

# COVINGTON COMMUNITY SCHOOL CORPORATION NON-CERTIFIED HANDBOOK

## NON-DISCRIMINATION CLAUSE

It is the policy of Covington Community School Corporation to comply with the Indiana Civil Rights Act I.> 22-9.1, Title VII and Title VIII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendment), Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1992, the Family Medical Leave Act of 1993, and other applicable state and federal statutes. The Covington Community School Corporation further assures that it will not discriminate against any person on the basis of race, color, religion, sex, national origin, age, or disability, nor will anyone be denied the benefits of, or otherwise be subjected to discrimination in admission or access to, or treatment or employment in the conduct of its educational programs and activities and the operation of facilities.

***Adopted by Covington Community School Corporation Board of Trustees on February 11, 2019.***

***Revision A: January 13, 2020***

***Revision B: February 19, 2020 (Director of Operations replaces multiple director titles – p.3)***

***Revision C: July 11, 2022***

***Revision D: October 9, 2023***

## GENERAL DEFINITIONS

### **Support Staff Employee**

An employee of Covington Community School Corporation (CCSC) whose position does not require teacher/administrator training, licensing, or contract in order to fulfill the role.

### **180/182-Day Employee**

An employee whose position requires them to work 180 or 182 days annually between July 1 and June 30.

### **200/205-Day Employee**

An employee whose position requires them to work 200 or 205 days annually between July 1 and June 30.

### **260-Day Employee**

An employee whose position requires them to work 260 days annually between July 1 and June 30.

### **Instructional Aide**

An employee of CCSC hired to assist with the instruction of children at the discretion of the building principal. Instructional Aide positions may be a component of an awarded grant, such as Title I.

## **GENERAL INFORMATION**

- All support staff employees are at-will employees, meaning either party (employer or employee) may terminate employment at any time for any reason or no reason.
- This handbook is not to serve as a contract.

For payroll purposes, years of experience are determined by number of years employed by the school corporation. Employees who transfer from one position to another while employed by the school corporation with no interruption of service shall receive credit for all work experience attained while employed by CCSC.

Individuals who leave the employment of CCSC, then return at a later point **and time exceeding two years**, will begin over, in regards to their years of experience with the school corporation. **Employees returning in less than two (2) years of separation will be returned to their previous years of experience with the school corporation, as it relates to compensation.**

**Those employees hired new to the school corporation with satisfactory, verified experience in a similar or related field will be awarded one (½) of the years of experience, as it relates to compensation.**

The maximum number of hours a support staff employee is to work is forty (40) per week. Any amount of time in excess of forty (40) hours must have the approval of the employee's supervisor and the Superintendent.

Note: For employees working a role that requires less than 40 hours per ~~week~~, ~~he~~, ~~29~~ ~~hours~~, ~~they~~ are not to work beyond the assigned amount of hours without the approval of the employee's supervisor and the Superintendent.

### **FAIR LABOR STANDARDS ACT (FLSA)**

Covington Community School Corporation will comply with the appropriate portions of the Fair Labor Standards Act as set forth below.

The defined seven-day work week will begin at 12:00 a.m. Sunday through 11:59p.m. Saturday.

The following positions are exempt and non-covered by the Fair Labor Standards Act:

Members of the Board of School Trustees

~~Office~~ Business Manager

Corporation Treasurer

~~Benefits~~ Human Resources Coordinator

Director of Food Services

Director of Operations

Director of Technology

~~Maintenance Staff~~ — Exempt

The exempt positions listed above are to be available at all times for communication and/or call back to work to address immediate needs or emergencies that may arise during work hours, after work hours, weekends, holidays, etc.

Custodial Supervisors ¶¶

Maintenance Supervisors ¶¶

The minimum wage will be paid according to federal guidelines.

Employees covered by the FLSA must be paid at one and one-half times their hourly rate when they work more than forty (40) hours during the defined seven-day work week. Overtime rates apply to work performed ~~voluntarily or~~ at the request of his/her supervisor.

The FLSA requires overtime only if the employee works more than forty (40) hours during the defined seven-day work week. If an employee works beyond his/her normal workday and receives comparable time off during that seven-day period, the law does not count toward the

forty (40) hour week, ie...sick leave,... Vacation and ,Holiday time will not count towards overtime pay each week, and Sick/Personal leave do will not count towards the 40 hour week, as it relates to overtime calculations. Hours not worked and not paid, such asie...an unpaid lunch, or unpaid leave, etc... do not count toward the forty-hour (40) total.

If a compensated position includes a work break, the employee receives pay for the break and the break counts in the forty-hour total.

Employees who work more than one job for the school corporation are eligible for overtime when their total time from all jobs worked exceeds forty hours during the defined work week. This is for employees earning an hourly rate.

Note: This does not apply when an employee works under an independent contract, such as a contracted bus driver.

An employee must have prior approval or direction from their respective supervisor and the Superintendent before working any overtime. The employer will maintain records of overtime worked and compensation for each employee.

The School Corporation does not utilize, nor recognize, compensatory time.

All questions regarding the implementation of FLSA should be directed to the Superintendent of the Covington Community School Corporation.

### **PERFORMANCE EVALUATION**

Support staff employees will be evaluated a minimum of once per year by their respective supervisor. The evaluation report is to be written and discussed with the employee by his/her supervisor and signed by both parties. The supervisor will retain a copy of the original evaluation of which the original is to be placed in the employee's corporation file and a copy given to the employee.

The signature of the employee on the evaluation report does not indicate agreement with the evaluation findings, rather will serve to indicate that the supervisor discussed the evaluation with the employee. The employee may add written comments to the evaluation report before it is placed in the employee's personnel file.

### **GENERAL REGULATIONS AND POLICIES FOR NON-CERTIFIED STAFF**

Covington Community School Corporation will employ support staff within various job classifications to provide health, technology, transportation, food, clerical, maintenance, instructional assistance, and custodial services to support and enhance the educational program.

Violation of Federal laws and regulations, State laws and regulations, Corporation rules, regulations, and/or policies may result in disciplinary action up to, and including termination.

The purpose of this handbook is to inform new and current non-certified employees of various job responsibilities, expectations, rules, and procedures within the Covington Community School Corporation. The handbook is not intended to be construed in any way, as a collective bargaining agreement, or an employment contract.

The content of this handbook may be modified at any time by action of the school board.

### **EMPLOYMENT**

Individuals interested in being employed by Covington Community School Corporation in a non-certified position shall file an application at the Superintendent's Office, where it will remain on file for one calendar year.

### **EMPLOYMENT ELIGIBILITY DOCUMENTS**

Federal regulations require the CCSC to comply with the Immigration Reform and Control Act of 1986. All new employees must complete an I-9 Form and provide proof of their identity and their ability to work in this country. The CCSC is responsible for obtaining the I-9 Form and verifying the eligibility to work in the United States. Employees will be expected to complete the I-9 Form during orientation on their first day of work. CCSC will properly complete the Employer Section of the I-9 Form. If a new employee is unable to provide the necessary documentation within three working days of the date of hire, he/she must provide proof that he/she has applied for the required documents. If this is not provided, the employee will be terminated.

### **EMPLOYMENT QUALIFICATIONS**

Each employee must be true, worthy, of good moral character, and in good physical health.

Where applicable, employees must be eligible to hold a valid license or certification and possess said license or certification prior to being officially employed by Covington Community School Corporation.

Support staff must be aware of the educational program and their responsibility to the children.

Office personnel who are employed in roles requiring bonding, such as treasurers must be bonded in an amount to be determined and paid for annually by Covington Community School Corporation.

### **CRIMINAL RECORD CHECK**

All employees of Covington Community School Corporation are required by state law to report convictions of certain crimes enumerated in state law to Covington Community School Corporation. Each individual employed by Covington Community School Corporation, in a support staff position, will be required, at the time of employment, to have an extended background Criminal History check completed. The cost of the criminal history check will be paid by the candidate for the position.

The results of the criminal history check will be taken into account, when final employment recommendations are made. **CCSC will comply with Indiana Code as it relates to hiring qualifications based on certain convictions.** Further, the results of the criminal history check will be kept on file at the office of the Superintendent.

An employee must renew a criminal background check every five (5) years.

#### **PRE-EMPLOYMENT DRUG SCREENS (BUS DRIVERS)**

After the decision has been made to hire an applicant, an offer of employment will be extended contingent upon the candidate successfully passing a pre-employment drug screen. CCSC will be responsible for determining the facility to be used for the pre-employment drug screen. The candidate will be given directions to the collection site. He/she must report to the collection site with a valid picture ID within 4 hours of being given directions. If the collection site staff discovers that the candidate has not followed the collection procedures or has altered the specimen in any way, the candidate will no longer be eligible for employment.

The candidate should understand that passing the pre-employment drug screen is a part of the employment process. In the event that the candidate does not successfully pass the pre-employment drug screen, the offer of employment will be revoked. If the candidate should have any questions concerning a drug screen, all inquiries should be forwarded to CCSC.

All information, regarding drug screen results [and/or physical exams], will be kept strictly confidential. This information will be kept separately in the employee's confidential medical file in the District Office.

#### **SUPPORT STAFF SELECTION**

The Superintendent shall recommend employment of support staff to the Board of School Trustees.

The building principals and/or supervisors shall screen candidates having indicated interest through the filing of applications for support staff openings and make recommendations for employment to the Superintendent.

Screening of prospective employees may include oral and written inquiries, recommendations from past employers, and a careful analysis of qualifications required for the respective position and work to be performed.

### **SUPPORT STAFF ASSIGNMENT**

The Superintendent shall assign support staff to a position, after consulting with the building principal and/or immediate supervisor. Position transfers may be approved by the Superintendent upon the written request of a respective employee and/or supervisor. The Superintendent may re-assign an employee if it is determined to be in the best interest of the school corporation.

### **PROBATIONARY EMPLOYMENT PERIOD**

Employees new to the corporation shall be considered probationary for the first 365 calendar days. During this time, the employee may be evaluated every 90 days by the respective supervisor. **During the 90 day probationary period, employees are expected to not miss more than two (2) days of work for illness. If an illness or family situation arises, prior permission needs to be secured from the supervisor or superintendent.**

Not later than the close of the probationary period, the supervisor shall recommend continued employment, continuation of probation, or dismissal. If continuation of employment is recommended, employees will be awarded pro-rated leave days. On July 1, following the date of hire, the employee will be awarded full benefits (as it relates to their employment class).

A year of experience will be credited following an employment period of 12 months.

### **SUPPORT STAFF SUPERVISION**

Support staff shall be provided supervision to promote effective job performance and improvement. In-service training may be conducted to improve job effectiveness and skills necessary for each employee to represent Covington Community School Corporation.

### **STAFF ATTENDANCE**

Regular attendance is required of all employees subject to applicable leave provisions, for instructional staff, per negotiated agreement. Excessive absences or tardiness defined within Covington Community School Corporation policy and handbooks, unauthorized leave, or unexcused absences may result in disciplinary action, including termination of employment.

### **TIME REPORTING**

All nonexempt employees must fill out a daily time sheet to record their daily hours worked. All exempt employees may be asked to fill out a daily time sheet, **noting start and end times**. These time sheets are used to compute earnings and are kept as a permanent record. Each employee is responsible for accurately filling out his/her time sheet. Clocking another employee's

timecard in or out, falsifying or altering your own or another employee's timesheet is a violation of policy and is grounds for termination.

**Exempt employees may be asked to fill out daily time sheets that record vacation days and paid leave days taken during the month.**

### **COMPENSATION**

Non-certified and classified employees shall be paid according to pay rates established by the board. Payment shall be made on the established pay date, following the end of each pay period.

### **WORK ASSIGNMENT**

The Superintendent and/or his/her designee, may develop time schedules for all **Non-certified, and certified, and classified** employees.

### **EMPLOYEE CLASSIFICATION**

For purposes of compliance with the Fair Labor Standards Act (FLSA) the Superintendent shall ensure all job positions are classified as exempt, or non-exempt and that employees are made aware of such classification.

### **SUPPORT STAFF RESPONSIBILITIES AND DUTIES**

Support staff members are an important factor in ensuring the mission of Covington Community School Corporation is attained. As such, support staff must represent themselves, the schools, and the school-community with dignity and honor while performing all tasks required of their position.

To provide structure and guidance for employees, job descriptions, which define roles and responsibilities, approved by the Superintendent and the Covington Community School Corporation Board of School Trustees, will be provided for each employee.

Said roles and responsibilities will be maintained and filed at the Covington Community School Corporation district office.

### **DRUG-FREE WORKPLACE AND SUBSTANCE ABUSE**

CCSC is committed to providing a safe, healthy, and efficient working environment for all employees and those who do business with CCSC as well as protecting its reputation in the community. To help achieve this goal, employees are prohibited from:

- ◆ Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- ◆ Consuming alcoholic beverages while on school premises, in school vehicles, or while on school business or; and



- ◆ Abusing inhalants or prescription drugs or possessing prescription drugs that have not been prescribed for the employee by a physician.

An employee who violates this policy is subject to corrective action up to and including termination of employment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence.” Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination or can be considered a “voluntary termination.” If an employee is discharged for violation of this policy, he/she will not be eligible for rehire.

Employees using prescription drugs according to a physician’s instructions or using over-the-counter drugs for medicinal purposes are required to notify CCSC administration regularly in the event such drugs would impair their physical, mental, emotional, or other faculties.

CCSC’s substance-abuse program includes several components to support its efforts to remain drug-free, including:

- ◆ Supervisory training;
- ◆ Employee awareness programs;
- ◆ Drug testing of all applicants;
- ◆ Drug testing after accidents involving injury and/or property damage;
- ◆ Drug testing when a supervisor suspects that an employee is “under the influence” during working hours;
- ◆ Drug testing on a random basis; and
- ◆ An Employee Assistance Program (EAP).

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in the employee’s medical file, which will be maintained separately from the employee’s personnel file. These medical files will be kept locked and secured and access will be limited to certain individuals in CCSC. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals who do not have a work-related need to know.

Employees involved in an accident or contributing to an accident or injury causing more than \$1,000.00 in damage to property or that requires medical attention away from the premises will be screened to determine whether the employee tests positive for drugs and/or alcohol.

If a supervisor suspects that an individual is at work and under the influence of alcohol and/or drugs, the supervisor should notify CCSC superintendent to seek authorization to test the employee. The supervisor will be granted permission to test the employee if sufficient objective symptoms exist to indicate the employee may be under the influence of drugs and/or alcohol. While CCSC does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, CCSC does recognize that addiction to drugs and/or alcohol can be treated. If an

employee recognizes a personal addiction or abuse problem and seeks assistance from CCSC in advance of detection, the organization will assist the employee in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

### **ETHICS AND CONFLICTS OF INTEREST**

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the organization. CCSC needs to know that the transactions employees participate in are ethical and within the law, both in letter and in spirit.

CCSC recognizes that different governmental entities have different codes of ethics. However, just because a certain action may be acceptable by others outside of CCSC as "standard practice," that is by no means sufficient reason to assume that such practice is acceptable at our organization. There is no way to develop a comprehensive, detailed set of rules to cover every business situation. The tenets in this policy outline some basic guidelines for ethical behavior at the CCSC. Whenever employees are in doubt, they should consult with their manager.

Conflicts of interest or unethical behavior may take many forms including but not limited to the acceptance of gifts from competitors, vendors, potential vendors, or customers of CCSC. Gifts may only be accepted if they have a nominal retail value and only on appropriate occasions (for example, a holiday gift). Employees are cautioned not to accept any form of remuneration or nonbusiness-related entertainment. Employees may not sell to third parties any information, products, or materials acquired from the organization. Employees may engage in outside business activities provided such activities do not adversely affect the organization or the employee's job performance and the employee does not work for a competitor, vendor, or customer. Employees are prohibited from engaging in financial participation, outside employment, or any other business undertaking that is competitive with or prejudicial to the best interests of the CCSC. Employees may not use proprietary and/or confidential information for personal gain or to the organization's detriment nor may they use assets or labor for personal use.

If an employee or someone with whom the employee has a close personal relationship has a financial or employment relationship with a competitor, vendor, potential vendor, or customer of CCSC, the employee must disclose this fact in writing to the CCSC Board. The organization will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, CCSC may be forced to ask the employee to tender his/her resignation. CCSC has sole discretion to determine whether such a conflict of interest exists.

### **OVERTIME**

At no time shall a non-exempt employee work more than their regularly scheduled weekly hours, ie...40 hours per week...29 hours per week...without the prior written permission of the respective supervisor. Approval must be obtained from the Superintendent prior to an

employee working more than scheduled weekly work hours per week. Building principals and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act is adhered to.

Employees shall be compensated for overtime worked, at a rate of one and a half times their normal pay for any hours worked over 40 in a workweek. Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.

### **Termination**

The employee and employer relationship is an "Employment At Will" relationship between the Covington Community School Corporation and the employee. Employment with the Covington Community School Corporation may be terminated by the Covington Community School Corporation, or the employee, at any time, without cause. Upon such termination, the employer shall be obligated to pay the employee only for service/work performed prior to the date of termination and any deferred compensation owed the employee.

### **Resignation**

Employees resigning from CCSC must provide at least two (2) weeks notification prior to the separation of employment. Failure to provide two (2) weeks notification shall result in the immediate removal of all corporation provided vacation and fringe benefits. Employees may not utilize vacation and/or leave time (Sick/Personal) once their resignation is submitted.

### **Retirement**

Beginning on the first day following January 1, 2024 the Board will contribute \$10.00/pay to the employee's 403b account for employees working 180-183 days per year so long as the employee contributes \$5.00/pay to the same account. For employees working 184-260 days per year, the Board will offer up to a 1% salary match into the employee's 403b account. Employees must be employed on or after the above date to be eligible for the contribution.

Participation in the Public Employees Retirement Fund for all full-time employees is mandatory and the employee's contribution will be paid by the corporation. Covington Community School Corporation shall pay the 3% to the Public Employees Retirement Fund (PERF) on behalf of the employee.

Employees who have worked for the corporation for ten (10) consecutive calendar years or more and begin to access their PERF benefits, are eligible for retirement benefits as defined below:

- Paid Leave Day Payout
  - 10 Years \$30/Paid Leave Day remaining at time of retirement

- 11-15 Years     \$40/Paid Leave Day remaining at time of retirement
- 16+ Years       \$50/Paid Leave Day remaining at time of retirement

- \$200 x # of Years of Service

This amount will be deposited into the employee's 403b account within 30 days of retirement commencing.

**HARASSMENT AND/OR DISCRIMINATION**

CCSC strives to maintain a workplace that fosters mutual employee respect and promotes harmonious, productive working relationships. CCSC believes that discrimination, harassment, and/or retaliation in any form constitute misconduct that undermines the integrity of the employment relationship. Therefore, CCSC prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, disability, or any other basis protected by federal, state, or local law. This policy applies to all employees throughout CCSC and to all individuals who may have contact with any employee of the CCSC. Furthermore, CCSC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, health, or safety concern.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a harassing and/or discriminatory nature will constitute harassment and/or discrimination when the person involved feels compelled to submit to that misconduct in order to keep his/her position, to receive appropriate pay, or to benefit from certain employment decisions. If this type of misconduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment, it also may be considered harassment and/or discrimination. This behavior can include but is not limited to suggestive or insulting noises, facial expressions, vulgar language, nicknames, slurs, derogatory comments, cartoons, jokes, written materials, and offensive gestures or touching.

CCSC expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee feels he/she has been subjected to any form of harassment and/or discrimination, the employee should report that conduct to **their supervisor or Superintendent unless the offender is the Superintendent. In which case, the Board President or Corporation Attorney should be contacted.** ~~a CCSC Board Member.~~ Employees are not required to approach the person who is harassing and/or discriminating against them, and they may bypass any offending CCSC Official. The person the harassment or discrimination is reported to will take the necessary steps to initiate an investigation of the discrimination and/or harassment claim.

CCSC will conduct its investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, CCSC will not allow the goal of confidentiality to be a deterrent to an

effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

CCSC prohibits retaliation of any kind against employees, who, in good faith, report harassment and/or discrimination or assist in investigating such complaints. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to the CCSC Superintendent within three (3) days of the offense. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending CCSC Official.

### **Social Media Use**

An employee's personal or private use of social media may have unintended consequences. While the school board respects the First Amendment rights of CCSC employees, those rights do not include permission to post inflammatory comments that could compromise the mission of the school corporation, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes conduct by staff members off school property, including from the individuals' private computers. The use of social media should be done in a professional manner, with attention given to the respective staff member's professional responsibilities.

Social media includes such internet-based applications as Twitter, Instagram, Facebook, etc... Which work to create opportunities for interaction between users. CCSC instructional staff is authorized to access social media from the school corporations network, provided such access has an educational purpose, for which the instructional staff member has the prior approval of the building principal.

Personal access and use of social media, blogs, or chat rooms from the corporation's network is expressly prohibited. Such use will subject the student and / or staff member to disciplinary action, up to and including possible termination.

The utilization of social media for the promotion of activities occurring in and around the corporation is approved by the school board. This promotion, as well as that of student and staff achievements, must be approved in advance by the school corporation superintendent.

### Support Staff Classification

Within Covington Community School Corporation, non-certified employees include: full time employees who work 40 hours or more per week, as well as part-time employees working less than 40 hours per week.

### Inclement Weather and/or School Cancellation

When it becomes necessary to change the regular school day or after school activities due to adverse weather conditions, the changes will be reported as follows:

- ~~CCSC Twitter Account~~ @ccsetrojans1
- ~~Staff Remind~~
- School Messenger (Voice and Text Messaging)
- CCSC Website
- Radio and Television Stations, with coverage in the Covington Area

Employees whose workload and schedule is determined by students being present will not report to work when students are not present, unless otherwise directed by their supervisor. ~~If a virtual learning day is used, employees will be assigned online learning modules to complete. Employees will need to complete the module or use a paid leave day to receive compensation. This employee grouping will generally include instructional aides, nurses, and library supervisors, and Food service employees will report for meal service, cleaning, and/or training. Bus drivers will be assigned online modules or will use the time to clean and wash their bus.~~

When a school cancellation occurs due to weather or emergency related issues the work schedule will be as follows:

1. Custodial staff will report to work on their regular schedule. Personal, or vacation leave days may be used on a school day that is canceled or shortened. If an employee is ill on a day school is canceled or delayed by weather or an emergency related issue, a doctor's statement may be required.
2. Maintenance staff members will report to work at their regular time.
3. Employees in a 12-month per year job, will be expected to report to work at their regular time.
4. If an Emergency or Disaster Declaration is made by local government officials, essential personnel may still need to report to work based on the decision of the Superintendent or their designee. Hourly employees reporting during this period will be paid at a rate of 1 ½ times their normal rate. Exempt employees are not compensated for additional pay.
5. Emergency Call-In or After-Hours Call Backs will be paid at a minimum of 3 hours for hourly employees. exempt employees are not compensated for additional pay.

6. Weekend and Holiday Building Checks will be performed by establishing a rotating schedule of maintenance and custodial staff employees. Pay will be based on employment status and current hours worked that pay period.

Note: When conditions do not provide for safe travel to work, the employee is encouraged to utilize their best judgment, with safety always being the overriding factor. In these situations the employee should notify the respective supervisor, with the information being then given to the Superintendent.

Indiana code requires days canceled because of inclement weather be made up. Support Staff employees must work the correct number of days as designated by their job description.

The superintendent of schools may adjust support staff work schedules.

### **Use of Technology**

Covington Community School Corporation provides technology access for those roles requiring its' use for the effective performance of the identified responsibilities. All resources, including technology, shall remain the property of the school corporation. The employee will be accountable for the responsible care and use of technology.

Prior to the utilization of school corporation provided technology, which shall be used for school business purposes only, an employee must review and sign a technology use agreement. The agreement will be aligned to the adopted CCSC technology policy. Annually, an employee will review the CCSC technology policy and sign a technology use agreement.

### **VIOLENCE IN THE WORKPLACE**

The safety and security of all employees is of primary importance at CCSC. Threats, stalking, threatening and abusive behavior, or acts of violence against employees, visitors, customers, and/or school facilities or property by anyone on school property, on a school -controlled site, or in connection with school employment or school business will not be tolerated (even those made in jest). Violations of this policy will lead to corrective action up to and including termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. CCSC reserves the right to take any necessary legal action to protect its employees.

Any person who makes threats, stalks, exhibits threatening behavior, or engages in violent acts on school premises, on a school-controlled site, or in connection with school employment or school business shall be removed from the premises as quickly as safety permits and shall remain off school premises pending the outcome of an investigation. Following investigation, the organization will initiate an immediate and appropriate response. This response may include but is not limited to suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or civil or criminal prosecution of the person or persons involved.

All employees are responsible for notifying administration of any threats that they witness or receive or that they are told another person witnessed or received. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent or that could endanger the health or safety of an employee when the behavior has been carried out on school premises, on a school -controlled site, or is connected to school employment or school business. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened. CCSC understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting employee.

### **LEAVES and ABSENCES**

Employee leaves and absences will be prorated for the time between the date of employment and the end of the initial employment year. ~~The credit for leave and absences will begin to accrue on the beginning date of employment. A full complement of employee and vacation days (if applicable) will be credited to each employee entitled to such absences as a benefit.~~

Leave days charged to the account of each employee will be in half day or full day increments. An absence for one-half day or less will be charged as a half day. An absence of one-half day through a full day will be charged as a full day. The amount of pay for an applicable leave day shall correspond with the length of the employee's workday ~~(ie...a four-hour employee will receive four hours of pay).~~

The official record of employee attendance shall be maintained in the superintendent's office.

The school corporation reserves the right to request a physician's statement to verify the nature of the illness. The school corporation may also elect to obtain additional opinions related to an employee for leave related to illness or disability.

### **Bereavement Leave**

- o Each employee, working 20 hours or more per week shall be eligible to use up to five (5) calendar days of Bereavement Leave on account of a death in the immediate family. ~~Three (3) calendar days of Bereavement Leave will be allowed for aunts, uncles, niece, nephew, and cousins.~~ These days are to be the immediate ~~five (5)~~ days following day of the death. If special circumstances exist regarding arrangements, modification of the use of days may be needed. In these instances a written request to the superintendent is to be made for the rendering of a decision. Superintendent approval is required for any adjustment to the identified leave period.
- o The term immediate family is defined as ~~(includes step and in-laws):~~



- ~~Parents, including Step Parents~~
- ~~Aunt/Uncle~~
- ~~Sibling, including Step Siblings~~
- ~~Spouse~~
- ~~Parents-in-Laws~~
- ~~Grandchildren, including Step Grandchildren~~
- ~~Grandparents, including Step Grandparents~~
- ~~Children, including Step Children~~

Any person regularly living as a part of the employee household:

**EMPLOYEE LEAVE**

Employees working 29 hours, or more, weekly will be entitled to the paid leave days identified below, on an annual basis, following 90 calendar days of employment with Covington Community School Corporation.

- 180-183 day employees 12 Paid Leave Days, Annually
- 184-260 day employees 18 Paid Leave Days, Annually
- School Bus Drivers 6 Paid Leave Days, Annually

~~180/182 and 200/205 day employees will be entitled to 12 Paid Leave Days annually.~~

~~ff~~

~~260 day employees will be entitled to 18/24 Paid Leave Days annually.~~

Employee Paid Leave Days may accumulate up to, but may not exceed, a total of 125 Days.

**Paid Personal Leave** Days may be used as follows:

- To conduct personal business.
- Note: An Employee is expected to provide a minimum of 90 Days notification for Paid Leave Days being planned in advance.
- Note 1: An Employee must submit a request to their immediate supervisor for the use of a Paid Leave Day. Approval will be required from the supervisor and the Superintendent prior to a day being used.
- Accumulated days for non – certified staff will not be paid/purchased when an employee leaves the employment of the school corporation.
- Note: Under no circumstances shall compensatory time be allowed in lieu of an employee having reached their maximum amount of accumulated days.
- A request to use a Paid Leave Day in one-half (1/2) day increments is permissible.
- ~~Paid Leave should not be used to extend school vacations or breaks for those employed less than 260 days. If they are used in such fashion, the employee may be charged days at the rate of 2:1 and/or a physician’s note may be requested. The superintendent may grant exceptions for special circumstances.~~

### **FAMILY and MEDICAL LEAVE ACT**

Employees may find it necessary to take an unpaid absence from work for personal or family medical reasons as provided in the Family and Medical Leave Act (FMLA) of 1993. To the extent an employee's family or personal medical leave qualifies as a leave offered by the school corporation, such leaves will run concurrently.

### **JURY DUTY LEAVE**

When an employee is called for jury duty, he/she shall continue to draw full pay, provided the employee agrees to return all jury duty pay to the employer. The employee does not have to provide reimbursement for expenses and mileage to the school corporation.

### **MATERNITY LEAVE**

The CCSC's family and medical leave is available to employees with at least 12 months of service and who have worked at least 1,250 hours within the preceding 12-month period. If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the birth of a child or to care for a child within the first 12 months after birth. If you have questions regarding maternity leave and the FMLA adopted by CCSC, please contact the administration office.

### **MILITARY / RESERVE LEAVE**

CCSC will abide by all the provisions of the Uniformed Services Employment and Re-Employment Rights Act (USERRA) and will grant military leave to all eligible full-time and part-time employees. Military leave may be granted to full-time and part-time employees for a period of four years plus a one-year voluntary extension of active duty (five years total) if this is at the request and for the convenience of the United States government.

As with any leave of absence, employees must provide advance notice to their supervisor of their intent to take a military leave and must provide appropriate documentation unless giving such notice is impossible, unreasonable, or precluded by military necessity.

An employee's salary will not continue during a military leave unless required by law. However, employees may request to use any vacation or personal leave time accrued during military leave. Benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102 percent of the total cost of their health benefits if they wish to continue benefits.

Upon return from military leave, employees will be reinstated with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for employment within 90 days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

### **PAID HOLIDAYS**

Employees working forty hours per week, during a 12 – month period, shall be eligible to receive the following paid holidays per year:

- 4<sup>th</sup> of July
- Labor Day
- Friday of Fall Break
- Day before Thanksgiving
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Presidents' Day
- Memorial Day
- Good Friday

In the event a support staff employee is unable to report to work the day immediately before or after a paid holiday a doctor's statement certifying the illness may be required.

In the event that students and/or teachers are present at school, certain paid holidays may change into floating holidays, as approved by the Superintendent. If this occurs, supervisors will schedule the floating holiday.

### **VACATION DAYS**

Employees working forty hours per week, during a 12 – month period, shall be eligible for paid vacations as follows:

- On July 1 following date of hire and completion of 90 Day Probationary Period ~~First year of employment~~ – Two (2) weeks paid vacation.

- Following Beginning of 3rd the 5th year of employment – Three (3) weeks paid vacation.
- Following 10 years Beginning of 5th year of employment – Four (4) weeks paid vacation.

Administrative central office staff employed for 260 days annually will receive 4 week vacation upon initial hire.

Vacation time will be allowed to accumulate to 2 times an employee's annual allotment. shall be non-accumulative.

An employee may carry up to five (5) days of vacation to the following year to be used by December 31st.

Subject to the actual hire date of an employee, the Superintendent will pro – rate the actual amount of vacation earned for the respective individual.

Vacation requests must be submitted in written form. No vacation time will be taken the week before school starts or ends, and no vacation time will be taken the first week of school.

Maintenance and custodial staff will be permitted to take 2 weeks of total time off (vacation or PTO) during the period of June 1<sup>st</sup> through August 1<sup>st</sup>.

Vacation time will be scheduled by each employee's direct supervisor.

#### **Mobile/Cell Phone Use**

Employees that are required to be accessible throughout their shift and/or after normal work hours by their personal mobile device will be compensated by providing an annual stipend of \$300.00 (12 months @ \$25.00) to be paid semiannually on the first pay in December and June. Employees will need to provide a copy of their cellular bill prior to December 1 each year to be eligible for this stipend.

Those employees designated in this employee group will be expected to answer their mobile device in order to answer questions and/or possibly be called into work to address an immediate need or emergency.

- Custodial & Maintenance Staff
- Directors of Maintenance, Technology, and Food Service
- Bus Drivers & Bus Aides
- Central Office Staff



## FRINGE BENEFITS

Reference Appendix A for benefits.

### INSURANCE

#### Health Insurance

Covington Community School Corporation may provide a specific amount per year towards the cost of the annual premium, for employees working a minimum of 200 days per school year, of the health insurance plan available for eligible employees **and the Board will contribute \$475.00/month**. The employee's share of the monthly insurance premium must be in the district office before the first day of the respective month.

The Board of School Trustees authorizes the amount to be contributed by the school corporation.

Eligible employees will be notified annually of the school corporation contribution amounts.

The school corporation's contribution toward the cost of health insurance will **commence on the first of the month after the first day of employment. Conversely, coverage will** cease at the end of the month in which the employee or the employee terminates employment, **unless otherwise noted**. Thereafter, the former employee may exercise his/her rights under the Consolidated Omnibus Reconciliation Act (COBRA) of 1985.

COBRA becomes effective if one of the following situations occur whenever an employee becomes disqualified for health coverage under the school corporation plan:

1. Employees eligible for health insurance may keep their health insurance for up to eighteen (18) months after they are laid off, moved to part-time status, or are terminated for a reason other than gross misconduct.
2. Dependent spouse and children may keep their health insurance coverage for up to 18 months if they lose coverage because of one of the reasons given above for former employees. If they lose their health insurance coverage because they cease to be qualified dependents of a former corporation employee because he/she dies, obtained Medicare entitlement, divorces or is part of a legal separation, or a dependent child ceases to be a dependent, then they may keep their coverage for up to 36 months beyond the date they cease to qualify. Either the former employee or the dependent must notify the school corporation within 30 days of the date a dependent qualifies in circumstances in which a worker does not qualify.
3. Those persons who are Medicare eligible or are covered as employees under another employer's plan are not entitled to further coverage.

### **Dental Insurance**

The school corporation may provide a specific amount, for employees working a minimum of 200 days per school year, toward the cost of the annual premium for dental insurance. Individuals working 182 days may obtain dental insurance provided they cover all costs related to the coverage.

The Board of School Trustees authorizes the amount to be contributed by the school corporation.

Eligible employees will be notified annually of the school corporation contribution amounts.

### **Life Insurance**

Following 30 Days of employment, all employees working a minimum of 20 hours per week are enrolled for Life Insurance (\$50,000) and Long Term Disability. The school corporation will cover all but \$1.00 of the Life Insurance premium, per employee, and all but \$1.00 of the Long Term Disability premium. The employee shall pay \$1.00 of the Life Insurance coverage and \$1.00 for the LTD coverage.

### **Workers Compensation Insurance**

The provision of the Worker's Compensation Insurance plan annually purchased by the school corporation covers all employees. Those employees who suffer a job related injury or illness must report the injury or illness in the following manner within the indicated time period:

1. Immediately notify the supervisor of the injury or illness
  - a. If required, report for immediate care to the health provider determined by the school corporation.
  - b. If an employee is injured on the job and seeks treatment and/or long-term care at a facility other than the one designated by the school corporation, the employee may be responsible for the payment of medical claims and treatment.
2. Following notification of the immediate supervisor and obtaining treatment for the injury, the employee must notify the district office to complete the proper forms. This notification must be completed within two (2) working days from the time of the injury or illness. Failure to comply with this timeline may cause the claim not be paid by the insurance carrier.
3. An employee who must be absent from work due to a work-related injury or illness may choose to collect compensation from the worker's compensation insurance or from the use of accumulated sick leave with the school corporation. If compensation by use of sick leave is chosen, any payment sent to the employee by the worker's compensation insurance plan must be deposited with the school corporation. Under no circumstances may the compensation for any day of lost wages exceed the employee's normal daily rate.

## Disciplinary Procedures

Employees of Covington Community School Corporation are expected to conduct themselves at the highest level of professionalism at all times. Further, employees are to represent the corporation's mantra of Rigor – Relevance – Relationships, while representing CCSC.

Individuals violating the above code – of – conduct may face disciplinary action, up to and including termination. Following are infractions which may lead to disciplinary action being taken:

1. Immorality;
2. Insubordination, including direct disobedience to orders or instructions;
3. Substance Abuse;
4. Incompetency;
5. Breach of Employment Duties, including attendance requirements;
6. Failure to adhere to the Rules and Regulations of the School Corporation and/or its' schools;
7. Physical Inability to Perform the Duties
  - a. This will be determined by a competent physician selected by the school corporation. CCSC will fully comply with the Americans with Disabilities Act;
8. Sexual Harassment; and
9. Other Just Cause.

Violations identified in numbers 1, 2, 3, 4, 5, 6, 7, 8, 9 may result in immediate termination. All other violations listed may be dealt with in one or more of the following manners:

1. Employee/Supervisor Conference
  - a. Written Warning
2. Suspension from Employment, with Pay
3. Suspension from Employment, without Pay
4. Termination

Covington Community School Corporation has the discretion to terminate an employee for any offense.

**RECEIPT AND ACKNOWLEDGEMENT FORM**

I acknowledge receipt of a copy of CCSC's Non Certified Handbook and have read it.

I acknowledge all of the handbook's rules, policies, terms and conditions, and agree to abide by them, realizing that failure to do so may result in termination of employment.

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Employee Signature

Date

**DRAFT**