

Delaware Community School Corporation



Employee Policy Handbook

NOTICE...

This handbook is intended to give a general overview of the policies and procedures adopted by the Delaware Community School Board of Trustees. This handbook is not intended to create an employment contract or alter the at-will employment status of any at-will employee of Delaware Community School Corporation. The employer has the right to administer, interpret, and alter the handbook's provisions, as needed. This handbook in no way pre-empts the Agreement made between the Board of School Trustees and the Delaware Community Classroom Teachers Association. For specific details relating to policies and benefits governing certified employees, please refer to the official agreement.

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Maintenance Director
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Human Resource Director
Technology Director
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Food Service Director
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DIRECTORY OF SCHOOLS

Albany Elementary (K-5)
700 West State Street
Albany, IN 47320
Principal: Joe Schmaltz
(765) 789-6102 Fax: (765) 789-6349

Delta High School (9-12)
3400 East State Road 28
Muncie, IN 47303
Principal: Jim Koger
(765) 288-5597 Fax: (765) 288-8498

Delta Middle School (6-8)
9800 North County Rd 200 East
Muncie, IN 47303
Principal: Tom Johns
(765) 747-0869 Fax: (765) 213-2131

Eaton Elementary (K-5)
200 North East Union Str., PO Box 497
Eaton, IN 47338
Principal: Kathy Hottinger
(765) 396-3301 Fax: (765) 396-3641

Royerton Elementary (K-5)
1401 East Royerton Road
Muncie, IN 47303
Principal: Doug Marshall
(765) 282-2044 Fax: (765) 288-3584

Central Office
7821 State Road 3 North
Muncie, IN 47303

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Getting Started

Orientation Procedures

Orientation procedures have been established to help new employees complete the necessary forms and to receive needed employment information. The following topics are covered:

- General employment information and benefits
- Salary and pay periods
- Tax, immigration (I-9)
- Retirement, insurance, and health forms

Delay/Cancellation Procedures

If there is a delay or cancellation needed due to inclement weather or unforeseen circumstances, the following procedures will be followed.

- Full-time employees (maintenance, mechanics, central office, administrative staff, custodians, transportation, year-round secretaries, etc.):
 - Report at regular scheduled times
- Classified personnel (instructional assistants, secretaries, etc.):
 - Report on the delayed schedule.
 - Will only be paid for time worked. The principal/supervisor will have the authority to call in a secretary(s) if deemed necessary to assist with operational duties.
 - If school is cancelled after a delay has been announced and the classified employee is working, the principal/supervisor may have the employee work the rest of the day, if needed. The employee will be paid only for time worked.
- Full-time food service employees (5 hours and above):
 - Report on a 1 hour delay.
 - Breakfast will not be served.
 - Will only be paid for time worked.
 - If school is cancelled after a delay has been announced and the full-time food service employee is working, they will be paid for the time worked.
- Nurses:
 - Report on the delayed schedule.
 - The principal/supervisor will have the authority to call in the building nurse if deemed necessary to assist with operational duties. If school is cancelled after a delay has been announced and the nurse is working, they will be paid for time worked at hourly rate.

If there is a delay and later a cancellation during the same day, contracted employees, administrators, teachers, and bus drivers are required by law to make up the day when it is rescheduled, even if they have reported to work.

Absence Reporting

All employees absent from their daily duties should complete an absence form and submit it to their Supervisor/Director/Principal, utilizing one of the reasons below. It is also required that proper documentation be forwarded to Central Office, when applicable.

<u>Type of Day</u>	<u>Definition</u>
Sick (S)	Personal illness.
Family Illness (FI)	Illness of family member. (Family member is to be defined consistent with the Family Medical Leave Act, which consists of employee's spouse, child, or parent.)
Personal Day (PB)	Based upon personal day request form.
Vacation (V)	Earned paid time off as approved by supervisor.
Professional (Prof)	Employee is absent from daily duties at the request of or approval of Board of Education, Superintendent, Administrative Assistant, Building Principal, and/or Supervisor, to attend a seminar, visitation, or meetings with other schools, programs, etc. (Documentation <u>must</u> be attached to corresponding payroll.) All professional days are to be notated whether a sub is needed or not.
Field Trip (FT)	All field trips are to be notated whether a sub is needed or not.
Lost Time (LT)	Unpaid time off.
FMLA (F-NP)	FMLA (Family and Medical Leave Act of 1993) leave after all sick, personal, and/or vacation days are exhausted.
NPV (NPV)	No pay vacation – Earned unpaid time off approved by supervisor. (Will only pertain to classified employees.)
Assoc (Assoc)	Association Day – President of the Association or appointed designee absent from duties for Association business.
Bereavement (Ber)	All bereavement days <u>must</u> be notated with employee's relation to deceased.

Direct Deposit

All employees are eligible for direct deposit. You may direct your paycheck to up to three (3) different bank locations. Please contact the Human Resource Director for the appropriate form.

Promotions/Transfers/Resignations/Dismissals

Employee-Initiated Transfers (Classified)

A request by an employee for transfer to a posted position shall be made in writing to the Human Resource Director at Central Office. The request shall set forth the reasons for the transfer request, the school/position sought, and the applicant's qualifications. Decisions regarding whether to grant the transfer request shall be discretionary and based on the best interest of the school system as well as the overall candidate pool.

Performance Evaluations (Classified)

Employees are evaluated at least once annually. The immediate supervisor, with a copy available for the employee, conducts evaluations. A copy is kept in the employee's personnel file at the central office.

Personnel Records and Information

Updating Personal Information

If you have a name or address change, please notify the Human Resource Director at Central Office so appropriate forms may be forwarded to you. Ancillary benefit information may also need to be changed at that time.

IMPORTANT: The name on your records should agree with the name on your Social Security card.

Employee Leave Benefits

Holidays

The Corporation recognizes certain federal holidays by closing facilities. These holidays may include:

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving and the day after
- Christmas Eve and Christmas Day
- ½ Day on New Year's Eve Day

Additional holidays may be added or removed based upon school cancellations for the year.

These days include:

- Martin Luther King Day
- President's Day
- Good Friday

Paid time for these holidays will be given to eligible employees based upon their individual benefits sheets, or contracted agreement.

Classified Staff: Only approved vacation days will be allowed for the day before and/or after breaks, holidays, first day of school, and the last day of school. No approval shall be given for any other type of request for a day off before and/or after such days as listed above without the authorization of the Superintendent/Designee. If an employee submits a doctor's slip for the day before and/or after such days as listed above, this will be considered a sick day. Otherwise, it will be deemed an unexcused absence. If an employee takes an unexcused absence before or after any of the days listed above, this may be considered insubordination and the employee shall lose that day of pay, as well as holiday pay. Only with the approval of the Superintendent/Designee may this be overridden.

Certified Staff: As per contract agreement.

Sick Days

Eligible employees earn sick days based on their scheduled days per year. Sick days will not be earned until the end of the accrual period. Sick days may be granted for personal illness, doctor/dentist appointments, and/or injury. Family illness days may be used for the illness of a member in your immediate family (spouse, children, parents, or other dependents living in the household).

Sick days may be rolled over each year on the classified employee's anniversary date and accumulated up to the specified maximum listed on the Employee Benefit Sheet. Sick days must be taken in increments of ½ day or more. A classified employee may use up to ten (10) accumulated sick leave days per year for family illness.

Classified Staff: If an employee submits a doctor's slip for the day before and/or after breaks, holiday, first day of school, and/or the last day of school, this will be considered a sick day. Without the authorization of the Superintendent/Designee or the doctor's slip, this will be deemed an unexcused absence. If an employee takes an unexcused absence before or after any of the days listed above, this may be considered insubordination and the employee shall lose that day of pay, as well as holiday pay. Only with the approval of the Superintendent/Designee may this be overridden.

Sick days for teaching staff will be handled per their Agreement.

Personal Days

Eligible employees earn personal days based on their scheduled days per year. Personal days will not be earned until the end of the accrual period. Personal days may be granted for any personal reason as long as the absence is pre-approved by the appropriate supervising individual.

Unused personal days will be converted to sick days at the end of the anniversary year and rolled into the accumulated sick leave each year and are still subject to the specified maximum listed on the Employee Benefit Sheet or contracted agreement.

Classified Staff: No approval shall be given for use of any personal business days before and/or after breaks, holiday, first day of school, and the last day of school without the authorization of the Superintendent/Designee. Otherwise, it will be deemed an unexcused absence. If an employee takes an unexcused absence before or after any of the days listed above, this may be considered insubordination and the employee shall lose that day of pay, as well as holiday pay. Only with the approval of the Superintendent/Designee may this be overridden.

Certified Staff: As per contract agreement.

Vacation

Full-time classified eligible employees earn vacation leave annually based on their work schedule. Vacation days will not be earned until the end of the accrual period. New classified employees eligible for non-paid time must use those days consecutively. If the total number of available days is not taken, the employee will forfeit any additional days remaining. For example, if an employee has five (5) non-paid days available, however only takes three (3) days consecutively, then he/she forfeits the remaining two (2) days. In addition, unused vacation leave may not be accumulated, and may not be used while students are in the building without permission of the Supervisor/Principal/Superintendent, and must be used in increments of ½ day or more.

Vacation for new eligible classified employees is based on the employee's date of hire. Eligible employees hired prior to July of 2000 will have their vacation days rolled over on July 1st of each year. If the employee has not used their allotted time available by the end of the accrual year, he/she will forfeit any remaining days. For classified employees, please see the individual Employee Benefit Sheet to confirm total vacation days allowed. For certified staff, please refer to the current agreement for benefit outline.

Vacation time for all eligible new full-time, classified employees will accrue as follows:

0 – 365 days	Five non-paid days with the approval of the Supervisor/Principal/Assistant Superintendent/Superintendent and shall be in consecutive day order.
After 1 year	Five paid days and five non-paid days with the approval of the Supervisor/Principal/Assistant Superintendent/Superintendent and the non-paid days shall be used in consecutive day order.
After 2 years	10 paid days
After 3 years	11 paid days
After 4 years	12 paid days
After 5 years	13 paid days
After 6 years	14 paid days
After 7 years	15 paid days

Severance Pay

Eligible non-certified employees, having at least five years of full time seniority, who voluntarily separate their employment with the corporation, will be paid out their accumulated sick days based on their Employee Benefit sheet. Appropriate notice must be provided of resignation, typically consisting of two weeks, and only the appropriate percentage of accumulated days will be paid. Employees who receive vacation days will be paid out any remaining vacation days in addition to their eligible severance pay.

☑ Family and Medical Leave Act of 1993 (FMLA)

Delaware Community Schools complies with FMLA, which requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are deemed eligible if they have worked for Delaware Community Schools for at least one year, and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave:

Unpaid leave must be granted for *any* of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Employees may be required to first utilize any available sick days before allowing any unpaid leave.

Advance Notice and Medical Certification:

Employees are required to provide advance leave notice and medical certification, when the leave is "foreseeable". Leave may be denied if requirements are not met. Employees are required to provide medical certification to support a request for leave because of a serious health condition, and Delaware Community Schools may require a second or third opinion (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection:

- For the duration of FMLA leave, the employer must allow the employee to maintain their current health coverage under any "group health plan," With the employee portion of the premium being paid by the employee to Central Office monthly.
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Should an employee need to request FMLA, they should contact the Human Resource Director at the Central Office for the required forms.