

NEW CASTLE  
COMMUNITY  
SCHOOL  
CORPORATION

June 14, 2021

*Support Staff  
Policy & Procedure  
Guidelines*

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## **Anti-Discrimination/Harassment Notification**

It is the policy of the School Board (Board Policy #4122, 4122.01, 4122.02 & #4362) to maintain an education and work environment which is free from all forms of unlawful discrimination/harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful discrimination/harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. It is the responsibility of the employee to report any discrimination/harassment that they have witnessed or experienced. A report should be filed with a complaint coordinator as soon as possible.

The Board will vigorously enforce its prohibition against discrimination/harassment based on age, sex, race, color, national origin including limited English proficiency, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. All reports/allegations will be investigated. In those cases where unlawful discrimination/harassment is substantiated; appropriate steps will be taken to end the discrimination/harassment. Individuals who are found to have engaged in unlawful discrimination/harassment will be subject to appropriate disciplinary action up to and including termination of employment.

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

**Jena Schmidt, HR Compliance Officer**  
New Castle Community School Corporation  
Community Education Center  
322 Elliott Avenue  
New Castle, IN 47362  
765-521-7201  
jschmidt@ncweb.me

-OR-

**Adam McDaniel, Assistant to the Superintendent**  
New Castle Community School Corporation  
Community Education Center  
322 Elliott Avenue  
New Castle, IN 47362  
765-521-7201  
amcdaniel@ncweb.me

## **Non-Teaching Support Staff Employees**

The New Castle Community Board of School Trustees (Board) will conduct its business relationships with support staff personnel in a professional manner and will review wages and working conditions on a regular basis. The Superintendent of Schools shall designate the supervisory person under whom each employee group of employees shall work.

Support Staff personnel are employed with the understanding of the essential functions of the position to which they are hired. Each position when working in any situation, are subject to assignment changes by the supervisory person designated by the Superintendent and explained in Board Policy and Administrative Guideline #4130 – Assignment and Transfer. The supervisory person may vary assignments as he or she deems advisable to complete the tasks at hand.

Each time the Board reviews wages and working conditions for support staff personnel the following items will be determined for each employee group:

1. The number of days worked each year
2. The number of hours in a work day and/or work week
3. Fringe benefits
4. Wages
5. Job descriptions and essential functions
6. Qualifications

All support staff will be paid according to the Compensation Scale set by the Compensation Committee and approved by the School Board of Trustees each year.

All support staff non-exempt employees are to use individual time sheets provided by each supervisor. These must be completed and submitted to the appropriate individual according to the certification schedule set by the Payroll Specialist. Each designated secretary will provide a completed certification to the Payroll Specialist no later than the due dates established on annual certification schedule. Overtime must receive prior approval by the supervisor of the particular category of employees whenever possible. Overtime is to be reported on the individual certification sheets. All certification sheets must be signed by the designated supervisor prior to submission to the Payroll Department. In addition, support staff may not arrive more than eight (8) minutes before beginning or ending a shift unless authorized in advance by supervisor.

All New Castle Community School Board Policies can be found on the school corporation web-site ([www.nccsc.k12.in.us](http://www.nccsc.k12.in.us)). These policies include all items related to policies, procedures and rights afforded to all New Castle Community School Corporation employees.

### **The New Castle Community School Corporation maintains the following:**

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

## Definitions

### **Employee Descriptions**

#### **Full-Time Employee**

A permanent employee who averages thirty-one (31) hours or more per week and works in excess of 183 days during a school year.

#### **Part-Time Employee**

A permanent employee who averages thirty (30) hours or less per week regardless of number of days worked.

#### **Permanent Employee**

An employee who has successfully completed a probationary period of no more than ninety (90) days.

#### **Probationary Employee**

A newly hired employee who is hired at-will and has no expectation of continued employment. A probationary period shall not exceed ninety (90) days.

#### **Substitute Employee**

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

#### **12-Month Employee**

A full-time permanent employee who works twelve (12) months or year-round. This employee works approximately 261 days and may receive established fringe benefits.

#### **10-Month Employee**

A full-time permanent employee who works ten (10) months during a school year (approximately 180-220 days) and may receive established fringe benefits.

### **Job Classifications**

#### **Administration Support Staff**

Reports to Superintendent: Assistant to the Superintendent, Chief Financial Officer, Curriculum Director, Technology Director and Human Resources Director.

Reports to Assistant to Superintendent: Facilities & Transportation Director & School Support Spec.

Reports to Chief Financial Officer: Food Service Director, Payroll Spec. and Business Office Staff.

#### **Adult Basic Education (ABE)**

These employees report to the Vocational Education Director: Assistant Director of ABE, ABE Instructors, HSE Coordinator and ABE Counseling.

#### **Assistant (Aide)**

These employees work directly with students on a daily basis and work student days unless otherwise specified by the building administrator. These positions include: Bus, Career/Technical Education, Health, Life Skills, Lunch, Media, Special Education Resource, Success and Title I.

#### **Bus Driver**

These employees report to the Director of Facilities and Transportation. This position provides transportation of students and various activities in accordance with law and DOT regulations.

### **Clerical/Secretarial**

These employees work directly for building administration or Support Staff Directors. These positions include: High School Executive Secretary, Building Secretary/Treasurer, Principal Secretary, Assistant Principal Secretary, Guidance Secretary, Attendance Secretary, Area Career Secretary, Food Service Secretary, Special Education Secretary, Technology Secretary, and all Clerks.

### **Custodian (Head)/Custodian**

The Department Chair Custodian is responsible for the supervision, training and management of the custodians in the building in which they are assigned. The custodial employees are responsible for the appearance and upkeep of the building assigned. Custodians may be transferred between buildings if necessary and based on the needs of the corporation. These individuals report to the Department Chair and the Director of Facilities & Transportation.

### **Director**

These employees are the Department Heads of Support Staff. They include: Director of Facilities and Transportation, Director of Food Service, Director of Technology, Vocational Director (Certified) and Director of Special Education (Certified).

### **Kitchen Manager & Assistant Manager**

These employees are responsible for the supervision, training and management of the food service operation in the kitchen assigned. These individuals report directly to the Director of Food Service.

### **Kitchen Staff**

These employees are responsible for food preparation, baking, cooking meals and working registers as directed by the Kitchen Manager. The Director of Food Service will assign duties as appropriate in the absence of the Kitchen Manager.

### **Licensed Special Education Services**

These employees require a specialized license and provide direct services to the Special Education students. The employee reports directly to the Director of Special Education. The positions include: Adaptive Physical Education Instructor, Interpreter for hearing/vision impaired, Occupational Therapist, Physical Therapist, At-Risk Counselor and Corporation Registered Nurse.

### **Maintenance**

These employees work directly for the Director of Facilities and Transportation and are responsible for the upkeep and maintenance on equipment and buildings of the Corporation.

### **Mechanic – Bus & Corporation Vehicles**

This employee works directly for the Director of Facilities and Transportation. They are responsible for the upkeep, maintenance and inspection of each bus or corporation vehicle used by corporation personnel.

### **Miscellaneous Positions**

These positions do not fall directly into an established employee group and report to various buildings administrators or department directors. The positions include: Bundy Auditorium Coordinator, Case Conference Coordinator, Cooperative Compliance Coordinator, Energy Coach, Field House Attendant, ISS Supervisor and Special Education Compliance Coordinator.

### **Security Resource Officer**

These employees provide direct security services to the students of the corporation. They are specifically trained by law enforcement and work for the Superintendent of Schools.

### **Specialist**

These employees have specific skill sets and provide expertise in the areas they have been assigned. These positions include: Maintenance/Custodial, Human Resources, Payroll Specialist/Deputy Treasurer, School Support, Special Education Operations and Transportation.

### **Technology**

These employees work directly for the Director of Technology and provide direct support in all areas of technology. These positions include: Desktop Support, Student Records/Data Reporting and System Engineer.

### **Miscellaneous Descriptions**

#### **Anniversary Date**

This is the recurring date of the first day of employee's employment with the Corporation. This date may be adjusted if employee has an extended unpaid leave of absence.

#### **Employment Year**

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

#### **School Year**

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

#### **Student School Year**

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



## Board Policies

**Location:** [www.neola.com/newcastle-in/](http://www.neola.com/newcastle-in/)

A complete listing of all School Board policies, Administrative Guidelines as well as applicable forms can be found on the corporation web-site ([www.nccsc.k12.in.us](http://www.nccsc.k12.in.us)) under the School Board tab. Please contact the Human Resource Department with any questions. Below is a listing of a few important policies to be aware of.

- #2623.01-Test Security Provisions for Statewide Assessments
- #4121-Personal Background Checks and Mandatory Reporting of Convictions
- #4122-Nondiscrimination and Equal Employment Opportunity
- #4122.01-Drug-Free Workplace
- #4122.02-Nondiscrimination Based on Genetic Information of the Employee
- #4130-Assignment and Transfer
- #4140-Termination and Resignation
- #4141-Layoffs of Support Staff
- #4170 Substance Abuse
- #4211-Required Reports and Protection of Whistleblowers
- #4213-Student Supervision and Welfare
- #4215-Use of Tobacco by Support Staff
- #4216-Support Staff Dress and Grooming
- #4220-Evaluation of Support Staff
- #4362-Anti-Harassment
- #4430.01-Family & Medical Leaves of Absence (FMLA)
- #5630.01-Use of Seclusion and Restraint with Students
- #5840 – Criminal Gangs and Criminal Activity in Schools
- #8310-Public Records

### Employment-At-Will Doctrine

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

As a condition of employment, all support staff employees certify that the information contained in their application is correct to the best of their knowledge and understand that falsification of such information is grounds for dismissal in accordance with New Castle Community School Corporation Board Policy #4120-Employment of Support Staff.

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

In consideration of employment, employees agree to conform to the rules and regulations of New Castle Community School Corporation; and employment and compensation can be terminated,

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

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

### **Corporation Management Rights**

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

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

\*Transfers may be made upon the initiative of the Superintendent or other supervisory personnel for any reasons which shall serve the best interest of the School Corporation.

### **Discipline Action Progressive Process**

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

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

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

2. **Attendance** – If you experience repeated or habitual absences from work or tardiness, the following disciplinary action may be taken:

- a. Discussion with your supervisor (verbal warning); the supervisor will document the discussion in writing;
  - b. Written Warning;
  - c. Final Warning;
  - d. Discharge - Three (3) days of absence with no excuse provided will be treated as a voluntary resignation (no call no show).
3. **Unacceptable Behavior** – Unacceptable Behavior is generally defined as serious misconduct. Exceptions to the principle of progressive discipline may be made in cases in which the Administration or Supervisor finds that the interests of students and the school community make the application of the progressive discipline inappropriate. Examples include, but are not limited to the following:
- a. Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
  - b. Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the board.
  - c. Willful refusal to follow established rules or standards for the conduct of a support staff employee, i.e. insubordination.
  - d. Theft, fraud, or another violation of criminal law.
  - e. Arrest and subsequent conviction of a crime.
  - f. Falsification or omission of a material fact in the application for employment by the Board.
  - g. Threats of and/or acts of violence to a person or substantial property damage.
  - h. Poor professional judgment resulting in a risk of physical harm to a person.
  - i. Harassment in violation of Board policy on harassment.

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

In all cases, New Castle Community School Corporation reserves the right to suspend you without pay to investigate circumstances involving unacceptable behavior for repeated problems. Depending on the outcome of the investigation, you may be terminated or reinstated. At any point in the discipline process any support staff has the right to request a personal meeting with the Assistant Superintendent.

## **General Information**

### **Chain of Command**

Building Administrator and/or Department Director

Jena Schmidt – Human Resource Director

Adam McDaniel – Assistant to the Superintendent or Megan Bell - Chief Financial Officer

Dr. Matthew Shoemaker – Superintendent of Schools

## **Employment Period and School Year Calendar**

The employment period for the New Castle Community School Corporation is July 1 through June 30, unless otherwise specified. This is the time during which employees are normally employed. The schedule for student attendance for the New Castle Community School Corporation is 180 days. Teacher contract days consist of 183 days.

Twelve Month Employees (261 days) – Twelve month employees will work Monday through Friday, each week in the year with the exception of the holiday schedule approved annually by the Superintendent of Schools and earned vacation days as enumerated in this handbook.

Less than Twelve Month Employees (Less than 261 days) – The number of days stated for each particular position shall be worked unless otherwise specified by the supervisor and/or department director.

The work week hours will be established by the Community Education Center each year and communicated to administration. These hours may vary between positions as necessary.

## **School Closing Procedures**

The New Castle Community School Corporation will follow Administrative Guideline # 8220-School Day when determining when the schools will be open. Each subsequent section will outline which positions are to report to work due to school closings or delays. The following procedures are outlined to help clarify for faculty/support staff, parents, and students when and how school may be closed due to inclement/adverse weather or other unforeseen conditions.

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

**PLEASE DO NOT CALL** the Community Education Center or School building because you could tie-up telephone lines that may be required to notify all appropriate personnel. Your telephone, television and corporation web-site are the best sources for school closing information. The School Messenger System will be activated in the event of closings and delays.

Every effort will be made to have closing announcements to the various call systems and media prior to 6:30 A.M. When practical, continued school closing announcements will be determined prior to 11:00 P.M. When conditions are unstable or gradually improving, the final determination may not be made until early morning.

The absence of a closing announcement means that school will be in regular session with buses operating as near their regular schedule as possible. Early closing during the regular school day will be announced over the web-site, School Messenger System, and television stations. Parents not normally home during the day are asked to pre-arrange plans with their children in the event school must be closed early. In the event of heavy fog conditions or other short term weather conditions, school opening (and bus route schedules) may be delayed and announced using the procedure listed above.

## **Compensation during Closings/Delays**

All support staff employees will be paid from their time sheets/cards for days or hours actually worked, according to the current rate for their category of employment. The approved job description for each category of support staff employee indicates the number of days and length of work day for which they may expect to be paid. E-Learning opportunities may be utilized for some employee groups and those will be communicated by those department directors and or building administration.

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

### **DO NOT REPORT:**

- ❖ Bus Drivers
- ❖ Assistants – Health, Instructional (teacher), Media, Special Education, and Title I
- ❖ Assistant Kitchen Managers, Cooks and all other Food Service employees
- ❖ Clerk positions

### **MAY BE REQUIRED TO REPORT:**

- ❖ Kitchen Managers – Determined by Food Service Director
- ❖ 10-Month Secretaries

### **REQUIRED TO REPORT:**

- ❖ Head Custodians/Non Supervisor Custodians – (report during normal shift hours)
- ❖ Bus Mechanic
- ❖ Support Staff Directors
- ❖ Administration Office Staff/12-Month Secretaries

The ‘required to report’ positions listed above are to report to work as normal. If an employee chooses not to report due to safety concerns, he/she has the option of requesting the use of an unpaid day (without jeopardy), personal, vacation or floating holiday. (Family Illness and Sick days will not be permitted unless accompanied by an appropriate doctor statement.)

### **Criminal History Check**

All school employees of the New Castle Community School Corporation are required by Indiana Code 20-26-5-10 & 20-26-5-11 to report convictions of certain crimes enumerated in state law to the Human Resource Department located at the Community Education Center.

In accordance with Board Policy #4121-Personal Background Check - each individual who is hired by New Castle Community School Corporation for any paid support staff position (including coaches) will be required, at the time of hiring, to have an expanded criminal history check as well as a report from the Department of Child Services to be completed. Instructions to obtain these reports can be obtained from the Human Resource Department at the Community Education Center. The prospective employee will be responsible for any fees attached to this report. All volunteers will be subject to an annual limited criminal history check; these reports will be done at the building level. As of July 1, 2017, Indiana Code requires an updated expanded criminal history check for current employees every five (5) years.

### **E-Learning Procedures**

Some employee groups may have an opportunity to review professional development in the form of online video training opportunities. Successful completion of all assigned videos will allow the employee to receive compensation up to the average of hours worked during the school year unless otherwise directed by administration.

### **Employment Procedures/Responsibilities/Qualifications**

Persons desiring to be employed by New Castle Community School Corporation in a support staff capacity shall file an online application with the Human Resource Department located on the school corporation web-site under Employment Opportunities. The application will remain on file

pursuant to county record retention schedule. Once vacancies are determined to exist, each position will be posted within and/or outside the school corporation as necessary.

Support staff, as a vital factor in accomplishing the mission of the corporation, must present themselves, the schools, and the community with dignity and honor and perform all tasks required of the position. To provide structure and guidance for employees, job descriptions defining responsibilities and duties, approved by the Superintendent, will be provided each employee. Where applicable, employees must be eligible for a valid license or certification and possess said license or certification prior to being officially employed. An annual driving record will be obtained on each employee who regularly drives a corporation vehicle.

### **Evaluation Policy and Procedure**

The School Board (Policy #4220) recognizes the importance of implementing a program of support staff evaluations for the purpose of promoting individual job performance and improving services to students, the Corporation, and to the public. Evaluations are conducted annually by direct supervisor.

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

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

### **Mandatory Training**

Each year employees will be required to complete mandatory training. This training can be found on the corporation web-site and each employee has been given a login to access the professional development. The training can be found on the Human Resource Department Page.

A list of required training includes:

- Coronavirus Awareness: Optional
- Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings: Optional
- Coronavirus: Cleaning and Disinfecting Your Workplace: Optional
- Coronavirus: Managing Stress and Anxiety: Optional
- Coronavirus: Preparing Your Household: Optional
- (Bus Drivers Only) Transportation Safety – Due September 1
- Restraint & Seclusion - Due September 1
- FERPA: Confidentiality of Records – Due September 1
- Workplace Injury Prevention – Due September 1
- Youth Suicide: Awareness, Prevention & Postvention – Due September 1
- Bullying: Recognition & Response – Due October 1
- Child Abuse: Identification & Intervention – Due October 1
- Child Abuse: Mandatory Reporting – Due October 1
- Slips, Trips and Falls – Due October 1
- Bloodborne Pathogen Exposure Prevention – Due November 1
- Discrimination Awareness in the Workplace – Due November 1
- Human Trafficking Awareness – Due November 1
- Sexual Harassment: Staff to Staff – Due November 1
- Internal Controls – Due November 1

## Neglect & Abuse Reporting

In Indiana, any person who has reason to believe that a child is a victim of child abuse or neglect has a duty to make a report to Child Protective Services (CPS) or to the police. You should tell the building administrator/department director of this report immediately after. This report is made in compliance with Indiana Code 31-33-1-1 through Indiana Code 31-33-22-3, which provides for the protection of abused or neglected children/youth. The report should represent as accurate and current information that is accessible about a suspected situation and should be reported in good faith on behalf of the child/youth.

**Indiana State Child Abuse Hotline 1-800-800-5556.**

## Overtime Policy

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

The following rules apply:

1. No support staff non-exempt employee is permitted to work any overtime for pay except as authorized by the superintendent, building principal/assistant principal, or support staff director.
2. Therefore, non-exempt employees are authorized routinely to work only during the stated hours and days of their assignment and not for overtime pay unless otherwise authorized/permitted in item #1 above.
3. Exceptions are indicated in each employee group section if applicable.
4. **Compensation of Time** (comp time) may **not** be earned except in rare instances with prior approval by the Chief Financial Officer. Employees are required to work only the hours of their shift.

## Payroll Information

All employee work hours and schedules shall be established by the employee's designated supervisor and authorized by the Superintendent or designee. Work schedules, including shifts and breaks, shall be established based upon the needs of specific assignments or duties. Employees may not leave corporation grounds during a regularly scheduled break. All employment is established on an at-will basis. The establishment of employee hours and wages shall not be construed as a guarantee of a minimum period of employment or earnings.

The building administrator or support staff director shall be responsible for verifying the accuracy of time cards/sheets for hourly employees. Time cards/sheets should reflect accurate work hours, leaves or other credits based upon adopted policy. Overtime for all support staff must be approved by the department director and/or building administrator (except in emergency situations)

before such work is scheduled to begin (see Overtime Policy above). Salary payments shall be bi-weekly according to the pay schedule. The School Board of Trustees shall approve salary schedules on an annual basis.

### **Personal Property**

The New Castle Community School Corporation accepts no responsibility for lost or stolen items. Cell phones should not be used during working hours unless necessary. Phones should be turned off and kept with other personal property, at your own risk. Cell phones may be used during employee break and lunch times. Employees who are found to use personal cell phones to excess may be subject to disciplinary action up to and including termination of employment.

### **Personnel Records - Board Policy #8320-Personnel Records**

Certain information concerning Corporation employees is confidential, to be reviewed on a need-to-know basis and only under conditions which guarantee protection of both management's right to access information and the employee's right to unnecessary invasion of privacy. Most information in the personnel files, however, is not confidential and is available for inspection in accordance with State Law. Please see the complete Board Policy for additional information which includes a listing of potential items to be included in each employee's file.

If you wish to review your personnel file, you may do so (except for previous employment references) by contacting the Human Resource Department in the Community Education Center. The Human Resource Department will arrange for you to review your file. You may have a copy of any document in your personnel file; however, if the copying is extensive, a fee for such copying has been established by the School Board of Trustees in Board Policy #8310-Public Records.

### **Resignation/Termination**

The New Castle Community School Corporation recognizes the value of retaining experienced employees and the high costs resulting from frequent turnovers. Therefore, we try to minimize the need for and incidence of termination of New Castle Community School Corporation employees, either voluntarily or involuntarily. However, the employment of any person covered by the policies and practices in this Employee Manual may be terminated at any time with or without cause or advance notice.

1. Voluntary Termination – You may resign from the New Castle Community School Corporation at any time. Each employee shall give at least two (2) weeks' notice of their intention to resign to be classified as resigned in good standing. The same notice period shall be given by the school corporation if employment is to be discontinued, except in the case of immediate dismissal.
2. Involuntary Termination –
  - a. **Unsatisfactory Performance and Poor Attendance** – Your employment may be terminated involuntarily for unsatisfactory performance.
  - b. **Unacceptable Behavior** – There are several behaviors which are totally unacceptable for New Castle Community School Corporation employees. They are identified in the Discipline Action Progressive Discipline Section.



- c. Repeated Problems – If you receive written disciplinary action of any type more than once in any period of time, you may be terminated without further warning or advance notice.
- d. Financial Reasons - Your employment may be terminated involuntarily for financial constraints of the school corporation.

In all cases, NCCSC reserves the right to suspend you, without pay, to investigate circumstances involving unacceptable behavior. Depending on the outcome of the investigation, you may be terminated or reinstated.

### **Summer/Seasonal Positions**

These positions will be posted each year if and when the need is determined by administration and department directors. Employees will be asked to supply a letter of interest. Positions will be awarded to the applicant determined to be the best fit for the vacant position.

### **Smoking Policy**

The New Castle Community School Corporation has adopted a smoke free campus policy. Employees must leave school property to smoke or use tobacco products of any kind, including electronic cigarettes or “vapor” devices. Any employee found smoking or using any type of tobacco on school property is subject to disciplinary action according to the Discipline Policy.

### **Transfer – Voluntary & Involuntary**

Relocation of support staff may become necessary to meet load conditions, building or program requirements, or for other good reasons. However, relocation shall not be made capriciously, vindictively, or arbitrarily. Transfers between buildings require the approval of the appropriate administrator. Please see Administrative Guidelines #4130-Assignment and Transfer for guidelines.

### **Vacant Positions**

Eligible Job Opportunities shall be posted on the corporation web-site under “Employment Opportunities”. The vacancies will be updated as applicable and instructions for completion will be on each available position posting. Each position will have pertinent information for each job. The vacant positions shall be awarded to the candidate who is determined to be the best fit for the vacant position.

## **Leave Day Descriptions**

### **Bereavement**

For eligible employee groups, there shall be no loss of compensation for five (5) work days if taken at the time of death (for each death) of a grandparent, father, mother, legal guardian, brother, sister, spouse, child, grandchild, foster child, and each similar relationship established by marriage or a blood relative residing in the household of the employee. The five (5) work days shall be taken within two (2) calendar weeks commencing, at the employee’s option, with the day of the death or the day immediately following. The employee may elect to take either three (3) or four (4) days within the two (2) calendar week period and take one (1) or two (2) days at a later date(s) to complete the settlement of the estate. The total of the days used cannot exceed five (5). All five days, if taken, shall be used within a twelve month period.

In the event of the death of the following relatives of the employee's family (aunt, uncle, niece, nephew or cousin, and each similar relationship established by marriage), one (1) day's absence without loss of compensation shall be permitted (this is to provide time off to attend funeral services). This one (1) day is applicable for each death.

Neither the five (5) days nor the one (1) day mentioned can be accumulated. Employee groups eligible for reduced bereavement benefits include: Clerk, Tier 1, 2 & 3 Food Service, Health and Media Assistants. These groups will be eligible for up to two (2) days for relatives listed in paragraph one and the same benefit listed in paragraph two (one day) as listed above.

Employee groups not eligible for the bereavement benefit include: Adult Basic Education, Instructional Assistants, Tier 4 & 5 Food Service, Security Resource Officer and Miscellaneous Positions.

### **Family Illness**

For eligible employee groups, there shall be no loss of compensation not to exceed a total aggregate of five (5) work days if taken at a time of serious illness, major surgery, or serious accident of a grandparent, father, mother, legal guardian, brother, sister, spouse, child, grandchild, foster child, and each similar relationship established by marriage or a blood relative residing in the household of the employee. Two (2) of the five (5) days may be used for the birth of a child or adoptive leave, one (1) of the five (5) days may be used for the birth of a grandchild. These days cannot be accumulated.

When a family member covered by this provision has a life-threatening illness as documented by a physician with an unlimited license to practice medicine, an employee, upon approval by the superintendent, may use up to a maximum of fifteen (15) days of accumulated personal illness/sick leave in addition to the five (5) family illness days. All documentation shall be submitted to the superintendent prior to any days granted. Contact the Human Resource Department for details.

### **Holiday**

Eligible employee groups will be paid for legal holidays per schedule for their employee group. Holidays will be determined annually by the Superintendent of Schools. Applicable employees who elect not to use the floating holiday will have said day added to their personal illness/sick leave balance. The floating holiday will automatically roll over to personal illness/sick if not used by June 30 of each calendar year.

### **Jury Duty**

Eligible employee groups shall be granted compensation, as provided by law, for jury duty service. The employee shall receive the difference between their salary and court pay when they are subpoenaed for court duty.

### **Maternity**

The New Castle Community School Corporation will follow Federal Law as it pertains to maternity leave for employees. Please contact the Human Resource Department for details and procedures.

### **Military/National Guard**

Each employee who is a member of a recognized reserve component of the armed forces of the United States or the Indiana National Guard shall be entitled to a leave of absence for required active

duty training. The employee shall be entitled to fifteen (15) calendar days per calendar year without loss of time, pay, or benefits for such time as the members of the national guard in military service on training duties of the State of Indiana under order of the governor as commander in chief or as members of any reserve component under the order of the component authority. If such military training duty extends beyond fifteen (15) calendar days per school year, the employee, upon his request, shall be entitled to unpaid leave. Such employee shall give the Board, whenever possible, two (2) weeks prior notice.

### **Unpaid Leave of Absence**

The Board may grant a leave of absence without pay to an employee upon said employee's written request and upon good cause being shown for such leave for a period not to exceed twelve (12) consecutive months per request. A written request for medical leave must be submitted and must be accompanied by a statement from a licensed physician and may be granted by the Board for a period not to exceed twelve (12) consecutive months per request.

A medical leave without pay is used concurrently at Family Medical Leave (FMLA). Please see the Human Resource Department for details on FMLA.

### **Personal Illness/Sick**

Eligible employee groups shall be allowed a maximum of eleven (11) days personal illness/sick leave during the first year of employment and eight (8) days for each consecutive year thereafter. If in a year an employee is absent for fewer than the applicable number of days allowed, the remaining days shall be accumulated to a maximum amount of sixty-five (65) days.

Please see the individual employee group benefit sheets for additional provisions of this type leave for employees. These sheets are available from the Human Resource Department.

### **Personal**

Eligible employee groups shall request up to the allowable limit for their employee group of personal leave days each school year. The intent of this provision is to provide the eligible employee with time, without loss of compensation, to conduct personal business which could not be done on non-school time. The request should be requested in advance when at all possible.

### **Professional**

Eligible employees may be excused with pay to attend professional meetings, workshops, seminars or conferences that contribute to the professional development of the employee. These opportunities shall be subject to the approval of the building administrator or department director and the superintendent.

### **Vacation**

Eligible employees who are employed on a twelve (12) month basis shall have the following vacation provisions.

1. Employed from six (6) months to twelve (12) months: one (1) week
2. Employed from one (1) year to seven (7) years: two (2) weeks
3. Employed from eight (8) years to fifteen (15) years: three (3) weeks
4. Employed not less than sixteen (16) years: four (4) weeks

Vacation days will be added based on the employment group of the employee (see individual benefit sheets for details). Employees shall be allowed to carry over a maximum of seven (7) unused paid vacation days from one calendar year to another calendar year. Said vacation days shall be allowed to accumulate to a maximum of twenty-seven (27) days. Upon retirement or resignation which does not result from misconduct, and where the employee left in good standing, the employee may be compensated for a maximum of twenty-five (25) days accumulated. Vacation leave left at the end of the employment year will automatically roll-over to the allowable limits. Any vacation time above the allowable limits shall roll over to accumulated personal illness/sick leave up to allowable limits.

## **Fringe Benefits**

### **403(b) IRS Code – Annuity**

The Board agrees to establish a qualified IRS Code Section 403(b) for all support staff interested in participating. The plan may include provisions allowing salary reduction contributions. The Board may match contributions for eligible employee groups up to the amount set by the Board of School Trustees. Within the provisions of the IRS Code, the plan shall be fully and immediately vested for all contributions and shall be portable. The availability of loans and hardship withdrawals will be allowed as appropriate.

### **AFLAC Coverage**

The New Castle Community School Corporation offers voluntary plans for all employees. Employees are responsible for the entire premium amounts. An open enrollment is held each year for these coverages.

### **American Fidelity & Section 125**

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

### **Dental/Vision**

The New Castle Community School Corporation offers voluntary plans for all employees. Employees are responsible for the entire premium amounts. An open enrollment is held each year for these coverages.

### **Health Insurance**

Participation in the hospital, medical and major medical insurance program will be available to eligible employees, subject to the following conditions:

1. Participation in the program is voluntary for each eligible support staff employee.
2. The employee must belong to a program which has been approved by the School Board.

3. Eligible employees may participate in a program by paying the employee portion of the monthly premium. The specified employee groups are eligible for single health insurance only.
4. The eligible employee must elect to participate in this program by executing the proper forms within thirty (30) days of hire date. If an eligible employee chooses not to enroll in the insurance program, the board's participating share of the premiums will be forfeited until the next available open enrollment period.

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

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

See individual employment group benefit sheets for detailed information on availability and the percentage of premiums amounts paid. As mandated, the corporation will hold annual open enrollment periods for health/medical coverage.

### **Life Insurance**

A group term life insurance policy in the amounts specified in this section shall be available for each eligible employee.

- a. \$50,000 term life insurance through age sixty-nine (69)
- b. \$33,500 term life insurance commencing at age seventy (70) and through age seventy-four (74)
- c. \$25,000 term life insurance commencing at age seventy-five (75) and continuing thereafter

In the event of accidental death, this benefit shall be doubled the applicable specified amount as enumerated in the above paragraph. Each eligible employee shall contribute one dollar (\$1.00) annually toward the cost of the premium which shall be deducted from the employee's first paycheck of the contract year.

### **Long-Term Disability**

The Board shall provide and enroll each eligible employee in the long-term disability insurance program. Benefits will begin upon termination of a ninety (90) day waiting period. Benefits will be sixty-six and two-thirds ( $66 \frac{2}{3}$ ) percent of salary including Social Security benefits to age sixty-five (65) for sickness or accident. Future increases in Social Security benefits will not be subtracted from the benefits paid by the employee. All pre-existing conditions shall be covered. The employee will contribute one dollar (\$1.00) toward the cost of the annual premium, which will be deducted from the employee's first paycheck of the contract year.

### **Retirement/Pension**

All eligible employees are required to participate in the Indiana Public Retirement System (INPRS) which is a retirement plan for employees administered by the state of Indiana. Under state law, the employee contributes three percent (3%) of their gross salary to this plan through payroll deduction. INPRS is intended to assure the employee of a retirement income related to their salary and the length of service with the New Castle Community School Corporation or other Indiana Public employers.

### **VEBA-Meritain Health (Indiana HRA)**

A retirement savings VEBA plan may be established for eligible employee groups. The Board will contribute up to one percent (1%) of each eligible employee's salary into individual accounts for all eligible employee groups.

### **Worker's Compensation**

In the event of an accident, it shall be the responsibility of the insured to file a report of accidental injury immediately with the Administration Office. If the nature of the accident prohibits the individual from doing so, the report shall be completed by the Administrative Supervisor. In the event of an accident, the employees are covered under the Indiana Worker's Compensation Law.

Sick leave pay will be used to make up the difference between the employee's daily rate and the amount paid by Worker's Compensation. Physician required appointments for follow-up care relative to injuries sustained while on the job within the scope of the employee's responsibilities will be allowed without loss of pay or reduction of sick leave benefits.

Sick leave pay shall, upon the employee's request, be used for any work day not compensable by Worker's Compensation. The employee will be required to use sick leave for the first five days for an eligible injuries. If the employee used sick leave in full day units, upon receipt of Worker's Compensation; payment for the first five (5) work days shall be reinstated to the employee at a rate of two-thirds (2/3) day for each full day unit of sick leave used. Sick leave pay shall be used for any day which is compensable by Worker's Compensation on a pro-rata basis (1/3 day) to make up the difference between the employee's daily rate and the amount paid by Worker's Compensation, including the first five (5) work days, if compensable.

## **Employment Notifications**

### **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

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

### **Families First Coronavirus Response Act**

This act requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

## **Family Medical Leave Act (FMLA)**

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

- ✓ The birth of a child and/or the care of a newborn within one (1) year of the child's birth;
- ✓ The placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- ✓ The staff member is needed to care for a spouse, son, daughter or parent if such individual has a serious health condition; or
- ✓ The staff member's own serious health condition prevents his/her from performing the functions of his/her position.

## **Health Insurance Portability and Accountability Act (HIPPA)**

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

## **Medicare**

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

## **School Safety Specialist**

The New Castle Community School Corporation has trained School Safety Specialist professionals. For a listing of trained personnel, please contact the Superintendent's office.

## **Social Security**

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

## **Unemployment Compensation**

New Castle Community School Corporation pays for unemployment insurance for every employee. Unemployment insurance benefits are designed to assist New Castle Community School Corporation employees in the event of termination through no fault of their own. Support Staff personnel are given reasonable assurance in May of each year indicating their probable return to work and the expected dates each school year where their presence is not required. During these regularly scheduled breaks (fall, winter, spring and summer), the employees are not eligible to receive unemployment benefits.

## **Universal Precautions**

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

*The New Castle Community School Corporation maintains the following:*

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