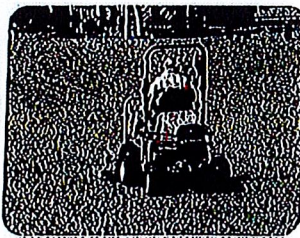
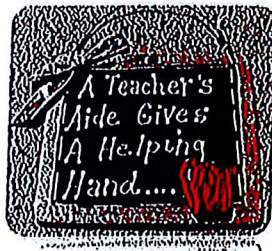
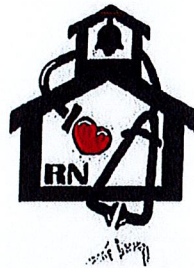
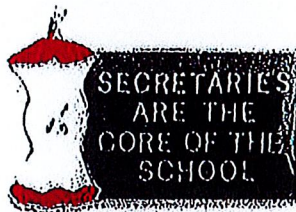
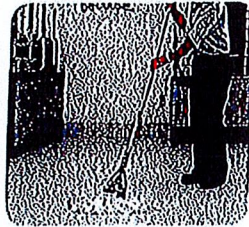


SOUTH HENRY CORPORATION NON-CERTIFIED EMPLOYEE HANDBOOK



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INTRODUCTION

South Henry School Corporation's Employee Handbook has been prepared as a means of providing important information to employees, outlining expectations for work performance and ethical behavior while employed by South Henry School Corporation.

This handbook will answer many questions and address policies and procedures impacting employees of South Henry. This handbook does not, however, constitute a contract. South Henry School Corporation reserves the right to modify the handbook at any time at its sole discretion is deemed in the best interest of South Henry School Corporation.

Over time, it is necessary to make changes to working provisions of employees for many reasons including budgetary constraints. Unless specified through board action and/or policy, changes and updates to the handbook will apply to all classified employees regardless of date of hire with South Henry School Corporation.

NON-CERTIFIED STAFF DEFINED.

Non-Certified staff is comprised of those auxiliary positions necessary for the successful operation of South Henry School Corporation. Present categories of non-certified staff include:

Secretaries	Instructional Assistants	Central Office Associates
Bus Drivers	ECA Treasurer	Maintenance Personnel
Custodians	Maintenance/Transportation Director	School Nurse
		Technology Coordinator

The South Henry School Corporation will establish and budget for non-certified staff positions in the school system on the basis of need and funding. It is expressly understood that non-certified employees are classified as "at-will" employees. This means that employment is not for a specific duration and that the employee may be discharged from employment at any time, with or without cause, and without right of hearing by or appeal to the Board of Education or any other entity. The employee may also terminate his/her employment at any time, upon two weeks' advance notice to his/her supervisor.

EQUAL EMPLOYMENT OPPORTUNITY /NON-DISCRIMINATION

The South Henry School Corporation is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religion, national origin, age, disability, sex (including pregnancy), veteran status, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Our administrative team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

Any employee with questions or concerns about any type of discrimination in the workplace shall bring these issues to the attention of their respective supervisor or the Superintendent. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

DISABILITY DISCRIMINATION AND ACCOMMODATION

It is the policy and practice of the South Henry School Corporation to comply fully with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 ensuring equal opportunity in employment for all qualified persons with disabilities. The School Corporation is committed to ensuring non-discrimination in all terms, conditions, and privileges of employment. All employment practices and activities, whether provided or conducted by the School Corporation or another on its behalf, shall be conducted on a non-discriminatory basis.

Employees who believe they have a mental or physical disability and require reasonable accommodation to perform the essential functions of their respective jobs should contact their supervisor. The School Corporation will then engage in an interactive dialog with the individual employee to verify the existence of a disability covered under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973, as amended, identify possible accommodations, and determine which accommodations the School Corporation can reasonably provide under specific circumstances.

RELIGIOUS ACCOMMODATIONS

The South Henry School Corporation also respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the School Corporation's business. An employee whose sincerely held religious beliefs or practices conflict with his or her job, work schedule, or with School Corporation policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to his/her supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation. The request will be evaluated to determine whether the request is available or if it will create an undue hardship on the School Corporation.

BASICS FOR SOUTH HENRY EMPLOYEES.

HIRING FOR VACANCIES

When filling vacancies, South Henry School Corporation is committed to hiring Individuals with the best available skills, education, licensing, experience, work ethic, willingness to serve as well as the ability to build relationships needed to perform work in a cooperative environment. Decisions regarding the selection or placement of employees are made on the basis of the job and the related criteria impacting specific positions within the South Henry School Corporation.

Non-Certified staff will be assigned to the position which, in the opinion of the Superintendent, they are best qualified to hold. Non-Certified staff may be transferred from position to position at the discretion of the immediate supervisor with the approval of the Superintendent provided they are qualified by training and experience for said position.

When positions become available any qualified current employees may apply for the position. As openings occur, notices relating general Information about the position may be posted on the South Henry School Corporation website at www.shenry.k12.in.us and depending on the nature of the position may also be advertised through other venues. While It is desirable to promote employees from within when they desire to advance to another position that may provide advantages to the employee, this will only be done when it is determined that this is in the best interest of the School Corporation. Seniority or years of experience at South Henry are not a determining factor in making that decision.

NEW EMPLOYEE ORIENTATION.

All work performed by every South Henry Employee is ultimately for the purpose of serving the students of the South Henry School Corporation. Non-Certified employees serve important roles in making South Henry the most efficient and effective organization possible to educate and serve our students.

When first reporting to a work assignment your supervisor will explain the following conditions:

- The expected work including lunch and break periods if applicable.
- Procedures for documenting work time or clocking in/out as required for various hourly positions.
- How, when and to whom to report absences.
- Specific job duties and responsibilities. What is expected in your assignment? Who will answer any questions that may arise?
- Information about parking, access to buildings and rooms, procedures for use of equipment and/or supplies.
- Procedures for use of facilities such as restrooms/lounges, food/dining facilities, and any other special rules and procedures.

EMPLOYEE PERFORMANCE EVALUATIONS

Supervisors and Principals will make every effort to evaluate South Henry School Corporation's non-certified employees annually. Evaluations may need to occur more frequently in some circumstances (i.e. new employees, employees on an improvement plan, employees assuming new duties or responsibilities, etc.) The performance evaluation process is designed to evaluate an employee's job performance and effectiveness as objectively and fairly as possible. The primary purpose of the performance evaluation is to inform the employee of strengths and areas of improvement needed. Communication with the supervisor serves as a means of improving performance, setting goals for growing in the position and being able to assume more responsibility and work more efficiently and effectively. Each year the supervisor and the employee will work collaboratively in the process of setting expectations for future evaluations. Continual growth on the job, regardless of years of experience, is the expectation of South Henry School Corporation. All positions are subject to changes and adjustments that occur over time along with advances in technology. South Henry employees are expected to accept the necessary training, instruction and adaptations to continue to be efficient and effective in the position.

IMPROVEMENT PLANS

If there is a need for improvement and the individual demonstrates the potential to reach goals as well as the desire to do so, a structured plan of action may be put in place to outline the expectations for making the needed improvements over a specified period of time. If the employee has not shown improvement, discussion will take place to determine the employee's future employment with South Henry. South Henry School Corporation is under no obligation to implement an improvement plan prior to terminating employment with an employee; this will be at the supervisor's discretion as to whether this course of action is implemented.

BASIC EXPECTATIONS AND GUIDELINES FOR ALL EMPLOYEES

- Employees will always be prompt both in reporting for work and in completing assigned tasks. If an emergency makes it necessary to be late to work or leave early from work, notification of a supervisor or other designated person should take place as soon as possible.
- It is critical to establish a good attendance record. Employees should only be absent from work when it is absolutely necessary or for a pre-planned absence.
Courtesy and cooperation are two basic elements of success with all jobs with South Henry School Corporation. Employees should always be courteous and cooperative with the public, co-workers, students and parents.
Open lines of communication must be maintained. If instructions given by a supervisor are unclear, the employee must ask for further explanation to clear up any uncertainty.
- Be as clear and concise as possible when explaining matters to students, staff and the public. Much of the business and events occurring within the school environment are confidential. While many things are a matter of public record, releasing information about them is the responsibility of individuals in specific positions and not the right of every employee. Refer any unusual requests for information to the appropriate supervisor or authority rather than taking things into your own hands and risking unethical conduct.

CHANGE OF PERSONAL CONTACT INFORMATION

Promptly report any changes of address or telephone number to your immediate supervisor, the head building secretaries and to the Superintendent's Office for Personnel. It is imperative that South Henry School Corporation have each employee's contact information up to date at all times in the event of an emergency.

SAFETY & ACCIDENTS - REPORTING REQUIREMENTS

All employees must perform their jobs in a manner that considers their own personal safety as well as the safety of others, including co-workers. This includes using protective devices and safety equipment as instructed as well as reporting on-the-job accidents, injuries or safety incidents, no matter how minor, and reporting suspicious activity, please report any safety concerns or on-the-job injuries or incidents to your supervisor immediately. Any employee whose conduct poses a significant risk of harm to him or herself or others or who fails to report on-the-job injuries or incidents will be subject to disciplinary action up to and including termination of employment. Following are the procedures to follow:

- The injured employee, visitor, or staff members responsible for an injured student shall visit the school nurse for initial treatment if she is available. She will provide a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances. **THIS FORM MUST BE FORWARDED TO THE SUPERINTENDENT'S OFFICE WITHIN 24 HOURS FOLLOWING THE INJURY.**
- If the injury requires further treatment, an appointment will be made for you with your physician.
- In the event that the injury occurs after hours and/or when the nurse is not present, the accident will be reported to the supervisor on duty and/or reported directly to the Superintendent's Office. If no office staff is on duty, leaving a voicemail message on the Superintendent's voicemail document's the time that the accident was reported. Do not delay in making this report as required within 24 hours.
- If immediate treatment is necessary and the nurse is unavailable for referral, report to the emergency room for treatment and then report the incident to the school nurse or the Superintendent's Office within the required 24 hours. You may notify the Superintendent's Office either in person or by phone. If it is after hours or on a weekend, leave a voice mail message on the administration phone number (765) 987-7882.
- **EVEN IF THE ACCIDENT REQUIRES NO TREATMENT**, it is still a requirement to report and document the accident within the 24-hour period. Some accidents seem harmless, but later require medical treatment. When the accident has been documented properly, these problems can then be considered for coverage under the school's workers compensation insurance; however, failure to report within the necessary timeframe of the accident prohibits future coverage.

EMPLOYEE ETHICS

Interactions with others: It is important that all South Henry employees strive for excellence. Consequently, as an employee of South Henry, each is expected to conduct interactions fairly, honestly, and with the highest integrity. This means treating students, coworkers, parents, and the public respectfully *and* in a manner that is exactly the way that any person would want to be treated. This also means respecting the school corporation's resources and property.

Employees shall refrain from posting negative comments on social media about the school corporation, its students, staff or administration. Employees that violate this policy or any other school policy may be subject to disciplinary action up to and possible termination of employment in accordance with employment laws in Indiana.

Communication with School Board Members: All employment-related communications from staff members to the School 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. Additionally, all official communications, policies, and directives of the Board of staff interest and concern to the staff will be communicated through the Superintendent, who shall also keep staff members fully informed of the Board's problems, concerns, and actions. Both staff and Board members share 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 school matters as educational trends, issues and innovations. However, since 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, discussions between staff and Board members of personalities or personnel grievances will be considered to be unethical conduct. This policy will not be interpreted to infringe on the First Amendment rights of employees. (Board Policy 4112)

South Henry's Code of Excellence: Recognizing that each of us plays an important role in student success, striving for excellence is not only a responsibility that all employees share, rather it is a personal commitment.

TECHNOLOGY & INTERNET ACCESS - SCHOOL EMAIL

The electronic mail system, internet access (both wireless and wired), and devices have been installed or provided by the School Corporation to facilitate communications. Although each employee has an individual password to access this system, the system and issued devices belong to the South Henry School Corporation, and the contents of e-mail communications, web browsing, application history, IP addresses, and all other user data are accessible at all times by the School Corporation management for any purpose. These systems and devices may be subject to periodic unannounced inspections and should be treated like other shared filing systems. All system and device passwords and encryption keys must be available to the School Corporation, and your passwords or encryption keys must be available to your supervisor.

All e-mail messages, web browsing history, IP address history and user data are School Corporation records. The contents of e-mail, web browsing history, IP address history, and user data may be disclosed without your permission. Therefore, you should not assume that messages are confidential. Back-up copies of e-mail may be maintained and referenced for business and legal reasons. Use of the School Corporation's e-mail, internet, or electronic devices constitutes consent to monitoring of these systems and devices.

Because the School Corporation provides the electronic mail system, internet access and may provide devices to assist you in the performance of your job, you should use these for official School Corporation business. The School Corporation recognizes that employees may occasionally and incidentally use School Corporation email and systems for personal use, but such personal use is not expressly permitted by the School Corporation. **The South Henry School Corporation reserves the right to access and disclose as necessary all messages sent over its e-mail system or any user data generated on School Corporation systems or devices without regard to content.** Use of the School Corporation's internet, even through a personal device, or use of the School Corporation's electronic devices to access personal email or personal accounts constitutes consent to monitoring of an employee's personal email or personal accounts to the extent the information is stored on School Corporation systems.

PERSONAL COMMUNICATION DEVICES

Personal cell phone, South Henry School Corporation telephones, and other personal communication devices are to be used for work-related business with the exception of a personal emergency during an individual's work hours.

SOCIAL MEDIA

Social media are utilized for a variety of purposes including for business. During work time, South Henry employees should not be on social media sites and should never post messages during work time unless it has been authorized for a business purpose. Adults working at South Henry should not "friend" students as a general rule. A student who is a close relative (child, niece/nephew) may be an exception, but it is best to err on the side of caution and refrain from publicly socializing with students through social media if you are an employee of South Henry.

SUBSTANCE ABUSE

South Henry School Corporation believes that quality education is not possible in an environment affected by drugs. We strive to have and maintain an educational setting meeting the requirements of the Drug-Free Workplace Act and Drug-Free Schools and Communities Act. In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, and alcohol, by any employee who reports for duty or attends a corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition and subject to disciplinary action up to and including dismissal.

While the South Henry School Corporation does not control behavior off the premises on the employee's own time, all employees are encouraged to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical conditions, ready to work.

Purpose

The South Henry School Corporation is committed to providing a safe working environment and, likewise, expects its employees to report to their jobs physically and mentally fit for work. Furthermore, South Henry is committed to assuring its continued representation as a model for its citizens. To achieve these goals, the School Corporation must take a firm and positive stand against drug and alcohol abuse. This policy is intended to ensure a drug free work environment for the benefit of employees and students of the South Henry School Corporation.

With respect to existing employees, the policy's objective is to eliminate substance abuse, not the substance abuser. To this end, the School Corporation is prepared to help and support all employees requesting assistance in dealing with drug or alcohol problems. No one will be disciplined for requesting assistance, they must, however, comply with and complete the recommended treatment.

Policy Requirements

1. The use, manufacturing, distribution, dispensation, possession, sale, or transfer of an Illegal drug (Including a prescription drug without a prescription), or controlled substance by any employee on School Corporation premises, In the performance of School Corporation business, or at School Corporation-sponsored events, is *strictly* prohibited.
2. The use of any legally obtained drug by any employee while performing School Corporation business or while on School Corporation premises Is prohibited to the extent that such use may adversely affect the safety of the employee or others, the employee's Job performance, or the School Corporation's regard or reputation in the community. Employees who have been Informed or have discovered that the use of a legal drug *may* adversely affect Job performance or behavior are to report such drug use and possible side effects to management.
3. The unauthorized use, possession, sale, or transfer of alcohol on School Corporation premises Is prohibited. The use of alcohol by employees while conducting School Corporation business, attending School Corporation-sponsored business or social functions, or otherwise representing the School Corporation off School Corporation premises Is permitted only to the extent that It Is not unlawful and does not adversely affect the safety of the employee or others, the employee's Job performance, or the School Corporation's regard or reputation in the community.

In accordance with the federal Drug-Free Workplace Act, an employee must Immediately notify his/her supervisor or the Superintendent of any criminal drug statute conviction for a violation occurring on School Corporation premises. An employee so convicted will be subject to disciplinary action up to and including termination.

The presence in specified amounts (producing positive test results) of any Illegal drug in an employee's system while on School Corporation premises or while otherwise performing School Corporation business is prohibited.

The School Corporation has established a drug-free awareness program to Inform employee about the dangers of drugs and drug abuse in the workplace, the School Corporation's policy of maintaining a drug-free workplace, available counseling through the employee assistance program, and penalties Imposed on employees for violations of the School Corporation's policies. Participation In the program Is mandatory,

Testing and Treatment

1, Whenever the School Corporation has reasonable suspicion that an employee's work performance or on the-job behavior may have been affected in any way by alcohol or drugs, or that an employee has otherwise violated the School Corporation's substance abuse policy, the School Corporation may require a blood test, urinalysis, or other drug/ alcohol test. An employee must complete the necessary drug Information and consent forms prior to the testing.

2. Employees In security or safety-sensitive positions will be required to consent in writing to and undergo periodic and random testing for as long as they remain in such jobs. Furthermore, employees in security or safety-sensitive positions may also be subject to pre-employment screening as well. The School Corporation's business office will maintain a list of safety-sensitive positions and will notify employees who hold such positions.

3. Any employee who has voluntarily or mandatorily completed the School Corporation's Employee Assistance Program will be required to consent in writing to and undergo periodic testing for a period of one year after release from the treatment program.

4. An employee who tests positive for Illegal drugs during the employee's first 90 days of employment will be subject to immediate termination of employment for violation of the School Corporation's Substance Abuse Policy.

5. An employee involved in any workplace Incident actually or potentially causing Injury or death involving an apparent mistake of judgment or operator error will be required to submit to a drug and alcohol test.

6. Employees involved in on-the-job accidents or who engage in unsafe on-duty or job-related activities that pose a danger to others or the overall operation of the agency may be subject to testing. Based on the circumstances of the accident or unsafe act, the School Corporation may initiate testing when there is evidence of an unsafe practice, significant damage to property, careless operation of a School Corporation-owned vehicle or equipment, significant Injury to persons, or a pattern of erratic incidents.

7. The leave of absence that must be taken after a positive alcohol or drug test is without pay. However, the employee may use any paid leave to receive compensation during the leave. Current benefits coverage will continue during the leave.

8. All test results, assistance requests, and treatment records will be maintained in files separate from the employee's personnel file and will be held in the strictest confidence, disclosed only to those having a legitimate need to know such information.

Disciplinary Action

1. Depending upon the seriousness of the offense, any violation of the policy requirements of the substance abuse policy will result in discipline, up to and including termination of employment, even for a first offense.

2. The failure or refusal to complete the necessary paperwork, to submit to a drug test, or to undergo treatment pursuant to the requirements of the substance abuse policy will be grounds for immediate termination.

3. All performance shortcomings, prohibited conduct, and attendance problems will result in discipline pursuant to the School Corporation's normal policies independently of any drug or alcohol implications or causes.

By law, all employees holding a CDL License and who are employed in a position where this is utilized for school purposes must participate in the D.O.T. Drug-Testing Program and will be disciplined up to and including termination of employment for testing positive for drugs or alcohol. (Refer to Board Policy 4122.01 - Drug-Free workplace) – see Appendix for school bus driver education booklet for Drug Abuse and Alcohol Misuse C.O.I. Drug Testing Program for South-Henry School Corporation.

TOBACCO USE

Individuals using tobacco at any location South Henry School Corporation is a tobacco-free campus. For the safety of all students and staff, all types of tobacco use are strictly prohibited at all times in all areas of the school campus, in any of the South Henry School Corporation buildings, and in all South Henry School Corporation vehicles. All employees are expected to abide by this policy, all employees are also expected to remind violators of this policy if you observe on school grounds.

STAFF ATTENDANCE

The daily physical and mental contribution of each South Henry employee is critical, and the effort of each employee is needed to help South Henry reach its goal to be an excellent school system. It is the responsibility of each supervisor to ensure that all employees clearly understand the expectations for performing job duties and how attendance impacts job performance. Specifically:

- Employees are expected to be at their work area on time.
- Employees are expected to work the number of hours assigned unless informed differently by their direct supervisor.
- Employees should not give school time to outside activities when there is not valid reason to be excused from assigned duties.
- Employees are expected to comply with rules regarding reporting and documentation of absences.
- Supervisors and/or designated individuals will provide feedback, monitor attendance, and maintain attendance records. All absences must be reported to the Corporation Secretary in a timely manner and within the current pay period so that accurate records are maintained.

ATTENDANCE POLICY

Illness and personal leave benefits are provided to ease the financial burden on employees who may be required to be absent from duty due to legitimate illness, injury, or personal necessity. Employees who use illness and personal leave for unauthorized reasons abuse the intent of this benefit. Failure to comply with the attendance policy can result in appropriate disciplinary action, up to and including termination of employment. Employees who misuse this benefit subject fellow coworkers to unfairly bearing the burden of the workload of others.

- This policy applies to all South Henry non-certified employees and prohibits excessive absenteeism, excessive tardiness and sick leave abuse. South Henry employment assumes a commitment to regular attendance. Employees are expected to report for duty as scheduled and to notify the designated supervisor in a timely manner whenever unable to do so.
- Supervisors will provide a copy of this policy to new employees at the time of hire and will explain to the employee that regular attendance and reporting to work as scheduled is essential for effective operation of South Henry School Corporation.
- Employees are responsible for reading *and* understanding this policy. If an employee does not understand any part of this policy, questions to clarify an understanding should be addressed to the supervisor. This policy will be applied equitably and fairly.
- Employees are expected to be responsible for scheduling their leave time and for ensuring that they have enough leave time to cover their absences. South Henry School Corporation may grant leaves without pay in exceptional circumstances such as an extended illness of an employee or a family member, but this must be preapproved, as a rule, unpaid leave at the discretion of an employee is unacceptable and will not be approved for routine purposes such as vacation or otherwise.

NOTIFICATIONS OF ABSENCE

It is important that all employees notify the supervisor or designated person in a timely manner of any anticipated absences so that, if necessary, alternate arrangements can be made.

- Each supervisor will designate the person to be contacted and will define what is considered to be reasonable notice for operational needs.
- Supervisors will inform employees in various positions of procedure for reporting absences, as procedures may vary.
- Each employee must report an unscheduled absence to his/her supervisor prior to the time of report for duties and as early as possible.
- All employees will be required to use absence forms to report days missed.
- Failure to comply with notification standards may result in disciplinary actions up to and including discharge.
- Reporting an absence does not guarantee that the absence will be automatically approved. Depending upon the nature of the reason for the absence, the supervisor may require additional verification before deciding if the absence is considered approved.

FMLA- (Family Medical Leave Act)

In accordance with Federal Law, the school corporation shall provide up to twelve (12) weeks of FMLA leave in any twelve (12) month period to eligible support staff members. An employee must have been employed a minimum of twelve (12) months prior to the requestor the first day FMLA Leave. The school corporation may require use of FMLA leave for any absence in excess of three days and then for any related subsequent absences or non-related extended absences toward the accumulation of twelve weeks (60 days). This can be either paid or unpaid leave; as an employee may use accumulated paid leave simultaneously with FMLA leave days. Once an employee has exhausted all FMLA leave and sick leave within a twelve (12) month period of time, it is at the discretion of the school corporation as to whether additional unpaid leave will be granted. Employees must provide medical documentation for requested FMLA and the school corporation reserves the right to require a second medical opinion if there is a dispute regarding the qualification. Absences approved under the federal Family Medical Leave Act (FMLA) laws may not be used as a basis for discipline.

In compliance with the Family and Medical Leave Act, the School Corporation provides unpaid family and medical leave of absence to eligible employees as set forth below.

General Eligibility. To qualify for FMLA Leave under this Policy an employee must be an employee of the School Corporation, must have worked at the School Corporation for at least 12 months and must have worked at least 1,250 hours during the past 12 months.

Types and Duration of FMLA Leave. An eligible employee may take FMLA leave for one of five different reasons. Specifically, an eligible employee may take FMLA leave of:

- Up to 12 weeks per Leave Year for the birth of, and bonding with, a newborn child, or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement;
- Up to 12 weeks per Leave Year to care for the employee's spouse, child, or parent who has a serious health condition;

- Up to 12 weeks per Leave Year because of the employee's own serious health condition if that condition renders the employee unable to perform his or her Job functions;
- Up to 12 weeks per Leave Year because of a qualifying exigency arising from the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation;
- Up to 26 weeks within a Single 12-Month Period to care for a Covered Service member who is the employee's spouse, child, parent, or next of kin who is (1) a member of the Armed Forces (including National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a Serious Injury or Illness suffered in the line of duty; or (2) a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness suffered in the line of duty and who was a member of the Armed Forces (including National Guard or Reserves) at any time during the 5 years preceding the date of treatment, recuperation, or therapy.

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement. An employee may not combine forms of leave to exceed the maximum entitlement under the law. In other words, an employee is only eligible for a total of 12 or 26 weeks of FMLA leave a year, as applicable, depending on the reason for the leave.

Definitions

Covered Active Duty

For current active-duty members of the armed forces, "covered active duty" means duty during deployment to a foreign country.

For members of a reserve component of the Armed forces "covered active duty" means duty during service in a foreign country as part of any operation designated by the Secretary of Defense as one in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; an operation that results in a call to duty of certain members of the Armed Forces from retirement, the Reserves, the National Guard, or state militias; or any other operation which is the result of a national emergency declared by the President or Congress.

Covered Service Member

Means (1) a current member of the Armed Forces (including National Guard or Reserves) who has suffered a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is on the temporary disability retired list; or (2) a veteran who is undergoing medical treatment, recuperation or therapy for a Serious Injury or Illness and who was a member of the Armed Forces (including National Guard or Reserves) at any time during the 5 years preceding the date of treatment, recuperation, or therapy.

Leave Year

For the purpose of this policy (with the exception of leave to care for a Covered Service member), the leave year within which an eligible employee may take his or her 12 or 26 weeks of FMLA protected leave means a rolling 12-month period measured backwards from the date the employee first takes leave for any of the reasons set forth previously.

Next of Kin

This means the nearest blood relative of the injured covered service member as defined by applicable law and regulation.

Qualifying Exigency

Qualifying exigencies include the following relating to the active duty or call to active-duty status of a Covered Service member:

- Issues arising from the short notice (seven or less days) deployment of the employee's spouse, daughter, son, parent or Next of Kin in the military ("Service member") for a period of seven days from the date of notification;
- Military events and related activities;
- Certain childcare and related activities;
- Making and updating financial and/or legal arrangements;
- Attending counseling for the Service member or the child of the Service member;
- Taking up to fifteen (15) days of leave to spend time with a Service member who is on short-term temporary rest and recuperation leave during deployment;
- Care of a Covered Service member's parent (including directly caring for the parent, arranging for care of the parent by another, admitting or transferring the parent to a care facility, or attending meetings with care providers for a parent at a care facility) who is incapable of performing self-care in three or more daily living (e.g., grooming, hygiene, bathing, dressing, and eating) or instrumental activities of daily living
- (e.g., cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephone, using a post office, etc.);
- Attending certain post-deployment activities; and
- Any other event that the School Corporation and the employee agree is a qualifying exigency and agrees as to both the timing and duration of the leave.

Serious Health Condition

Means an illness, injury, impairment, or physical or mental condition that involves either:

- Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
- continuing treatment by a health care provider, which includes:
 - (a) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment are period of incapacity relating to the same condition that also includes:
 - Treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and the second within 30 days of the first day of incapacity unless extenuating circumstances exist for the latter); or
 - one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment under the supervision of a healthcare provider; or
 - (b) Any period of incapacity related to pregnancy are for prenatal care.
 - (c) Any period of incapacity or treatment for a chronic serious health condition which:
 - continues over an extended period of time
 - requires periodic visits (at least twice a year) to a health care provider, and
 - may involve occasional episodes of incapacity rather than a continuing period of incapacity.
 - (d) Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective.

Only supervision by a health care provider is required, rather than active treatment; or

(e) Any absences to receive multiple treatments (and recovery from such treatment) for restorative surgery or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days if not treated.

Serious Illness or Injury

For members of the Armed Forces (including National Guard or Reserves), an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, and rating.

For veterans of the Armed Forces (including National Guard or Reserves) who were members of the Armed Forces (including National Guard or Reserves) at any time in the 5 years immediately preceding the treatment or therapy, an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces).

Single 12-Month Period

The Single-12 Month Period pertaining to leave to care for a Covered Service member begins the first day the employee takes FMLA leave to care for the Covered Service member and ends 12 months after that regardless of the Leave Year used by the School Corporation for other types of FMLA leave.

Veteran

Means person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

When Spouses Work Together. When spouses both are eligible for FMLA and both work at the School Corporation, the 12 weeks of unpaid leave for the birth or placement of a child or to care for a parent who has a serious health condition is aggregated among both eligible employees. Likewise, the 26 weeks of unpaid Military Caregiver Leave each will be shared among eligible employee spouses.

Notice of Need for FMLA Leave. If the leave is foreseeable (birth or placement, planned medical care, leave due to active duty of immediate family member), the employee must provide at least thirty (30) days advance notice. If circumstances prevent providing the *thirty* days advance notice, then the employee should provide as much notice as possible.

If an employee fails to give the required notice for foreseeable leave with no reasonable excuse, the employee may be denied the taking of the leave until the employee provides adequate notice of need for the leave. Employees should make *every* reasonable effort to schedule medical treatments so as not to disrupt the ongoing operations of the department in which they work.

Intermittent FMLA Leave. Intermittent leave also may be available depending upon an employee's serious health condition or an employee's immediate family member's serious health condition. Military Caregiver Leave may be taken Intermittently or on a reduced leave schedule when medically necessary.

Employees taking Intermittent leave must follow the School Corporation's standard call-in procedures absent unusual circumstances.

Documentation Supporting FMLA Leave. An employee's reason for the leave must be covered under FMLA, and the employee must provide a completed FMLA Certification of Health Care Provider Form supporting the need for the leave. A request for reasonable documentation of family relationship verifying the legitimacy of a FMLA Leave may also be required.

The employee will have fifteen (15) days in which to return a completed Certification form following receipt of the form from the School Corporation. If the employee fails to provide timely certification after being required to do so, the employee may be denied the taking of the leave under FMLA. If the Certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will have seven (7) days after receiving such written notice to provide the necessary information.

If there is reason to doubt the validity of the medical certification, a second opinion, at the expense of the School Corporation, related to the health condition may be required. If the original certification and the second opinion differ, a third opinion, at the expense of the School Corporation, may be required. The opinion of the third health care provider, which the School Corporation and the employee jointly select, will be the final and binding decision.

A request for Active-Duty Leave must be supported by the Certification of Qualifying Exigency for Military Family Leave form as well as appropriate documentation, including the covered military member's active-duty orders. A request for Military Caregiver Leave must be supported by the Certification for Serious Injury or Illness of Covered Service member form as well as any necessary supporting documentation.

Recertification. Under certain circumstances as provided by law, including (but not limited to) situations in which the need or nature of the approved leave changes, the School Corporation may, in its sole discretion, require recertification of the employee's serious health condition.

Compensation for FMLA Leave. Generally, FMLA leave is not paid. However, eligible employees will be required to use accrued paid leave in increments determined by the policies governing paid leave concurrently with FMLA leave.

Benefits During FMLA Leave. During the approved FMLA Leave, the employee's coverage under the School Corporation benefits will continue, but if the employee goes without pay, the employee must pay his/her share of health, dental, vision, and voluntary life insurance premiums (if applicable).

Interaction with the Indiana Military Family Leave Act. Indiana has a Military Family Leave act that applies to an employer that employs at least fifty (50) employees for each working day during each of at least twenty (20) calendar work weeks. Leave under the Indiana Military Family Leave act runs concurrently with FMLA qualifying leave.

1. To qualify for Indiana Military Family Leave, an employee must (1) have been employed by the School Corporation for at least twelve (12) months; (2) have worked at least one thousand five hundred (1,500) hours during the twelve (12) month period immediately preceding the day the leave begins; and (3) is the spouse, parent, grandparent, or sibling of a person who is ordered to active duty.
2. An eligible employee may take a leave of absence during one (1) or more of the following periods: (1) During the thirty (30) days before active-duty orders are in effect; (2) During a period in which the person ordered to active duty is on leave while active-duty orders are in effect; (3) During the thirty (30) days after the active-duty orders are terminated.
3. The leave of absence may not exceed a total of ten (10) working days each year.
4. An employee must substitute all accrued paid leave available to the employee for any part of the ten (10) day period of such leave.

5. An employee who wants to take an Indiana Military Family Leave of absence must provide written notice, including a copy of the active-duty orders. If available, to the School Corporation of the date the leave will begin. An employee must give at least thirty (30) days' notice to the School Corporation's Human Resources Department before the date on which the employee intends to begin the leave, unless the active-duty orders are issued less than thirty (30) days before the date the requested leave is to begin.
6. The School Corporation may require verification of an employee's eligibility for the leave. If an employee fails to provide verification, the School Corporation may consider the employee's absence from employment unexcused.
7. After an employee takes an Indiana Military Family Leave, an employee must be restored to: (1) the position that the employee held before the leave; or (2) a position equivalent to the position that the employee held before the leave, with equivalent seniority, pay, benefits, and other terms and conditions of employment.
8. The School Corporation is not required to restore an employee (a) if the School Corporation proves that the reason that the employee was not restored to the position is unrelated to the employee's exercise of the employee's rights under the law.
9. The School Corporation must permit an employee who is taking a family military leave of absence to continue the employee's health care benefits at the employee's expense.

GENETIC INFORMATION NON-DISCRIMINATION ACT

The Genetic Information Nondiscrimination Act ("GINA") prohibits employers from requesting or requiring genetic information of employees or their family members. In order to comply with this law, the School Corporation asks that in applying for FMLA leave employees not provide any genetic information when responding to any request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. When an employee is applying for FMLA leave for the care of a family member with a serious health condition it is obviously necessary to provide some medical information regarding the sick family member to support the need *for* leave. However, any family medical history information is only required to the extent necessary to make the FMLA medical certification complete and sufficient under the FMLA and should not otherwise be provided.

LIGHT DUTY POLICY

The School Corporation does not have permanent light-duty positions. However, in the event an employee is able to return to work following an injury, disability, or other medical leave of absence before he or she is otherwise able to perform the essential functions of the employee's regular position, or the employee has limitations due to pregnancy, the School Corporation may offer a temporary light-duty assignment. By definition, such assignments are temporary in nature and are not intended to create a permanent position. Accordingly, employees may only perform such temporary assignments for the lesser of the following periods: (1) the employee's ability to return to his or her regular position (with or without reasonable accommodation); (2) the time necessary to complete the temporary assignment; or (3) three (3) months. If an employee is unable to return to his or her regular position

after three months, such employee may request to be placed in any vacant position for which he or she is qualified, with or without reasonable accommodation, consistent with any restrictions imposed by the employee's doctor. If no such position is available, the employee will be returned to and placed on a medical leave of absence. The nature and availability of temporary work assignments will generally fluctuate and will be determined based on the needs and discretion of the School Corporation. Employees will be assigned any available temporary work on a first-come, first-serve basis.

VOLUNTEER FIREFIGHTER LEAVE

If a staff member is a volunteer firefighter and has notified the School Corporation in writing that she/he is a volunteer firefighter, the School Corporation may not discipline the staff member for being absent from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty or for leaving his/her duty station to respond to a fire or an emergency call if she/he has authorization from his/her supervisor to leave duty in response to a call received after his/her has reported to work. The School Corporation may require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence indicating the staff member was engaged in an emergency call at the time of his/her absence.

MILITARY LEAVE

The School Corporation is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the School Corporation's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy.

A military leave of absence is granted to all employees who are called to military service (either as a member of the Armed Forces Reserve or National Guard) to fulfill required assignments. Employees are provided fifteen days of paid leave for each calendar year pursuant to proper orders issued by the appropriate military authority. After exhaustion of the paid leave, the employee may elect to use accumulated Paid Time Off or request the leave as unpaid. The employee must submit written military orders to his/her supervisor 30 days in advance of the absence, or as soon as practicable. A copy of the order will be placed in the employee's employment file.

If the employee does not return to work, the supervisor must notify the Superintendent so that appropriate action may be taken.

Employees exercising Military Leave who are participating in School Corporation benefits must contact the Superintendent 30 days in advance of the leave to discuss benefits administration during their absence.

Under Indiana's Military Family Leave Act (IMFLA), eligible employees are entitled to an unpaid leave of absence to spend time with certain family members who are engaged in or called to active military service.

IMFLA Eligibility

An eligible employee under IMFLA is an employee who has been employed by the School Corporation for at least 12 months, who has worked at least 1,500 hours during the 12-month period immediately preceding the leave,

and who is the spouse, parent, grandparent, sibling, or court-appointed guardian or custodian (all as construed according to the statute) of a person who is ordered to active duty.

The term "active duty" means full-time service on active-duty orders in the armed forces of the United States or the National Guard for a period that exceeds 89 consecutive calendar days.

Reasons for IMFLA Leave

An eligible employee may take IMFLA leave of up to 10 cumulative working days per calendar year during one or more of the following periods:

- Within the 30-day period before a spouse, son, daughter, grandson, granddaughter or sibling ("military family member") begins active duty;
- during a period when the military family member is on leave; or
- during the 30-day period after a military family member's active-duty orders are terminated.

Compensation for IMFLA Leave

Generally, IMFLA leave is not paid. However, an eligible employee may elect to take any accrued paid leave in *lieu* of taking unpaid leave under the IMFLA. Such paid leave will be counted toward the employee's 10 days of IMFLA leave granted per year.

Employees are also entitled to a leave of absence without loss of pay or benefits for any consecutive or nonconsecutive period that does not exceed 15 days in a calendar year for the time the employee is on training pursuant to proper orders issued by the appropriate military authority. Any military leave exceeding the annual maximum of 15 work days may be compensated by accrued paid leave before considered as unpaid time. Consideration of this benefit will be given to those employees providing satisfactory documentation reflecting the actual military leave period and performance of military duty.

Job and Benefits Security

An eligible employee who takes leave under the IMFLA and who returns to work before his or her IMFLA leave entitlement has expired will be restored to the position the employee held when the leave commenced or to an otherwise equivalent position with respect to seniority, pay, benefits, and other terms and conditions of employment.

Employee Notice and Leave Request Requirements

An eligible employee must give the School Corporation at least 30-days written notice of his or her Intent to take leave under the IMFLA unless the military family member's active-duty orders are issued less than 30 days prior to the requested leave. An eligible employee must also provide a copy of the active-duty orders, if available, along with the leave request.

The School Corporation reserves the right to require verification of the employee's eligibility for IMFLA leave. If an employee fails to provide such verification, then his or her absence will be considered unexcused.

Continuation of Group Health Plan coverage

The School Corporation will maintain group health plan coverage for an employee who takes IMFLA under the same terms and conditions as active employment.

Non-Discrimination/Non-Retaliation Policy Statement

The School Corporation will not interfere with, restrain, or deny an employee's exercise of right under the IMFLA.

ATTENDANCE REVIEW PROCESS

Administrators and Supervisors will monitor the attendance record of each employee and determine through a review process whether excessive absenteeism, excessive tardiness or sick leave abuse exists. A review of an employee's attendance or punctuality may be initiated if any of the following circumstances exist:

- Excessive unscheduled absences of any length in any 12-week period, including for reasons of illness or personal business,
- Tardiness on three occasions within a 12-week period (Tardiness is defined as failing to report promptly, ready to work, at the scheduled starting time of the shift or taking unauthorized extended rest or meal periods.)
- A pattern of unscheduled absence in conjunction with: scheduled days off, legal holidays, weekends, same days of the week
- Requests for unpaid absences
- The use of unscheduled leave under false pretenses
- Unscheduled absences, immediately following discipline, after working overtime, after having a leave request denied, under any other suspicious circumstance as determined by a supervisor or administrator

Absences due to Job Injury, bereavement leave, vacation, holidays or other paid personal leaves will not be included as a basis for discipline. Absences for which employees provide acceptable medical verification of their inability to work shall not be considered as unexcused absences. Note, however, that excused absences for which an employee brings in acceptable medical information may still be excessive and subject to possible discipline if the employee has no leave time to cover the absence and has exhausted or does not qualify for FMLA.

If a review of an employee's attendance is initiated, the administrator will take into consideration any mitigating circumstances before determining that possible excessive absenteeism; excessive tardiness or sick leave abuse exists. The administrator may arrange for a meeting with the employee whose record is being reviewed. The attendance or tardiness record may be discussed with the employee in an attempt to determine if there is a mitigating reason for the poor record or possible abuse.

If the administrator determined that a violation of work rules exists and that discipline is appropriate, progressive discipline is to be applied. Typical progressive discipline may include the following steps:

- 1st Violation- written reprimand
- 2nd Violation - suspension without pay (up to three days)
- 3rd Violation -Termination

If the administrator determines that a violation is serious it may warrant a higher level of discipline. All steps of progressive discipline are not required and a higher level may be warranted. Examples of serious violations include:

no-call/no-show

leaving work without authorization

no-call/no-show for three consecutive days or more will result in the scheduling of a meeting and may result in discharge without prior discipline. Failure to attend the scheduled meeting will result in immediate dismissal.

WORKPLACE HARASSMENT

The South Henry School Corporation Intends to provide a work environment that is pleasant, healthy, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort on the basis of race, color, sex, age, disability, genetic information, religion, national origin, or veteran status will not be tolerated.

What Is Harassment

Sexual and sex-based harassment may include:

- Requests for sexual favors;
- Unwanted physical contact, including touching, pinching, or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, and threats;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling, or obscene gestures; and
- Acts of physical aggression, intimidation, hostility, threats, or unequal treatment based on sex (even not sexual in nature)

Other harassing conduct includes but is not limited to the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, which relate to race, color, sex, age, disability, genetic information, religion, national origin, sexual orientation, gender identity, veteran status or other legally-protected status.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, sex, age, disability, genetic information, religion, national origin, veteran status or other legally protected status and that is placed on walls, bulletin boards, or elsewhere on the School Corporation's premises, or that is circulated in the workplace.
- Offensive t-shirts, sweatshirts, or tattoos.

Responsibility & Reporting

All School Corporation employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by experiencing the incident, witnessing the incident or being told of it, should immediately report it to his or her supervisor or the Superintendent.

When the School Corporation becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the School Corporation to do so. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to disciplinary action up to and including discharge. The School Corporation also will take any additional action necessary to appropriately remedy the situation.

No-Retaliation

It is a violation of policy, subject to discipline, for any employee to retaliate or take any sort of adverse action against someone who lodges a complaint. No adverse employment action will be taken against any employee making a good faith report of alleged harassment or participating in a harassment investigation.

SEXUAL MISCONDUCT

Sexual misconduct and/or any intimate relationships between students and a South Henry School Corporation Employee is prohibited. Any staff member who engages in sexual activity with a student may be disciplined up to and including termination and may also be guilty of the criminal charge of "sexual battery" as set forth in IC 35-42-4-8. In the case of a child under 14 years of age, the person may also be guilty of "child molesting" under IC 35-42-4-3. In the case of a child between 14-16 years the person may also be guilty of "sexual misconduct with a minor" under IC 35-42-4-9. The issue of consent is irrelevant in regard to the latter two criminal charges. Any employee accused of sexual relations with a student will face discipline up to and include termination of employment.

RESIGNATION

Non-Certified personnel employed by South Henry School Corporation who voluntarily make the decision to leave employment must submit a letter of resignation to the Superintendent and School Board *two weeks in advance of* the last day of employment. The more notice that can be given, the better position it places the school corporation in continuation of services without disruption, so this is much appreciated by the school corporation. Employees who resign voluntarily receive compensation for accrued paid leave excluding accrued sick leave so long as appropriate notice is provided.

TERMINATION

It is expressly understood that classified personnel are considered "at will" employees and continued employment by the South Henry School Corporation is dependent upon the satisfactory performance by the individual of all duties considered part of the job. Any employee may be dismissed for reasons considered by the Board of School Trustees as being undesirable based upon the recommendation of the employee's immediate supervisor. Employees who are involuntarily terminated forfeit their right to receive compensation for any accrued paid leave.

COMPENSATION & BENEFITS

PAYROLL PRACTICES

All non-certified staff will be required to document actual hours worked by use of a time card or a time sheet. In an effort to be in compliance with the State Board of Accounts and US Department of Labor guidelines, those clocking in should do so no earlier than five minutes before start time and no later than five (5) minutes after ending time unless pre-approved to work extra time. All time will be paid (or docked) in 15-minute increments (Example: Start time is 8:00 a.m. and employee does not clock in until 8:08 a.m. • Employee would be docked ¼ hour of pay.) Employees utilizing a timesheet for documentation of hours must record the hours that were worked daily minus any unpaid ½ hour lunch if applicable. All timecards and timesheets must be approved each pay period by the immediate supervisor and by the building Principal or Superintendent. South Henry has set the "workweek" as 12:01 a.m. Sunday through 12:00 midnight Saturday.

Non-Certified employees are paid bi-weekly. Employees leaving school grounds for reasons other than school business must clock in/out and/or document time absent from building on a timesheet and have this initialized by a supervisor.

DIRECT DEPOSIT

South Henry School Corporation utilizes direct deposit for payroll funds. New employees should stop by the Superintendent's Office to complete and sign a direct deposit form. All that is needed is a canceled check or a direct deposit form completed by the employee. In rare instances there are circumstances beyond the control of the school corporation that could cause a direct deposit to be delayed to the next day. It is recommended that employees consider this possibility and arrange for the withdrawal of any automated payments to occur at least one to two days following the scheduled pay dates. **A paper check will only be issued if there is an emergency situation. If a paper check is necessary, this should be communicated with the payroll clerk as soon as possible.**

OVERTIME

Non-Certified staff shall not work hours beyond their regular schedule unless such work is specifically authorized by the immediate supervisor **AND** approved by the Director of Finance and Business. Overtime will be paid at a rate of one and one-half times (1.5x hourly rate) for all hours worked in excess of forty (40) hours for the set workweek (12:01 a.m. Sunday through 12:00 midnight + Saturday.) **All overtime documented by an employee must have been pre-approved by the immediate supervisor and the Director of Finance and Business.** Unauthorized overtime will be paid; but employees engaging in unauthorized overtime will be subject to discipline up to and including termination of employment.

***Personal, Sick, and Vacation leave hours accrued within a pay period shall not be used in calculating overtime compensation.**

SALARY DEDUCTIONS AND WITHHOLDING

South Henry School Corporation will withhold the following from employee's paychecks:

- **Taxes:** Federal, state and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare payment.
- **Insurance:** Your contribution to health Insurance (if qualified to participate) as well as any other Insurance premiums for yourself or eligible family members or other contributory benefits programs.
- **Mandated deductions:** Deductions mandated by court or legal authority such as child support, wage garnishment, etc.
- **Other deductions:** Other deductions you authorize such as deductions through Section 125 (i.e. Flexible Spending account contributions, Health Savings accounts, 403(b) contributions, etc.)

COMPENSATION FOR SCHOOL DELAYS/EARLY DISMISSALS/CLOSINGS/WAIVED DAYS

Twelve (12)-month employees (*where pay is based on a 260-day annually*) are to report for duty on days of school closing due to inclement weather unless otherwise instructed by the Superintendent or immediate supervisor. If employees are unable to report to work paid-time off will be utilized for absence.

Other non-certified employees (*less than 260 days*) are not expected to report on days of closure unless instructed by supervisors and approved by the Superintendent.

Early Dismissals or Delays: All hourly workers (except instructional aides) will be compensated for hours worked regardless of whether the schedule is altered by delays or early dismissals. Time recorded on the time card or timesheet must accurately reflect the actual hours worked daily. If employees can productively work the normally scheduled hours (either by coming in during the hours that school is delayed to complete duties assigned by a supervisor and/or by flexing time to work later in the day) this is acceptable so long as the employee is instructed to do so by his/her immediate supervisor and the work completed is that employee's regular duties. This may not be possible for all employees in all positions to make up missed hours.

Days "waived" from the calendar: In specified circumstances, days may be waived from the 180-day student calendar by the State, or the State gives permission for missed time to be made up alternatively (i.e. extended time added to other scheduled days, e-learning days, etc.) As our "business" is a tax-supported educational Institution, decisions will be made in the best interest of the students whom we serve. It is, therefore, feasible that workers whose schedules are closely tied to the student calendar may work fewer days than anticipated throughout the school year if the schedule must be altered. Many employees are impacted by changes in the schedule, and this can also impact the actual number of hours or days worked within a pay period and ultimately with a school year. While the corporation attempts to provide opportunities for workers to recoup lost time in ways that are beneficial to the school corporation; it is to be understood that there is no obligation to compensate employees for unworked time, and opportunities for this may not occur.

MEDICAL INSURANCE

The School Corporation shall provide an annual contribution toward the employee's choice of a single or family medical insurance plan for all full-time, active-duty participants (except bus drivers and instructional aides). The set amount shall be designated annually and is subject to change with budgetary needs. Full time is defined as those employees regularly employed for a minimum of 30 hours per workweek. A workweek is measured from Sunday to Saturday. Employees working less than 30 hours per workweek are eligible to participate in the South Henry School Corporation Health Insurance plan at a higher rate of employee contribution. The employee will pay an additional 25% of the school corporation Health Insurance contribution.

(Effective 1/1/2019) South Henry School Corporation participates in the East Central Indiana School Trust (ECIST). The corporation will provide a set flat contribution for all eligible non-certified employees toward the available health insurance plans in the following amounts toward the plan the employee chooses:

- Single Plan (PPO, HDHPI, or HDHP2)- Corporation will contribute \$7,460.16, \$7,095.36, or \$7,068.74
- Family Plan (PPO, HDHPI, or HDHP2)- Corporation will contribute \$19,071.36, \$18,101.16, or \$15,015.00

Part-time eligible employees pay an additional 25% of the school corporation contribution

DENTAL/VISION INSURANCE

All eligible non-certified staff may participate in dental and/or vision insurance plans provided by the South Henry School Corporation. The employee covers the full premium of these policies. The corporation shall not make any contributions to these plans.

TERM LIFE

The School Corporation shall pay the cost of fifty thousand dollars (\$50,000) in term life insurance, less one cent, for designated non-certified 12-month and/or supervisory personnel.

Specifically: Director of Maintenance/Transportation, Director of Buildings/Custodial, custodians, maintenance personnel, technology coordinator, building secretaries, building treasurers, school nurse and Superintendent Office staff.

LONG-TERM DISABILITY

The School Corporation shall pay the cost of single Long-Term Disability coverage, less \$6.50, for designated non-certified 12-month and/or supervisory personnel. The program shall provide a minimum benefit of two-thirds (2/3) salary to age sixty-five (65), with a maximum waiting period between occurrence of disability and beginning of coverage of ninety (90) days.

Specifically: Director of Maintenance/Transportation, Director of Buildings/Custodial, custodians, maintenance personnel, technology coordinator, building secretaries, building treasurers, school nurse and Superintendent Office staff.

ANNUITIES

All non-certified personnel have the privilege of establishing a tax-sheltered annuity program (403-B) through an approved vendor of South Henry School Corporation. The employee must contact the Superintendent Office to participate. The corporation does not match contributions or contribute to individual employee's annuities.

PUBLIC EMPLOYEES' RETIREMENT FUND (P.E.R.F)

All full-time eligible employees shall be enrolled in the Public Employees Retirement Fund. The School Corporation shall contribute 11.2% of the employee's gross wages, as a benefit to the employee, to the fund. The mandatory employee contribution is 3% of gross wages to the fund.

Eligible full-time employees are defined as: Director of Maintenance/Transportation, Director of Buildings/Custodial, custodians, maintenance personnel, technology coordinator, building secretaries, building treasurers, school nurse and Superintendent Office staff.

SECTION 125 BENEFITS

The school corporation will provide voluntary payroll deduction for the purpose of permitting employees to receive benefits as provided by Section 125 of the Revenue Act of 1978. School bus drivers are not eligible.

SICK LEAVE – See Attached Non-Certified Benefit Addendums

Non-Certified eligible employees (12 month, 260 days and 10 month full-time) shall be entitled to ten (10) paid days per year, accumulative to one hundred (100) days. Sick leave is issued to employees on July 1st each year. If an employee is on leave as of July 1st when sick leave is added for the new year, sick leave is awarded the next business day they are at work.

PERSONAL BUSINESS LEAVE– See Attached Non-Certified Benefit Addendums

Non-Certified eligible employees (12 month, 260 days and 10 month full-time) shall be entitled to three (3) personal business paid days per year, non-accumulative. Unused personal business days will be added to the individual employee's accumulated sick leave at the end of each contract year. Total accumulation will be one hundred (100) days. Personal business is defined as business that cannot be conducted outside the course of the regular work hours. Personal business leave is issued to employees on July 1st each year.

If an employee is on leave as of July 1st when personal leave is added for the new year, personal leave is awarded the next business day they are at work.

BEREAVEMENT LEAVE– See Attached Non-Certified Benefit Addendums

Bereavement leave shall be for the purpose of attending last burial rites and other personal matters of the family. Non-Certified eligible employees (12 month, 260 days and 10 month full-time) shall be provided leave for each death and shall receive full compensation for each leave. Each leave shall include the day of burial and the appropriate number of scheduled school weekdays as follows:

- Up to five (5) days for immediate family - employee's spouse, employee's child (step-child), employee's mother/father (mother/father-in-law), employee's grandchild (step-grandchild), brother, sister,

grandparent, or any similar relationship established by marriage or a person living in the same home as part of the family.

- Up to three (3) days, for close family- sister (-in-law), brother (-in-law), son/daughter-in-law, aunt, uncle, niece, or nephew.
- Personal Business Leave may be used in order for the employee to attend the funeral of a more distant relative by blood, marriage, or a close friend.

A waiver of the guidelines may be requested and may be granted by the Superintendent.

LEGAL/JURY DUTY

A non-certified employee selected for jury duty or subpoenaed to be a witness shall receive full compensation, less the amount paid by the court. The check paid by the court shall be remitted to the South Henry School Corporation upon receipt of such payment. If subpoenaed to testify in court, the employee shall be paid full regular salary and shall not forfeit any sick or personal business leave days.

PAID HOLIDAYS

The following twelve (12) paid holidays are provided to all twelve (12) month (260 paid days) per year non-certified employees:

- Independence Day
- Labor Day
- Thanksgiving (2 days - Thursday and Friday)
- Christmas Eve
- Christmas Day
- New Year's Eve
New Year's Day
- Martin Luther King Jr. Day
President's Day
- Good Friday
- Memorial Day

If the employee works on any of the above holidays, due to school being in session or otherwise required, he/she may trade that day for another approved day off work per approval of the immediate supervisor.

Non-certified staff will not be paid for holidays or vacation while on disability (work related or non-work related) or any approved leave of absence.

PERSONAL VACATION TIME~

Non-certified employees who work twelve (12) month (260 paid days) per year and are full time will be granted personal vacation time annually as follows:

6 Months to 1 Year: 1 Week

1 Year to 9 Years: 2 Weeks

- 9 Years to 20 Years: 3 Weeks
- 20Years to 30 Years: 4 Weeks.

One (1) week of vacation may be used during the school year, provided a qualified substitute is available. In the event that an employee has unused vacation days that are not used during that school year, the employee may receive pay for up to five (5) of the unused vacation days for that school year. This will be paid the second week of July.

All vacation time must be pre-approved by supervisors and the Superintendent. It is the goal of the school corporation to balance the number of employees utilizing vacation time at once, as well as to avoid excessive vacation time during peak workloads for various departments. For this reason, employees using a block of time equal to or greater than three (3) days are encouraged to plan ahead and seek approval well in advance of those plans; as there is no guarantee prior to approval that it will be possible to take extended blocks of time for vacation.

Vacation Time is issued to employees on July 1st each year. If an employee is on leave as of July 1st when vacation time is added for the new year, vacation time is awarded the next business day they are at work.

""Substitutes may be hired with the prior approval of the Superintendent

VACATION FOR INTERNAL TRANSFERS

If an employee transfers within the corporation to a 12-month position, his/her consecutive years of service to the school corporation immediately prior to the transfer will be honored when awarding vacation days. If the employee is transferred from a position that did not previously have paid vacation time, the consecutive years of service to the school corporation will be recognized for purposes of determining the number of vacation days awarded; however, that employee must complete a year of service in the new position prior to utilizing the paid vacation days. This does not include the corporation paid holidays, which may be used immediately.

SICK, PERSONAL AND VACATION DAY ADDITIONAL GUIDELINES

- Sick, personal or vacation days must be used in half day or whole day increments.
- A sick, personal or vacation day must be used when employee is absent. Days cannot be saved to use at a later date. The exception to this is if 2 hours or less is missed in a day, then the employee may choose to take it unpaid.
- If non-certified employee wants to miss work time for a professional development, they will need to utilize a personal, sick or vacation day and this must be approved by their supervisor.
- If employee has used all of their personal, sick or vacation days and has an absence, the day(s) will be DOCKED (if salary), or UNPAID (if hourly) and employee will be subject to disciplinary action. Working weekends and at home to make up time (in place of pay being docked or unpaid) will not be permitted.

RETIREMENT

Non-Certified (12 month, 260 days and 10 month full-time) employees who have attained the age of fifty-five (55) by December 31st of the school year, and who has worked in the South Henry School Corporation for fifteen (15) or more years shall be eligible for retirement pay as stated. A letter of intent to retire must be filed with the

Superintendent by June 1st of the year prior to retirement. Benefits are paid as follows:

- One check for the payout of sick days of Twenty-five (\$25.00) per day of accumulative sick leave up to one hundred (100) days. (\$25.00 per day/maximum of \$2,500.00)
- One check for service paid as twenty-five (\$25.00) per year of service

LUNCH

Non-Certified twelve (12) month (260 paid days) employees shall be entitled to one - thirty (30) minute paid lunch break and two (2) fifteen-minute breaks, also paid, during an eight (8) hour work day. Break and lunch times are to be determined by supervisor.

CUSTODIANS

Custodians, who work twelve (12) months, 260 days, but less than 8 hours per day, will receive five (5) paid sick days, three (3) personal days, one (1) week paid vacation, and paid holidays. All other benefits apply.

Custodians who work only during the school months (180 days) (no summer months) and less than eight (8) hours per day, will receive five (5) sick days, one point five (1.5) personal days; unused days accumulate to one hundred (100). No vacation days, no holiday pay. All other benefits apply.

Custodian Shoe Allowance: Limited to once per year, each custodian will be reimbursed for the cost of one new pair of work shoe. Employee is not eligible for shoe allowance until 90 days after date of hire.

An employee who intends to retire cannot purchase shoes any less than 180 days before their retirement date.

The allowance is up to \$75.00. If the cost of the shoes is under \$75.00, the employee will only be reimbursed for the actual cost of the shoes. If the shoes cost over \$75.00, the employee will not be reimbursed for the difference. The employee must present the original receipt to the Business Manager in order to receive reimbursement. If the employee resigns, retires or is terminated immediately after receiving shoe allowance, their last pay will be docked for the amount they received for the shoe allowance.

REIMBURSEMENT OF CONFERENCE/TRAVEL EXPENSES

South Henry School Corporation's non-certified employees may be encouraged by supervisors to affiliate with appropriate job-related state, regional, and national associations, and to attend meetings conducted by governmental bodies or agencies responsible for school and school related operations. Attendance at conferences must be approved after submitting a conference request form and having this approved by the Superintendent and/or the School Board of Trustees. The board must approve conferences requiring overnight stay.

Unless the corporation is able to make travel arrangement and pay by credit card from the corporation office, employees are expected to cover all expenses for conferences and submit receipts for reimbursement. Corporation credit cards will not be issued for travel. All expenses for reimbursement should be designated on the request form when approved by the Business Manager and Superintendent, or board in the case of overnight trips. Reimbursement for mileage, if using employee's own vehicle, will be at the IRS rate and is provided only when the school van is not available for use or as otherwise approved in advance by the Superintendent. Original receipts must be submitted for reimbursement of all expenses.

Reasonable food expenses are allowed for overnight stay only as designated by federal tax code, and gratuities are not to exceed 20%. Employees should designate the estimated food expense on the conference approval form and once approved, it is expected that receipts presented for reimbursement will be close to the approved amount. If excessive receipts are presented, the corporation will only reimburse the amount approved, and the employee will be responsible for the balance of the expenses incurred while attending the conference. No reimbursement will be provided for alcoholic beverages. Lodging will be reimbursed as designated in the conference request form so long as original receipts are submitted for reimbursement.

NON-CERTIFIED PERSONNEL WORK DAY

Duties and responsibilities of school personnel can fluctuate based upon factors that can impact the workplace without notice. It is the desire of the corporation to have well-defined workplace guidelines. It is, however, necessary for supervisors to assign duties and responsibilities that align with the current demands of the school corporation in an effort to be fully operational while providing optimal services to the school community. It is, therefore, sometimes necessary for supervisors to assign additional duties that can alter the schedule of workers. The times listed below are subject to change per Instructions/approval of supervisors.

<u>POSITION/LOCATION</u>	<u>WORKDAY</u>	<u>#HOURS</u>	<u>#DAYS</u>
CENTRAL OFFICE POSITIONS	Times vary as assigned by Superintendent•	8	260
DIRECT. MAINT./TRANSP.	Times vary as needed*	8	260
DIRECT. BUILDNG/CUSTOD.	Times vary as needed	8	260
CUSTODIANS	7:00 AM - 3:00 PM	8 (DAY SHIFT)	260
	3:00PM-11:00 PM	8 (EVENINGSHIFT)	260
MAINTENANCE PERSONNEL	8:00 AM - 2:00 PM	7	260
BUILDING SECRETARIES	7:45 AM - 3:45 PM	8	190
ELEM. MEDIA COORDINATOR	7:40 AM -3:00 PM*	7.25	190
BUILDING TREASURERS	7:45 AM - 3:45 PM	8	195
GUIDANCE REGISTRAR	7:45 AM – 3:45 PM	5.75	195
		5.75	
CAREER COACH	Times vary as assigned by supervisors*		190
			Effective 1/1/25
INSTRUCTIONAL ASSISTANTS	Times vary as assigned by supervisors•	5.75	181
		(1/2 hour unpaid lunch)	181
SCHOOL NURSE	7:45 AM - 3:45 PM	8	181
BUS DRIVERS	AM & PM ROUTES•	Up to 3.5hours dally	182

- *As duties dictate.
- The workweek is from 12:01 AM Sunday to 11:59 pm Saturday.
- The assignment of hours and duties shall be the responsibility of the direct supervisors, under the direction of the Superintendent and are subject to change based upon the immediate needs of the school corporation.

PART-TIME EMPLOYEES

(10-month employees)

Part-time employees are defined as those working less than 29 hours weekly. Part-time employees are ineligible for participation in the school health Insurance plans.

Instructional Assistants

All Instructional Assistants (regardless of hire date) will be employed as part-time workers unless otherwise specified.

- Part-time Instructional assistants are ineligible, for health insurance plans offered by the South Henry School Corporation
- Part-time Instructional assistants will have a ½ hour unpaid lunchbreak
- Part-time IAs are eligible to participate in Section 125 voluntary payroll deductions for which they qualify
- See Addendum for benefits and information which are updated before each school year.

Bus Drivers

- See Addendum for benefits and information which are updated before each school year.

ADDENDUM

1. SOUTH HENRY NON-CERTIFIED FULL TIME 12 MONTH EMPLOYEES
2. SOUTH HENRY NON-CERTIFIED FULL TIME EMPLOYEES WHO WORK DURING SCHOOL MONTHS
3. SOUTH HENRY PART-TIME EMPLOYEES UNDER 29 HOURS/WEEK
4. SOUTH HENRY BUS DRIVER'S HANDBOOK ADDENDUM

The addenda listed above are intended to modify certain benefits. To the extent the addenda do not expressly modify the Handbook, the Handbook policies and procedures govern.

2025-2026
South Henry School Corporation
Benefits – Non-Certified – 12 Month Employees
7/1/25 – 6/30/26

1. **Insurance** – Custodial-Secretary-Maintenance-Tech Staff shall be entitled to the same insurance benefits as the agreement with Certified Staff. The staff member will contribute \$6.50 to the cost of the L.T.D. Plan.
2. **Sick Leave** – Custodial-Secretary-Maintenance-Tech Staff shall be entitled to ten (10) days per year accumulative to one hundred (100) days. Once 100 days have been met, in the event that the paid sick/personal days are not used during that school year, the employee may receive pay for the days accrued during that school year. This will be paid on the second pay of July.
3. **Retirement** – Custodial-Secretary-Maintenance-Tech Staff who has attained the age of fifty-five (55) by December 31st of the school year, and who has worked in the South Henry School Corporation for fifteen (15) or more years shall be eligible for retirement pay as stated. A letter of intent to retire must be filed with the Superintendent by June 1st of the year prior to retirement.
 - A. Twenty-Five (\$25.00) per day of accumulative sick leave up to one hundred (100) days.
 - B. Twenty-Five (\$25.00) per year of service.
4. **Personal Leave** – Custodial-Secretarial-Maintenance-Tech Staff shall be entitled to three (3) days per year, non-accumulative. Unused personal leave may be added to sick leave. Total accumulation will be one hundred (100) days.
5. **Bereavement Leave** - Custodial-Secretarial-Maintenance-Tech Staff shall be entitled to the same policy adopted for certified personnel in the event of death in the immediate family.
6. **Lunch** – Custodial – Secretary – Maintenance-Tech Staff shall be entitled to one - thirty (30) minute paid lunch break and two (2) fifteen-minute breaks, also paid, during an eight (8) hour work day. Break and lunch times are to be determined by the Supervisor.
7. **Vacation** - Custodial-Secretarial-Maintenance-Tech Staff who work 260 days per year and are full-time, shall be entitled to vacation with pay based on employment as follows:

6 months to 1 year	-1 week
1 year to 9 years	-2 weeks
9 years to 20 years	-3 weeks
20 years - 30 years	-4 weeks

One (1) week of vacation may be used during the school year, provided a qualified substitute is available.

If an employee has unused vacation days that are not used during that school year, the employee may receive pay for up to five (5) of the unused vacation days for that school year.

Non-custodial employees may receive pay for up to seven (7) unused vacation days. This will be paid on the second pay of July.
8. **Custodians, who work year-round, but less than 8 hours per day**, will receive 5 paid sick days, 3 personal days, 5 vacation days, and paid holidays. All other benefits apply except PERF. For health insurance, the employee pays their portion plus 25% of the corporation's portion.
9. **Custodians, who work only during the school months (no summer months) and less than 8 hours per day**, will receive 5 sick days, and 1.5 personal days; unused days accumulate to one hundred (100). No vacation days, no holiday pay. All other benefits apply except PERF. For health insurance, the employee pays their portion plus 25% of the corporation's portion.
10. **Custodian Shoe Allowance** – Limited to once per year, each custodian will be reimbursed for the cost of one new pair of work shoes. Employee is not eligible for shoe allowance until 90 days after date of hire. An employee who intends to retire cannot purchase shoes less than 180 days before their retirement date. The allowance is up to \$75.00. If the cost of the shoes are under \$75.00, the employee will only be reimbursed for the actual cost of the shoes. If the shoes cost over \$75.00, the employee will not be reimbursed for the difference. The employee must present the original receipt to the Business Manager in order to receive reimbursement. If employee resigns, retires or is terminated immediately after receiving shoe allowance, their last pay will be docked for the amount they received for the shoe allowance.

11. PAID HOLIDAYS –

Friday, July 4, 2025	Wednesday, December 31, 2025
Monday, September 1, 2025	Thursday, January 1, 2026
Thursday, November 27, 2025	Monday, January 19, 2026
Friday, November 28, 2025	Monday, February 16, 2026
Wednesday, December 24, 2025	Friday, April 3, 2026
Thursday, December 25, 2025	Monday, May 25, 2026

2025-2026 School Year
South Henry School Corporation
Benefits – Non-Certified Full-Time Employees Who Work Only During
School Months

1. **Insurance** – Secretary-Treasurer-School Nurse Staff shall be entitled to the same insurance benefits as the agreement with Certified Staff. The staff member will contribute \$6.50 to the cost of the L.T.D. Plan.
2. **Sick Leave** – Secretary-Treasurer-School Nurse Staff shall be entitled to ten (10) days per year accumulative to one hundred (100) days.
3. **Personal Leave** – Secretary-Treasurer-School Nurse Staff shall be entitled to three (3) days per year, non-accumulative. Unused personal leave may be added to sick leave. Total accumulation will be one hundred (100) days.
4. Sick and Personal leave must be used in half-day or whole-day increments. If an employee is absent, they must use a personal or sick day to cover that absence. If 2 hours or less is missed, then the employee may opt to take that as unpaid leave.
7. **Bereavement Leave** - Secretary-Treasurer-School Nurse Staff shall be entitled to the same policy adopted for certified personnel in the event of death in the immediate family.
8. **Holidays** – No Paid Holidays
 - High School Treasurer – 195 Days
 - High School Secretary – 190 Days
 - Elementary Treasurer – 195 Days
 - Elementary Secretary – 190 Days
 - Elementary Media Coordinator – 190 Days
 - School Nurse – 181 Days

2025-2026 School Year
South Henry School Corporation
Benefits - Non-Certified Part-Time Employees - 29 Hours/Week
Instructional Assistants and Bus Aides

1. **Sick/Personal Leave** – The Employee shall be entitled to a maximum of five (5) days non-cumulative sick/personal leave. Leave requests are to be reported to your supervisor for approval.
2. Sick/Personal leave must be used in half-day or whole-day increments. If an employee is absent they must use a personal or sick day to cover that absence. Sick/Personal days can not be held to be used at a later date.
If 2 hours or less is missed, then the employee may opt to take that as unpaid leave. Unused sick/personal days used during the school year will not carry over and will not be paid out.
3. **Bereavement** - No Paid Bereavement
4. **Holidays** – No Paid Holidays
5. **Insurance** - No Paid Benefits
4. **Hours of Employment** – Daily work hours will be determined by the Principal and reported to the Central Administrative Office. **Hours are not to exceed twenty-nine (29) hours per week**. There will be no make-up time allowed due to delays, early releases, holidays, etc. unless authorized by the building Principal in advance
5. **Lunch**: 30 Minute Unpaid Lunch Break
6. **Days of Employment** –
 - Instructional Assistants: 181 days per year. (180 Student days and 1 day allowed for first teacher day)
 - Career Coach: 190 days (beginning 1/1/25)
 - High School Guidance Registrar: 195 days

2025-2026 School Year
South Henry School Corporation
Benefits – Bus Drivers

1. **Sick/Personal Leave** – The Employee shall be entitled to a maximum of three (3) days non-cumulative sick/personal leave. Leave requests are to be reported to the Transportation Directors for approval. Days are to be used in half or whole-day increments. Unused days will be paid out in June after the end of the school year.
2. **Substitute drivers** will be paid through the Central Office Payroll Department. The driver will be responsible for finding their own substitute.
3. **Holidays** – No paid Holidays
4. **Bereavement** - No paid Bereavement
5. **Insurance** - No paid benefits
6. **Bus Driver Medical Physicals** - beginning 1/1/25, existing employed bus drivers' medical physicals out-of-pocket expenses will be covered by the school corporation up to \$90 with a limit of once per year. The driver will only be reimbursed up to \$90. If the cost is less than \$90, the driver will only be reimbursed for that amount. If the cost is over \$90 then the driver will not be reimbursed for the difference.
***If the driver has insurance that will cover their medical physical at no cost then this option should be utilized and the school will not reimburse money to the driver. The driver must present the original receipt to the Director of Finance to receive reimbursement.
If a driver resigns, retires, or is terminated immediately after receiving a medical physical allowance, then their last pay will be docked for the amount they received for the medical physical allowance.
7. **Days of Employment** – 182 days per year. (180 Student days, 1 day for first teacher day to allow for driver meetings, 1 day for completion of Annual Safety Meeting)