



CONCORD COMMUNITY SCHOOLS

Classified Personnel Handbook

Adopted by the Concord School Board
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BYLAWS AND POLICIES CLASSIFIED PERSONNEL

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GENERAL WORKING CONDITIONS

INTRODUCTION/PURPOSE

The provisions of this handbook are intended as general guidelines only and are not intended as a contract or as any promise of continued employment or of any specific benefit, process, or condition. The provisions shall not be interpreted or applied in any way that is contrary to applicable law or policies of the School Board.

This handbook is intended to describe certain employee benefits, procedures, practices, and conditions of employment as they existed for classified employees of Concord Community Schools at the time of this publication. They are subject to change in whole or part in order to make Concord Community Schools a better place to work.

The description of any group benefits, such as group insurance, health benefit plans, retirement plans, is intended as a general summary and identification of said benefits. The plan documents, summary plan descriptions, and certificates of coverage should be consulted for the details of any group benefit plan.

EQUAL EMPLOYMENT AND NON-DISCRIMINATION POLICY

Concord Community Schools is an equal opportunity employer. It does not to discriminate or tolerate discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other prohibited basis in its educational programs or employment policies.

The School Board shall comply with all Federal laws and administrative guidelines prohibiting discrimination and with all requirements and administrative guidelines of the U.S. Department of Education. It is the policy of the Board that no support staff member or candidate for a position in the Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

HARASSMENT POLICY

It is the intent of the Concord Community Schools to maintain a learning and working environment that is free from sexual or other forms of harassment.

The School Board recognizes that a support staff member has the right to work in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, discriminatory, or offensive working environment disrupts the educational process of the corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive educational environment on the basis of gender, religion, race, color, ethnicity, age, and/or disability.

Threatening behavior may take different forms, including, but not limited to the following:

- Face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy.
- Written, spoken, or electronic communications that include comments toward the staff member or his/her family which are disparaging or would imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence.

- Written, spoken, or electronic comments to a staff member which could subject him/her to blackmail or extortion.
- Written, spoken, or electronic communication that would imply or explicitly state that some form of damage may be done to the staff member's property or that of his/her family.

Any staff member who believes that she/he is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, coworker, or other person associated with the Corporation such as a vendor, contractor, volunteer, or school official should promptly inform their immediate supervisor or an administrator.

Please refer to Concord Community Schools Bylaw and Policies #4362 and #4362.01 for additional information.

PROBATIONARY PERIOD

After a 90 calendar day Probationary period, the employee will have an evaluation to establish eligibility for regular employment. The Probationary period is used to determine if the employee is suited for the assigned position. Employment may be terminated before 90 days at the discretion of the school corporation. Employee benefits will begin after the 90-day Probationary period has been completed; with the exception of health insurance benefits which will begin on the first day of full-time employment for eligible employees.

CRIMINAL BACKGROUND CHECKS

As a condition of employment, each employee agrees that Concord Community Schools will conduct a criminal history check, the cost of which may be charged to the applicant, at the time of employment. It is the obligation of each applicant to fully disclose all felony and arrest records.

Concord Community Schools may conduct additional background checks from time to time, and shall notify the employee of any further checks being conducted. An employee is required to inform the Superintendent in writing of any arrests within two (2) days of the arrest.

PHYSICAL EXAMINATIONS

The School Board or Superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to a physical examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the Superintendent's guidelines.

Reports of all such examinations or evaluations shall be delivered to the Superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate and made part of the employee's medical file.

COMMUNICATION WITH THE BOARD OF SCHOOL TRUSTEES

The Board of Education desires to maintain open channels of communication between itself and the staff. The basic line of communication, should, however, be through the appropriate chain of command.

- Staff Communications to the Board:
All communications from staff members to the Board or its committees shall be submitted through the Superintendent. This procedure is not intended to deny any staff member the right to appeal to the Board on important matters through established procedures.
- Board Communications to Staff:
All official communications, policies, and directives of the Board concerning staff should be communicated through the Superintendent.
- Informal Communication:
Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general problems of the Corporation. However, individual Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action. Staff members may informally discuss matters with individual Board members.

APPEARANCE

Employees are expected to report for work clean, neat, and appropriately dressed. It is expected that all Concord employees demonstrate a level of professionalism in their appearance that is commensurate with the importance of our work with students. With this in mind, the following guidelines have been established for all employees to demonstrate our commitment to setting good examples for students to follow as well as respect. Staff employed in food services, building services, maintenance, or transportation may be required to wear specific footwear and/ or other safety gear. Each department may have more specific requirements for appropriate apparel.

- Clothing that is clean and free from holes and tears.
- Clothing that is free of any ornamentation that is disruptive, offensive, or inappropriate for school setting.
- Footwear will ensure reasonable safety for job activity. Those employed in positions where wet floors are common will be expected to wear non-skid footwear.
- Clothing will be sufficient length and looseness for necessary body coverage while standing and

in positions of movement so as not to be revealing of cleavage, midriff or abdomen, lower back or buttocks, or upper leg.

- Jean pants are not considered regular school attire but may be worn on designated days as warranted by the day's activities and approved by supervisor.

PAY INFORMATION

Classified employees shall receive their wages in a biweekly payment. Each pay period shall end on Sunday prior to the pay dates. The payment schedule will be determined at the beginning of each school year.

All employees are required to have Direct Deposit. An employee's net pay will be direct deposited at the institution of the employee's choice.

Hourly employees are expected to work within the normal school day hours (night custodians excluded). Work schedules are determined by supervisors and the administration, not by the employee.

Overtime must be approved in advance by immediate supervisor. An employee who becomes aware of a possible need to work additional hours in advance should seek flex-time during the same week as a first option with their supervisor's approval. If flex-time is not an option due to work circumstances, overtime must be approved by supervisor. All overtime shall be paid at the rate of one and one half the regular hourly rate. Overtime is granted for work beyond 40 actual hours worked per week. In the event of an emergency or urgent situation, overtime does not require advanced approval. Determination of what constitutes emergency or urgent situations is up to the employee's immediate supervisor.

Temporary or substitute employees shall be paid at the substitute rate of pay for that specific job classification.

Anniversary date raises for step increases will be considered according to the following schedule:

- An employee hired **between January 1 and June 30** will receive their one (1) year increase on the salary schedule on the following January 1.
- An employee hired **between July 1 and December 31** will receive their one (1) year increase on the salary schedule on January 1 **following one full year of employment.**

TRANSFERS

When a regular employee transfers within the school corporation to a new position, service years shall be calculated in the following way:

- Previously worked 1 to 4 hours per day - credit for one half of the number of years worked

- Previously worked over 4 hours per day - full credit for the total number of years worked.
- All positions will be filled at the discretion of the administration.

WEATHER RELATED SCHOOL CLOSURES/DELAYS

Closures:

- Twelve month classified staffs are expected to work their normal hours on delay days and on days when school is closed. If an employee is not able to report to work, the employee must notify his/her supervisor. A vacation day or personal business day must be used to cover this absence, if available; otherwise the employee shall be docked for lost time.
- School year employees should not report to work on weather related or emergency **cancellations**. Cancelled days are made up by extending the school year and therefore lost days are made up.

Delayed Starts:

- On weather related delay days, employees should adjust their time accordingly (example adjust arrival by 2 hours if a 2 hour delay is called). Time sheets must reflect only actual hours worked.
Exception: Building Secretaries and full time 8 hr/day employees.

LEAVE/EXCUSED ABSENCES DAYS

See benefit schedules for number of days available for each employee classification.

Leave days will be calculated as of the first day of full-time employment but will not be available until a successful completion of the 90-day probationary period, except Holiday pay.

Leave/excused absence days are based on the employee's' classification:

- Salary recorded as full or half days.
- Hourly recorded as hours based on how many hours they were off.

- **Illness Days**

- **Personal Illness Days**

Days may be used for personal illness or doctor's appointments.

Personal Illness days are computed from January 1 to December 31 for all employees.

Employees hired after January 1st will have the number of days prorated. Unused Personal Illness days will accumulate unlimited.

If an employee is absent, due to personal illness, for more than three (3) consecutive days, the employee shall be required to provide a doctor's release to return to work.

- Family Illness Days

Family Illness days may be used for the illness of the employee's immediate family (mother, father, children, brother, sister, wife, husband, grandparents, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt uncle, niece and nephew or any similar relationship brought about by marriage).

Absences for family illness are deducted from the employee's Personal Illness days. Family Illness days are limited to no more than the annual allotment of Personal Illness days.

- Personal Business Days

Personal Business Days may be used for any purpose. Personal Business days must be pre-approved by the employee's supervisor.

Should there be a balance at the end of the calendar year, one (1) day shall roll as a Personal Business Day up to a maximum of four (4) total Personal Business Days, and any other remaining days shall roll over into Personal Illness Days.

- Vacation Days

Paid vacation applies only to twelve (12) month employees.

Vacation is prorated the first year of employment of eligible position and then starting the second year of eligible position the employee will receive the full allotment earned each January 1st.

Any days remaining on December 31, must be used by June 30th of the following year or they will be forfeited.

After attainment of such eligibility, he/she is eligible for vacation according to the following vacation schedule:

- Five (5) days of vacation with one (1) year but less than two (2) years of service
- Ten (10) days of vacation with two (2) years but less than five (5) years of service
- Fifteen (15) days of vacation with five (5) or more years of service
- Twenty (20) days of vacation with twenty (20) or more years of service.

During the school year when students are present the following applies to the building services staff:

- No more than five (5) vacation days may be used when school is in session.
- Part time twelve (12) month employees may accrue unpaid leave under the same schedule as Full Time twelve (12) month employees accrue vacation days.

- Bereavement:

In the case of death in the immediate family, the classified employee is entitled to be absent with

pay according to the Excused Absence Days schedule.

Immediate Family is defined as follows:

Mother, father, children, brother, sister, wife, husband, grandparents, grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt uncle, niece and nephew or any similar relationship brought about by marriage.

Additional days may be granted by the Superintendent and or immediate supervisor without pay depending upon travel and circumstances.

- **Holidays:**

No probationary waiting period. Must have paid day before & after holiday to receive Holiday pay. See Benefit schedules for number of days available for each employee classification.

Paid holidays include:

New Year's Day

Martin Luther King Day

Good Friday

Memorial Day

4th of July (12 Month employees only)

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas

Day after Christmas

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Concord Community Schools provides leave of absence to eligible employees for certain family and personal medical reasons. This policy is intended to comply with a Federal Law known as the Family and Medical Leave Act of 1993 ("FMLA").

Eligibility

An "eligible" employee of Concord Community Schools may request FMLA leave. To be "eligible," an employee must have worked for Concord as of the date the requested leave is to begin for:

- at least 12 month, and
- at least 1,250 hours during the previous 12 months

An eligible employee is entitled to a total of 12 work-weeks of leave (based on the normal hours per week) during a 12-month period. A 12-month period for purposes of FMLA leave is a "rolling" 12-month period measured backward for each employee from the date they use FMLA leave.

An employee is required to substitute any of his/her earned or accrued vacation leave, personal leave, or family leave for unpaid FMLA leave to the extent that such leave may be used for any of the reasons stated below.

An employee may request FMLA leave for the following reasons:

- The birth of a child, or placement of a child with you for adoption or foster care
- To care for the employee's spouse, son, daughter, or parent, who has a serious health condition

- For a serious health condition that renders the employee unable to perform their job functions.
- Military Family Exigency Leave - the fact that your spouse, son or daughter or parent is on covered active duty or call to covered active duty status with the Armed Forces.
- Military Family Caregiver Leave - you are the spouse, son or daughter or parent next of kin of a covered service-member with a serious injury or illness.

The employee will be required to complete a request form and provide advance leave notice at least 30 days before the date FMLA leave is to begin except in cases of medical emergency, unexpected changed circumstances, or where the need for leave is unforeseeable.

An employee will be required to complete a Certification of Health Care Provider form to support a request for a leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Employees not able to return to work after the 12 week leave of absence must either request another leave of absence from the Board of Education or tender his/ her resignation.

Refer to Policy #4430.01 for more information. In the event of any conflict or discrepancy between this handbook and the Board Policy or applicable law, the Board Policy or applicable law shall control.

ATTENDANCE

Each employee must notify his/her immediate supervisor or designee when he/she will not be able to report for work on time. Employees are encouraged to notify their immediate supervisor of an absence as much in advance as possible so that proper arrangements can be made to cover their tasks. If any employee becomes ill at work, the employee shall report to the immediate supervisor for approval to leave work. Employees should be aware of the departmental policies regarding notification of absences (to be outlined by supervisor during training.)

While some absences are understandable, employees must realize that the smooth operation of the school depends on all employees. Therefore, excessive absences may be taken into consideration and could result in dismissal of the employee.

DISCIPLINE

Employee discipline will be handled by the administrator and/or immediate supervisor and will be recorded in the employee's personnel file.

When disciplinary action is deemed necessary, the employee can reasonably expect progressive disciplinary action to be followed in most cases. Progressive discipline shall be administered by the immediate supervisor or administrator.

- Progressive discipline shall typically be defined and documented as follows:
- Verbal Warning

- Written reprimand stating a particular action inappropriate
- Suspension without pay
- Termination recommendation to the School Board by the Superintendent

Any of the above-named steps may be a starting point in progressive discipline depending on the nature of the incident involved.

An employee may be terminated for, but not limited to the following reasons:

- Excessive tardiness or absences
- Theft
- Falsifying records, forms, or reports
- Professional Incompetence
- Unsatisfactory performance
- Insubordination
- Possession of alcohol or illicit drugs or being under the influence of alcohol or illicit drugs while on school property
- Threats or acts of violence
- Any other reason or cause deemed necessary or appropriate

ALCOHOL/DRUG POLICY

It is a condition of continued employment in the Concord Community Schools that employees must abide by the following policy for drugs and alcohol:

The School Board believes that quality education is not possible in an environment affected by illegal drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance. The Board shall not permit the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, by any member of the Corporation's support staff at any time while on Corporation property or while involved in any Corporation related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines.

The Superintendent has established the following guidelines:

Any employee whose physical characteristics, appearance, behavior, or breath odor suggests to a supervisor that he/she may be under the influence of alcohol shall be requested to take a Breathalyzer test at the local police station. The employee shall be taken to the station by the supervisor or designee.

Should the employee refuse to take such a test or should the results of the test be positive, he/she shall be disciplined for conduct unbecoming an employee by the Superintendent.

Should a supervisor determine from the physical aspects, appearance, or behavior of a support staff

member that he/she might be under the influence of other drugs, said support member shall be immediately taken to a local health facility for further diagnosis.

Should the employee refuse or be found to be under the influence of drugs, he /she shall be disciplined by the Superintendent for conduct unbecoming an employee and his/her case referred to the Board for disposition.

JOB POSTINGS

Open positions for classified personnel shall be posted in a designated area in each building and on the corporation website. Classified employees may apply for posted positions within the corporation. The hiring supervisor shall select the applicant deemed best suited for the position.

PERSONNEL FILE

Concord Community Schools maintains a personnel file for each employee at the Education Center.

RETIREMENT BENEFITS

Public Employees' Retirement Fund:

All full-time employees shall be enrolled in Public Employees' Retirement Fund (PERF). Concord Community Schools shall pay the 3.0% employee portion along with the state mandated employer share.

- **Severance**

Full-time employees who sever employment with Concord Community Schools with at least 10 years of experience within the corporation and being at least 55 years of age are eligible for the following severance benefits:

Hourly rate x accumulated sick leave days

Hourly rate x CCS years of experience x two (2)

PAYROLL DEDUCTIONS

- **Annuities - 403(b):**

All employees of Concord Community Schools may participate in the 403(b) Tax Sheltered Annuity program. Employees that would like to participate may contact the Director of Human Resources for further information.

- **Tax Withholdings:**

Federal and State taxes will be deducted based on information provided on W-4 forms from each employee. Any changes must be made by completing a new form and given to the Payroll department in the Education Center at least two (2) weeks prior to when a change is to be made.

- **Section 125/Flexible Spending Account/Dependent Care:**

Section 125 of the Internal Revenue Code allows employees to choose to deduct insurance premiums, child dependent care, and unreimbursed medical expense from wages prior to calculating taxes. The plan runs from September 1 to August 31 each year. A representative may visit each school before initializing the plan to explain options and provide assistance to those who elect this flexible benefits plan. More complete information on Section 125 and how employees may sign up is sent out to all schools at the beginning of the school year. See plan document for details.

INSURANCE

Certain classified personnel are eligible for insurance based on individual job classifications and the ACA Guidelines. Please refer to individual benefit schedules for further clarification.

WORKERS COMPENSATION

All employees fall under the Worker's Compensation laws. In order to substantiate claims for medical bills and lost time due to job related accidents, therefore, all job-related injuries or illnesses must be reported to the employee's immediate supervisor, principal or the superintendent. An accident report must be filed with the Education Center the same day as the accident. Alcohol/drug screen must be conducted if medical treatment is sought.

During Hours of Operation:

- See school nurse
- Go to Elkhart Clinic if additional medical treatment is needed or
- Go to Emergency Room at Elkhart General in case of an emergency

After Hours

- Go to the Emergency Room at Elkhart General in case of an emergency

Any employee whose absence is determined or considered to be because of an injury compensable under the Indiana Workmen's Compensation Law may be entitled to compensation:

- An employee eligible for disability benefits from Worker's Compensation may receive up to two-thirds (2/3) of the regular daily salary;
- Concord Community School may, at its discretion, provide light-duty work in lieu of disability benefits, or it may pay the employee the difference between the disability benefits and the employee's regular net rate of pay.

For more detailed information contact the Director of Human Resources.

EVALUATIONS

All classified personnel will be evaluated on an annual basis by immediate supervisor prior to the end of each school year. Employees will complete their own portion and then their supervisor will complete their own portion. Results will be utilized for future stipends.

Evaluations will be based on the following criteria:

Attendance/Punctuality: Consider attendance, the manner in which leave time is used, and employee arrival and departure times.

Quality of Work/Care of Equipment: Demonstrates efficiency and promptness in work performance. Accuracy, neatness, thoroughness. Demonstrates proper maintenance and use of equipment and materials. Utilizes proper safety procedures.

Attitude/Customer Service: Exhibits positive attitude and professional behavior. Accepts constructive suggestions for growth and improvement. Cooperates with supervisors, peers, students, and general public. Respect for others. Maintains positive work relationships within work environment.

Goals/Advanced Training to Support Goals: Create 2 goals with supervisor and attend training to support those goals.

Experience in Job: Years of experience in job at Concord Community Schools.

Goals/Advanced Training to Support Goals: Create 2 goals with supervisor and attend training to support those goals.