

Carroll Consolidated School Corporation

# Employee Handbook

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Superintendent

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## Title IX Compliance

### POLICY STATEMENT

The School Board shall comply with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, sex, marital status or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

I.C. 20-8.1-2-6

I.C. 20-6.1-6-11

I.C. 20-6.1-6-12

42 USC, 1981 etc.

### **CARROLL CONSOLIDATED SCHOOL CORPORATION IS AN EQUAL OPPORTUNITY EMPLOYER**

#### PROCEDURES OF ADMINISTRATIVE RELATIONS

The determination and administration of school policy, the operation and management of the schools, and the direction of employees are vested exclusively with the Board. The Board has the authority and responsibility to manage and direct, on behalf of the public, all operations and activities of the school corporation.

Such responsibilities and activities shall include, but not be limited to, the right of the Board to:

1. Establish policy;
2. Hire, promote, demote, transfer, assign and retain employees;
3. Suspend or discharge its employees in accordance with School Board policy; and applicable law;
4. Maintain the efficiency of school operations;
5. Relieve its employees from duties because of lack of work or other legitimate reasons.

During the time that the building principal is on duty in each building, he or his designee is in charge of the direct supervision of the building secretaries.

Building principals shall be available for consultation.

During times when school is not in session and the building principal is not on duty, secretaries are to be supervised by the administrator on duty.

## SECTION 1 INTRODUCTION

Welcome to Carroll Consolidated School Corporation (CCSC). It is our desire that you enjoy working with us and do your best to serve the citizens of Carroll Consolidated School Corporation. Each employee has been hired to perform the duties specified in their respective job description. How he or she does it has an important effect on the quality of service provided to our citizens. Certain specific responsibilities of employees are set out in sections of this Employee Handbook and Service Supplement handbooks. There are, in addition, broader responsibilities of personal integrity which are expected of all employees. You can expect fair treatment and consideration from CCSC and, in turn, CCSC expects you to put forth your best efforts and to work in harmony with your fellow employees.

- 1.1 Changes, Amendments. The CCSC Board of Trustees reserves the right to add to this Handbook or to revoke or modify all or part of the Handbook at any time. Employees are subject to the most recent version of the Handbook.
- 1.2 Fringe Benefits. The fringe benefits referred to in this handbook apply to regular full-time employees, unless otherwise stated.
- 1.3 No employment Contract Created. *The information contained herein does not constitute an employment contract. Employment is at will.*
- 1.4 Policies Subject to Applicable Law. All Handbook sections are subject to federal, state and local statutes.
- 1.5 Primacy and Currency. This Handbook covers all employment applications and any other employment documents provided to the employee.
- 1.6 Scope of Handbook –Documents. This Handbook covers all employment applications and any other employment documents provided to the employee.
- 1.7 Scope of Handbook – Employees. All Employees of CCSC are covered by this Handbook except:
  - 1.7.1 Elected Officials.
  - 1.7.2 Certified Faculty and Staff, only to the extent that the Collective Bargaining Agreement differs from the terms of the Handbook.
  - 1.7.3 Certified Faculty and Staff, only to the extent that the Indiana Collective Bargaining statute does not require collective bargaining of the section in question.
  - 1.7.4 Employees hired on a contractual basis, unless an individual contract provides otherwise
  - 1.7.5 Members or Administration-appointed Citizens' Committees.

1.7.6 Personnel appointed to serve without compensation.

- 1.8 Scope of Handbook – References to Corporation Policy. Where Corporation Policy is referenced within this Handbook, the reference Policy will provide guidance and authority with respect to the referred topic. If the Handbook and the School Corporation Policies conflict, the School corporation Policies will control.

## SECTION 2 EMPLOYMENT

Fair Labor Standards of Employment are covered by Corporation Policies, and incorporated by reference. Employees are expected to be familiar with Corporation Policies on all matters as published on the Corporation web site and as amended from time to time. The Corporation Policies can be found at:

- 2.1 Assignment and Transfer Professional Staff Policy 3130  
Support Staff Policy 4130
- 2.2 Attendance and Punctuality. Attendance is the responsibility of each employee. Illness days are not to be abused and should be allowed to accumulate in case of serious illness. Employees who use up their illness days will be dealt with on an individual basis according to staff ethics as stated in this manual. Personal days and sick day benefits begin July 1 and end June 30. Support staff vacation benefits begin on employee anniversary date. All excuse blanks must be signed and turned in two (2) working days after returning to work or employee will not be paid for those days.
- 2.3 Chain of Command. Employees are cautioned not to accept orders from anyone other than their immediate supervisor, the building principal or superintendent, unless they have knowledge that the authority has been properly delegated. It shall be the responsibility of the Building Principal or Superintendent to communicate chain-of-command to the employee through job description and other media.
- 2.4 Change of Address and Telephone. Employees must notify their immediate supervisor and the payroll department within ten (10) days of a change in address, telephone number, or other relevant contact and emergency information.
- 2.5 Creating a Position – Professional Staff. Professional Staff Policy 3111
- 2.5.1 Employment of Personnel in Summer School Professional Staff Policy 3114
- 2.5.2 Employment of Personnel for Extra-Curricular Activities Professional Staff Policy 3115
- 2.5.3 Selecting Student Teachers/Administrative Interns Professional Staff Policy 3120

- 2.6 Creating a Position – Support Staff. Support Staff Policy 4111
- 2.7 Criminal History Record Check. Professional Staff Policy 3121  
Support Staff Policy 4121
- 2.8 Definition of Employee Status
- 2.8.1 Regular Full-Time Employee: a person who is scheduled to work thirty (30) hours per week or more on a continuing basis – 1560 hours per year. All regular full-time employees are eligible to earn fringe benefits as defined in this Handbook.
- 2.8.2 Regular School-Year Employee: a person who is scheduled to work thirty (30) hours per week between August 1 through June 30 of each school year. Regular School-Year Employees are eligible to earn fringe benefits as defined in this Handbook and the applicable Service Supplement Handbook.
- 2.8.3 Regular Part-Time Employee: a person who works by the hour and includes on-call hourly employees. Part-time employees are not eligible for fringe benefits under Section 3 of this Handbook, except as otherwise provided or as required by law. These persons are regularly scheduled to work less than 1560 hours per year or less than six (6) months continuously, or part-time as defined by the Affordable Care Act.
- 2.8.4 Temporary Employee: persons hired to work for six (6) months or less. Not eligible for fringe benefits.
- 2.8.5 Exempt Employee: a salaried employee who is not covered by the provisions of the Fair Labor Standards Act and is not eligible to receive over-time compensation in the form of time off (compensatory time) or cash.
- 2.8.6 Non-Exempt Employee: one who is covered by the provisions of the Fair Labor Standard Act and is eligible to receive overtime compensation.
- 2.9 Anti-Discrimination/Equal Employment Opportunity/Title IX. Professional Staff Policy 3122  
Support Staff Policy 4122
- 2.10 Dress and Grooming – Professional Staff. Professional Staff Policy 3216
- 2.11 Dress and Grooming – All Staff. At CCSC, we place a high priority on your appearance. Since you are in direct daily contact with the public, the public will remember you as a representative of CCSC and will be watching how you look, act and speak. We expect that you dress and groom yourself during working hours in such a manner as to reflect favorably upon you and CCSC. Dress in good taste and according to the requirements of the individual position. **CCSC Policy expects employees to dress in a manner that is of a higher standard than student dress code.**

2.12 Drug Free Workplace.

Professional Staff Policy 3123  
Support Staff Policy 4123

2.13 Employee Records Confidential. Employee personnel records are confidential pursuant to Indiana Code 5-14-3. Personnel records shall be maintained by the Department Head and CCSC Administration. It is the policy of CCSC that each employee should be free to examine his or her own personnel files subject to the following provisions:

2.13.1 Availability of Access. An employee's request to review his/her personnel files will be only done on his or her own time.

2.13.2 Confidentiality. The confidentiality and integrity of employee records and files will be protected by an adequate security system.

2.13.3 Controlled Access. Internal access to personnel files will strictly be limited to those who have a legitimate "need to know."

2.13.4 Copies of File. Employees may make copies of documents from their files at CCSC's cost.

2.13.5 Court Order. In official investigations, law enforcement officials are required to produce a valid subpoena before any background information about the employee will be released.

2.13.6 Designated Representative. An employee will be permitted to designate a representative, in writing, to examine his or her files.

2.13.7 Disclosure to Third Parties. Except otherwise provided by law, i.e. Fair Credit Reporting Act, external disclosure of employee information without his or her permission to third parties will be limited and tightly controlled. Confirmation that the person is a present or former employee and job title last held will in most cases be sufficient.

2.13.8 Frequency of Access. The number of times an employee can examine his/her records in a given time period shall be governed by the test of "reasonableness."

2.13.9 Reasonable Access. A person designated by CCSC shall be available at all times to provide the employee with access to his/her file and safeguard against potential removal or alteration of file contents.

2.13.10 Restricted Information. Restricted information relating to an employee assistance program (i.e. drug and alcohol abuse), third party reference checks, criminal and civil investigations, arrest records, political affiliation, credit financial problems and related sensitive information shall not be kept in employee files.

- 2.13.11 Written Response. An employee may write a response to any material that is on file that is viewed as unfair or inappropriate, i.e. performance evaluations that have been prepared but not reviewed by the employee.
- 2.14 Employee’s Personal Life. While the CCSC makes no pretense of controlling an employee’s conduct when not at work, nevertheless, it should be pointed out that the public image of CCSC is shaped by the behavior of our employees while off duty and to this extent, management will take it into consideration in employee appraisals. An Employee may be terminated if his or her off-duty conduct affects his or her ability to effectively perform his or her duties.
- 2.15 Employment of Relatives. It is the policy of CCSC to observe and support the philosophy of equal employment opportunity in all hiring decisions. In addition, nepotism (meaning favoritism that is based upon either a blood or marriage relationship) is also to be discouraged. Hiring of relatives within departments will be discouraged (i.e. spouse, children, parents, sister, brother, mother-in-law, father-in-law, grandparent, grandchild, son-in-law, or daughter-in-law).
- 2.16 Employment of Professional Staff. Professional Staff Policy 3112
- 2.17 Employment of Substitute Teachers. Professional Staff Policy 3113
- 2.18 Employment of Support Staff. Support Staff Policy 4112
- 2.19 Employment of Substitute Staff. Support Staff Policy 4113
- 2.20 Ethics and Confidentiality – Personal Ethics. CCSC strives to maintain a high standard of business ethics. To assure that these standards are not violated, CCSC requires all employees to conduct their business in an ethical and legal fashion. This includes avoiding any activity outside of your employment with CCSC that would adversely affect your performance on the job or involve a possible conflict of interest.
- 2.20.1 See Also. Professional Staff Policy 3210
- 2.21 Ethics and Confidentiality – Confidential Business Information. Our policy concerning business conduct also covers the protection of confidential information. It is the employee’s obligation to keep such knowledge and information in strict confidence. Violation of this confidentiality is a serious matter and may result in disciplinary action.
- 2.22 Evaluation of Staff. Support Staff Policy 4220
- 2.23 Fitness for Duty. Support Staff Policy 4160  
Support Staff Policy 4161
- 2.24 Harassment. Professional staff Policy 3362.01

2.24.1 Racial Harassment.

Professional Staff Policy 3363  
Support Staff Policy 4363

2.24.2 Sexual Harassment.

Professional Staff Policy 3362  
Support Staff Policy 4362

2.25 Job Classification Openings. Whenever a regular full-time job classification vacancy occurs within the department, the job notice will be published as soon as it is practical on the CCSC employment section of the school website. Deadline will be posted with the vacancy posting, also on the corporation website.

2.26 Job Descriptions and Performance Appraisals. It shall be the duty of the Superintendent to supply each employee with a job description so that, in a specific way, the employee will know what is expected of him or her. Periodic appraisals (at least once a year) will be made between the employee and Department Head to evaluate the performance of the employee as he or she performs the duties and responsibilities in his or her job description. Changing situations may require revisions to the job description.

2.27 Length of Service – Defined. Length of service means an employee’s length of regular full-time continuous service with the CCSC since his or her last date of hire, exclusive of Board-approved or military leave.

2.28 Outside Activities and Employment. An employee shall not become involved in any activity which impairs attendance or efficiency in the performance of his or her duties as an employee. An employee shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible, or in conflict with his or her duties as an employee of CCSC.

2.28.1 See Also.

Professional Staff Policy 3231  
Support Staff Policy 4231

2.29 Personnel Files. The following information, when previously furnished or subsequently collected in sum or in part, is to be included in the CCSC’s “official” personnel file. Such documents will be subject to the employee’s access and subsequent disclosure consistent with CCSC policy. Personnel files shall include (1) records used in deciding such employment actions as hiring, promotions, salary increases, disciplinary actions and terminations; (2) records relating to an employee’s past and present compensation; (3) records consisting of information provided by, or signed by, the employee; and (4) any non-sensitive information and records.

2.29.1 Contents of File – Administration. The following information will be contained in a personnel file maintained by CCSC Administration Office:

2.29.1.1 Employment eligibility form I-9 (hired after 11-1-86)

2.29.1.2 DD-214, if veteran

2.29.1.3 Salary history



- 2.29.1.4 Leave records
- 2.29.1.5 Insurance and benefit records
- 2.29.1.6 Federal and State Tax Withholding records
- 2.29.1.7 Disciplinary action (reprimands, suspensions, loss of privileges, etc.)

2.29.2 Contents of File – Department. The following information will be contained in a personnel file maintained by the appropriate Department Head:

- 2.29.2.1 Resumes and transcripts of coursework, when required
- 2.29.2.2 Licenses and registrations, when required.
- 2.29.2.3 Performance evaluations
- 2.29.2.4 Attendance records
- 2.29.2.5 Disciplinary action (reprimands, suspensions, loss of privileges, etc.)
- 2.29.2.6 Commendations
- 2.29.2.7 Training and staff development completed coursework
- 2.29.2.8 Employee signed documents in general and search soft file as created
- 2.29.2.9 Test scores if used in hiring or promotion
- 2.29.2.10 Exit interviews upon separation, termination
- 2.29.2.11 Completed job application form from Search Soft

2.30 Post-Offer, Pre-Employment Physical Examination. Prospective regular full-time employees may be required to submit to the CCSC a pre-employment physical examination by a qualified physician after a conditional offer of employment has been made. This determination of the need for a physical exam will be made by the Superintendent. This examination must be completed on a form provided by the CCSC prior to a person being unconditionally hired. The expense of the physical will be borne by CCSC. Pre-employment drug testing for all prospective employees will be in keeping with the following alcohol and controlled substance testing policies (as applicable):

2.30.1 Commercial Drivers License (CDL) Employees – Controlled Substance and Alcohol Policy  
Support Staff Policy 4125

2.30.2 Commercial Drivers License (CDL) Employees – Alcohol and Controlled Substance Testing  
Support Staff Policy 4126

2.30.3 Drug Free Workplace Professional Staff Policy 3123

2.30.4 Drug-Free Workplace Support Staff Policy 4123

2.31 Probationary Period. A new employee shall serve a probationary period of six (6) months. Upon completion of the probationary period, a new employee will be put on the length of service list and their length of service shall be determined from the last date of hire.

2.32 Reduction in Force. When the working force is to be reduced, CCSC will select what job classification is to be reduced. The employee with the least length of service in that job classification will be removed first, providing the work in the classification can otherwise be satisfactorily performed, as determined by CCSC's sole discretion. The employee removed can then displace the junior employee in any other job classification in the department that he or she is qualified to perform the work. On recall from layoff, employees will be returned to work in the reverse order of the layoff, if qualified to perform the work available. Probationary employees will be laid off first and have no recall rights.

2.32.1 Employee Wages and Benefits. The Board will not provide any wages or fringe benefits for employees laid-off by Board action.

2.32.2 Non-Continuous Employment. Any non-certified employee who leaves the employment of the school corporation, resigns, or who is terminated, loses his or her status in regard to hourly rate and fringe benefits.

2.32.3 See Also Professional Staff Policy 3131

2.33 Re-Employment. All former employees of CCSC are considered new hires and have no accumulated benefits from previous employment except as mandated by law. Transfer of an employee from one department to another department of CCSC shall not be considered re-employment and the employee shall retain all accumulated benefits.

2.34 Reporting of Accidents. All employees are expected to exercise every caution in observing safety and health rules and using good common sense in the area of explosives, gasses, fire hazards, equipment handling or any area of safety that could result in personal injury of self, fellow workers, and the public, or could result in property damage. All accidents are to be reported immediately to your immediate supervisor and within twenty-four (24) hours to CCSC Administration Office.

2.35 Resignation. Professional Staff Policy 3140  
Support Staff Policy 4140

2.36 Rest Break/Lunch Break. An employee may take a fifteen (15) minute paid rest break during the middle of the first half of his or her shift, and another fifteen (15) minute paid rest break during the middle of the second half of his or her shift. Break time is to be in keeping with the employee's assigned work schedule. One half (1/2) hour is allowed for lunch break.

2.37 Retirement Age. There is no mandatory retirement age, provided the employee is physically and mentally capable of satisfactorily performing his or her duties.

2.38 Solicitation on School Property. Employees are prohibited from utilizing the workplace as an avenue to solicit, promote, or sell personal products, services, or fund raising efforts out of the

school corporation.

- 2.39 Substance Abuse. Support Staff Policy 4170
- 2.40 Termination. An employee may lose his or her length of service rights and the employment relationship may be broken and terminated as follows:
- 2.40.1 Expiration of Service Rights. Length of service rights will be forfeited after the continuous length of layoff exceeds one (1) year or the employee's length of service, whichever is lesser.
- 2.40.2 Failure to Report for Duty – After Recall. Failure to report to work within fourteen (14) days after being notified to return to work following layoff, when notice of recall is sent to employee's last known address, according to employee records. It is the employee's responsibility to keep the CCSC informed of current address and phone number.
- 2.40.3 Failure to Report for Duty – Normal Work Schedule. Failure to report to the Department Head within eight (8) hours subsequent to employee's normal start to work time, unless evidence to Department Head is presented that the employee was physically unable to give notice.
- 2.40.4 Failure to Report for Duty – After Leave. Failure to report for work at the end of leave of absence.
- 2.40.5 False Reporting. Engaging in other work while on personal leave of absence or giving false reason for obtaining personal leave of absence.
- 2.40.6 Quit. Employee quits.
- 2.40.7 Retirement. Employee retires.
- 2.40.8 Suspension of Accumulation of Service Rights. After the first consecutive thirty (30) days of unpaid leave of absence, length of service shall not accumulate, except as otherwise provided in this Employee Handbook, by Corporation policy, or by law.
- 2.40.9 Termination. Employee is discharged with or without cause (exercise of "at will" termination).
- 2.40.10. See Also. Professional Staff Policy 3140  
Support Staff Policy 4140
- 2.41 Tobacco Use Professional Staff Policy 3215  
Support Staff Policy 4215
- 2.42 Travel/Subsistence Reimbursement

2.42.1 Air Travel. All employee air travel will be at the lower reasonable available coach class fair and employees who choose to drive to out of state conferences will be reimbursed an amount equivalent to the lowest airline coach fare to and from the conference. One (1) day will be allowed to travel to the conference and one (1) day for travel from the conference. Additional travel time will be deducted from annual leave.

2.42.2 Change in Procedure. When circumstances require, the Superintendent may alter the provisions of this section.

2.42.3 Compensation and Overtime. Hourly employees shall be paid their regular hourly rate to attend required in-service meetings, schools or other delegated meetings in accordance with the Fair Labor Standards Act. Overtime rate may be paid if approved by the Department Head if the employee is attending the meeting on his/her scheduled day off.

2.42.4 Costs and Lodging. As authorized by the appropriate Department Head or School Board, an employee in travel status will be reimbursed for actual transportation costs and lodging. Employees, wherever possible, will use the most economical accommodations which meet reasonable requirements. Employees who are required to attend a meeting at which a meal is served and pay for such a meal will be reimbursed for the cost of the meal. Employees who are required to attend a meeting at which no meal is served, and provided the meeting is outside of normal working hours, may be allowed meal expense. Provided documentation of the meal is given. Actual, reasonable costs will be reimbursed.

2.42.5 Employee Accommodations. If an employee shares hotel or other lodging with non-employees, reimbursement will be the rate for single occupancy of such lodging, or actual cost, whichever is less.

2.42.6 Use of Personal Automobile. As authorized by the appropriate Department Head, employees may use their own automobile to accomplish the work of CCSC. The employee shall be reimbursed for the use of his automobile on the basis of CCSC federal mileage rate. All mileage records must be accurately maintained and submitted to the Department Head. Employees who are required to use their own automobile in the performance of CCSC business must carry automobile insurance. It is recommended that employees carry larger amounts of automobile insurance for their own protection.

2.42.7 See Also.

Professional Staff Policy 3440  
Professional Staff Policy 3242

2.43 Use of CCSC Equipment for Personal Purposes. The driver of CCSC's vehicles will not allow any person other than enrolled students, authorized guests, or another CCSC employee to ride in the vehicle unless it is to help a citizen in an emergency situation or deemed necessary by the Department Head.

2.44 Veterans Preference. Any honorably discharged veteran, as defined in 38 U.S.C. 4212 (Vietnam Era Veterans Readjustment Assistance Act of 1974), shall be entitled to preference in appointment, employment and promotion over other applicants of no greater qualifications.

2.45 Work Stoppage. Professional Staff Policy 3531  
Support Staff Policy 4531

### SECTION 3

#### COMPENSATION AND BENEFITS

3.1 Compensation. CCSC Board of Trustees will set compensation and benefit schedules according to position, seniority, length of service, and merit.

Support Staff Policy 4400

Support Staff Policy 4413

3.2 Withholding Certificate. If your present federal tax withholding is satisfactory to you, there are no new forms to be completed. Changes in withholding may be requested at any time. If you are new to the corporation, you must have on file with the treasurer a W-4 (federal tax certificate) and WH-4 (state gross income tax certificate). Employees on the payroll last year may change their deductions by completing a new W-4 and WH-4 at any time.

3.3 Payday. CCSC will direct deposit staff pay every two weeks according to the pay schedule set forth in the Teacher Master Contract.

3.4 Benefits.

3.4.1 Accrual of Benefits. Benefits are accrued annually from the anniversary date of hire.

3.4.2. Bereavement Leave. Up to five (5) days per death of member of immediate family, lineal ancestor or descendant, dependent residing in employee's home or sibling will be granted. Up to two (2) days per death of other relatives will be granted.

3.4.3 Health Insurance. Full Time Non-Certified Staff are eligible for health insurance, vision insurance and §125 insurance commensurate with the negotiated contract with the Certified Staff, and commensurate with employment status.

3.4.4 Job-Related Injuries. Absence due to injury on the job will not be charged against sick leave and the Board will pay the difference between the salary and benefits received under Workman's Compensation not to exceed sixty (60) days.

3.4.5 Liability Insurance. The Board provides liability insurance protection for employees acting in faithful performances of their duties.

3.4.6 Life Insurance. Non-Certified Staff are eligible for \$20,000.00 Life Insurance Policy benefit upon payment of an annual co-pay premium amount of One Dollar (\$1.00).

3.4.7 Retirement Plan Participation. All Non-Certified Staff are eligible to participate in retirement plans as instituted by CCSC, including §403(b) Plans.

3.4.7.1 Procedure for Participation. In order to avoid misunderstandings and to expedite the bookkeeping service provided by the school corporation, the following procedure will be followed:

3.4.7.1.1 Amount and Frequency. Withholdings will be made in 22 equal pays beginning with the first pay of the school year. Withholdings will be made in 26 equal pays beginning with the first pay of the school year for year-round employees.

3.4.7.1.2 Amounts. Only whole dollar amounts will be accepted.

3.4.7.1.3 Cancellation. Authorization for cancellation will be accepted at any time.

3.4.7.1.4 Deadline for Enrollment. Deadline for annuities is August 1<sup>st</sup> of each year. A second date of January 1<sup>st</sup> is provided for changes for current enrollees.

3.4.8 PERF. Full Time Non- Certified Staff are eligible for Public Employee Retirement Fund (PERF) contribution to be paid by CCSC. The Public Employee Retirement Program contributions are made as follows:

3.4.8.1 Contribution. Contributions are paid by the corporation at a rate as prescribed by the State of Indiana PERF Board.

3.4.8.2 Enrollment. Enrollment in PERF is mandatory on the first day of employment if employed over 1,000 hours a year.

3.4.8.3 Eligibility – Discretionary by Seniority. At the time of employment, an employee who is over age 60 and cannot accrue ten (10) years of creditable service by age 70 may choose to become a PERF member.

3.4.8.4 Eligibility – Discretionary by Part-Time Status. A school corporation employee who occupies a PERF-covered position normally requiring performance of services of more than six hundred (600) hours and less than one thousand (1000) hours a year may elect to become a PERF member.

3.4.9 Retirement. Any full-time support staff employee of Carroll Consolidated School Corporation may apply for retirement benefits if the following conditions are met:

3.4.9.1 Minimum Age. The employee is at least 51 years old.

3.4.9.2 Eligible for PERF. The employee is also eligible to apply to PERF for retirement benefits.

3.4.9.3 Retirement Benefits for Minimum Years of Experience with CCSC. Retiring employees with a minimum of fifteen (15) years of service with the Carroll Consolidated School Corporation shall receive \$75.00 severance pay for each year of service. In addition, the employee shall receive \$15.00 additional benefit for each unused day of sick leave accumulative to the total of sick days in your category.

3.4.9.4 Notice Required Prior to July 1. Notice to the school corporation is to be given in writing prior to July 1 preceding the fiscal year the employee intends to retire. The July 1<sup>st</sup> date may be waived in case of an unusual circumstance. This retirement pay is to be made one time only. Once notice is given to the school corporation and the request is approved, there will be no change of status.

3.4.10 Sick Leave and Personal Leave – Full-Time Staff. Non-Certified Full-Time Staff are permitted up to ten (10) sick days per year. Up to 90 unused sick days may be accumulated and carried over from year to year. Up to two (2) days of sick leave may be used for personal business.

3.4.11 Sick Leave and Personal Leave – School-Year Staff. Unless provided in Service Supplement Handbook for the job description, Non-Certified School-Year staff are permitted up to nine (9) sick days per year. Up to 80 unused sick days may be accumulated and carried over from year to year. Up to two (2) days of sick leave may be used for personal business.

3.4.12 Sick Leave, Paid Leave, Vacations and Holidays.

Support Staff 4440

3.4.13 Vacation – Full-Time Staff. Non-Certified Full-Time staff are eligible after the anniversary date of the first year of service. Vacation accrues in the amount of one (1) week after the first year of service, two (2) weeks after the second year of service and three (3) weeks after ten years of service.

3.4.14 Vacation – School-Year Staff. Non-Certified School-Year Staff are not eligible for vacation.

SECTION 4

LEAVE OF ABSENCE

4.1 Absence – Reporting for Duty. Non-instructional personnel who, for any reason, are unable to report for duty at the regular time shall notify the principal as soon as possible. Failure to give this notice for three consecutive days will be considered grounds for dismissal.

4.2 Conference Requests. Conference requests will be processed according to the following procedure:

4.2.1 Step 1: Employee seeks approval of immediate supervisor or administrator.

4.2.2 Step 2: Upon the determination of their immediate supervisor, the supervisor after approval, submits the request to the Superintendent for approval.

4.2.3 Step 3: Superintendent reviews and submits to the School Board for approval if necessary.

4.2.4 Step 4: After approval by the Superintendent and attendance at the conference, all claims must be turned in to the bookkeeper in proper form for reimbursement.

4.2.5 Step 5: The Superintendent will then submit the claim to the Board for approval of payment of the claim.

4.2.6 Step 6: The bookkeeper will issue a check for reimbursement to the individual.

4.2.7 Step 7: Fill out report to Board of Education on professional leave if appropriate.

4.2.8 NOTE: Final authority to attend all conferences rests with the Superintendent and the Board of School Trustees.



- 4.3 Compensatory Time. Compensatory time for hourly employees may not be granted unless authorized in advance by the building principal whenever possible, supervisors and employees will adjust the work week to avoid accrual of compensatory time. Salary employees are not eligible for compensatory time. Accrual of compensatory time is limited to twenty (20) hours per year, and is accrued at the rate of 1.5 hours for every hour worked over forty (40) hours in a workweek. No compensatory time will be permitted for hours accrued between the normal work week hours and forty (40) hours. Compensatory time in excess of twenty (20) hours of accrued time will be paid as over time
- 4.4 Leave of Absence – Jury Duty. All employees will be excused for jury duty or when subpoenaed to appear as a witness in court. They will receive the difference between their salary and court pay when they are subpoenaed for court duty upon presentation of proof of payment in corporation office. The employee shall not receive payments for both services.
- 4.5 Leave of Absence – Military Leave. Military reservist employees and those volunteering for or called to active military duty are entitled to re-employment with the company upon their return from duty in full compliance with all applicable federal and state laws. In addition, besides the military leave benefits discussed above, employees who request a military leave of absence may elect to use any accrued vacation pay in lieu of unpaid leave, and may elect to continue healthcare benefits to the extent permitted by law, during their leave of absence.
- 4.6 Leave of Absence – Sick and Personal Leave. Professional Staff Policy 3430  
Support Staff Policy 4430  
Support Staff Policy 4440
- 4.7 Leave of Absence – Extending Scheduled Break. Non-teaching personnel requesting personal leave prior to or after a scheduled break, holiday or recess period must submit a written request for the leave to the building principal at least three (3) working days prior to the anticipated leave.
- 4.8 Leave of Absence – Family and Medical Leave Act. Professional Staff Policy 3430.01
- 4.9 Overtime. Unless otherwise provided in the employee’s Service Supplement Handbook, overtime for hourly employees may not be granted unless authorized in advance by the Superintendent. Overtime will be paid at one and one-half times the regular hourly rate.

- 4.10 Work Schedule Adjustments. Temporary adjustments to a work schedule must have approval of the building principal.

## SECTION 5

### DISCIPLINARY PROCEDURES

- 5.1 Introduction. It is the duty and the responsibility of each member of the staff to uphold the ethical standards of his profession in all community contacts. The Board of Trustees recognizes the importance of maintaining a high degree of quality among its employees. Pursuant to its desire to employ and retain competent and conscientious personnel, the Board further recognizes that certain types of inappropriate conduct by employees may from time to time need to be corrected. In order to help improve the performance of its personnel and attempt to correct deficiencies and inadequacies characterized by inappropriate conduct, the Superintendent shall be responsible for promulgating regulations pertaining to the discipline and/or suspension of employees.
- 5.2 Purpose. Disciplinary action is determined by the severity of the offense. Normally, a system of progressive discipline should be used. In such cases, the following steps will be used:
- 5.2.1 Oral reprimand (may be given by immediate supervisor)
  - 5.2.2 Written reprimand (may be given by immediate supervisor)
  - 5.2.3 Disciplinary suspension (requires written approval of building principal or Superintendent)
  - 5.2.4 Discharge (requires school board action)
- 5.3 Progressive Disciplinary Steps Encouraged. Supervisors should follow progressive disciplinary steps in most cases, but may initiate any disciplinary action which they believe the factual circumstances warrant.
- 5.4 Best Interests of the Corporation and Students. Whenever the Superintendent or building principal deem it in the best interest of the school corporation or the students thereof, and when such action is deemed equitable and appropriate, he or she may recommend the discharge of an employee and the provisions of these guidelines shall not in any way be construed to prohibit such action
- 5.5 Definitions.

- 5.5.1 Disciplinary Actions. – The following disciplinary actions are illustrative but not limited to the type of adverse action which may be taken against an employee for proper cause: an oral reprimand, a letter of reprimand, disciplinary suspension without pay or discharge. A combination of disciplinary actions may also be implemented.
- 5.5.2 Unusual and Imperative Leave. Release of an employee from service for the purpose of investigation with full pay.
- 5.5.3 Probation. – A specified period of intensive review during which the employee’s performance is observed.
- 5.5.4 Verbal Reprimand. – A verbal statement that includes the rule or practice violated.
- 5.5.5. Written Reprimand. A written statement that includes the rule or practice violated.
- 5.5.6 Disciplinary Suspension. Suspension without pay requiring written approval by the superintendent.
- 5.5.7 Change of Job Classification. Demotion or promotion of job classification. This requires school board action.
- 5.5.8 Administrator. – The person responsible for signing the employee time voucher, evaluation of the employee, or other selected supervisory tasks. The titles of principal, director, and supervisor are examples of a cognizant operating administrator.

5.6 Procedures.

5.6.1 Disciplinary Suspension. The immediate supervisor after conducting an investigation may recommend to the Superintendent (or his designee) that an employee be suspended without pay for up to five (5) days. The recommendation shall be in writing and state the reasons for the recommendation.

5.6.2 Review of Incident. The Superintendent or his designee shall conduct a review of the case. After review and consultation, if there is concurrence with the recommended action, the administration in charge is notified to proceed. The Superintendent or his designee may determine that recommended disciplinary action is not warranted or appropriate and may take whatever action deemed equitable and appropriate.

5.6.3 Removal from Service Pending Investigation. In some instances, to determine if some form of disciplinary action is appropriate, it may be necessary to remove an employee from active service while an investigation is being conducted. The following procedures would be followed:

5.6.3.1 Written Recommendation. The administrator, after consultation with the Superintendent (only for employees in function for which he is directly responsible), may recommend that an employee be removed from service. The recommendation shall be in writing and state the reason for the recommendation.

5.6.3.2 Suspension Pending Investigation. If it is determined, based upon consultation and written recommendations, that the employee should be removed from service and an investigation conducted, a written order is prepared by the building principal or the Superintendent placing the employee on unusual and imperative leave with/without pay while the charges are being investigated. The employee shall be advised in writing of this action by the Superintendent, and during the conference the employee may be accompanied by a representative.

5.6.3.3 Investigation, Recommendations and Decisions. – The Superintendent or building principal will identify the person responsible for conducting an investigation and forwarding a recommendation. The case will be reviewed by the Superintendent and the building principal.

5.6.3.4 After Review. After review and consultation, if there is concurrence with the recommended actions, the administrator in charge is notified to **proceed**. The superintendent or building principal may determine the recommended disciplinary action is not warranted or appropriate and may take whatever action deemed equitable and appropriate.

5.6.3.5 Employee Statement. Employees may place in their personnel folder statements or documents regarding written reprimands or reports regarding investigation.

5.6.4 Appeal. An employee who has been disciplined may appeal the action within ten (10) calendar days to the Superintendent for a review of the case. If the employee is not satisfied after the appeal to the Superintendent, the employee may appeal to the Board of Education within ten (10) calendar days for a hearing with the Board.

5.7 Rules. The following are declared, but not limited to be, causes for disciplinary action:

5.7.1 Absence from Duty Without Leave.

5.7.2 Conviction of any felony or a misdemeanor involving moral turpitude, dishonesty, immoral conduct, drunkenness on duty, intemperance, addition to or misuse of non-prescribed as well as prescribed drugs. (See Drug Free Workplace Policy)

5.7.3 Deliberate destruction of school property or the property of other school personnel.

5.7.4 Discourtesy – Persistent discourteous treatment of the public or fellow employees.

5.7.5 Failure to Turn in Lost Property – Articles assume to be lost must be turned in to the individual building lost and found area.

5.7.6 Failure to Adhere to Dress Code – Acceptable dress must be adhered to.

5.7.7 Falsification of any school record or employment application.

5.7.8 Fighting, causing physical harm, negligent conduct, threatening or intimidating other school personnel.

5.7.9 Gambling or games of chance that might be construed as gambling during working hours or on school property.

5.7.10 Immoral conduct, indecency or use of profanity which is not acceptable in a school setting.

5.7.11 Incompetency – Failure to fulfill the responsibilities of the job description, assignment or task.

5.7.12 Insubordination – Failure to obey reasonable directives or observe reasonable rules of school district supervisor, willful or persistent violation of school district, state or federal codes.

5.7.13 Misuse of personal business leave or sick leave days.

5.7.14 Misuse of School Communicating System. The corporation communication system must be monitored and utilized when necessary by office personnel.

5.7.15 Misuse of School Telephones. Employees are to make local calls only unless charges are reversed or placed on a credit card. Phones are to be used only for school business calls or emergencies.

5.7.16 Physical or mental incapacity.

5.7.17 Political activity during assigned working hours.

5.7.18 Possession or use of any firearms or other object that could be considered to be a dangerous weapon during working hours or on school property.

5.7.19 Removal of School Property from Premises. Nothing may be removed from a building of school property without permission of the building principal.

5.7.20 Sleeping during work hours, wasting time, or taking excessive breaks.

5.7.21 Smoking and use of tobacco on school property at any time.

5.7.22 Theft of school property, or the property of other school personnel, including students.

5.7.23 Unauthorized use of school equipment or a deliberate waste or abuse of school equipment. School equipment, surplus property, supplies, and surplus food products which are purchased as a result of student fees or corporation dollars **ARE NOT** to be taken from school premises for any reason of personal use. The purchase of these extras at a discount price is also prohibited. These strict guidelines are necessary to protect you as an employee and to ensure the efficient operation of our school corporation.

5.7.24 Unauthorized absence, excessive tardiness or absenteeism.

5.7.25 Other good and just cause.

## SECTION 6

### SCHOOL PROCEDURES

6.1 Network Policy – Acceptable Use Policy. Professional Staff Policy 3141  
Support Staff Policy 4141

6.2 Conduct Regarding Students. Professional Staff Policy 3213

6.3 Emergency Closing.

6.3.1 Emergency Early Dismissal. In the event emergency conditions necessitate an early dismissal of students in all or part of the schools, staff may be released from their assignment as directed by their immediate supervisor. If employees are released from their work schedule early, compensation will be as if their work schedule were completed.

6.3.2 Emergency Cancellation of Classes – Reporting for Duty. In the event emergency conditions necessitate the cancellation of classes for students prior to opening for the school day, staff are to report for duty based upon direction from their immediate supervisor or as provided in the duty specific handbook for their position.

6.3.3 Emergency Closing of Building – Reporting for Duty. In the event emergency conditions necessitate the temporary closing of all or part of the building, staff are to report for duty based upon direction from their immediate supervisor or as provided in the duty specific handbook for their position.

6.4 Training for Safe Handling Protocols.

6.4.1 Training and Health Precautions for Communicable Diseases. It shall be the policy of the Carroll Consolidated School Corporation to provide simple and effective precautions and training for employees against transmission of communicable disease in the school environment. This is in direct compliance with Indiana Code 16-10-7. Each employee who has duties that require that employee to have direct contact with blood or body fluids in the scope of his or her employment shall receive training and access to the necessary equipment to prevent transmission of communicable diseases. Said groups of employees to be trained shall be administrators, teachers, school nurse, secretaries, custodians, cooks, instructional assistants, bus drivers, and other personnel as deemed necessary by the Superintendent.

6.4.2 Training and Necessary Equipment. Before an employee is given an assignment where contact with blood or body fluids is likely or possible, the employee will be provided the necessary training, including training in the universal precautions and other infection control measures adopted by the State Board of Health, to prevent the transmission of communicable disease. An attendance record of an employee's participation in the training shall be maintained by the school nurse. Necessary equipment will be provide to each employee for use if warranted.

6.4.3 Use of Universal Precautions. When an employee has direct contact with blood or body fluids, the employee shall apply the universal precautions and use the necessary equipment as specified by the State Board of Health.

6.4.4 Sanctions. If an employee fails to use the universal precautions and necessary equipment, or fails to attend the training sessions, the employee shall be subject to sanctions, including discipline and dismissal, if warranted and deemed appropriate by the Board of School Trustees.

6.4.5 Bulletin Boards. The approved bargaining unit will be entitled the use of one bulletin board in the teachers' lounge of each school.

## SECTION 7

### REIMBURSEMENT AND COMPENSATION – CRIMINAL ACTIONS OF OTHERS

7.1 Injury from unprovoked assault. In the event an employee is forced to miss work due to an injury sustained on school grounds as a result of an unprovoked assault by a student or outsider, and the injury is determined to be compensable under the Indiana Worker's Compensation Act:

7.1.1 Wages Compensation. The Corporation will pay to the employee an amount equivalent to wages due and owed to the employee for the first seven (7) days of the absence.

7.1.2. Worker's Compensation Gap. The Corporation will pay to the employee an amount equal to the difference between the employee's per diem rate of pay and any amount paid by the Corporation's worker's compensation carrier for a period of sixty (60) school days, including the first seven (7) school days of absence.

7.1.3 No charge against sick leave. The Corporation will not charge any absence during the sixty (60) school day period described above against the employee's accumulated sick leave.

7.1.4 Physician Certification. The employee must provide the board with certification from their physician of the need for an absence during the first seven (7) school days of the absence. In the event the employee intends to seek worker's compensation coverage for the injuries sustained, the employee shall be obligated to follow all procedures for applying for worker's compensation as established by the board. Except in emergencies, an employee is required to use only hospitals and physicians approved by the central office in the treatment of a work related injury.



7.1.5 Legal Action. The board shall make any deduction from wages or reduction in personal or sick leave days as a result of the employee's appearance before any judicial body or legal authority related to the injury.

7.2 Property Damage Reimbursement. Upon proof of loss, the board shall reimburse an employee for replacement or repair of any personal items (not covered by their insurance) which are damaged or destroyed as a result of an unprovoked assault upon their person by a student or outsider. This provision shall only apply when such an assault occurs on school property and when the employee is performing their duties as prescribed by board policies and/or procedures.

7.2.1 Personal Property. The board shall reimburse an employee for damages sustained to the employee's clothing, eyeglasses, and wristwatches, provided such damages are not due to the normal wear and tear that could be expected to occur during assigned duties. The following criteria must be met:

7.2.1.1 The employee must have been wearing the item(s) at the time of damage.

7.2.1.2 The employee must submit such evidence which is acceptable to the central office that the damage was sustained while the employee was performing an assigned duty.

7.2.1.3 The reimbursement or repair amount shall be the fair market value of the item at the time of damage.

7.2.1.4 The employee must submit proof of the repair or replacement of the item at the time they present the claim for reimbursement.

7.2.1.5 The damage must not have been a result of the employee's negligence.

Carroll Consolidated School Corporation  
Employee Handbook  
Verification of Handbook Receipt

Dear Faculty/Staff Members,

We find it essential to all concerned that we inform you of our expectations for you. It is equally important for you to know what is expected of the administration of Carroll Consolidated School Corporation.

The Employee Handbook and the Service Supplement Handbooks are the important beginning of an informational sharing and communication process, which will continue through the school year. It contains the policies and rules which will be in effect this school year.

We ask you to read the handbook, and after doing so, sign this form, detach and return to the Main Office no later than \_\_\_\_\_.

If you have any questions regarding the information found in the handbook, please let me know.

Thank you for your cooperation in this matter.

Sincerely,

Christopher Lagoni  
Superintendent  
Effective Date: December 1, 2015

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Return by \_\_\_\_\_

My signature certifies that I have read the Employee Handbook and the Service Supplement Handbook for my area of employment. I understand the policies outlined and agree to abide by them.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

Date Signed: \_\_\_\_\_