

Liberty-Perry Community Schools



Non-Certified Handbook

Adopted November 9, 2021

Table of Contents

	Page
I. General Information	1
II. Employee Service Records	1
III. Evaluation	2
IV. Changes of Work Schedule Due to Inclement Weather	2
V. School Cancellation/Delays	2
VI. Early Dismissal	3
VII. Leaves of Absences	
Sick Leave	3
Funeral Leave	4
Personal Leave	5
Jury Duty	6
Medical Leave of Absence	6
VIII. Fringe Benefits	
Health Insurance	7
Term Life Insurance	7
Long Term Disability	7
Workman's Compensation Insurance	7
Credit Union	8
Public Employees Retirement Fund	8
Retirement Benefits	8
Vacations and Holidays	9
IX. Disciplinary Procedure	10

General Information

Support personnel are those employees of the Corporation that are not required to have a license issued by the Indiana Department of Education in order to be hired to perform a specific duty in the Corporation. All support personnel are hired as at-will employees, which means either party (Corporation or the employee) may terminate employment by giving a two-week written notice. However, the Corporation may terminate employment immediately in the event of a serious infraction of conduct or performance. Benefits will be available to support personnel with Board participation as established by the Board of School Trustees in a public meeting. Membership in the Public Employees Retirement Fund (PERF) is optional for all personnel anticipated working over 600 hours per year. Some support personnel are employed year round, others are employed more in line with the number of teacher days per school year and others work during the days students are in attendance.

The maximum number of work per week will be forty (40). Any work in excess of forty (40) hours per week must have prior approval by the employee's supervisor. Approved hours in excess of forty (40) will be compensated at one and one-half times of the employee's regular hourly rate. New employees are required to use direct deposit.

Employee Service Records

Support personnel are to notify their immediate supervisor or his/her designee at the earliest possible time in the event of not being able to report for work. All personnel must have permission from their immediate supervisor to leave the job during the workday.

Leave requests must be turned in to the employee's immediate supervisor prior to the absence for each leave other than sick leave. All leave requests must be turned in prior to the end of the pay period.

The following disciplinary action will be taken when tardiness or absences are not properly reported to the appropriate supervisor or when tardiness or absences are not for valid reasons.

1. First time - conference and written warning
2. Second time - one day off the job without pay
3. Third time - dismissal from the job

Probationary Period

All e are initially employed on a probationary basis until they have completed sixty (60) workdays of employment. These first sixty (60) days of employment are considered a trial period to determine if the employee is suited to the job and capable of performing the assigned work. Satisfactory ratings based on the supervisor's evaluation upon the

completion of the sixty-day probationary period will qualify the employee to become a regular employee.

Evaluation

Regular support personnel shall be evaluated by their immediate supervisor at least one time during the school year. The personnel serving a probationary period shall be evaluated by their supervisor after twenty days of work and again toward the end of the sixty-day period. These evaluations will be used as the basis to recommend retention or termination. The evaluation instrument will be those developed by the Superintendent.

After each evaluation, the form will be reviewed with the employee and shall be signed by both the employee and the evaluator. The signed evaluation form shall become part of the employee's personnel folder. If the employee disagrees with the evaluation, they may attach a written statement to the evaluation giving their opinion concerning the evaluation. Each employee shall receive a copy of the evaluation and may review their personnel folder upon request to the Superintendent.

School Cancellation

When school is canceled due to weather-related or emergency conditions the work schedule for support personnel will be as follows:

- (a) Custodial personnel will be notified by their immediate supervisor about the reporting to work and the hours of work.
- (b) Secretaries and food service personnel will be notified by their immediate supervisor if required to work.

Support personnel will be paid for ONLY hours worked. This means that only those support personnel who have worked during school cancellation or curtailment will receive compensation on those days. Unused personal leave days and remaining vacation days are permitted to be used to receive compensation for hours lost due to inclement weather. Only full-day requests will be approved for this purpose.

School Delays

If school is delayed due to weather conditions or any other cause, support personnel, with the exception of paraprofessionals and bus drivers, are to report at the regular time. Paraprofessionals and bus drivers will govern their schedule according to the student schedule in effect. Paraprofessionals and bus drivers will be paid according to the hours worked.

If a delay is then changed to a cancellation, custodians and the school secretaries will work regular hours unless conditions encourage them to leave the grounds. Foodservice employees may leave when their work has been completed, and they will be paid for

hours worked. Paraprofessionals will not be required to report to work and, therefore, no payment will be due.

Early Dismissal

From time to time weather conditions may deteriorate during the course of a school day, necessitating early dismissal from school. Notification of early dismissal will be made through radio announcements and P.A. announcements in the schools. Support personnel other than paraprofessionals will work their regular schedule on early dismissal days. Paraprofessionals will be dismissed at the same time as students and will be paid for hours worked. Should other support staff leave for reasons of safety and well-being, they will be paid for hours worked.

If a support person is not at work on a school day canceled due to weather conditions and has applied IN ADVANCE for "sick" or "personal" leave, time will not be charged against these benefits unless compensation is requested, in writing, for the use of such days.

Leaves and Absences

Sick Leave

Support personnel shall receive sick leave as defined for each category:

Building Custodial Staff:

- (a) Receive ten (10) days per year which may accumulate to one hundred and thirty-five (135) days.
- (b) Two (2) Illness in Family days can be deducted from sick days per year (only if you have sufficient sick days to cover it.)

Secretarial Staff

- (a) Twelve-month staff receives ten (10) days per year which accumulates to one hundred and thirty-five (135) days.
- (b) Two (2) Illness in Family days can be deducted from sick days per year (only if you have sufficient sick days to cover the same.)
- (c) All ten-month secretarial staff receives eight (8) days per year and all nine (9) month staff receive seven (7) days per year. In both cases, the days may accumulate up to one hundred and thirty-five (135) days.
- (d) Two (2) Illness in Family days can be deducted from sick days per year (only if you have sufficient sick days to cover the same.)

Paraprofessionals

- (a) Receive seven (7) days per year; maximum accumulation is one hundred and thirty-five (135) days.
- (b) Two (2) Illness in Family days can be deducted from sick days per year (only if you have sufficient sick days to cover the same.)

Cafeteria Personnel

- (a) The Food Service Director receives nine (9) days per year which may accumulate to one hundred and thirty-five (135) days. Two days of acquired days may be used for family illness.
- (b) Cooks (Full Time) receive seven (7) sick days per year which may accumulate up to one hundred and thirty-five (135) days. Less than full-time cooks receive five (5) sick days per year which may accumulate to one hundred and thirty-five (135) days.

Sick leave days charged to the employee's account shall be either one-half (1/2) day or one full day.

The Official Record of sick leave accounts is in the Central Office and shall be considered "official."

The length of each employee's sick day will correspond exactly with the length of their workday.

Pay benefits and sick day accrurement will take place when school starts for 9-month employees and January for 12-month employees.

Sick Bank

Non-certified employees shall be given the opportunity to donate one sick leave day per semester (a total of 2 per school year) to other non-certified employees in need of a sick donation. 12-month employees may only donate to other 12 month employees, 9-month employees may only donate to other 9 month employees. In order to qualify for the sick leave donation, the employee must have exhausted all of his/her sick leave time as well as personal leave time. The employee requesting the donated days may receive a maximum of (30) days per school year. Should the need for donated leave days end before the use of the donated sick leave days, the days will revert to the original donor. The governing of all leave donations will be handled by the district office.

Funeral Leave

Support personnel shall be granted paid funeral leave as follows:

- (a) Up to five (5) working days (taken within a ten-day period after the date of death in the immediate family. The “ immediate family” shall consist of the following:

Spouse, child, stepchild, biological parents, adoptive parents or any other person living within the household immediately prior to death.

- (b) Two (2) days of death leave may be used for the death of a stepbrother, step-sister, step-parent, grandchildren, step-grandchildren, father-in-law, mother-in-law, brother, sister, grandparent, aunt, uncle
- (c) One (1) day death leave may be used for the death of a son-in-law, daughter-in-law, sister-in-law, brother-in-law
- (d) Funeral leave days are not cumulative.
- (e) Documentation of attendance at a funeral must be provided.

Personal Leave

Support personnel are entitled to personal leave days (for dealing with personal matters that cannot be conducted during non-work hours) as defined for each category:

Building Custodial Staff

- (a) Receive three (3) personal leave days per year; these may not accumulate.
- (b) Unused personal days will transfer to sick days.

Secretarial Staff

- (a) twelve-month staff receive three (3) personal leave days per year; these may not accumulate.
- (b) Unused personal days will transfer to sick days.
- (c) All other secretarial staff receive two (2) personal; leave days per year; these may not accumulate.
- (d) Unused personal days will transfer to sick days.

Paraprofessionals

- (a) Receive two (2) personal leave days per year; these days may not accumulate.
- (b) Unused personal days will transfer to sick days.

Cafeteria Personnel

- (a) The food Service Director receives two (2) personal leave days per year; these days may not accumulate.
- (b) Cooks receive two (2) days per year; these days do not accumulate.

Procedure to be followed in the use of personal leave days:

- (a) Written requests for using personal leave days must be submitted to the proper supervisor at least two (2) days prior to the anticipated use of the day/days.
- (b) The two-day notice in item (a) above may be waived by the supervisor in case of emergency.
- The proper supervisor will be the building principal or assistant principal in each case except as follows:
 - (a) The building maintenance supervisor is the Superintendent.
 - (b) Cafeteria personnel shall submit requests to the Food Service Director.
 - (c) The food Service Director supervisor is the Superintendent.

Corporation Insurance Benefits of Unpaid Leave

Deductions for school year non-certified personnel for daily absences, not covered by provisions listed in the non-certified handbook shall include the "Daily Pay Rate" and, after three days of unpaid leave, an amount of money equal to the School board contribution toward the employee's insurance benefits divided by the number of workdays will be deducted from the employee's compensation.

Jury Duty

Support personnel serving on a court-appointed jury shall be paid his/her normal daily rate for each day of jury service provided the employee returns to the Corporation all payments received from the court for such jury duty except the reimbursement for mileage and/or meal expenses.

Medical Leave

The Board of School Trustees of the Liberty-Perry School Corporation MAY grant a medical leave of absence WITHOUT PAY upon request of a full-time employee of the

school district. The following steps should be taken if an employee wishes to be considered for and granted a medical leave:

- (1) A written request signed by the employee or his/her agent and directed to the Superintendent of Schools and the Board of School Trustees indicating the reason for the leave and should be submitted no later than the week prior to a regular Board meeting.
- (2) Medical substantiation signed by a doctor shall be provided to the Board.
- (3) The length of the requested leave shall be defined in time intervals similar to the remainder of a grading period, the remainder of a semester, or the like.
- (4) Medical leave may be extended for a specific period of time upon written request and positive action by the Board.
- (5) All decisions of the Board shall be considered final.

Fringe Benefits

Support personnel who work a minimum of thirty (30) hours per week are considered full-time employees and are eligible for the following fringe benefits:

Term Life Insurance

Provided the employee completes the required enrollment forms in a timely fashion, the corporation will provide a \$40,000 policy with a cost to the employee of \$1.00.

Health Insurance

Provided the employee completes the required enrollment forms in a timely fashion, the corporation's contribution to a health plan will be updated each year as approved by the board.

Health insurance coverage will be from July 1st of each school year through the following June 30th. Plan selection or changes in the selection must be made by May 15th. New employees have 30 days from their hiring date to start the health insurance program. Coverage begins the first day of the month following employment provided all paperwork is completed and ends the last day of the month that they work when terminated or they sever the working relationship.

Participation by the corporation toward premium costs will cease when the employee terminates employment or is terminated as an employee with the corporation. In the event of either termination, the health insurance coverage will cease at the end of the month in which the employee left the system. If an employee terminates at the end of the school year, the health insurance coverage will cease at the end of the school year. Continued enrollment in the corporation's group plan will be governed by the provisions of both state and the federal Consolidated Omnibus Budget Reconciliation Act (COBRA).

Workman's Compensation

All employees of the Liberty-Perry School Corporation are covered by the provisions of the Workman's Compensation Insurance plan purchased by the Corporation each year. Those employees who suffer a job-related injury must report that injury immediately to their supervisor (either the building principal or maintenance supervisor). The supervisor is to file an injury report to the superintendent immediately upon learning of the employee's injury.

After notification of their immediate supervisor and obtaining treatment for the injury, the employee must notify the Superintendent's office either by phone or in-person in order to ensure the proper forms are completed and sent to the insurance carrier. This notification to the Superintendent must be made within 1 working day from the time of injury. Failure to comply with this time frame may result in the claim not being paid.

An employee who must be absent from duty due to a work-related injury must submit a written explanation from the treating doctor. The first seven (7) calendar days the employee is off work will not be paid. After the first seven (7) days the company will then start compensation payments at the rate of two-thirds of their average weekly wage. If the employee is to be off work more than twenty-one (21) consecutive calendar days, the company will go back and make up the first seven days waiting period at the same rate listed above. The employee may choose to collect compensation from the Workman's Compensation Insurance or from the use of their accumulated sick leave days with the Corporation. If compensation by use of sick leave is chosen, then any payment sent to the employee by the workman's Compensation Insurance plan must be deposited with the school corporation. Under no circumstances may the compensation for any day of lost wages exceed the normal daily rate of the employee.

Credit Union

Members of the support personnel group, whose payroll checks are issued by the Liberty-Perry School Corporation Treasurer, may choose to belong to the Del-Met Federal Credit Union. Membership in the credit union is voluntary and qualifies the member for a wide range of membership benefits. For additional information please contact the Corporation Treasurer.

Retirement

It is optional for support personnel to participate in the Public Employees Retirement Fund (PERF). This participation begins on the date of employment and continues until the termination of that employment or the retirement of the employee. An employee estimated to work a minimum of 600 hours a year qualifies for this retirement fund. Employees who satisfy the 600-hour requirement will contribute 3% of their yearly compensation to PERF and the corporation will contribute the matching funds as required by the provisions of membership in the fund.

Severance Pay

Upon retirement, employees will be paid \$25.00 for each unused sick day they have accumulated if they have met the following requirements:

1. Been an employee in the system for at least ten (10) years.
2. Be at least 60 years of age.
3. Have at least ten (10) years of experience as recognized by PERF
4. Notified the Office of the Superintendent of his/her intent no later than six (6) months prior to retirement. (Notification can be waived by the School Board)
5. Accumulated sick days may not exceed one hundred and thirty-five (135) days.

Upon the death of a retiring employee otherwise eligible for said retirement pay in accordance with the requirements and provisions stated, said pay will be paid to such employee's spouse or estate.

Vacation & Holidays

Vacations

The Board has established the following paid vacation for support staff employed on a twelve-month basis:

TWO (2) WEEKS Employed 1-9 years
THREE (3) WEEKS Employed 10 or more years

Custodian's vacations most generally will be taken during the period starting two weeks after school closing and three weeks prior to the beginning of the next school year. Vacations, however, may be taken at other times during the calendar year with the approval of the maintenance director and superintendent. Requests must be submitted, in writing, to the maintenance director at least two (2) weeks prior to the desired date of commencement of vacation.

Holidays

The Board has established the following paid holidays for support staff employed on a twelve-month basis:

New Year's Day – If January 1 falls on a weekend, the administration will determine the day off.

Memorial Day Observance

Independence Day Observance - If July 4th falls on a Saturday, the preceding Friday will be granted off with pay, if on a Sunday, the following Monday will be granted off with pay.

Labor Day Observance

Thanksgiving Day

December 24th and 25th will be paid holidays. If either falls on a weekend, the superintendent will determine the day(s) off plus two (2) additional days during the Christmas vacation.

All support staff who are not full-time employees, but work at least 600 hours per year shall have the following paid holidays:

New Year's Day, Labor Day, Thanksgiving, Christmas Day

Disciplinary Procedure

Support personnel may be discharged or suspended from service with the corporation for the following infractions:

- (a) Immorality
- (b) Direct disobedience to orders or instructions
- (c) Incompetence
- (d) Breach of employment duties (absenteeism)
- (e) Justifiable decrease in positions
- (f) Unfaithfulness in performance of duties
- (g) Failure to conform to the rules and regulations of the corporation of the schools
- (h)*Physical inability to perform assigned duties
- (i) Other just cause

* Physical inability shall be determined by a competent physician to be selected by the Liberty-Perry School Corporation.

Infractions that involve items (a) and (b) as listed above may result in immediate discharge or may result in a one to five-day suspension; however, all of the other items will be dealt with in the following procedure:

- (1) First offense - conference and written warning
- (2) Second offense - one to five days off the job without pay
- (3) Third offense - suspension without pay with recommendation for dismissal pending Board action

Conferences will be held with the appropriate supervisor. A written statement concerning the items discussed at the conference will be given to the employee. A copy of these documents (signed by the employee acknowledging that the items were discussed) will be placed in the employee's file.

The Superintendent may suspend an employee without pay pending the decision of the board at their next regular meeting on the recommendation for dismissal. If the Board does not dismiss the suspended employee, the employee will be reinstated to service and will be given back pay for the time he/she was suspended.

If the board votes to dismiss the employee all benefits (including all forms of vacation, sick leave or the like) will be dissolved and not paid to the employee.

Approved November 9, 2021