



CONCORD COMMUNITY SCHOOLS

Administrative Personnel Handbook

Adopted by the Concord School Board
on December 30, 2019

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GENERAL WORKING CONDITIONS

INTRODUCTION AND 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 administrative employees of Concord Community Schools at the time of this publication. They are subject to change in whole or part 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 an administrative employee 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 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.

CRIMINAL BACKGROUND CHECKS

As a condition of employment, each employee agrees that Concord Community Schools will conduct a criminal background 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. By law, the criminal background check will be updated every 5 years.

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.

ACCEPTABLE USE POLICY

Administrative employees will be asked to sign the Acceptable Use Form.

ALCOHOL AND 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 alcohol or 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 with local police.

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.

DISCIPLINE POLICY

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

When disciplinary action is deemed necessary, the administrative 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 (followed up with written explanation)
- Written reprimand stating a particular action deemed as inappropriate
- Suspension without pay
- Termination recommendation to the School Board by the Superintendent

COMPENSATION AND BENEFITS

PERSONNEL FILE

Concord Community Schools maintains a personnel file for each administrative employee in the Education Center. File will include degree, certification, valid teaching and administrative license(s) and transcripts.

SALARY INFORMATION

Each administrative position salary has a factor range. Newly hired administrators are placed at the minimum range factor established for that administrative position. Compensation is moved up one

factor annually in January until the maximum factor is achieved. Internal hires/transfers will begin at the minimum range factor for a new position. If the new position range factor is not higher than the current position range factor, then the new position factor will increase one range factor for the remaining current calendar year, then on January 1, the salary will increase one factor if it does not exceed the maximum range factor. Salaries are evaluated based upon a market analysis conducted every three years. The next scheduled comparison will be conducted in Fall 2019 for January 2020.

CONTRACT LENGTH

Each administrative employee will be provided with a contract signed by the superintendent and the School Board. The contract year is defined by the fiscal year, which is July 1 through June 30 annually.

The chart details the number of days for each administrative position.

| Contract Length | Administrative Position |
|------------------------|---|
| 261 | Superintendent Cabinet (Assistant Supt., Directors of Secondary and Elementary Education, Chief Financial Officer, Chief Human Resource Officer, Director of Special Education and Director of Technology) Directors (Facilities/Buildings/Grounds, Food Service and Transportation) HS Principal Corporation Treasurer PAC Technical Director |
| 224 | JH Principal HS Associate Principal College and Career Readiness Director of Music |
| 222 | Director of Athletics |
| 219 | Data Manager |
| 214 | HS Assistant Principal(s) JH Assistant Principal CIS Principal CIS Assistant Principal Elementary Principal Elementary Assistant Principal(s) Elementary Assistant to the Principal |
| 199 | Alternative School Coordinator |

PAY INFORMATION

Administrative employees are contracted and shall receive their wages in a biweekly payment. Each pay period shall end on Friday prior to the pay date. The pay date 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.

LEAVE AND EXCUSED ABSENCE DAYS

Leave days will be calculated as of the first day of full-time employment. Full allotment of days will be provided at the beginning of the contract. If contract is not completed, then the leave days are prorated for the contract period worked. Administrative employees are to work their contracted day. If you need to request a leave day, please fill out the Employee Leave Request Form (blue sheet).

Leave/excused absence days are based on the following types. Increments are recorded as full days or half days.

Illness Days

Personal and/or Family Illness Days

These days may be used for personal illness of the administrative employee or immediately 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). A doctor's appointment may qualify for illness day.

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.

Unused illness days will accumulate unlimited.

Illness days are computed from July 1 to June 30 for administrative employees. Employees hired after July 1st will have the number of days prorated.

Personal Business Days

Personal Business Days may be used for any purpose. Personal Business days must be pre-approved by the administrative 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 Illness Days.

Vacation Days

Paid vacation applies only to 261-day contracts (twelve (12) month administrative 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 July 1st. Twenty (20) days are granted each year.

Any vacation days remaining on June 30th must be used by December 31 or the day(s) will be forfeited.

Bereavement Days

In the case of death in the immediate family, the administrative employee is entitled to five (5) days of excused absence. 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.

In the case of a death by extended family or other acquaintance, the administrative employee is entitled to one (1) excused absence per contract year.

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

Jury Duty

If an administrative employee is requested for jury duty, he/she should let their supervisor know of the date(s) and time(s) of the requested obligation. Since the administrative employee receives payment for parking, mileage and stipend from the court, a copy of the check must be sent to Concord Community Schools – Corporation Treasurer. The jury duty stipend less parking and mileage will be deducted from your next paycheck. Governmental entities may not pay an employee twice for the same time worked.

Holidays

Administrative employees are provided the following paid holidays. There is no probationary waiting period.

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
July 4 (12-month employees only)
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

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 months, 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 utilize his/her earned or accrued vacation leave, personal or family leave prior to unpaid days for 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 opinion (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 weeks 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.

PAYROLL DEDUCTIONS

Annuities:

- 401(a):
The school corporation will contribute 2% of your salary to the annuity sponsored by the school corporation. Contributions are made bi-weekly by Concord Community Schools. Administrative employee is fully vested after 10 years. The administrative employee can receive 10% per year if they do not stay for 10 years.
- 403(b):
All employees of Concord Community Schools may participate in the 403(b) Tax Sheltered Annuity program. Any contribution into the 403(b) annuity is provided by the employee. Employees that would like to participate may contact the Chief Human Resources Officer for a list of providers.
- 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, Unreimbursed Medical Expenses and/or Child Dependent Care:

Section 125 of the Internal Revenue Code allows employees to choose to deduct insurance premiums, unreimbursed medical expenses and child dependent care from wages prior to calculating taxes. The plan runs from January 1 to December 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.

INSURANCE

Administrative personnel are eligible for health, dental and vision insurance. As an enhancement of the health, dental and vision insurance benefits provided under the Master Contract between Concord Teachers Association and the Board of School Trustees of Concord Community School Corporation, the school corporation will provide a health care supplement towards the plan coverage depending on the tier: employee, employee + spouse, employee + children or family plan. The school corporation also offers two health plans for the administrator to select. The insurance begins the date of employment. Open enrollment occurs annually in the fall for coverage effective January through December. Election of a different plan can occur during open enrollment. Spouses can only be added within the first 30 days of the initial employment date or within 30 days of a qualified event. The surcharge for the spouse is built into the premium cost for the employee + spouse or family plan.

Depending on the plan selected, the administrative employee receives the following amount as a supplement towards their pay. Health care supplemental is contingent upon the annual insurance renewals, which occur annually in the fall. These contribution amounts are effective in January for the calendar year.

| | <u>Plan A</u> | <u>Plan B</u> | <u>Den/Vis</u> |
|---------------------|---------------|---------------|----------------|
| Employee | \$2,220 | \$1,776 | \$155 |
| Employee & Children | 8,041 | 6,433 | 562 |
| Employee & Spouse | 9,984 | 7,987 | 558 |
| Family | 10,436 | 8,349 | 686 |

The health care supplement is added to your base salary and reported to the Indiana Public Retirement System (INPRS). This supplemental compensation along with your base salary is utilized for your calculation of your 401(a) and for Indiana and federal tax purposes.

The insurance options are made annually and may be adjusted based upon the selected plan. If, during the course of the year, the administrative employee switches from one plan to another, the health care supplement shall be modified accordingly as soon as the plan changes become effective. If, during the course of the year, the administrative employee discontinues subscribing for health and dental/ vision insurance, the health care supplement shall cease following the effective date of the administrative employee's withdrawal from participation in the insurance plan(s).

On-site Health Clinic - Concord has a clinic located on the main campus. If you elect health insurance and wish to schedule an appointment, call (800) 993-8244 or visit the website www.creatc.com/patients.

Akeso Case Management – This medical concierge service is available if you elect the medical plan. This benefit assists in non-emergency medical situations to help find the highest quality providers for services rendered. The administrative employee must call the concierge service at (877) 654-6229 prior to scheduling the following services: inpatient services outpatient surgeries, MRI or Scans, chemotherapy, radiation treatment, dialysis or colonoscopy. A \$250 penalty applies if the concierge services is not called prior to the visit/surgery. Options will be provided, and the selection of the provider is the administrative employee's decision.

Hostcare – This optional service is available if you elect the medical plan. This benefit covers expenses for domestic medical travel if utilized for certain medical procedures.

Telehealth – This service allows administrative employees to access Beacon Virtual Urgent Care online services for a health care provide live video chat from a phone, laptop or tablet. The medical services are available at BeaconHealthSystem.org/Connect or call (855) 667-9719 for a doctor consult.

Dental – The administrative employee will be offered dental coverage for a cost. The website is deltadental.com which will detail the benefits, allow you to set up an account and print cards. Your social security number will be utilized at the dental provider to verify eligibility.

Vision – The administrative employee will be offered vision coverage for a cost. The benefits can be verified by creating an account at vsp.com and view your benefit information. A benefit card can be printed. To find a VSP provider, visit vsp.com or call (800) 877-7195.

LIFE INSURANCE AND LONG-TERM DISABILITY

Concord Community Schools will pay for your life insurance and long-term disability. The administrative employee will receive \$100,000 life insurance coverage. Please fill out the required form and designate beneficiary(s).

OTHER FRINGE BENEFITS

The fringe benefits provided for the Concord Community Schools administrative personnel shall not be less than those provided for the teacher personnel. If new or additional benefits shall be awarded to teacher personnel that exceed those provided to administrators, said benefits for administrators shall be adjusted to equal those teacher personnel benefits.

Internet Communication Service Allowance

Selected administrative employees (cabinet and corporation treasurer) will receive \$80 per month as a salary supplement to compensate for business use of the administrator's internet communication service. This salary supplement is expressly understood by the parties to be in lieu of all other internet communication reimbursable charges. To receive this salary supplement, the administrative employee must purchase internet communication service plan acceptable to the Board of School Trustees. If the administrative employee's internet communication service plan lapses or ceases for any reason, the administrative employee shall not be entitled to any payment until the internet communication services plan is restored. This salary supplement shall be reported as basic salary to the INPRS, for calculation of the 401(a) contribution and for Indiana and federal tax purposes.

Wireless Communication Allowance

Selected administrative employees (214 days+ contract length) will receive \$70 per month as a salary supplement to compensation for business use of the administrator's wireless cellular telephone. This salary supplement is expressly understood by the parties to be in lieu of all other cellular telephone reimbursable charges. To receive this salary supplement, the administrative employee must purchase a cellular telephone plan acceptable to the Board of School Trustees. If the administrative employee's cellular telephone plan lapses or ceases for any reason, the administrative employee shall not be entitled to any payment until the cellular telephone plan is restored. The administrative employee must share the cellular telephone number with all other administrative staff and maintain the telephone's availability for business use. This salary supplement shall be reported as basic salary to the INPRS, for calculation of the 401(a) contribution and for Indiana and federal tax purposes.

PERFORMANCE REVIEW

All administrative personnel will be evaluated on an annual basis by immediate supervisor prior to the end of each school year. An administrator must be ranked as highly effective or effective to receive an annual increase in compensation.

RETIREMENT BENEFITS

All administrative employees will be enrolled in either the Teacher Retirement Fund (TRF) or Public Employees' Retirement Fund (PERF) based upon their certification. Concord Community Schools shall pay three percent (3%) of the administrative employee's salary to the Indiana Public Retirement System (INPRS) on behalf of the administrative employee for payment of the state mandated employer share.

SEVERANCE BENEFITS

The Corporation will pay \$35 per day rate for up to sixty (60) days of unused illness leave to any full-time administrative employee leaving the corporation after completing ten (10) years or more of service with the Concord Community Schools and at least 55 years of age. One (1) year of experience shall be defined as active employment for one hundred twenty (120) days plus during the school year.

Unused Sick Day Calculation - After June 30, 2001, an administrative employee who has accumulated sixty (60) or more days of unused illness leave may not accumulate additional unused days for purpose of the fringe benefit described in this section; this provision shall not be construed to reduce the number of days of unused illness leave accumulated prior to that date.

An administrative employee who retires and who is at least fifty-five (55) years of age and has been employed by Concord Community Schools for a minimum of ten (10) years shall be eligible to participate in the Board sponsored group life, health, dental and vision insurance premium until such administrative employee is eligible to apply for health coverage under Part A of the Medicare Act, provided that the full amount of the insurance premium prior to that date said premiums are due and payable.

WORKERS COMPENSATION

All employees fall under the Workers Compensation laws. To substantiate claims for medical bills and lost time due to job related accidents, therefore, all job-related injuries or illnesses must be immediately 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 may be conducted if reasonable suspicion or medical treatment is sought.

During Hours of Operation:

- Contact supervisor
- See school nurse

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

After Hours

- Contact Supervisor
- 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 Workers Compensation Law may be entitled to compensation:

- An employee eligible for disability benefits from Workers 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 Chief Human Resource Officer.

WEATHER RELATED SCHOOL CLOSURES AND DELAYS

Administrative personnel are expected to work their normal hours on days when school is closed due to weather or on delay days. 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.

PROFESSIONAL FEES

Concord Community Schools will pay membership fees for educational organizations for administrative employees as approved by supervisor. Detailed documentation must be submitted along with a purchase order.

REIMBURSEMENT OF CONFERENCE/TRAVEL EXPENSES

Administrative employees must fill out the professional leave request form and indicate the expenses to be incurred for the conference registration, travel, meals and other expenses. Administrative employees will submit to their supervisor for approval. The daily limit is \$50 per day for food reimbursements for administrative employee. Tips may be reimbursed at 15%. Any amount above that will be at your

expense. Detailed receipts must be submitted along with a claim form for reimbursement. No alcohol will be reimbursed.