

GREENWOOD COMMUNITY SCHOOL CORPORATION

Support Staff Handbook

**Greenwood Community School Corporation
2019-20**

This document is prepared to provide detailed information for support staff employees about employment expectations, practices and benefits. The Greenwood Community School Corporation reserves the right to alter, amend, or change any policy at any time for any reason at the Corporation's sole discretion. The current Handbook supersedes all previous versions of the handbook.

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General Definitions

Support staff employee: Employees of the Greenwood Community School Corporation (School Corporation) whose position does not require teacher/administrator training, specific licensing or a teacher contract in order to fulfill the position.

240-day employee: An employee whose position requires them to work 240 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.

Grant aides: Employees whose position is funded, all or in part, by a specific grant, i.e. Prime Time or Title I.

Instructional assistants: Employees hired to assist in instruction at the discretion of the building principal.

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.
- Exceptions to at-will status are bus drivers working under a GWSC contract, treasurer, custodial supervisors at the middle and high school, and maintenance supervisor positions.
- This handbook *is not 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 the School Corporation.

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 hours must have the approval of the employee's supervisor and the Assistant Superintendent or the Superintendent. Compensation for overtime shall be at one and one-half (1.5) times the employee's hourly rate. Bus drivers shall receive the field trip rate.

Pay periods for hourly staff are every two weeks. Pay periods for contracted employees will be every two weeks, not exceeding 26 pays per year. Occasionally, check pay dates may be adjusted to assure that no more than 26 pays per year occur.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Greenwood Community School Corporation is an equal opportunity employer and does not discriminate in employment on the basis of race, religion, color, national origin, citizenship, creed, gender, sexual orientation, age, veteran status, ancestry, mental or physical disability, genetic information, or any other characteristic protected by federal, state, or local law. This policy applies to all employment practices and decisions including recruitment, selection, hiring, training, transfer, promotion, compensation, benefits, discipline, and the termination of employment.

Fair Labor Standards Act (FLSA)

The Greenwood 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. Saturday through 11:59 p.m. Friday.

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

- Members of the Board of School Trustees
- Superintendent of Schools
- Assistant Superintendent
- Director of Curriculum, Instruction, and Assessment
- Director of Operations
- Director of Student Services
- Director of Technology
- Corporation Nurse
- Principals
- Assistant Principals
- Athletic Director
- High School Guidance Director
- Maintenance Supervisor
- Treasurer
- Director of Food Services
- HS and MS Custodial 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 workweek. 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 workweek. If an employee works beyond his/her normal workday and receives comparable time off during that seven-day period, the law does not require overtime pay. Time that the employee was paid for but did not work does not count toward the forty (40) hour week, i.e. sick leave. The school corporation has chosen to include holiday hours because the employee has no control over these hours. Hours not worked and not paid, i.e. an unpaid lunch, unpaid leave, etc. do not count toward the forty-hour 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. If an employee receives a paid lunch period, the lunch period also counts in the forty-hour week 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 workweek.

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

The School Corporation does not utilize compensatory time.

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

Anti-Harrassment Policy

The Corporation's anti-harassment policy expresses our commitment to maintain a workplace that is free of harassment.

The policy applies to all employees, contractors, visitors, and anyone else whom employees may come into contact with at work. Harassment includes bullying, intimidation, direct insults, malicious gossip, and victimization. Sexual harassment is illegal, and we will investigate relevant reports. If an employee is found guilty of harassment, disciplinary action will take place, up to and including counseling, reprimands, suspensions, and termination of employment.

If you are being harassed, you can choose to talk to any of these people:

- Offenders: If you suspect that an offender doesn't realize that they are guilty of harassment, you could talk to them directly in an effort to resolve the issue. This tactic is only appropriate for cases of minor harassment. Avoid using this approach with anyone other than a fellow employee.

- Director/Principal: You may reach out to your principal or director. Your principal or director will assess your situation and may contact the superintendent/assistant superintendent, if appropriate.
- Superintendent/Assistant Superintendent: If reaching out to your director or principal is not appropriate, contact the administrative office. For your safety, contact the administrative office as soon as possible in cases of serious harassment.
- For additional information, pertaining to anti-harassment policy, employees should refer to section 5517 of the Greenwood Community School Corporation administrative guidelines found on the School Corporation's website at www.gws.k12.in.us.

Non-Retaliation Policy

The Corporation strictly prohibits retaliation towards employees who file reports for harmful, discriminatory, or unethical behaviors. The Corporation follows all legal prohibitions for retaliation and will grant employees the right to speak about misconduct.

For additional information, pertaining to the non-retaliation policy, employees should refer to section 5517 of the Greenwood Community School Corporation administrative guidelines found on the School Corporation's website at www.gws.k12.in.us.

Use of Video and Audio Monitoring

The Corporation recognizes that maintaining the safety and security of students, staff, and district property is best implemented with a multifaceted approach. The Corporation will utilize the use of technology, such as audio and video surveillance tools, to assist in maintaining safety and security. The district shall comply with applicable laws pertaining to such use. Video and audio monitoring is not permitted in areas where there is a reasonable expectation of privacy.

For additional information, pertaining to electronic monitoring and recording, employees should refer to section 7440.01 of the Greenwood Community School Corporation administrative guidelines found on the School Corporation's website at www.gws.k12.in.us.

Social Media Policy

When posting online, consider that you are an employee of the Greenwood Community School Corporation. As such, any behavior should reflect the same standards of conduct that is expected of you at work. Employees are personally responsible for all comments/information and content that they publish online. Comments related to Greenwood Schools should always meet the highest standards of professional discretion.

For additional information, pertaining to technology, employees should refer to section 7540 of the Greenwood Community School Corporation administrative guidelines found on the School Corporation's website at www.gws.k12.in.us.

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 signed evaluation of which the original is to be placed in the employees 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 but indicates 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.

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 to the local television, radio media, newspaper, and social media. Stations that will receive the information will be:

WISH-TV-Channel 8	WCBK-102.3 FM
WRTV-Channel 6	WZPL-99.5 FM
WTHR-Channel 13	WEDJ-107.1 FM
FOX 59-Channel 11	WNTR-107.9 FM
School Messenger calling service	WSYW-810 AM
Twitter @greenwoodSupt	WTTS-92.3 FM
Daily Journal	WXNT-1430 AM

Those employees whose workload and schedule is determined by students being present will not report to work when students are not present. This employee group is generally considered grant and special education aides, instructional assistants, and library supervisors.

School Cancellation Work Schedule

When school is cancelled due to weather related or emergency conditions the work schedule will be as follows:

- a. Custodial staff will report to work on their regular schedule. Personal or vacation leave days may be used on a school day that is cancelled or shortened. If an employee is ill on a day cancelled or delayed by weather a doctor's statement may be required.
- b. Maintenance, mechanics, and driver supervisors will report to work at the regular time.

- c. All employees who work 240 days are to contact their principal/director to determine their work status for the day.
- d. Secretaries/clerical employees working less than 240 days will report at regular time on a delay day but will not report on a cancellation day

Indiana statute requires days cancelled because of inclement weather to be made up. Support Staff employees must work the correct number of days as designated by their job description or classification.

Whenever early dismissal is required, notification will be made through the school's public address system and may include School Messenger, radio and television announcements. Grant aides, instructional assistants, special education aides and bus drivers will adjust their schedules accordingly and will be compensated for hours worked.

The superintendent of schools may adjust support staff work schedules.

Leaves and Absences

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 leaves and absences will begin to accrue on the beginning date of employment. A full complement of sick, personal 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 (i.e. a four-hour employee will receive four hours of pay).

Grant aides, as defined on page three, do not receive any benefits, including leave days. The official record of employee attendance, including leave days, is maintained in the superintendent's office.

Support Staff employees scheduled to work 240 days or more per year and Student Service Advisors will receive eight (8) sick days per year cumulative to 80. All other Support Staff employees/non-exempt employees shall receive five (5) sick days per year cumulative to 40 days.

The current year's sick days may be used for personal illness or illness in the immediate family (husband, wife, mother, father, mother-in-law, father-in-law, step parent, step son, step daughter, brother, sister, son or daughter) or anyone living in the household. An employee's accumulated sick days (carryover from previous years) can only be used for the illnesses of the employee.

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.

The Corporation expects that every employee will be at work when scheduled. If you are unable to report to work for any reason, you must notify your supervisor at least thirty (30) minutes before your scheduled start time. If you do not report to work and the Corporation does not receive proper notification of your status for two consecutive days, it will be assumed that you have resigned, and you will be removed from the payroll. Notifying your supervisor does not necessarily mean that your absence will be excused.

Bereavement Leave

In the event of a death in the immediate family an employee may be absent from work for up to five (5) consecutive workdays with no loss of compensation. Immediate family includes husband, wife, mother, father, mother-in-law, father-in-law, stepparent, son, daughter, stepchild, grandchild, grandparent, brother, sister, stepbrother, stepsister or a dependent person residing in the household of the employee. In the event of a death of an aunt, uncle, cousin, niece, or nephew the employee may be absent for one day without loss of compensation. The superintendent may grant a bereavement day of leave upon request for a situation not defined in this paragraph.

Personal Business Leave

Personal Business Leave is to be used to conduct business that cannot be conducted during non-work hours.

1. A request for use of personal business leave must be submitted and arranged with the employee's supervisor prior to the leave.
2. Unused personal business leave days accumulate as sick days at the beginning of the next employment year.

Holidays

Only Support Staff employees who work 260 days per year receive paid holidays. Included in this employee group are the mechanic and assistant, maintenance supervisors and assistants, grounds crew and custodians. The following are paid holidays:

New Year's Day	Labor Day
Presidents Day	Memorial Day
Thanksgiving Day and the day after	July 4
Christmas Day and the day after	Martin Luther King Day

If an employee is directed by his/her supervisor to work on a holiday their compensation will be at the rate of one and one-half (1.5) times the employee's regular hourly rate. Bus drivers will be compensated at the field trip rate.

In the event that a Support Staff employee is unable to report to work the day immediately before or the day immediately 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 will change into floating holidays. If this occurs, supervisors will schedule the floating holiday. These holidays are New Year's Day, Martin Luther King Day, and President's Day.

Jury Duty

Support Staff employees serving on a court appointed jury will be compensated at his/her normal rate of pay for each day of jury duty served. The employee must forward all compensation received from the court for jury service to the School Corporation except reimbursement for expenses and mileage.

Vacation

Employees who work two hundred forty (240) days or more per year will receive vacation leave based on the following periods of service effective on July 1 of each work year. Vacation time will be credited according to the table below upon completion of each respective period on July 1 following the completion of the period. Vacation days not used do not accumulate.

Vacation leave must be arranged with the appropriate supervisor.

6 months-11 years	Two (2) weeks
12-19 years	Three (3) weeks
20 years or more	Four (4) weeks

If an employee is terminated from employment for unsatisfactory job performance, gross misconduct, violation of any rules or policies, or any other cause the employee will not receive any payment for leave days not used prior to termination. Accrued leave days may not be used between the notification of termination and the date of departure.

Family and Medical Leave Act

Employees may find it necessary to take an unpaid absence from work for personal or family medical reason 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.

For additional information, pertaining to FMLA employees should refer to section 4430.01 of the Greenwood Community School Corporation administrative guidelines found on the School Corporation's website at www.gws.k12.in.us.

Maternity Leave

An employee who is pregnant may be granted a leave of absence any time between the commencement of her pregnancy and one year following the birth of the child, if she notifies the superintendent at least thirty days before the date on which she wishes to start her leave. She shall notify the superintendent of the expected length of the leave, including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate, whichever is applicable. However, in the case of a medical

emergency related to the pregnancy the thirty-day notice may be waived. All or any portion of a maternity leave taken by an employee because of a temporary disability may be charged to available sick leave. However, the employee is not entitled to take accumulated sick leave days when the employee's physician certifies that the employee is capable of performing her regular duties. The employee is entitled to complete the remainder of her maternity leave without pay. If the employee wishes to continue in the group insurance plans in which she is enrolled during any portion of her unpaid leave, she must contact the treasurer to arrange for payments of premiums.

The Corporation will follow all federal, state, and local laws concerning nursing mothers in the workplace.

Fringe Benefits

See Addendum A for all benefits associated with a job classification.

Insurance

Health Insurance

The school corporation will provide a specific amount per classification of employment per year toward the cost of the annual premium of the health plan available for eligible employees. The school corporation's contribution toward the cost of health insurance will cease at the end of the month in which the employee or the employer terminates employment. 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, obtains Medicare entitlement, divorces or 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. Contact the administrative office for questions regarding Medicare eligibility and COBRA availability.
4. Employees covered under another employer's plan are not entitled to further COBRA coverage.

Dental and Vision Insurance

The school corporation will provide a specific amount per classification of employment per year toward the cost of the annual premium of the single dental and vision insurance

plan available for eligible employees.

Workers Compensation Insurance

The provisions 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 that injury or illness in the following manner within the indicated time period.

1. Immediately notify the supervisor of injury or illness. If required, report for immediate care to the health provider determined by the school corporation. 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. After notification to the immediate supervisor and obtaining treatment for the injury, the employee must notify the appropriate school secretary 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 to 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.

Retirement Benefits

Retirement benefits are available to employee groups designated by the School Corporation who are fifty-five (55) years of age with fifteen or more years of service with Greenwood Community School Corporation. Only a full year of service shall be counted as credit toward retirement benefits.

Severance Pay

Retirement benefits are provided to the employee, except for grant aides, at the rate of 50% of unused sick days up to the accumulative maximum for their position and payment of \$85 per year of employment with the school corporation. The School Corporation retains the right to rehire or not rehire an individual who has retired from employment with the School Corporation. If a previously retired School Corporation employee is rehired, they will begin service with no credit for experience with the Corporation prior to retirement. Employee retirement is effective on the date of retirement.

Retirement Health Insurance Benefit

Upon retirement, an employee will receive a payment of \$500 per year toward medical insurance until the employee reaches the age of Medicare eligible for those employees

continuing on the school corporation group medical policy.

Public Employees' Retirement Fund

Employees who work a minimum of 600 hours to 1,000 hours per year may participate in the Indiana Public Employees Retirement Program (PERF). Employees who work in excess of 1,000 hours per year must participate in PERF. Participation begins on the date of employment and continues until termination of that employment or retirement of the employee. The school corporation contributes an amount set by PERF and the employee contributes a minimum of 3% of his/her gross payroll. Additional employee contributions may be made.

Employees who end their employment with the school corporation either voluntarily or otherwise may petition PERF for the return of their contributions to the fund; however, they are not entitled to any refund from the school corporation's contribution to the fund.

Disciplinary Procedures

Employees may be discharged from the school corporation for the following infractions.

1. Immorality
2. Direct disobedience to orders or instructions
3. Substance abuse
4. Incompetency
5. Breach of employment duties (attendance is considered an employment duty)
6. Failure to conform to the rules and regulations of the School Corporation or schools
7. Physical inability to perform the duties*
8. Sexual harassment
9. Other just cause

*Physical inability to perform the duties will be determined by a competent physician selected by the school corporation. The school corporation will fully comply with the provisions of the Americans with Disabilities Act.

If an employee is involuntarily terminated from employment for unsatisfactory performance, gross misconduct, or a violation of any rule, policy or procedure the employee will not be eligible for payment of any paid time off benefits, such as sick days, personal days or vacation days. These days may not be used between the time of notification of termination and the date of departure.

Infractions that involve items 1, 2 or 3 above will result in immediate discharge. Other infractions may be dealt with in one or more of the following procedures.

1. Conferences and written warning
2. Suspension from employment with pay
3. Suspension from employment without pay

Uniform Dress

Shirts will be provided for all custodial, grounds, maintenance, and mechanic staff. Any employee receiving a Corporation uniform shirt is to wear it at all times while on the job, with either self-purchased blue denim or tan pants/shorts. Laundry service will be provided for the mechanic staff uniforms. Principals or Superintendent may waive or modify the uniform dress requirement from time-to-time.

Bus drivers shall wear appropriate attire when driving a Greenwood bus. Drivers should refer to the Driver Transportation Handbook for questions and expectations on dress. The Director of Operations shall determine if dress is appropriate in the event of a question.

