



JAC-CEN-DEL

COMMUNITY SCHOOLS

EVERY CHILD, EVERY CHANCE, EVERY DAY

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EMPLOYEE HANDBOOK

Classified / Support Staff

Effective: July 1, 2022 through June 30, 2024

Adopted by Board Action: June 20, 2022 for a two-year accepted agreement

Amendments made July 1, 2023 by Superintendent Melton and approved June 19, 2023 by board action

WELCOME TO JAC-CEN-DEL COMMUNITY SCHOOL CORPORATION

Whether you are a new employee or have been employed with Jac-Cen-Del Community Schools (JCD) for some time, JCD is pleased to partner with you for the best education for our students. We are extremely proud of our school corporation and hope that you will share this pride as JCD continues to work and grow in a pleasant and mutually beneficial relationship that puts our students first.

Your best performance in your job will make an important contribution to the continued success of our school corporation. Our dedicated employees are vital to our image of excellence. Our goal is to furnish our students with an excellent education, instill in them a passion for lifelong learning, and to be an employer of choice for our employees.

Although this handbook contains information about JCD, its operations and its policies, questions may arise which are not covered by the handbook. Please do not hesitate to share your questions with your supervisor or the Human Resources Department. Again, we are pleased to have you with us. We hope you find your work interesting, challenging and rewarding. Best wishes to you as a JCD employee.

JCD may change its operations, rules, and procedures from time to time, with or without notice to employees.

Although we hope that your employment with JCD is mutually satisfactory and rewarding, your employment relationship with JCD is an "at-will" relationship unless your position is covered by a Collective Bargaining Agreement. This means that either you or JCD can terminate the employment relationship at any time, for any reason or for no reason, and with or without cause or notice.

No representative of JCD, other than the School Board or its designee, has authority to make any agreement or promise of employment for any specified time or to change the at-will status of employment. Any agreement or promise changing the at-will nature of the employment relationship between you and JCD must be in writing and must be signed by the School Board or its designee.

This handbook contains guidelines that correlate with the official school board policies. This version supersedes and revokes all previous practices, procedures, guidelines, and other statements of JCD whether written or oral, that modify, supplement, or conflict with this handbook. In case of a discrepancy with respect to this handbook and an employment contract, the contract will prevail. This handbook may be amended at any time.

The entire listing of school board policies are listed on the Jac-Cen-Del Community School website under the board tab → school policies.

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Amendments made July 1, 2023 by Superintendent Melton and approved June 19, 2023

- **Page 7**
 - Removed reduction of wages for employees under probationary period
- **Page 8**
 - Added “loss of raise eligibility” for use of unpaid days
- **Page 10**
 - Staff reports at delayed starting times on days delayed for weather
 - Staff reports at discretion of supervisor on closed days for weather
- **Page 11**
 - Cafeteria managers decide, based on work load, if employees report to work on e-learning days
- **Page 19**
 - Changed terminology of personal and sick days to discretionary days under one category.
 - Add discretionary days to a minimum of 4 for all part-time personnel who work 185 days.
 - Discretionary days remain on balance until maximum limit is reached.
- **Benefit Charts**
 - Added verbiage about lunch breaks and hours
 - Add actual times of day to charts rather than hours so employees have specific start and end times.
 - Change all life insurance to \$50,000 with exception of bus drivers who are grandfathered in at \$24,000.
 - Added and deleted job categories as needed.
 - Added discretionary days to all employees working 185 days per year.
 - Changed cafeteria maximum accumulated days to 90

HUMAN RESOURCES GUIDELINES

- All employees are subject to a criminal history search. The search includes, but is not limited to, national and local criminal databases, sex-offender registries, driving records, and Expanded Child Protection Index (IC 20-26-5-10). There is a nonrefundable charge that will be paid by the employee for this service.
- The school corporation will require an expanded criminal history search on an employee every five (5) years. As of July 1, 2016, JCD will conduct annual updated expanded criminal history checks and expanded child protection index checks for at least one-fifth (1/5) of the number of employees who are employed by the school corporation. (IC 20-26-5-10.) The cost will be paid by the corporation. No one should begin working without clearance from Human Resources.
- The Board, upon the recommendation of the Superintendent, shall approve each staff position. Once the position is approved, the Board delegates to the Superintendent the authority to employ staff for that position. Staff shall be assigned by the Superintendent or his designee.
- Salary schedules and fringe benefits shall be reviewed annually. The Superintendent may recommend adjustment at that time. The Superintendent or designee shall notify staff of any changes.
- Employees are categorized by job class/group. Building location is not a means to categorize employees. Assignment is at the discretion of the Department Supervisor, Building Administrator or Superintendent.

GENERAL WORK RULES

The primary role for Jac-Cen-Del Staff is to support and enhance the whole school program. The Board believes that employees prefer to work where people respect each other and work together. The Board presumes that each employee knows the difference between right and wrong. Therefore, the Board expects each employee to use good judgment.

It is the responsibility of all corporation employees to conduct themselves in accordance with corporation policies and procedures which are consistent with the safety and rights of others. A key part of this is the employee's attitude toward his/her responsibilities and his/her co-workers.

- All employees of the corporation are recognized as mature and adult individuals and their personal attire and conduct should reflect the professionalism of the district and a role model for the pupils to follow as a part of the learning process. The use of vulgar and/or offensive language while at school or attending a school event is considered unprofessional and is not permitted.
- Employees shall contribute to sanitary conditions and promote good housekeeping on corporation property.
- Employees may only post, alter, or remove information from bulletin boards or from corporation property with approval from their building administrator or immediate supervisor.
- Employees shall operate, use or possess corporation machines, tools, or equipment only when they have been assigned to do so by their supervisor.
- Employees shall pursue their assigned responsibilities in an active and alert manner.
- Employees may only remove corporation owned property from school buildings or grounds with specific authorization from the building administrator or immediate supervisor.
- Employees may only leave their building or workstation during working hours with permission from the building administrator or their immediate supervisor unless an emergency situation exists.
- Employees shall not report to work under the influence or in possession of alcohol or illegal drugs. Furthermore, employees shall not be under the influence or in possession of alcohol or illegal drugs on corporation property. Violations of this work rule may result in discharge.
- Any solicitation for contributions or campaigns made within the corporation buildings must be approved by the Superintendent in advance.
- Any employee who accepts outside employment which interferes with his/her performance as an employee of the corporation may be discharged. Employment at Jac-Cen-Del Community Schools must be considered primary employment.

- Bus drivers are not permitted to use their school bus for personal use.
- Jac-Cen-Del encourages employees to share information with co-workers and with those outside the company to gather information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public, and, therefore, needs to be posted at extreme caution. Further information regarding policies and discipline for abuse of social media, employees should refer to section 7540 of the Jac-Cen-Del Community School Corporation administrative guidelines found on the School Corporation's website at www.jaccendel.k12.in.us.

As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, You Tube, Instagram, and Snapchat, among others.

- There are rules set in place for disciplinary action for employees who commit an offense in violation of the policy. A section later in the handbook will guide you through this policy.

NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The school corporation does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the corporation's employment opportunities, programs, and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment.

EMPLOYMENT GUIDELINES

EMPLOYMENT OF STAFF

The school recognizes that it is vital to the successful operation of the corporation that positions created by the Superintendent be filled with qualified and competent staff.

The Board shall approve the employment for each staff member employed by this corporation per Superintendent recommendation. No other representative of the corporation has the authority to enter into any agreement for employment for any specified period of time with a staff employee. All staff employees not covered by the terms of a negotiated agreement are "at-will" employees. Their employment can be terminated with or without cause at any time. Employee start date must be the actual date an employee begins work.

At the conclusion of each school year, all “At-Will Employees” will receive a “Letter of Assurance”. This letter provides notice of reasonable assurance of continued employment with the district when the school term resumes after a scheduled school break. By virtue of this notice, please understand that you are not eligible to receive unemployment insurance benefits drawn on school district wages during any scheduled school breaks including, but not limited to, the summer, winter, and spring breaks under Indiana Code 22-4-14-7. This notice does not apply to 260 day employees.

THIRTY (30) DAY PROBATIONARY PERIOD

Hourly employees that are hired new to Jac-Cen-Del Community School Corporation will be on a probationary period for thirty (30) working days from date of hire.

Probationary personnel shall be evaluated at the end of the 30-working day probationary period and recommended for full employment status, termination, or extension of the probationary period.

If approved for hire, the employee’s number of paid days off will be eligible for will be computed from the date of hire. Their hire date will be recorded as the start of their probationary period.

If the employee is recommended for hire, medical, vision, dental, and life benefits shall be effective on the first billing date, following the conclusion of the probationary period. If recommendation for hire is on the first of the month, effective date is the date of hire) as long as the application form is received within 31 days of the effective date of the coverage.

During a probationary period, employees will NOT receive:

- Paid time off (this includes holidays, sick, vacation, personal, bereavement, etc.)
- PERF benefits.
- Medical, dental, vision, or life benefits

The Superintendent will review extenuating circumstances and has the right to waive a probationary period.

ATTENDANCE

Employees are expected to report for work on time, on a regular basis. Employees who are going to be late or absent for any reason, are expected to notify their building administrator or immediate supervisor as far in advance of their starting time as possible. It is the employee's responsibility to insure that proper notification is given. Asking another employee, friend or relative to give this notification is not considered proper, except under emergency conditions.

Employees who fail to give proper notice when absent may be subject to discharge. Unauthorized leave, such as abuse of sick leave or workdays missed without pay, is defined as non-performance of duties and responsibilities as assigned by the Superintendent and may result in the initiation of dismissal procedures, loss of salary or such disciplinary action as may be recommended by the Superintendent.

HOURS WORKED AND OVERTIME

The Superintendent of Schools determines normal work hours.

Every employee is assigned to a regular job with regular hours unless illness, absence, vacation or other circumstances make it necessary to transfer an employee to a job other than his/her regular one.

Scheduled overtime is worked only when necessary and pre-approved by the Superintendent or designee. Emergency overtime is at the discretion of the immediate supervisor.

Overtime is calculated on actual hours worked each week in excess of forty (40). Paid holidays, paid vacation, or any other paid time off, does not count as hours worked when calculating overtime pay.

UNPAID DAYS

A day without pay occurs when an employee misses a regularly scheduled workday and has no appropriate leave time or does not qualify for leave time to use on that day. When time without pay occurs, the employee will not receive compensation for that day and will be subject to discipline.

In extenuating circumstance only leaves of absences without pay may be granted, but must be approved by the Superintendent, and reviewed on a case-by-case basis. Employees who do not get approval for unpaid leave will be disciplined. Under no circumstances will an unpaid day be granted if there is any available balance of sick or personal days on the employee's balance.

Furthermore, sick, vacation, and personal days cannot be earned if not working. Earned days will be prorated for the next period based on actual days worked.

Number of Occurrence	Discipline
1 st Unpaid Day/Occurrence	Letter of Expectation
2 nd Unpaid Day/Occurrence	Written Reprimand
3 rd Unpaid Day/Occurrence	Not eligible for raise of upcoming year
4 th Unpaid Day/Occurrence	Discipline up to termination

EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

The Jac-Cen-Del Community School recognizes and is willing to provide compensation to support staff employees who are willing to perform extra duties that would be in the best interest of the school corporation. Such part-time employees may be members of the corporation's classified staff/support staff provided that the position does not conflict with the employee's regular employment.

In order to qualify for this compensation, the Superintendent must approve the program and make recommendation to the School Board for their approval.

EMPLOYEE TIME RECORDS

Verifying hours worked on the classified staff timesheet is mandatory. The numbers reported on each timesheet must reflect **actual hours worked and not include lunch breaks**. If timesheets are not complete, inaccurate, or unreadable, it will be returned to the employee for correction. If timesheets are not submitted by deadline, for processing to the bank, it will not be processed until the next pay period. Timesheets are not a source for commenting and should only include the hours worked and coding for days off.

Falsification of the classified staff timesheet is a serious violation of the terms of employment and may result in immediate discharge. Employees who have questions concerning the timesheets should contact their supervisor or the Payroll Department.

Wages are earned and will be paid only for days and actual hours worked, authorized leave days, authorized holidays, or paid vacations. **Wages and compensation are based on assigned number of hours and days per category. (See benefit charts by category of job title).**

Overtime hours must have prior approval, must be documented on the timesheet, and must be signed by the immediate supervisor.

The State Auditors require that each employee sign his/her timesheet, so it is mandatory that each employee do so. This verifies that the reported hours are accurate.

If an error occurs on a timesheet due to the employee's oversight, the correction will be made the following payroll date.

DIRECT DEPOSIT OF PAY

All employees will have their pay electronically deposited into a banking account of their choice. Employees will sign up for an electronic deposit at time of hire with the Payroll Department. Tax documentation is also delivered via the electronic system. Employees are responsible for creating their account and managing their pay advices and tax statements.

If an employee is enrolled in insurance benefits or any other voluntary benefits that requires payroll deductions, they will have deductions withdrawn from any checks they receive with a large enough net pay to do so. This includes summer employment checks.

SCHOOL DELAYS AND CLOSINGS DUE TO WEATHER

In the event any of the Jac-Cen-Del schools experience inclement weather, we will follow the Indiana Homeland Security color-coded system to determine if the schools will be open for normal operation. Weather related closure days will be made up at a scheduled calendar time and **will not** result in e-learning days.

In cases of delayed start times and school closures the following will apply:

	·Aides ·Bus Drivers ·Cafeteria Staff ·Clerical Staff ·Specialists	·Maintenance ·Custodial	·Administrators ·Technology
School Delay	Begin work at delayed start or at direction of supervisor (Be sure to adjust time on timesheet)	Direction of Supervisor	Delayed starting time.
School Closing	Do not report to work Leave time is unavailable for use (Days will be made up per calendar)	Direction of Supervisor	Supervisor Discretion. If supervisor wishes you to report to work and you feel it is unsafe to do so, you can use an earned day off.
NOTICE: No compensation will be extended to support staff employees for working from home. If you cannot physically be in attendance at your building, pay will not be granted. Days will be made up according to school calendar.			

Employee safety is the primary concern for travel during inclement weather. Please follow the emergency orders for your county. Hourly staff will be paid for actual hours worked. Hours must be reported correctly on the timesheet.

INDIANA DEPARTMENT OF HOMELAND SECURITY – COUNTY TRAVEL LEVELS

If the county you live in or Ripley County is under an alert, the following will apply:

Warning level (RED) – the highest level and travel may be restricted to emergency management only. Therefore, if the county is under RED, do not come to work. This is a non-recordable absence under this alert and employees will receive normal wages.

Watch level (ORANGE) – conditions are threatening to the safety of the public. If you feel strongly that you are a risk by driving to work, then we trust you to make the safest decision possible. However, if school is in session at the buildings, you will be required to report to work. This level of alert would require you to use an accumulated day off (sick, vacation, or personal) if you decide that it's too risky, it is your responsibility to notify your manager. We ask that you please make your best effort to come to work when you can safely do so.

Watch level (YELLOW) – lowest level and travel or activities may be restricted, hazardous situations may warrant caution in certain areas. All support staff employees will be expected to report to work if the corporation is open.

PROFESSIONAL DEVELOPMENT / E-LEARNING DAYS

These days are pre-planned and scheduled days throughout the school calendar year and count towards meeting your annual days. **On these days ALL support staff will report as listed below:**

- **Cafeteria staff**
 - Supervisors have the discretion of whether employees report or not depending on the work load available. If employees are requested to work and do not show up, they will not be paid for the day and be subject to disciplinary measures.
- **Aides, Office Personnel, Technology, and Specialists**
 - Will report to their buildings for normal duties and complete normal schedule of hours. Employees must complete their timesheet with actual hours worked. If employees do not report to work it will be counted as an unpaid day and subject to disciplinary measures.
- **Custodial / Maintenance staff**
 - Staff will report to work at normal schedule and perform normal duties and hours.

- **Bus drivers**

- Must report to high school on scheduled professional development / e-learning day and complete 3 hours (7:00 am to 10 am). There will be no exceptions in the time frame or day they are to complete this. It will be held on the Professional Development / E-Learning Days.
- Assignment of duties and/or training will be conducted by the transportation director.
- If a bus driver makes the decision not to come in they will be required to use a sick day.
- Drivers will be paid their normal daily rate of pay only if they complete their 3 hours of time or use a sick day.
- The special-ed route still runs, even on these days, so the driver is exempt from attending the morning session.
- Those drivers that run a route and work as aides will attend the morning bus session then report for the rest of the day in their aide position.
- The SCC route is an additional route that is compensated separately, therefore this route driver will still be required to attend the morning session to be compensated for their daily route. The SCC driver will not receive compensation for the SCC route unless the route is actually driven that day.
- The McKinney-Vento route is an additional route that is compensated separately, therefore this route will not be paid on these days.
- ***Bus drivers who are classified as substitutes or previously retired from the corporation are not compensated for professional development/e-learning days*** and will not attend morning sessions unless a mandatory safety training is being held. Substitutes are not guaranteed a number of days, therefore, not compensated.

PANDEMICS, EPIDEMICS, ETC.

Jac-Cen-Del Community School Corporation will work with Federal, State and Local authorities to ensure that measures are in place to address evolving concerns associated with pandemics / epidemics. The Corporation recognizes that pandemics / epidemics may significantly impact the workforce. Policies and procedures will be put in place as the need arises and all employees will be made aware of them.

LACK OF FUNDING, NATURAL DISASTERS, COURT ORDERS, PUBLIC INSURRECTIONS, WAR

Policies and procedures will be put in place as the need arises and all employees will be made aware of them.

COVID 19

While safety is the primary concern for all employees at all times, due to COVID-19, our safety regulations are frequently enhanced and updated more than normal. Please contact your building administrator regarding the safety plan for your building. District safety information will be shared via school messenger and email. Employees are responsible for staying informed of the contents of all district messages.

EMPLOYMENT RECORDS

CHANGE OF EMPLOYMENT STATUS

When an employee is interested in a posted position, he/she must apply for the position through the central office. Assignments will be made to best meet the needs of JCD. When an employee changes job classifications and/or pay status, any changes in benefits will become effective as determined by the Human Resources Department.

CHANGE OF PERSONAL STATUS

You must notify Human Resources if you have any changes in address, marital status, beneficiary, or in the number of dependents you claim. You may need to complete new tax forms, insurance change forms, and your health insurance coverage may change. For insurance purposes, you must report a change in status within **thirty (30) days** of the qualifying event.

PERSONNEL FILES

All employee records are confidential and are protected by Federal law. There is limited access to all records. Employee records shall be available only to the employee and designated school officials. An employee may review the contents of his/her file by notifying Human Resources in writing.

RETURNING TO WORK AFTER RETIRING

If an employee returns to work after retirement they will be considered a sub. Subs are not guaranteed employment. As a sub no benefits are extended to the employee. At any time during their sub employment they can be replaced by a candidate who applies for the position as a full-time employee and is approved.

DISCIPLINARY ACTIONS AND DISMISSAL

Inappropriate conduct of employees will not be tolerated by JCD. Reasonable effort shall be made to avoid the necessity of dismissing employees at any level. This is not an exhaustive list of conduct that will subject an employee to disciplinary action; but, is set out merely as examples of unacceptable conduct.

- Immorality;
- Insubordination, which means a willful refusal to obey the state school laws or reasonable rules adopted for the governance of the school building or the corporation;
- Justifiable decrease in the number of employment positions;
- Breach of confidentiality;
- Incompetence;
- Neglect of duty;
- A conviction for an offense listed in I.C. 20-28-5-8(c); or
- Other good and just cause;
- Reporting to work or working after consuming or being under the influence of alcoholic beverages or drugs;
- Bringing alcoholic beverages or illicit drugs onto school premises or to school sponsored events;
- Being arrested or having charges filed, with or without a subsequent conviction, depending on the circumstances of the underlying action that resulted in legal action being initiated against the employee, whether during the workday, at a school-related event or during the employee's personal time.
- Theft of school property;
- Falsification of employment application or time records;
- Threats and/or acts of violence;
- Repeated violations of school corporation regulations;
- Attendance policy violations;
- Violation of social media policy;

1. The following guideline will be followed in handling disciplinary actions; however, depending on the severity of the infraction, an employee could be terminated on a 1st violation occurrence.

Number of Occurrence	Discipline
1 st Occurrence	Letter of Expectation
2 nd Occurrence	Written Reprimand
3 rd Occurrence	Three (3) Day Unpaid Suspension
4 th Occurrence	Discipline up to termination

2. Letter of Expectations*: A Letter of Expectations will be prepared by the employee's supervisor that sets out the work/conduct related expectations of the job being performed. A meeting will be held by the supervisor with the employee to review the expectations. The signed letter will be kept in the employee file.
3. Written Reprimand: A written reprimand is a formal notice of a performance problem or inability to follow established policy. A written reprimand serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
4. Suspension: For offenses warranting disciplinary consideration above the level of written reprimand, the supervisor will bring the matter to the Superintendent for evaluation. The Superintendent will consult with General Counsel. Depending on the severity of the offense a suspension may be invoked. If invoked, the suspension will be without pay.
5. Termination: For discipline resulting in a termination recommendation, a suspension without pay will continue until such time as the Board of School Trustees votes on the Superintendent's recommendation that the employee be terminated.

HARASSMENT

It is the policy of Jac-Cen-Del Community Schools to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the corporation's employment opportunities, programs, and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment. This commitment applies to all school corporation operations, employment opportunities, programs, and activities. All students, administrators, teachers, staff and other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment

BULLYING

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more employees with the intent to harass, ridicule, humiliate, intimidate or harm that/those employee(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by anyone that is severe or pervasive enough to create an intimidating, hostile, or offensive working environment; cause discomfort or humiliation; or unreasonably interfere with the individual's work performance or participation; and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, sexual violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property. In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against an employee that:

- Places an employee in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially interfering with an employee's performance, opportunities, or benefits;
or
- Has the effect of substantially disrupting the orderly operation of a school corporation.
- <https://tinyurl.com/2p95k5bj>

WORKER'S COMPENSATION INSURANCE

Employees regardless of work schedule are covered by worker's compensation insurance at no cost to the employee.

According to I.C. 22-3-3-7(a), when a compensable injury renders an employee unable to work, compensation for lost wages is paid starting on the eight (8th) day. However, if the employee is still disabled on the twenty-second (22nd) day after the injury, the employee will receive compensation for the first seven (7) days.

An employee injured while on duty that results from an accident arising out of their job assignment may be eligible for benefits from worker's compensation insurance. Jac-Cen-Del Community Schools will determine the health care provider for medical services rendered for worker's compensation injuries.

Indiana Law shall control the payment of benefits for qualifying Worker's Compensation injuries.

In order to receive benefits from this insurance, an employee must submit a completed "Injury Report Form" to the Administrative Assistant in their building, without regard to position. Forms are available from building administrators, immediate supervisors or the Human Resources Department. The completed "Injury Report Form" must be submitted to the Human Resources Department within twenty-four (24) hours of the time of injury.

Scheduled follow up visits with the health care provider must be kept and documented. Documentation should be sent to the Human Resources Department. Failure to comply with the appropriate follow up visits and reporting could result in the claim being closed and the employee assuming the costs for the medical services. Employees should work with their supervisor to make sure their duties are covered. Employees should take time to go to the appointment and return to work afterwards unless otherwise specified by the doctor.

LIGHT DUTY/RETURN TO WORK

If an employee is off work due to a worker's compensation injury and presents medical documentation from a certified medical provider of being capable of returning to work in a light duty capacity in any position available within the corporation for which the employee is capable of performing, the employer will work with the employee to determine if light duty is available based on the medical restrictions presented. If a light duty position is available that can be performed by the employee, said employee will be allowed to return to work subject to the employer's right to be provided with continuing medical verification of the light duty status.

INSURANCE BENEFITS ELIGIBILITY

Employees are eligible for medical, vision, dental and life insurance as stated in those sections only if they are a full time employee (working 30 hours per week) as defined by The Affordable Care Act (ACA). Medical, vision, dental, and life benefits shall be effective on the first billing date after the date of hire (if hired on the first, effective date is the date of hire) as long as the application form is received within 31 days of the effective date of the coverage and the probationary period has been complete.

If an employee is enrolled in insurance benefits they will have deductions withdrawn from any checks they receive with a large enough net pay to do so. This includes summer employment checks.

Plans rates and providers are negotiated on a yearly basis and explained to employees at open enrollment or date of hire

GROUP HEALTH INSURANCE

Group health insurance may be available to eligible staff. The corporation will contribute a stipulated amount of the premium for each employee depending on the eligibility of the employee. The employee will pay the balance of the premium through payroll deduction in either eighteen (18) deductions or twenty-six (26) deductions depending on job classification.

DENTAL INSURANCE

Dental insurance may be available to eligible staff. Premiums vary depending on job classification and whether the employee is enrolled in medical insurance. If an employee is required to pay the premium through payroll deduction it will be deducted in either eighteen (18) deductions or twenty-six (26) deductions depending on job classification.

VISION INSURANCE

Vision insurance may be available to eligible staff. This is a voluntary benefit paid solely by the employee. The employee will pay the premium through payroll deduction in either eighteen (18) deductions or twenty-six (26) deductions depending on job classifications.

LIFE INSURANCE

Life insurance and accidental death and dismemberment are provided by Jac-Cen-Del Community School Corporation in the face amount indicated on the benefit chart until such time as the contract with the subject carrier reduces such benefit amount according to the carrier's "Reduction Formulas".

SUPPLEMENTAL INSURANCE

Employees are offered the opportunity to sign up for a variety of different supplemental insurance plans through our Third Party Administrator. All policies will be deducted through payroll at full cost to the employee. The employee is responsible for the maintenance of these policies by directly contacting the TPA.

TERMINATION OF BENEFITS

Termination of service, voluntary or involuntary, cancels all rights to insurance programs being paid for by the corporation. COBRA benefits are available as per the Health Insurance Portability Act of 1996.

HEALTH SAVINGS ACCOUNT

Health Savings Accounts are optional, however, employees must select the corporation HDHP in order to be eligible for the health savings account. **It is the employee's responsibility** to track their contributions so they do not go over allowable yearly amount.

PAID LEAVE BENEFITS

Employees are eligible for paid leave equal to their daily hours if their schedule is Monday through Friday through the entire school calendar year. If an employee works less than a Monday through Friday schedule they are not eligible for paid leave.

If an employee is on an unpaid leave of absence, or takes unpaid days off, discretionary days and vacation days will not be earned during that period. Days will be prorated and the employee will earn days based on actual days worked. This is done by dividing the number of days worked by the total number of days listed on their classification chart. This number would then be multiplied by the actual rate to determine how many days of sick, personal, and vacation days will be added to employee's records.

Support staff will not be permitted to take the day before or after a scheduled holiday or break unless approved by the Superintendent for extenuating circumstances.

Support staff employees will not be granted leave the first or last week of school unless approved by the Superintendent for extenuating circumstances.

All time-off requests must be submitted for approval to the building administration. The building administrator has the right to grant or deny leave request depending on the department's workload and staff availability.

DISCRETIONARY DAYS

There is no payout of discretionary days upon employee termination/resignation.

Any unused discretionary days at the end of the school year will roll up until allotted maximum amount of days is reached.

Discretionary days are earned as follows:

- Full amount of days listed on benefit chart if hired prior to December 31 of current school calendar year and added to employee's records as of first day of school or date of hire.
- ½ amount of days listed on benefit chart if hired after January 1 of current school calendar year and add upon date of hire.

VACATION DAYS (12 MONTH/260 DAY PERSONNEL ONLY)

Employees receive 15 vacation days each year in July that are to be used from July 1 to June 30 of that school year. Any days not used during this time period will be forfeited at the end of each vacation period. Days are not given based on prior year's employment rather given up front for the year currently being worked. The employee shall schedule vacations with their immediate supervisor.

New 260-day employees will be awarded vacation days as follows:

- 15 vacation days the first July following their date of employment.

Note: Vacation leave will be equal to the number of hours normally worked per day.

PAID HOLIDAYS (12 MONTH/260 DAY PERSONNEL ONLY)

8 paid holidays are granted to **260 days a year** support personnel. Temporary, 18-pay personnel, part-time personnel (under 30 hours a week), personnel under probationary period, and substitute personnel will not be paid holiday pay.

Fourth of July	Labor Day	Thanksgiving Day	Day after Thanksgiving
Day before Christmas	Christmas Day	New Year's Day	Memorial Day

Generally, holidays falling on Saturday will be celebrated on Friday and holidays falling on Sunday will be celebrated on Monday. The administrator/supervisor may change this Saturday/Sunday procedure as necessary. As a rule, holidays will not be scheduled as work days, however, the administrator/supervisor reserves the right to assign personnel to work during holidays, and times of shut down due to unforeseen circumstances, such as emergencies, scheduled activities, etc.

BEREAVEMENT LEAVE

Qualifying employees shall be granted the following bereavement days, without loss of compensation, for the purpose of bereavement under the following guidelines:

- All days must be taken within first 10 calendar days after death.
- Attendance sheet must be accompanied by an obituary or prayer card from the service.
- The number of days approved vary depending on relation as listed below:
 - **Spouse** (current) – 7 days
 - **Immediate Family / Step Relatives** (current family) - 5 days (son, son-in-law, step-son, daughter, daughter-in-law, step-daughter, father, father-in-law, mother, mother-in-law, brother, sister, grandchild, step-father, step-mother, step-sister, step-brother)
 - **Grandparent / Step Grandparent** (current family) - 3 days
 - **Brother-in-Law / Sister-in-Law** - 2 days
 - **Uncle, Aunt**, (great-aunt/uncle do not qualify) **First Cousin, Niece, and Nephew** - 1 day
 - **Pallbearer** - 1 day
- No bereavement pay will be extended if:
 - Employee works under 30 hours per week.
 - Employee is not attending services or service is held on a non-scheduled work day (for those relations that you are given one day of paid leave)
 - Death occurs while an employee is not actively working, on a scheduled holiday, on scheduled break, or on other scheduled paid or unpaid day off.

LEGAL LEAVE/JURY DUTY

In the event an employee is called to jury duty or subpoenaed to appear as a witness in court during any workday, such employee shall submit proof of the days served and any check received for such services, excluding payment for meals and transportation to the office of the school district Treasurer in the Business Office, and a full payment shall be made to the school employee for any day(s) missed. If documentation of the jury duty and the check are not received, the employee will be charged an annual day (if available) or an unpaid day (if an annual day is not available). This section shall not apply to a legal proceeding filed by the Association or any agent of the Association arising from employment outside the school corporation or matters of a personal nature. Jac-Cen-Del reserves the right to verify any documentation submitted.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The federal Family & Medical Leave Act (FMLA) requires public school employers to provide eligible employees with unpaid leave. There are two types of leave available, including the basic Twelve (12) week leave entitlement (Basic FMLA Leave), as well as the military family leave entitlements (Military Family Leave

ELIGIBILITY FOR FAMILY AND MEDICAL LEAVE

Employees are eligible for FMLA leave if they:

- Have worked for JCD for at least twelve (12) months in the last seven (7) years; employment more than seven (7) years prior may count towards the twelve (12) months, if the break in service is the result of certain military service;
- Have worked at least 1250 hours for JCD during the twelve (12) calendar months immediately preceding the request for leave; and
- Are employed at a work site that has fifty (50) or more employees within a seventy-five (75) mile radius.

Employees with any questions about their eligibility for FMLA leave should contact the Human Resources Department for more information.

BASIC FMLA LEAVE

Employees who meet the eligibility requirements described above are eligible to take up to twelve (12) weeks of unpaid leave during any twelve (12) month period for one of the following reasons:

1. To care for the employee's son or daughter during the first twelve (12) months following birth.
2. To care for a child during the first twelve (12) months following placement with the employee for adoption or foster care.
3. To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition.
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth.
5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

FMLA does not run concurrent with paid time off. Anyone on FMLA may not hold any position outside JCD and is not eligible for extra-duty pay while on leave.

PAID TIME OFF USED PRIOR TO FMLA

JCD School Corporation requires employees utilizing FMLA leave to have exhausted all annual personal leave, annual sick leave, accumulated sick leave, or other paid leave before using unpaid FMLA leave.

Failure to make proper arrangements for a leave of absence with Board of School Trustees approval may result in the employee being dropped from his/her current group insurance plan(s).

TAX DEFERRED PLANS

VOLUNTARY TAX DEFERRED PLANS - 403(B)

Several years ago Congress provided that school employees might choose to designate a part of their salary to be set aside by their employer and paid directly to a company which provided a deferred or tax sheltered annuity. The purpose of a tax-deferred annuity is to defer that portion set aside from being included in current income subject to income tax. The holder of the contract would pay this money at retirement when his annual income would presumably be less. It is a legal way to defer paying income taxes on current earnings.

Jac-Cen-Del Community School Corporation will withhold the amount and pay directly to the company the amount authorized by you. The Corporation will pay no part of the contributions. Annuity withholdings are a three-way agreement with the employee, the employer, and the annuity company and must be written as such. Changes can be made only by consent of three parties. The Corporation makes no recommendation or endorsement of companies providing tax-deferred annuities.

Employees are eligible to participate in voluntary retirement accounts. Enrollment periods are at the beginning of an employee's employment and at the beginning of each school calendar year. If you are interested in making voluntary contributions to a voluntary Tax Deferred Plan, please contact the Human Resources Department.

- Changes in withholdings can be made if the corporation is notified in writing.
- All communications pertaining to tax deferred annuities must be handled between employee and advisor.

INPRS

Indiana Public Retirement System is the state retirement entity for full-time public employees. The school contributes both the employer and employee shares on behalf of the qualifying employee. Please refer to the INPRS Member Handbook or the website for an explanation of benefits. Membership in INPRS may begin with the first (1st) day of employment and represents TRF for certified employees and PERF for non-certified employees unless employee has a thirty (30) day probationary period. If an employee has a waiting period, membership in INPRS will begin on the first pay following their thirty-first (31st) calendar day of employment. Employees are encouraged to create a profile on the INPRS website <https://www.in.gov/inprs/>. Important retirement information may be found on this site.

RETIREMENT PAY

Non-certified staff members, who retire with the school corporation after attaining the age of fifty-five (55) years, shall be granted retirement for their accrued but unused sick leave days, subject to the following conditions:

- The employee must have ten (10) or more years of continuous service with the school corporation prior to retiring from employment.
- Said retirement pay shall be at the rate of thirty-five dollars (\$35) per day for each day of accumulated sick leave.
- Said retirement pay shall be paid within thirty (30) days of the employee's last work day.

RESPONSIBLE USE/INTERNET SAFETY

Jac-Cen-Del Community School believes that information available through the Internet and other telecommunications services will provide valuable resources for our faculty and staff, resources that are simply not available through more traditional means of obtaining information. By offering this service, the goal is to promote learning through curriculum-based projects that take advantage of the unique resources available through Internet and other services.

The unprecedented access to computers and people from around the world provided through the Internet means that total control of staff access to resources is not possible. While every effort will be made to restrict employee access to inappropriate materials, a user intent on locating such materials may find them

The use of a school-sponsored account to any telecommunications network requires responsible, ethical, and legal use of the network resources. If a user of a school-sponsored account violates any of these guidelines, his or her access to an account will be terminated and future access denied. Additional penalties may be incurred as well, commensurate with the seriousness of the violation.

Failure to abide by these rules shall result in exclusion from Internet usage. The building principal or principal's designee shall determine if exclusion is temporary or permanent.

Please note: Security on any computer is a high priority, any violation will not be tolerated and may be subject to disciplinary action up to and including termination.

BENEFIT CHARTS PER CLASSIFICATION

NOTES FOR ALL HOURLY EMPLOYEES

- Employee are NOT paid for lunch and the ½ hour must come of your total hours on your timesheet. **Everyone working 6 hours must take a ½ hour lunch break.**
- Employees must fill timesheets out for ACTUAL hours worked not the hours they are scheduled to work according to charts.
- The number of contract days are NOT guaranteed and may fluctuate depending on pandemics, e-learning days, snow days, etc.

AIDES

Hourly Employees	Hours	Non-Contract Days	Paid Discretionary Days	Discretionary Accumulation	Medical	Dental	Vision	Life	PERF	Mileage Allotment
Aides (Pre-K, Instructional, Special Ed)	7:45 AM to 3:15	185	7	90	Yes	Yes	Yes	\$50,000	Yes	
Credit Recover Aide	7:45 AM to 12:15 PM	185	4	90						

BUS DRIVERS

Hourly Employees	Hours Day	Non-Contract Days	Paid Discretionary Days	Discretionary Accumulation	Medical	Dental	Vision	Life	PERF	Mileage Allotment
Regular Route (1-15)	4 Hrs. Day	183	4	50					Yes	
Special Ed Route (17)	Varies depending on student numbers	183	4	50					Yes	
Special Ed Route Aide (17)	Varies depending on student numbers	180	4	50					No	
Extra-Curricular Driving	\$20 / Hour									
Extra-Curricular Waiting	\$10 / Hour									
McKinney-Vento Route	\$30 / Day									
Career Center Route	\$30 / Day									
Pre-School Route	\$30 / Day									

Notes:

- Route drivers hired before July 1, 2021 will be grandfathered into any health, dental, vision, and life benefits they are currently enrolled in. **No new enrollments for existing drivers** will be accepted after July 1, 2021. **Hires after July 1, 2021 do not qualify for health, dental, vision, or life.**
- 183 non-contract days include:
 - Regular school calendar days, snow make-up days, and in-session training on professional development / e-learning days (180)
 - Summer safety meeting (1)
 - School bus inspection (1)
 - Orientation day (1)

CAFETERIA SERVICES

Hourly Employees	Hours (Hours May Vary)	Non-Contract Days	Paid Discretionary Days	Discretionary Accumulation	Medical	Dental	Vision	Life	PERF	Mileage Allotment
High School Manager	6:30 AM to 2:30 PM	187	7	90	Yes	Yes	Yes	\$50,000	Yes	
High School Assistant Manger	6:30 AM to 2:00 PM	179-182	6	90	Yes	Yes	Yes	\$50,000	Yes	
High School Cook (Part-Time)	7:00 AM to 1:15 PM	179-182	5	90						
High School Cook Assistant (Part-Time) 2 Shifts	9:15 AM to 2:15 PM 11:15 AM to 2:15 PM	179-182	4	90						
Elementary Manager	6:30 AM to 2:00 PM	187	7	90	Yes	Yes	Yes	\$50,000	Yes	
Elementary Assistant Manager	6:15 AM to 1:15 PM	179-182	6	90	Yes	Yes	Yes	\$50,000	Yes	
Elementary Cook (Part-Time)	6:45 AM to 1:15 AM	179-182	5	90						
Elementary Cook Assistant (Part-Time) 3 Shifts	7:30 AM to 1:15 PM 9:00 AM to 1:15 AM 10:00 AM to 1:45 PM	179-182	4	90						

MAINTENANCE / CUSTODIAL

Maintenance and custodial staff are split into three shifts. During extended breaks all shifts will work day shift.

Hourly Employees	Hours	Non-Contract Days	Paid Discretionary Days	Discretionary Accumulation	Vacation Days	Medical	Dental	Vision	Life	PERF	Mileage Allotment
Custodial	1 st Shift–6:00 AM to 2:30 PM	260	10	90	15	Yes	Yes	Yes	\$50,000	Yes	
Maintenance	2 nd Shift–2:30 PM to 11:00 PM 3 rd Shift–10 PM to 6:30 AM	260	10	90	15	Yes	Yes	Yes	\$50,000	Yes	

OFFICE PERSONNEL

All secretaries will work the 2 weeks prior to first teacher day and the 2 weeks following last teacher day.

Hourly Employees	Hours	Non-Contract Days	Paid Discretionary Days	Discretionary Accumulation	Medical	Dental	Vision	Life	PERF	Mileage Allotment
Secretary to Principal HS / ECA Treasurer	7:30 AM to 4:00 PM	205	8	90	Yes	Yes	Yes	\$50,000	Yes	\$250
Secretary to Principal EL / ECA Treasurer	7:00 AM to 3:30 PM	205	8	90	Yes	Yes	Yes	\$50,000	Yes	\$250
Secretary/Receptionist EL	7:30 AM to 4:00 PM	205	8	90	Yes	Yes	Yes	\$50,000	Yes	\$200
Secretary to Guidance	7:30 AM to 3:30 PM	205	8	90	Yes	Yes	Yes	\$50,000	Yes	\$200
Secretary to Athletics / Attendance	8:00 AM TO 2:30 PM (M-TH) 8:00 AM TO 1:00 PM (F)	205	4							

SPECIALISTS

Will sign contracts from July 1 to June 30 of each year and receive 26 pays

Employees	Hours Day (1/2-hour lunch)	Non-Contract Days	Paid Discretionary Days	Discretionary Accumulation	Medical	Dental	Vision	Life	PERF	Mileage Allotment
Art Instructor	7:45 AM to 3:15 PM	185	11	90	Yes Teacher Rates	Yes	Yes	\$50,000	Yes	
Preschool Instructor	7:45 AM to 3:15 PM	185	11	90	Yes Teacher Rates	Yes	Yes	\$50,000	Yes	
School Nurse	7:45 AM to 3:15 PM	185	11	90	Yes Teacher Rates	Yes	Yes	\$50,000	Yes	\$200
School Resource Officer	7:30 AM to 4:00 PM	185	11	90	Yes Teacher Rates	Yes	Yes	\$50,000	Yes	\$200

TECHNOLOGY

Hourly Employees	Hours Day (1/2-hour lunch)	Non-Contract Days	Paid Discretionary Days	Discretionary Accumulation	Vacation Days	Medical	Dental	Vision	Life	PERF	Mileage Allotment
Technology Aide Elementary	7:30 AM to 4:00 PM	225	9	90		Yes	Yes	Yes	\$50,000	Yes	
Technology Support High School	6:00 AM to 2:30 PM	260	11	90	15	Yes	Yes	Yes	\$50,000	Yes	

MISCELLANEOUS SUPPORT STAFF PAID POSITIONS

Position	Rate	Position	Rate
Detention	\$20/Hour	Sub: Teacher, Aide, Specialists	\$80 Per Day \$90 Retired Teacher
Latch Key Workers	\$50/Night	Note: Certified Teachers who cover for long term absences qualify to receive starting teacher pay on the 16 th consecutive day on job.	
Saturday School	\$25/Hour	Tutoring	\$35/Hour
Sub: Bus Driver	Route Rate	Weekend/Holiday Game Clean-Up	\$15/Hour
Sub: Kitchen / Maintenance/ Summer	\$11.50/Hour	Summer: Bus Crew	\$10.00
Summer: Maintenance/Grounds	\$14.00	Latch Key Coordinator	\$1400 \$700 Dec / \$700 May
Summer: Technology	\$10.00	Summer Day Care Coordinator	\$2500 \$1,250 July / \$1,250 Aug