no staff member shall suffer retribution or disciplinary action for input or feedback provided in a civil manner. It is important that communication is kept open and that problems are handled quickly and without disruption to the workflow. Please see Board Policy 4210.01 for additional guidelines. The following behaviors include some guidelines, but are not limited, as to what would be considered a violation of the rules of civility and, thus, should be avoided:

- o Treating others in a disrespectful or discourteous manner.
- o Exhibiting passive-aggressive behaviors and failing to take responsibility for one's own actions.
- o Using email or other communication tools to harass or to incite others to harass, violate rules, or act unprofessionally.
- o Engaging in tirades and temper tantrums, including shouting and finger pointing.
- o Bullying others.
- o Speaking to others about offensive topics.
- o Disrupting meetings or displaying inappropriate behavior at meetings, including talking when someone has the floor.
- o Using profanity or abusive language toward anyone.
- o Rumoring, gossiping about, or damaging a coworker's reputation.

3.3. Staff Conflict Resolution: All employee groups are expected to work together consistently, collaboratively, and cooperatively with respect. If an employee has a problem with another, the use of appropriate problem-solving strategies and following the proper chain of command is required. Appropriate procedures for problem resolution include the following:

- o When appropriate, discuss the problem individually with the employee in question to seek amicable resolution.
- o If the problem is not resolved, explain the problem to the immediate supervisor and meet jointly with the employee to resolve the problem.
- o If this step is inappropriate or ineffective, present the problem to the appropriate administrator for assistance in resolving the issue.

3.4. Personal Appearance: Dress, grooming, and personal cleanliness standards contribute to the morale and performance of all employees and directly affect the professional image the school corporation presents to staff members, students, parents, and visitors. During working hours, employees are expected to present a clean, neat, and professional appearance at all times, dress according to the requirements of their positions, and dress in a manner that will not distract other employees or students. Pants and other items of clothing must not be faded, torn, holey, frayed, tight fitting, or low riding. When appropriate, shirts should be tucked in and a belt worn. Employees who report for work inappropriately dressed will be sent home and directed by their supervisor to return to work in proper attire. Under such circumstances, employees will not be compensated for their time away from work. Employees should consult

with their immediate supervisor with questions as to what constitutes appropriate attire.

- 3.5. Work Calendar: All support staff employees are employed to work on an established calendar basis. The immediate supervisor will establish specific working conditions. Any concerns about these conditions should be brought to the attention of the immediate supervisor or through the chain of command flow.
- 3.6. Disciplinary Process: If an employee fails to follow the established guidelines or violates the rules and policies of the Tri-Creek School Corporation, the employee will be subject to disciplinary action up to and including termination of employment. Reprimands, warnings, and/or discipline of support staff shall be issued in an appropriate and professional manner.

Disciplinary action is typically taken for one of two reasons: (1) when an employee does not meet generally accepted standards of good conduct as referenced in this handbook, or (2) when an employee does not satisfactorily perform assigned job tasks.

In the event that a disciplinary action becomes necessary, Tri-Creek School Corporation uses a progressive coaching/disciplinary procedure as outlined below. This corrective/disciplinary action can begin at any step in the process depending upon the seriousness of the offense. Those offenses which are considered to be misconduct of an extreme nature or extremely poor work performance, may result in immediate termination of employment.

Step One: Verbal Warning

Under Step One, the supervisor will meet with the employee to discuss an unsatisfactory performance or behavior issue and how it can be improved. Together, they will develop an action plan for improving the performance and/or behavior within a specified period of time.

Step Two: Written Warning

If the unacceptable behavior or poor performance continues, or if the unacceptable behavior or poor performance is serious in nature, the supervisor will meet with the employee to discuss the unsatisfactory progress on those goals identified in Step One, on the seriousness of the misconduct, or on the poor performance. Step Two will include a documented corrective action notice with steps for improvement.

Step Three: Final Written Warning (with possible suspension without pay)

When an employee has failed to correct misconduct or performance problems following a verbal warning and/or written warning, or when behavior is so seriously undesirable that Tri-Creek School Corporation believes the employee should leave the workplace immediately, a final written warning will be issued. Depending on the circumstances, suspension from work without pay may result. The superintendent, along with the executive director of business operations and immediate supervisor, will make a final decision regarding the length of time of suspension or the possibility of discharge after an investigation of the facts.

Step Four: Discharge

Step Four is the final step in the corrective/disciplinary action process. An employee who fails to improve his/her behavior or performance or whose misconduct is so severe in nature that it threatens the well-being of Tri-Creek School Corporation or the safety and well-being of fellow employees, students, and visitors, will be terminated

from employment.

- 3.7. Reassignment/Transfer: Reassignment within the school district may become necessary to maintain or improve the efficient operation of the school district. Therefore, the supervisor/designee may reassign support staff personnel by building or work shift at any time. The employee will be notified of the change at the earliest possible time. Personnel may communicate a desire for reassignment by notifying their supervisor in writing. Any member of the support staff may request a transfer to any other position which is available in the school corporation for which s/he is qualified by applying to the posted position on our website.
- 3.8. Disability Disclosure: Employment opportunities are based on an individual's ability to do the job. Tri-Creek School Corporation recognizes and is committed to a moral and legal obligation to employ qualified disabled individuals. It is the goal to make reasonable accommodations, when necessary, to aid in the employment and advancement of disabled workers who are qualified to perform the essential functions of a job which would not impose an undue hardship on the corporation with respect to costs and expenses, operational needs, well-being of families, or safety considerations.

Employees of the school district are expected to fulfill the duties of their assigned jobs at all times. Employees should disclose any disability which would require an accommodation so that the school district may determine if reasonable accommodations can be made that will enable the employee to continue working.
- 3.9. Employment Physical/Fitness for Duty: All employees are expected to disclose any known health or physical exceptions prior to employment and any health or physical problems that develop after employment which may affect their position and ability to complete the essential functions of their job. When the superintendent deems it appropriate and necessary, current employees may be required to take medical/psychological examinations to determine fitness for duty as a condition of continued employment. The employer may require a physical examination periodically or upon reasonable belief that impairment of ability to perform may exist. Such examinations will be scheduled at reasonable times and intervals and performed by a licensed physician/psychologist of the district's choosing and at the school corporation's expense. The examining physician must indicate whether the individual's health will allow for continued employment in view of the employee's job classification, duties, and responsibilities. If the question of physical or mental/emotional fitness is the determining factor in the continued employment of any employee, the decision shall not be made until after reasonable accommodations have been explored, and the administration and examining physician/psychologist confer relative to the physical and/or mental/emotional condition of the employee.
- 3.10. Annual Evaluation: All support staff will receive an annual evaluation as a review of their work performance for the previous year. The superintendent will designate the evaluator for each support staff position.
- 3.11. Anniversary Date/Experience Increments: All support personnel employees will have July 1 as an anniversary date for salary computations. Those who begin employment between July 1 and January 1 of any fiscal year will have one (1) year added to their experience the following July 1 providing they have a favorable evaluation. Employees who begin employment between January 1 and June 30 of any year will have their experience increments computed from July 1 the following year.
- 3.12. Salary Determinations: The Board of School Trustees determines the starting salary

rates. Annual stipends and/or base increases will be determined by the Board of School Trustees on an annual basis. Criteria for distribution of the stipend and/or base increase will be determined by the Board of School Trustees.

- 3.13. Timekeeping System: Accurately reporting time worked is the responsibility of every nonexempt employee by use of a district-adopted timekeeping system. All hourly employees must accurately record the time they begin and end their work, their lunch time, and any departure from work for personal reasons. Off-the-clock work is not permitted in any circumstance for hourly employees. Management must be contacted to approve and account for any time an employee works before clocking in or after clocking out. It is the responsibility of the employee to certify his/her own time record and verify the accuracy of all time recorded. Employees shall submit time records for approval at the end of the pay period.

- 3.14. Time Records Review/Approval: Time records for all hourly employees shall reflect time worked to the nearest quarter hour. Time records reflecting eight (8) minutes or more into the quarter-hour shall receive credit for the next quarter-hour (approved overtime only). Employees leaving their workstations before the designated end of the work day may be docked a minimum of one quarter hour. Employees habitually leaving early will be terminated.

All time records are to be reviewed and approved by the employee's immediate supervisor prior to submission for payroll processing. Altering or falsifying time records or recording time for another employee may result in disciplinary action up to and including termination of employment.

- 3.15. Work Week Defined: Unless otherwise indicated by the business office, the official work week of the school district will end at the end of the designated work day on Friday no later than midnight, and the new work week will begin immediately thereafter.

- 3.16. School Closings/e-Learning Days: When a weather emergency creates hazardous travel conditions, the school corporation may announce a closure, delayed start time, early dismissal time, or remain open for only basic services. All 260-day support staff employees are required to report to work regardless of when school is closed for certified teaching staff and students. If granted by the superintendent, 260-day support staff employees may be eligible to be paid on a weather day only if travel is deemed unsafe by county officials. In the event of a school closure, less than 260-day support staff employees will be required to work on the scheduled make up day.

On pre-scheduled e-Learning days, school employees will report for pre-determined training or assignments.

In this case, employees will be paid for the hours worked. Contracted employees will count these days toward their required number of work days for the year. These instances will be communicated to employees by their supervisors and must be approved by administration.

- 3.17. Approved Length of Work Day: The number of hours worked per day and per week by support personnel will be set by the executive director of business operations. Changes in the length of the workday or work week must be approved by the executive director of business operations. Time records should be an accurate reflection of time worked on a daily basis. Modified work schedules where compensatory time will be earned for time worked in excess of the approved work day must be approved in advance by the

building administrator or supervisor.

- 3.18. Assignment of Shifts for Events Outside Standard Schedule: The supervisor of the department will request volunteers for the special coverage. If no suitable employee requests to work the event, the supervisor will then assign the shift based on qualifications and training for the special coverage event. Overtime qualifications and rules will apply as stated in section 3.19.
- 3.19. Overtime Defined: Overtime is defined as authorized, compensable physical work time in excess of forty (40) hours per week as per the Department of Labor standards. Any supervisor who requires a member of the support staff to work in excess of a regular eight-hour work day will first consider modifying the regular work schedule within the same week to assure overtime is not accrued. Overtime will only be approved on rare occasions. All overtime must be approved by the superintendent or executive director of business operations as far in advance as possible. This approval must be documented in writing or email by the immediate supervisor to the superintendent or executive director of business operations.
- 3.20. Time and a Half: Hours physically worked over forty (40) hours per week will be paid at one and a half times regular wages to non-exempt support personnel. In lieu of wages paid at time and a half, the district will permit compensatory time off at the rate of time and a half for each overtime hour worked.

Leave time and vacation days are not counted toward the accrual of the forty (40) hours in a seven-day work week as established by the employer in the calculation of overtime. (Source: Department of Labor)

- 3.21. Attendance and Punctuality: To maintain a safe and productive work environment, the school corporation expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the school corporation. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the tardiness or absence. Poor attendance and excessive tardiness are disruptive to the successful operation of the school corporation. Either may lead to disciplinary action up to and including termination of employment. The school corporation retains the right to require written verification of an absence whether it be from a healthcare provider or other source as designated by the supervisor. Patterns of repeatedly calling off resulting in the inability to perform job duties adequately may result in disciplinary action up to and including termination of employment. In the case of excessive absences in a school calendar (i.e., July 1 – June 30), the employee shall meet with the immediate supervisor or an administrator to discuss the reasons for the absences. If appropriate, an improvement plan shall be developed to promote better attendance. The improvement plan shall include procedures should the employee's attendance continue to be unsatisfactory. The administration reserves the right to waive this procedure when the reasons for the absences are known, legitimate, and documented (i.e., covered under FMLA, workman's compensation, hospitalization, etc.).
- 3.22. Volunteer Time: Employees may volunteer to work at school events provided the work is clearly at the employee's option, is in a different capacity from the primary employment, and is work performed on an occasional or sporadic basis. An employee may not volunteer to provide the same type of service aligned with normal job duties. Such work will be treated as regular work and subject to hourly employment

compensation.

- 3.23. Break Periods and Lunch: The hours and break times for full-time and part-time support staff employees shall be defined by the immediate supervisor. Employees scheduled to work eight (8) hours or more may be provided two (2) fifteen-minute breaks. Lunch breaks are unpaid if the employee is relieved of all working duties for that time. If leaving campus, employees must clock out and back in upon return. The employee's supervisor shall have the right to determine the schedule for the breaks, hours, and shifts to be worked per day/week based on the needs of the corporation. The work schedule, including breaks and lunch periods, may be changed from time to time to meet varying conditions of business. Schedule adjustments or changes by the employee will not be allowed without the prior written consent of the employee's immediate supervisor.

Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times except in rare instances that are approved by the supervisor and/or the executive director of business operations.

- 3.24. Non-Disclosure/Confidentiality: All school corporation employees work in an environment where the confidentiality of students and employees must be preserved at all times. The protection of confidential information is vital to the interests, credibility, and success of the school corporation. **All information associated with the school corporation in any manner should be treated as strictly confidential.** The reproduction of written materials, accessing unauthorized computer or electronic records, or the disclosure of employee home telephone numbers or addresses is strictly prohibited.

- 3.25. Use of Internet/Email/Telephone: Most employees of the school corporation will have access to school corporation Internet, email, and telephone services, as well as other school corporation-owned technology equipment and services. The use of such technological equipment and services is a privilege and not a right. The information network system is owned by the school corporation and is to be used for educational or school corporation business purposes only. Employees are expected to access their school email accounts at least one time each workday.

Each employee must assume personal responsibility for the use of assigned school computer accounts. Consequently, employees should not disclose passwords or otherwise make computers or facilities available to unauthorized individuals (including co-workers, family, or friends). Moreover, the possession or collection of others' passwords, long-distance codes, printing codes, postage codes, or other secure identification is prohibited. Use of a school corporation telephone is permitted for business purposes only. It is important to remember that all data, email, voice mail, or other types of electronic and/or printed information obtained during the normal course of work are the property of the Tri-Creek School Corporation. At times, it may be necessary for certain authorized personnel to access a user's system in order to maintain or prevent damage or to ensure compliance with other Tri-Creek School Corporation guidelines. Employees should have no expectation of privacy when it comes to the use of corporation technology.

- 3.26. Social Media in the Workplace: The use of social media websites is increasingly common for everyone, including employees of Tri-Creek School Corporation. The term—social media—is commonly given to online tools which allow users to interact with each other in some way—by sharing information, opinions, knowledge, and

interests. Social media involves the building of communities or networks and encourages participation and engagement. Examples include, but are not limited to, Facebook™, blogspots, LinkedIn, Instagram™, etc. These communications tools have the potential to create a significant impact on organizational and professional reputations. To assure safeguards are in place to properly portray, promote, and protect the organization, as well as the personal and professional reputations of those using social media, Tri-Creek School Corporation requires the following:

- o Staff members shall only engage in electronic communication with students via email, texting, social media, and/or online networking media when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal and when a school administrator receives the same message concurrently. In an emergency situation, the administrator shall be notified immediately thereafter.
- o Officially recognized social media accounts and web pages will be reviewed and approved through the administration center.
- o Each social media account will have responsible administrators assigned.
- o Each officially approved account must include a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.
- o Inappropriate, offensive, injurious, threatening, and illegal content may be removed by identified account administrators or at the direction of the superintendent and/or assigned social media policy staff, and possibly referred to law enforcement personnel.
- o Employees who violate this policy may be subject to discipline up to and including termination of employment. If the actions of the employee are severe enough, law enforcement may be informed as well.

When social media is utilized as a private citizen on private accounts for non-employment related activity, free speech prevails unless such postings and activities draw a connection to acting in the role as an employee or being a representative of the Tri-Creek School Corporation. In instances where such connection is established, the employee may be subject to disciplinary action.

- 3.27. Use of Equipment and Vehicles: When using school corporation equipment, vehicles, and other property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. In addition, all employees must have in their possession a currently valid driver's license when operating any school corporation vehicle. The district will submit the driver's license information to its designated insurance provider for approval as an authorized driver of corporation vehicles. Employees are expected to use school corporation property and vehicles for authorized, official business purposes only.

Employees should notify their direct supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of potential problems could prevent deterioration of equipment and possible injury to employees or others. The direct supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, destructive, negligent, or unsafe use of school corporation equipment or vehicles, as well as excessive or avoidable traffic or parking violations, can result in disciplinary action up to and including termination of employment.

- 3.28. Security Inspections: Desks, lockers, file cabinets, and other storage devices may be provided for the convenience of employees, but they remain the sole property of the school corporation. Accordingly, they, as well as any articles found with them, may be inspected by a supervisor or superintendent's designee at any time with or without prior notice.
- 3.29. Solicitation: In an effort to assure a productive and harmonious work environment, employees will not participate in distribution of non-work-related literature, printed materials or imprinted products, sell products, solicit money contributions, or solicit for any organization or cause during working time, unless specifically authorized by the superintendent or executive director of business operations. This policy applies to employees, visitors, and other non-employees who are on Tri-Creek's premises at any time. Questions regarding this should be directed to the executive director of business operations.
- 3.30. Support Staff Work Year: See chart in Appendix A.
- 3.31. Non-Smoking: Tri-Creek School Corporation is designated "smoke free." Smoking and the use of tobacco products, including e-cigarettes, are prohibited in any building or any other area of campus or school-owned vehicle. An employee found smoking or using tobacco in a prohibited area may be subject to disciplinary action up to and including termination of employment.

4. BENEFITS AND LEAVE INFORMATION *(see Appendix A chart for specifics by position)*

- 4.1. Insurance Benefits for Eligible Support Staff:
 - o Life Insurance: All full-time hourly employees and contracted support staff are entitled to life insurance. This insurance policy is a term-life policy on the employee only and has a face value for assigned position according to Appendix A with an Accidental Death and Dismemberment (AD&D) rider. The school corporation will pay the cost of the basic plan. The employee will pay the cost of the AD&D rider.
 - o Health/Dental Insurance: Tri-Creek School Corporation offers a group health and dental insurance program through the district provider. At the time of hire, and during any open enrollment period, all newly hired and/or other eligible employees are provided the opportunity to enroll in this plan. At that time, and on an annual basis, a summary plan description outlining the details of the plan along with monthly premium costs is provided to employees. Questions regarding this benefit should be directed to the benefits representative located at the administration center.
- 4.2. Disability Leave: All employees shall be covered by Worker's Compensation. Upon commencement of Worker's Compensation benefits, the employee shall be placed on an unpaid leave of absence until the cessation of Worker's Compensation benefits. Worker's Compensation benefits amount to $66\frac{2}{3}\%$ of previous year's average earnings.
- 4.3. Accident Report: When an accident occurs at work, an accident report must be

received by the administration center as soon as possible but no later than twenty-four (24) hours after the occurrence. The proper accident report form may be obtained from any school office or the immediate supervisor. The health provider for all work-related injuries is *WorkingWell* located at Franciscan Point (located ½ mile east of I-65 and Highway 231), 12800 Mississippi Parkway, Pavilion A, Suite A204, Crown Point, Indiana; Phone: (219) 662-5500; Hours: M-F 8:00 a.m. to 4:30 p.m.

4.4. PERF — Public Employees Retirement Fund:

- o All eligible employees hired prior to July 1, 2011, are required to participate in the Indiana Public Employees' Retirement Fund. The employee pays three percent (3%) of annual salary, and the district pays a percent as determined annually by the Indiana Public Employees' Retirement Fund.
- o All eligible employees hired after July 1, 2011, will have the option of joining the local retirement plan through VALIC. Employees must contribute 3% in order to receive a 4% district match.

- 4.5. Vacation: Twelve-month (260-day) employees are eligible for paid vacation time. Vacations are established on a calendar-year basis (July 1 through June 30). New employees are considered probationary for the first ninety (90) days of their employment. After completion of ninety (90) days, newly hired employees will receive five (5) vacation days prorated according to their hire date. Eligible employees who have completed one year accrue paid vacation time in accordance with the following schedule based on the length of continuous service from the employee's start date.

Vacation Time Off

<u>Completed Years of Service</u>	<u>Time Off</u>
One (1) year of employment	Ten (10) days*
Five (5) years of employment	Fifteen (15) days
Ten (10) years of employment	Twenty (20) days

For Employees With Less than One Year of Continuous Employment on July 1

*If the employee worked less than one year on July 1, the employee will receive five (5) days plus prorated vacation time off. Prorated vacation will be calculated according to the following calculation: Number of days worked in the academic year from start date to June 30, divided by 260 = percentage of time worked. Five (5) times the percentage = number of prorated days. Prorated days are rounded to the nearest 0.25 of a day.

Requests for vacation time should be made in writing and submitted to the employee's supervisor at least two (2) weeks in advance. If two-weeks' notice cannot be given, the administration may not be able to grant the request. In any event, the administration reserves the right to grant or deny any request for vacation time. When paid vacation time is taken, the employee is compensated at the employee's regular rate of pay.

Payment for Accumulated Vacation Time: Employees receive payment for their accrued vacation benefits listed below when separating from the school corporation or when transferring to an academic position. The following table shows the maximum amount an employee receives.

<u>Completed Years of TCSC Service Credit</u>	<u>Maximum Payment for Unused Accruals</u>
0 years through 1 year	0
1 year through 4 years	10 days
5 years through 9 years	15 days
10 years and beyond	20 days

- 4.6. Holidays: Holidays are designated by position according to the chart in Appendix A. If a holiday falls on a non-work day, the executive director of business operations will designate the holiday observance. If an employee is absent from work without pay on the regularly scheduled work day preceding or following a holiday, the employee will not receive pay for the holiday. Support personnel who work on a scheduled holiday (requires supervisor prior approval) will not receive any additional holiday pay.

However, support personnel may schedule in advance a regular work day off in lieu of the holiday to receive holiday pay. Unpaid holidays will be counted as an unpaid work day for support staff.

Holiday Schedule:

- o Schedule A: Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and Independence Day
 - o Schedule B: Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Day, Good Friday, and Memorial Day
 - o Schedule C: Labor Day, Good Friday, and Memorial Day
- 4.7. Sick Leave: See Appendix A for the schedule. An employee may use available sick time for personal illness or doctor appointments. Tri-Creek School Corporation reserves the right to require medical documentation from a licensed healthcare provider upon any employee's return to work from sick leave, no matter how long the leave.
- 4.8. Sick Leave Loan Bank: The purpose of the sick leave loan bank is to provide additional sick leave benefits beyond normal sick leave policy for eligible support personnel. Employees will be given the opportunity to become sick leave bank members at the start of their employment through application and donation of one (1) day to the bank. Employees may also join the sick leave bank during July on an annual basis by requesting an application.
- 4.9. Call-Off/Call-Back Procedures: Employees who are unable to report to work shall give notice to their immediate supervisor/designee as soon as possible, but no later than 90 minutes prior to the shift, and communicate the reason for calling off work. It is the responsibility of the employee to confirm the acknowledgement of the communication from the supervisor or designee and/or follow the established systems for calling off work.
- 4.10. Bereavement Leave: Eligible employees shall be entitled to a leave not exceeding five (5) business days per occurrence in the event of the death of an immediate family member. Immediate family shall be defined as: father, mother, husband, wife, son, daughter, brother, sister, aunt, uncle, niece, nephew, grandparents, grandchildren, by

blood, marriage, or law or a relative living in the same household. In the event the employee has no spouse, he/she may designate a close friend as a member of the immediate family. Employees shall be entitled to one (1) day of bereavement leave, per occurrence, for the day of the funeral of a cousin. Requests for such leave shall be made to the employee's immediate supervisor. Supervisors may ask for supporting documentation.

- 4.11. Personal Business Leave: Tri-Creek School Corporation provides eligible staff the use of two (2) personal business leave days each year, or three (3) personal business leave days each year for all 260-day employees, or as designated by their board-approved contract.

Personal business leave time will be used in increments of four (4) hours or ½ of a normal scheduled working day. Use of personal business leave directly before or after a holiday, school vacation, or in-service day is strongly discouraged.

Qualifiers:

- o Apply in writing forty-eight (48) hours in advance with exceptions in the case of an emergency.
 - o Unused personal business days will be added to the total of accumulated sick leave on an annual basis.
- 4.12. Leave for Serious Illness in Family: See Appendix A for the schedule. Eligible employees are entitled to two (2) days leave to care for the medical needs of an immediate family member. If additional Family Illness Leave is necessary after exhausting the initial two (2) days within a school year, use of Sick Leave may be used for the purpose of Family Illness.
- 4.13. Family and Medical Leave Act: Tri-Creek School Corporation will comply with the provisions of the Family Medical Leave Act of 1993 (herein referred to as "FMLA"). By law, FMLA is available to eligible employees who have worked for a minimum of twelve (12) months and have worked at least 1,250 hours prior to the request for FMLA. FMLA provides for up to twelve (12) weeks of unpaid time off (shall run concurrently with available paid time off) to eligible employees for the birth of a child or the placement of a foster child; to care for a seriously ill spouse, child under 18 years of age or otherwise unable to care for him/herself, or parent; or due to the employee's own serious health condition. Intermittent or reduced schedule leaves are available for up to twelve (12) weeks of leave in a year for a serious health condition of the employee which makes him/her unable to perform the functions of the job or to care for the employee's spouse, child, or parent who has a serious health condition. The method for determining the 12-month leave period shall be the 12-month period measured forward from the date any employee's first FMLA leave begins. An employee using FMLA shall receive the same health, life, and dental insurance as active employees. Questions regarding FMLA should be directed to the director of human resources.
- 4.14. Medical Leave of Absence: A medical leave of absence without pay may be authorized upon written application to the administration center for eligible employees who do not meet the requirements for FMLA and have been employed for a minimum of twelve (12) months. The terms of such leave will be established by the administration if the leave is granted and will comply with Family Medical Leave Act, 29 U.S.C. 26d et Seq for one period of up to twelve (12) weeks. If the employee is

unable to return to work after the conclusion of his/her twelve (12) weeks of medical leave, s/he may resign in good standing and be considered for future open positions. When an employee is on unpaid medical leave when his/her work calendar begins, the employee must work a day to receive benefits such as personal business leave, sick leave, and vacation days. The leave days will be prorated on the remaining days in the employee's work calendar.

- 4.15. Military (and Military Caregiver) Leave: Tri-Creek School Corporation provides leaves of absence without pay for military or reserve duty responsibilities. Employees who are called or volunteer for active military duty, the Reserves, or the National Guard, or who have immediate family members being deployed or returning home should notify their immediate supervisor as early as possible. Tri-Creek School Corporation will observe all federal and state laws in determining eligibility for reinstatement.

- 4.16. Jury Duty/Legal Proceedings: Support personnel will receive their daily salary less the per diem earned as a witness or for jury duty when they are subpoenaed. An un-subpoenaed witness shall use a personal business day or take a non-paid day in order to appear.

Personnel who are subpoenaed to testify before a judicial tribunal or governmental body due to their position with the school corporation shall be compensated for the difference between the school corporation pay and the pay received for the performance of such obligation. This paragraph shall not be applicable to situations when the employee has an interest in the proceedings adverse to Tri-Creek School Corporation or when the employee is testifying in a proceeding that is for the personal benefit of the employee.

- 4.17. Days off without Pay: No employee shall take unpaid leave without authorization of the superintendent or designee. Such leave will be highly discouraged and will only be considered for approval in instances of once-in-a-lifetime situations. Requests for unpaid leave must be made in writing to the superintendent at least two (2) weeks prior to the requested dates and should not extend for more than five (5) days of unpaid leave. Requests are considered on an individual basis and may not be approved. Time off without approved leave shall be subject to discipline. All paid time accrual must be exhausted before unpaid time off will be authorized.

- 4.18. Bus Mechanics:

Uniforms: Tri-Creek School Corporation provides uniforms for select employees as an advantage by reducing wear and tear on personal clothing.

- o Bus mechanics will wear the approved uniform provided by the school corporation.
- o Bus mechanics may only wear their work-issued uniform during work hours.
- o Uniforms, including laundry and repair for wear and tear that occurs during work-related activities during normal working hours, are furnished at no cost to the employee.
- o Tri-Creek School Corporation will provide for the replacement of a uniform in the event that the uniform was damaged in the process of conducting work-related activities. The bus mechanic will be responsible for replacement of a uniform when:

- o the uniform is lost while in possession of the employee;
- o the uniform is damaged while performing non work-related tasks; or
- o the uniform is damaged during an unpaid break period.
- o Upon termination of employment or transfer from the bus mechanic position, employees are responsible for returning all issued uniforms.

Bus Mechanic Boot Purchase: Following one (1) full year of employment, bus mechanics will receive reimbursement for the purchase of one (1) pair of slip-resistant work boots per year as follows:

- o The cost of work boots up to a maximum of \$200.00.
 - o Work boots purchased shall be on a reimbursement basis only.
 - o Payment of this benefit shall be made between January and June each year upon presentation of proper receipts and approval of the claim by the Board of School Trustees.
- 4.19. 403(b) Account: Any support staff members may participate in an employee 403(b) tax-sheltered annuity. Contact the business office at the administration center to obtain a Salary Reduction Agreement form and a list of the companies that provide 403(b) plans.
- 4.20. Retirement and Severance Benefits: See approved benefits and positions in Appendix B.
- 4.21. Employee Assistance Program (EAP): The school district provides an employee assistance program through an established provider. EAP services provide district employees with consultation, information, and referrals to community resources for concerns including, but not limited to, relationship difficulties, stress management, troubled children/parenting issues, alcohol and drug use, legal and financial problems, etc. Employees have 24-hour, 365-days-a-year confidential access. Information on accessing EAP services is provided at the time of hire or by contacting the director of human resources. This service is free to employees of the district.

5. **WORKPLACE SAFETY**

Accident and Injury Reports: All accidents and injuries must be reported on the current accident form. Student and staff accident forms are available in the office and online at the Tri-Creek website under Forms on the Staff page. Forms must be filled out by the school nurse or supervisor in charge as soon as possible on the day of the accident or injury. A copy is to be sent to the administration center to the attention of the business department by the following day. Please be as accurate as possible in completing the forms. All questions must be answered. If a question is non-applicable, write N/A on the line for that question. When the form is completed, please return it to the office for building administrative review and signature. Employee treatment must be through *WorkingWell* in Crown Point (I-65 and 231).

In case of an accident in a corporation vehicle other than a school bus, contact your supervisor immediately and follow procedures for accident and injury reports.

Standard Response Protocol:

Emergency Conditions: Emergencies require immediate action. In the event of an emergency, the posted Staff Guide to Emergency Response must be followed (available in each room/area of schools in the district). Employees must become familiar with the Staff Guide to

Emergency Response and posted escape routes at each work site.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

APPENDIX A

SUPPORT STAFF STARTING RATES

BUILDING SUPPORT	
Building Secretary	\$14.00
School Bookkeeper	\$14.50
Library Assistant	\$12.80
Technology Assistant	\$14.00
Teacher Assistant	\$12.50
STEM Assistant	\$15.00
Interventionist	\$20.93
CENTRAL OFFICE	
Superintendent Secretary	\$17.19
Financial Assistants	\$17.18
CUSTODIAL and MAINTENANCE and GROUNDS	
Part-time Custodian	\$14.50
Full-time Custodian	\$14.50
Head Custodian	\$17.18
Grounds Crew	\$14.50
Maintenance	\$19.02
Skilled Maintenance	\$22.02
Temporary Custodian	\$12.00
TRANSPORTATION	
Bus Driver	\$22.50
Bus Assistant	\$12.50
ECA Trip	\$15.50

*Rate depends upon education.

APPENDIX A

Position	Health	Dental	Vision	Term Life	PERF/Valic (600+ hrs)	Sick Days	Max Sick Days	FI Days	Max FI days	Personal Days	Max Personal Days*	Holiday (AWH)	Vacation**	Number of Days
Deputy Treasurer	X	X	X	\$25,000	X	10	105	2		3		A	X	260 (yr)
Director of Human Resources	X	X	X	\$25,000	X	10	105	2		3		A	X	260 (yr)
Supervisor of Building/Grounds	X	X	X	\$25,000	X	10	105	2		3		A	X	260 (yr)
Network/System Administrator	X	X	X	\$25,000	X	10	105	2		2		A	X	260 (yr)
Transportation Coordinator	X	X	X	\$25,000	X	10	105	2		3				220
Coord-Safety and Security	X	X	X	\$25,000	X	10	105	2		3				210
Nurse	X	X	X	\$25,000	X	10	90	2		2				190
Operations Secretary	X	X	X	\$15,000	X	10	105	2	no carry-	3		A	X	260 (yr)
Lead Mechanic	X	X	X	\$15,000	X	10	105	2	forward	3		A	X	260 (yr)
Mechanic	X	X	X	\$15,000	X	10	105	2		3		A	X	260 (yr)
Maintenance/Grounds Crew	X	X	X	\$15,000	X	10	105	2		3		A	X	260 (yr)
FT Custodian	X	X	X	\$15,000	X	10	105	2		3		A	X	260 (yr)
Data Coordinator	X	X	X	\$15,000	X	10	105	2		3		A	X	260 (yr)
Exec. Secretary	X	X	X	\$15,000	X	10	105	2		3		A	X	260 (yr)
Financial Assistant-Personnel	X	X	X	\$15,000	X	10	105	2		3		A	X	260 (yr)
Financial Assistant-Acct. Payable	X	X	X	\$15,000	X	10	105	2		3		A	X	260 (yr)
Financial Assistant-Payroll	X	X	X	\$15,000	X	10	105	2		3		A	X	260 (yr)
HS Registrar	X	X	X	\$15,000	X	8	95	2		2		B		210
Elementary Sec-Bookkeeper	X	X	X	\$15,000	X	8	95	2		2		B		205
Food Service Director	X	X	X	\$15,000	X	8	95	2		2		B		205
Tech Dept Clerk	X	X	X	\$15,000	X	8	95	2		2		B		205
MS/HS Secretary-Bookkeeper	X	X	X	\$15,000	X	9	100	2		2		B		220
HS Guidance Asst/Clerical Asst						8	95	2		2		C		195
HS Athletic Clerical Assistant						8	95	2		2		C		200
Elem Library Assistant	X	X	X	\$15,000	X	8	95	2		2		C		195
Digital Learning Asst						8	95	2		2		C		195
HS Student Services Secretary	X	X	X	\$15,000	X	8	95	2		2		C		195
MS Library Assistant	X	X	X	\$15,000	X	8	95	2		2		C		195
YR Part time Custodians						10	105	2		3		A	X	260 (yr)
Maintenance Secretary						10	105	2		3		A	X	260 (yr)
PT Custodians						6	60	2		2				180
Teacher Assist/Interventionist/Bus Asst						6	60	2		2				180
Lunch/Recess Aide						6	60	2		2				180
STEM Assistant						6	60	2		2				185
Student Support Advisors	X	X	X	\$50,000		11	200	3		3	4			190
Bus Driver	X	X		\$15,000		6	75	2		2				180

*personal business hours at end of year to sick bank

** vacation time based on yrs of service

APPENDIX B

Severance Pay Eligibility

Employees hired prior to July 1, 2016, in the following support personnel classifications will be eligible for severance pay if they meet the below eligibility criteria. Employees hired July 1, 2016, and after will not be eligible for severance pay.

Eligible Support Personnel Classifications

Secretaries, bookkeepers, library assistants, full-time custodians, maintenance personnel, mechanics, bus drivers, food service bookkeeper, and contracted support personnel

Eligibility Criteria

1. Are eligible to retire as defined by one of the five below categories:
 - a. **CATEGORY A**- Age 65, and have 10 or more years of creditable service with the district
 - b. **CATEGORY B**- Age at least 60 and years of creditable service added together totaling at least 75
 - c. **CATEGORY C**- Age 60, and have 15 or more years of creditable service with the district
 - d. **CATEGORY D**- Age 55, and his/her age at retirement plus total years of creditable service with the district equals 85 or more
 - e. **CATEGORY E**- qualify for PERF early retirement
2. Must submit a letter of retirement by March 1. Special exceptions may be granted by sending a written request to the superintendent explaining the necessity to waive the March 1 deadline for submission.

Severance Pay Amount

Severance pay will be calculated using the below amounts for each accumulated day of sick leave up to the maximum allowed as established by position in the employee handbook.

\$40 per day for each accumulated day of sick leave for ten (10) years of experience

\$45 per day for each accumulated day of sick leave for fifteen (15) years of experience

\$50 per day for each accumulated day of sick leave for twenty (20) years of experience

Separation Pay

Employees hired prior to July 1, 2016, in the following support personnel classifications will be eligible for separation pay if they meet the below eligibility criteria. Employees hired July 1, 2016, and after will not be eligible for separation pay.

Eligible Support Personnel Classifications

Secretaries, bookkeepers, library assistants, full-time custodians, maintenance personnel, bus drivers, food service director, and contracted support personnel

Eligibility Criteria

1. Not eligible for Severance Pay listed above
2. Have at least ten (10) years of creditable service with the district

Separation Pay Amount

Separation pay will be calculated at \$10 per day for each accumulated day of sick leave up to the maximum allowed as established by position in the employee handbook.