

Adams Central Community Schools

A Guide For Our Employees



CLASSIFIED HANDBOOK 2023-24

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Welcome from the Superintendent of Schools

Welcome to Adams Central Community Schools. We are pleased that you have chosen to work with our school corporation. In the pages to follow, you will find helpful information regarding our employment policies as well as benefits available to you as an Adams Central Community Schools employee.

We hope that you will find your work challenging and rewarding. Working together, we hope to continually progress in providing the best educational opportunities for all Adams Central students.

Should you have any questions, whether addressed in this Employee Handbook or not, please feel free to raise them with your supervisor, building principal or the Human Resources Department. We are available to assist you; we will try to provide you with whatever information you may need.

Mr. Joel Mahaffey
Superintendent of Schools

Introduction

This Employee Handbook is a compilation of personnel policies, practices and procedures currently in effect at Adams Central Community Schools (ACCS).

This Employee Handbook is not an employment contract.

The Handbook is designed to introduce you to our School District, familiarize you with School District policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices. This Handbook is a resource. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Human Resources Director.

Please be advised that no supervisor, director, building principal or representative of the ACCS Schools, other than the Board of Education, has the authority to enter into any agreement with any individual for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the Board of Education of the ACCS will not be enforced unless the agreement is in writing and signed by the Board of Education.

The School District reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective. Updated board policies can be found on the Adams Central website: www.accs.k12.in.us. Look under District/School Board/Board Policies.

General Employment Policies and Practices

Equal Employment Opportunity - po1422

The School District is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the School District's commitment to the principles of fair employment and the elimination of all discriminatory practices. This policy of EEO applies to all aspects of the employment relationship.

Employment At Will Relationship

This Employee Handbook does not in any way alter the employment at will relationship between ACCS and its employees. Adams Central Community Schools and each employee have the right to terminate the employment relationship at any time, with or without cause or notice.

Immigration Law Applicable to All Employees

The School District complies with the Immigration Reform and Control Act of 1986 by employing only U.S. citizens and non-citizens who are authorized to work in the United States. All employees are asked to provide original documents verifying the right to work in the United States and to sign a verification form required by federal law (Form I-9). If you cannot verify your right to work in the United States within three (3) days of hire, the School District is required by law to terminate your employment.

All Activities Pass

An All Activities Pass will be given to all classified employees. It is appreciated if our employees support our activities by agreeing to supervise students at events.

Creating A Position

The Board reserves the right to fix the compensation, prescribe the duties to be performed by all support staff, create new positions, and specify the number of persons within each job category.

In the exercise of its authority to create new positions, the Board shall give primary consideration to:

1. The number of students enrolled;
2. The special needs of the Adams Central Community Schools;
3. The special needs of the students, and
4. The operational services of the Adams Central Community Schools.

The Board may delegate the right to fix and prescribe the duties of support staff.

Employment Procedures

Applications for employment in the Adams Central Community Schools shall be made to the Superintendent of Schools or their designee. Applicants will be expected to have sufficient skills to meet the needs of the position. New Employees and those hired after a break in continuity of service shall be regarded as probationary employees for the first sixty (60) days of actual work. Individuals are employed upon the recommendation of the supervisor/director/principal, confirmed by the Superintendent and approved by the Board of School Trustees.

All employees must have an expanded criminal history check within 30 days of employment. All offers of employment are conditioned on receipt of an extended background check report that is acceptable to ACCS. The employee is responsible for the cost of obtaining the expanded criminal history check and filing for the background check through the district approved vendor. ACCS will require a background check for current employees every 5 years in accordance to Indiana State HEA 1079.

Layoffs of Staff / Reduction In Force

The Board reserves the right in accordance with statute to abolish any existing position in whole or in part or to reduce the number of staff in such positions based on the recommendation of the Superintendent.

The following are examples of criteria that may be considered if a staff lay-off is contemplated:

1. Length of service in the school district;
2. Performance of the job;
3. Past experience and diversified capabilities, and
4. Military service credit.

An employee is eligible to request a transfer and to be considered for a promotion when job opportunities are available. Your eligibility is also dependent, of course, on your having the needed skills, education, experience and other qualifications that are required for the position.

Employment of Support Staff

The School District recognizes that it is vital to the successful operation of the Adams Central Community Schools that positions created by the Board be filled with persons who have the best available skills, abilities or experience needed to perform the work. Decisions regarding the recruitment, selection and placement of employees are made on the basis of job-related criteria.

When positions become available, qualified current employees are encouraged and are welcome to apply for the position(s). As openings occur, notices relating general information about the position(s) are posted on the ACCS bulletin board outside the Central Office. Positions may be posted on the website. The manager/director/principal with the opening will arrange interviews with selected employees who apply.

The Board shall approve the employment and establish the terms and conditions of employment for each support staff member employed by ACCS.

Relatives of Board members may be employed by the Board, provided the member of the Board involved does not participate in any way in the discussion or vote on the employment.

Should the Board choose to employ a family member, both the family member and the Board member must file a conflict of interest statement.

Relatives of staff members may be employed by the Board, provided staff members being employed will not be placed in a position in which they would be directly supervised by relative staff members.

Any support staff member's intentional misstatement of fact material to any term or condition of prior employment shall be considered by the Board to constitute grounds for dismissal.

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of their certification or pending application for certification.

Individuals employed in the following categories shall be considered members of the support staff:

1. Transportation
2. Food Service;
3. Custodial/Maintenance;
4. Secretarial/Clerical
5. Nurses
6. Aides; and
7. IT (Information Technology)

Requirements for Classroom Aides

All classroom aides must have a high school diploma or its recognized equivalent and one of the following:

1. Completed two (2) years of study at an institution of higher education; or
2. Obtained at least an associates degree; or
3. Pass the paraprofessional test

Classroom Aide duties – Classroom Aides may be assigned to:

1. Provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
2. Assist with classroom management, such as organizing instructional and other materials;
3. Provide assistance in a computer laboratory;
4. Provide support in a library or media center;
5. Conduct parental involvement activities;
6. Act as a translator;
7. Provide instructional services to students, if working under the direct supervision of a teacher, and
8. Perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I classroom aides.

Title I classroom aides may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I classroom aides in the same school.

Student Supervision and Welfare

Each staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities.

It is the responsibility of the Superintendent to prepare administrative guidelines for the maintenance of the following standards:

1. Each staff member shall report immediately to a building principal any accident, safety hazard, or other potentially harmful condition or situation they detect;
2. Each staff member shall immediately report to a building principal any knowledge of threats of violence by students;
3. A staff member shall not send students on any personal errands;
4. A staff member shall not associate inappropriately with students at any time in a manner which may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve drugs, alcohol, or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and discipline up to and including termination of employment;
5. A staff member shall not transport students in a private vehicle without the approval of a building principal
6. Students shall not be required to perform work or services that may be detrimental to their health, and
7. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the district who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should a support staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

Since most information concerning a child in school, other than directory information described in Board Policy, is confidential under federal and state laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse, and any other recorded information.

Pursuant to the laws of the State and Board Policy, each support staff member shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

Physical Examination

The School District reserves the right to require all candidates within the same job category, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties.

Under certain conditions, the School District may require current employees to undergo a physical examination, if it is job related and consistent with business necessity. In addition, the School District may require an employee to undergo a physical examination or answer medical questions if:

1. The employee has requested a reasonable accommodation and his/her need for an accommodation is or is not obvious; or
2. The question or exam is required by a federal, state or local law or regulation;

Reports of all such examinations or evaluations shall be delivered to the Director of Human Resources, who shall protect its confidentiality. Reports may be discussed with the employee or candidate and made a part of an employee's medical record which is kept separate and distinct from the employee's personnel file and has limited accessibility. In the event of a report of a condition that could influence job performance, the Director of Human Resources shall base a non-employment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities, and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill the essential functions of the job.

Attendance and Punctuality

It is important for you to report to work on time and to avoid unnecessary absences. The School District recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the School District.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you should notify your immediate supervisor/director/principal. If your absence is unexpected, you should attempt to reach your immediate supervisor/director/principal as soon as possible, but under no circumstances later than one hour before you are due at work. In the event your immediate supervisor/director is unavailable, you must speak with the building principal. If you must leave a voicemail, you must provide a number where your supervisor/director/principal may reach you if need be.

You are expected to be at your job at the beginning of each business day. If you are delayed, you must call your immediate supervisor/director/principal to state the reason for the delay. As with absences, you must make every effort to speak directly with your supervisor/director/principal. Regular delays in reporting to work will result in disciplinary action up to and including discharge.

Because of the nature of our business, your job may periodically require overtime work. If the School District requires that you work overtime, we will give you as much advance notice as possible.

- Employees should not work overtime hours without prior approval by your immediate supervisor/director/principal.

Inclement Weather

The School District is open for business unless there is a government-declared state of emergency or unless you are advised otherwise by the Superintendent. There may be times when we will delay opening, and on rare occasions, we may have to close. Use common sense and your best judgment when traveling to work in inclement weather.

School Delay and/or cancellation because of inclement weather and/or early dismissal

In the event of inclement weather such as snow or fog, ACCS may elect to cancel school, delay the opening of schools, or dismiss students early.

Every effort will be made to announce a cancellation or delay by 6:30 a.m.

School – Year (less than 260 days) employees.

1. Two Hour Delay. Classified staff in this category will report to work 2 hours later than normal unless otherwise directed. These personnel will be required to monitor the status of the delay by radio or other means to ascertain when and if further changes in the opening of school are made.
2. School Cancellation. Classified staff in this category, including building secretaries, **will not** report to work unless directed otherwise by the building principal, assistant principal, or supervisor.
3. Early Release. Specific directions will be provided based on the situation by the Superintendent or designee.
4. Payroll Procedures. Classified staff will be paid for only the hours worked during these events. In the case of a school cancellation, no pay will be given for hours missed. The pay will subsequently be given on the make-up day scheduled for the cancellation. General leave day can't be used for make-up days.
5. eLearning Day - Classified staff will have the option of taking a general leave day to make up for hours missed.

Year – Round (260 or more days) employees.

1. Two Hour Delay. Classified staff in this category will report to work 2 hours later than their regular reporting times unless directed otherwise by their building principal/supervisor/director.
2. School Cancellation. Classified staff in this category will report to work, if conditions are safe to travel, unless directed otherwise by their building principal/supervisor/director.
3. Early Release. Specific directions will be provided based on the situation by the Superintendent or designee.
4. Personnel in this category will have the option of taking a vacation or general leave day in the event of a school cancellation or if directed not to report to work.

Visitors in the Workplace

Employees are discouraged from having family/visitors during working hours without permission of the supervisor or acting supervisor. When necessary, this may occur for a brief 5 to 10 minutes visits with supervisory permission.

Performance Reviews

Performance reviews will normally be conducted at least once annually. All performance reviews will be completed in writing by your principal/supervisor/director on the form designated by the School District, and reviewed during a conference with you. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, compliance with School District employment policies, any disciplinary actions, and year-to-year improvement in overall performance.

Employee Misconduct

The following types of misconduct are listed for the guidance of all employees. This list is not intended to be a comprehensive list of all prohibited activities. It is only a list of the types of misconduct that could result in disciplinary action against the employee, including termination.

1. ****Falsifying the employment application or other employment records such as time sheets, claims for reimbursement of expenses, overtime claims, etc.**
2. Excessive or habitual absenteeism or tardiness from work.
3. Using obscene, abusive or threatening language or gestures directed toward administrators, supervisors, fellow employees, staff, students or visitors while on the property of the ACCS school district or while attending any school district activity.
4. Failure to maintain the confidentiality of the ACCS school district, employee information, or student information.
5. Willfully breaking a written policy of the ACCS school district.
6. ****Possession or consumption of any alcoholic beverage and/or controlled substance, or the illegal use of a controlled substance on school corporation property or while attending any ACCS school district sponsored activity.**
7. ****Reporting to work under the influence of alcohol and/or a controlled substance.**
8. ****Unauthorized possession of dangerous or illegal firearms, weapons or explosives while on school property or while attending any School District sponsored activity.**
9. Insubordination.
10. Sleeping on the job.
11. Willful disregard or violation of ACCS's safety rules or procedures.
12. Sexual, racial or general harassment of a fellow employee.
13. Loitering or loafing during working hours.
14. Taking more than the specified time for meals or break periods.
15. Filling in another employee's timesheet, or permitting one's time sheet to be completed by someone else.
16. Clocking in another employee in Time Station, or permitting someone to clock in another employee in Time Station.
17. Smoking or using tobacco products in other than designated smoking areas.

18. Excessive use of the telephone for personal matters or making/receiving personal telephone calls, other than during authorized breaks and lunch periods.
19. Repeated failure to be at a designated work assignment ready to begin work at the appointed starting time.
20. Performing personal work during working hours.
21. **Unauthorized possession of or removal of, or cooperation in the unauthorized possession of, or removal of property or possessions belonging to co-workers or the ACCS or applying to one's own use, any property, record or document of the ACCS School District or of co-workers.
22. Failure to maintain generally accepted standards of hygiene and cleanliness.
23. Leaving work without permission from a supervisor or failing to report the reason for leaving work as soon as possible when a supervisor is available.
24. Failure to perform work assignments according to acceptable standards of workmanship.
25. The deliberate hindrance of productive work.
26. Failure to comply with specific orders, instructions or posted notices.
27. Soliciting or collecting of funds in the workplace without the advance approval of the administration.
28. Posting or distributing written or printed material without the advance approval of the administration.
29. **Fighting or causing harm to others while on ACCS property or while performing work for the School District.
30. Causing damage or destruction of ACCS property or the property of fellow employees.
31. Maintaining an additional financial, business or employment relationship which jeopardizes the well-being or best interests of the ACCS.
32. Threatening, intimidating, or coercing fellow employees on or off the premises – at any time, for any purpose.
33. Using ACCS property or equipment for personal profit.
34. Disregarding verbal or written instructions or directives properly issued by a supervisor or an administrator pertaining to work.
35. Refusing or failing to assist with a special assignment.
36. Engaging in malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony.
37. Interfering with another employee's ability to do their job or willfully restricting work output or encouraging others to do the same.
38. **Immoral conduct or indecent behavior on ACCS property or while attending a corporation sponsored activity.
39. Physical or verbal abuse of students.
40. Inappropriate attire.

If a suspension is deemed necessary, the Superintendent or designee shall determine the length of the suspension and if the suspension will be with or without pay.

If an employee engages in behavior which the school corporation considers detrimental to the interests of ACCS, or threatens the well-being of other employees, visitors, or students, ACCS may terminate the employee immediately. Those activities marked with double asterisks (**) are subject to immediate suspension or termination.

The employee is expected to behave in a manner generally acceptable to the workplace and in a manner which gives credit to the employee and ACCS.

Employees who do not follow standards of expected behavior will be subject to disciplinary action, including termination of employment.

Promotions and Transfers

In an effort to match you with the job for which you are most suited and/or to meet the business and operational needs of the School District, you may be transferred from your current job. This may be either at your request or as a result of a decision by the School District.

Reasons for transfer may include, but are not necessarily limited to, fluctuations in department workloads or production flow; a desire for more efficient utilization of personnel; increased career opportunities; personality conflicts; health; other personal situations; or other business reasons. Temporary transfers may be made at the discretion of the School District management.

Most job openings that are intended to be filled from within the School District will be posted on the Adams Central Community Schools website. The management of the School District does reserve the right, however, to transfer or promote an employee without posting the availability of that position.

An employee is eligible to request a transfer and to be considered for a promotion when job opportunities are available. Your eligibility is also dependent on the employee having the needed skills, education, experience and other qualifications that are required for the job.

Terminating Employees – Job Abandonment

The ending of employment with the School District may occur in several ways, such as:

1. **Job abandonment**: When one fails to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Director of Human Resources at the end of the third day and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.
2. **Resignation**: When one initiates his/her own termination for any reason through a verbal or written resignation. Resigning employees are encouraged to provide two weeks' notice to facilitate a smooth transition out of the district. Employees who are separated due to resignation are ineligible to receive accrued benefits.
3. **Release**: When the School District initiates termination due to lack of work, a change in the workforce, unsatisfactory performance of the duties of the position, or for any other reason that would be in the best interest of the School District.
4. **Termination**: When the School District terminates an employee for violation of policy, procedures, or other reasons that are detrimental to Adams Central Community Schools.
5. **Retirement**: When one terminates his/her employment in accordance with the provisions of the School District's retirement plan.

In the case of a release, the School District will attempt to give two weeks advance notice, unless circumstances require less time or no notice. In the case of a termination, the School District may suspend an employee, with or without pay pending an investigation of the incident, or it may terminate employment immediately following an incident of misconduct or insubordination.

Return of Property

Employees are responsible for items issued to them by Adams Central Community Schools or in their possession / control such as keys, identification badges, manuals, tools, equipment, and written materials. All school property must be returned by employees on or before their last day of work.

Dress Code and Public Image

As an employee of the School District, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the workplace. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and extend the highest courtesy at all times to co-workers, visitors, customers, vendors, parents, and students.

The current School District dress code is business casual. Generally, clean, neat clothing is acceptable. Torn jeans or other torn clothing and tee shirts with inappropriate verbiage or pictures are not appropriate business casual attire. As always, please use common sense in your choice of business attire.

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination on the basis of color, race, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information and any other status protected under such laws.

Employees failing to adhere to proper School District standards with respect to appearance and demeanor are subject to disciplinary action up to and including discharge.

Work Space

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the School District's overall dedication to its students. Therefore, your workspace should be clean, organized and free of items not required to perform your job.

Office Equipment

Certain equipment is assigned to staff depending on the needs of the job. This equipment is the property of the School District and cannot be removed without prior approval from your supervisor/director/principal. It is expected that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

Internet Access

Access to the Internet is given principally for work-related activities or approved educational / training activities. Incidental and occasional personal use and study use is permitted. You are required to review and sign the District's Internet Use Agreement (IUA), which states that you will agree to abide by all IUA guidelines. Any violation of the terms and conditions set forth in the Guidelines is inappropriate and may result in disciplinary action and/or constitute a criminal offense. As a user of the District's technology resources (including the internet), you agree to communicate over the District's technology resources in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Social Media

The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room, whether or not associated or affiliated with the School District, as well as any other form of electronic communication. The same principles and guidelines found in the Internet Use Agreement (IUA) applies to an employee's social media activities online.

Any conduct that adversely affects an employee's job performance or the performance of fellow employees, or otherwise adversely affects the School District's interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.

Employee Privacy

In this age of the Internet where privacy has become an increasing concern, the District takes your privacy very seriously. The privacy and security of your personal data (the "Personal Information") that we collect from you is important to us. It is equally important that you understand how we handle this data. The School District will not knowingly collect or use personal information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

Personnel Records

It is important that the School District maintain accurate personnel records at all times. You are responsible for notifying the Director of Human Resources of any change in name, home address, telephone number, marital status, number of dependents, immigration status, or any other pertinent information. By promptly notifying the Director of Human Resources of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconveniences.

Employees shall have access to their personnel file upon request. Requests should be made in writing and delivered to the Director of Human Resources.

Collection of Information

In the course of conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect personal information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors. We collect personal information from you solely for business purposes, including those related directly to your employment with the School District, and those required by governmental agencies.

Telephones

Access to the School District telephone system is given principally for work-related activities or approved educational / training activities. Incidental and occasional personal use is permitted. This privilege should not be abused and must not affect the employee's performance of employment-related activities. Telephone usage should be based upon cost-effective practices that support the School District's mission and should comply with applicable rules and regulations.

You should use common sense and your best judgment when making or receiving personal cellular phone calls at work. To the extent possible, employees should make personal cell phone calls during their breaks or lunch times. The use of cameras on cell phones during work hours is prohibited to protect the privacy of the School District as well as co-workers and students.

The School District prohibits the use of hand-held cellular devices while driving. Employees are strongly encouraged to use a hands-free cellular device while driving, should the use become a necessity in the course of employment. Sending and/or receiving text messages is expressly prohibited while operating any vehicle.

Smoking

In order to provide a safe and comfortable working environment for all employees and students, smoking is strictly prohibited at all times inside any School District building, in school owned vehicle(s), or on school grounds.

Drug-Free Workplace

The School District takes the problem of drug and alcohol abuse very seriously, and is committed to providing substance abuse-free workplace for its employees. Substance abuse of any kind is inconsistent with the behavior expected of our employees, and undermines our ability to operate effectively and efficiently.

Substance Abuse - po3170; po4170

The District is strongly committed to maintaining a safe and healthy working environment for all its employees (with the expectation that all employees will discharge their duties at an acceptable performance level and be unimpaired by drug and alcohol use). The use of alcohol and/or drugs by employees can undermine employee productivity and the School District's image.

As a condition of employment, all staff members must abide by this rule. In addition, staff members who are convicted of drug statute violations arising out of conduct occurring in the workplace must notify their supervisor/director within the District of such conviction within five (5) days after the conviction.

Workplace includes a school building or other school district premises, any school-owned vehicle or any other school-approved vehicle(s) used to transport students to and from school or school activities, off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the Adams Central Community Schools.

For these reasons, The ACCS school board has instituted the following policy:

1. On the Job Use, Possession, Sale, Distribution, or Manufacturing of Drugs and Alcohol

The use, possession, sale, distribution or manufacturing of either non-medically prescribed controlled substances or alcohol by anyone while on school business or on school property is prohibited. Further, employees are prohibited from being at work under the influence of either drugs or alcohol. Violation of this policy by an employee while on school premises or on school business will result in disciplinary action up to and including discharge.

Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, may be taken with respect to a violation of this policy.

Any illegal substances found in the workplace will be confiscated and turned over to the appropriate law enforcement agency.

2. Alcohol and Drug Tests

Any employee who is involved in a serious on-the-job accident and any employee whose on-the-job behavior indicates that he or she may be under the influence of drugs or alcohol in violation of this policy will be tested for the use of drugs and alcohol. If the tests indicate evidence of illegal drugs or the improper use of other drugs or that the employee is under the influence of alcohol, appropriate disciplinary action will be taken up to and including discharge.

The District requires a consent form to be signed by the individual prior to testing. Any employee who refuses to sign or submit to testing will be questioned as to the reason(s) for refusal. Unless there is a valid reason for refusal, the employee will be subject to disciplinary action up to and including discharge.

Drug tests will be conducted by a qualified laboratory, and proper chain of custody procedures

will be observed for samples. When employment status will be affected, confirmatory testing will be carried out.

Records and information about testing and test results will be treated as private and confidential to the extent possible.

3. Substance Abuse

Actual or suspected individual cases of employee substance abuse may originate through voluntary referral, or are referred on the basis of job performance as observed by the supervisor of the employee.

Voluntary Referral

Classified employees who voluntarily refer themselves or are referred by other school personnel for substance abuse issues will be assisted in treating their problems. Such employee will not jeopardize their job security or advancement opportunities.

Upon receipt of the referral, the Director of Human Resources for the School District will meet with the referred employee and recommend one of the following remedies:

1. Referral to the Employee Assistance Program (EAP), and/or
2. Referral for medical/psychological evaluation to determine the employee's ability to perform their normal job duties.

Depending on the extent of substance abuse, the employee shall be directed to either continue working with support from the Director of Human Resources or request a general leave of absence, a family medical leave, and/or the use of accumulated sick days.

Whether the employee returns to work immediately or is on a leave of absence, the Director of Human Resources shall have access to those outside agencies assisting the employee with his/her problems. For that reason, the referred employee will be required to sign a release of information with all assisting parties in order for those agencies to communicate with the Director of Human Resources. After all information is considered, a plan for improvement will be developed for the employee. The employee is obligated to comply with the conditions of the plan. If the employee fails to comply, corrective action will result.

Job Performance Referral

If a supervisor observes an employee exhibiting one or more of the following behaviors, he/she shall contact his/her supervisor immediately:

1. Excessive absenteeism/tardiness;
2. Drowsiness and/or sleepiness;
3. Slurred/incoherent speech;

4. Unusually aggressive behavior;
5. Unexplained work errors;
6. Unexplained change in moods;
7. Lack of manual dexterity;
8. Lack of coordination in walking;
9. Unexplained work related accident or injury; and/or
10. Odor or alcohol on breath.

After conferring with the Superintendent of the School District, a full investigation will follow to determine if the behaviors are the result of substance abuse. If the investigation concludes that one or both of the following inappropriate forms of on-the-job behavior occurred:

1. Possession and/or usage of any alcoholic beverages or illegal or unperceived controlled drugs on school property, and/or
2. Reporting for work or working in a condition unfit for duty.

The Superintendent depending on the severity of the incident and cooperation of the employee, will exercise one of the following options listed below:

1. Refer the employee to the Employee Assistance Program (EAP) and instruct the coordinator to follow the guidelines outlined for a voluntary referral, or
2. Determine an appropriate corrective action which may include, but not limited to, dismissal.

Safety and Accident Rules

Safety is a joint venture at the School District. We provide a clean, hazard-free, healthy, safe environment in which to work and make every effort to comply with all relevant federal, state and local occupational health and safety laws, including the federal Occupational Safety and Health Act. As an employee, you have a duty to comply with the safety rules of the School District, and you are expected to take an active part in maintaining this hazard-free environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor and use safety equipment where and when required. Your workspace should be kept neat, clean and orderly. You are required to report any accidents or injuries – including any breaches of safety – and to promptly report any unsafe equipment, working condition, process or procedure to a supervisor/manager. In addition, if you become ill or get hurt while at work, you must notify your supervisor/director immediately. Failure to do so may result in a loss of benefits under the state workers' compensation law.

Failure to abide by the School District's safety and accident rules may result in disciplinary action, up to and including termination.

Workplace Violence Prevention Policy

The School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our organization, staff, and students.

It is the policy of the Board to maintain an education and work environment which is free from all forms of unlawful harassment. This commitment applies to all school district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by The School District.

Workplace violence includes any physical assault or act of aggressive behavior occurring where an employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence by or against any of our employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

Anti-Discrimination & Harassment

Discrimination Is Prohibited

The School District is an equal opportunity employer and makes all employment decisions without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation and training. We seek to comply with all applicable federal, state and local laws related to discrimination and will not tolerate the interference with the ability of any of the School District's employees to perform their job duties.

The School District makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If you believe that an employment decision has been made that does not conform with management's commitment to equal opportunity, you should promptly bring the matter to the attention of your immediate supervisor/director/principal, or the Director of Human Resources. Your complaint will be promptly, thoroughly and impartially investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

Americans with Disabilities Act - po2260.01

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter the School District's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. As a matter of School District policy, the School District prohibits discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record or past history of such an impairment; or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants or employees who are disabled should request reasonable accommodation from the School District in order to allow them to perform a particular job. If you are disabled and you desire such reasonable accommodation, contact your immediate supervisor/director/principal, or the Director of Human Resources. On receipt of your request we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the School District does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. Furthermore, the School District does not have to provide an accommodation if doing so would cause undue hardship to the School District.

Workplace Harassment - po4362

The School District is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, the School District has adopted a policy of "zero tolerance" with regard to employee harassment. Harassment is defined under

federal law as unwelcome conduct that is based on race, color, religion, sex (including pregnancy, sexual orientation and gender identity), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where: (1) enduring the offensive conduct becomes a condition of continued employment; or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

This policy applies to all terms and conditions of employment. Harassment of any other person, including, without limitation, coworkers, contractors, visitors, parents and students, whether at work or outside of work, is grounds for immediate termination. The School District will make every reasonable effort to ensure that its entire community is familiar with this policy and that all employees are aware that every complaint received will be promptly, thoroughly and impartially investigated and resolved appropriately. The School District will not tolerate retaliation against anyone who complains of harassment or who participates in an investigation.

Sexual Harassment - po4362

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when the conduct: (1) explicitly or implicitly affects a term or condition of an employee's employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Such conduct may include, but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. School District policy further prohibits harassment and discrimination based on sex stereotyping. (Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.) The School District encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with his or her immediate supervisor/director/principal, or the Human Resources Director.

NOTE: Any teacher, administrator, coach, or other school authority, or staff member who engages in any type of sexual conduct 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 I.C. 35-42-4-8. In the case of a child under fourteen (14) years of age, the person may also be guilty of "child molesting" under I.C. 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person may also be guilty of "sexual misconduct with a minor" under I.C. 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave with pay until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the school district community as well as third parties who feel aggrieved to seek assistance to rectify

the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "school district community" means students, administrators, teachers, staff, coaches, and all other school personnel, including Board members, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on school district property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the school district community at school-related events/activities (whether on or off school district property).

Supervisor/Director/Principal Responsibilities

All supervisors/directors/principals are expected to ensure a work environment free from all forms of harassment. They are responsible for the application and communication of this policy within their work area. Supervisors/directors/principals should:

- Mediate and/or encourage the employee to first try to resolve the issue with the offender.
- Report any violations of this policy before the harassment becomes severe or pervasive.
- Make sure the Human Resources Director is made aware of any inappropriate behavior in the workplace.
- Create a work environment where sexual and other harassment is not permitted.

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation;
2. Filing a malicious or knowingly false report or complaint of harassment, and
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Procedures for Reporting and Investigating Harassment

Employees should report incidents of inappropriate behavior or sexual harassment as soon as possible after the occurrence. Employees who believe they have been harassed, regardless of whether the offensive act was committed by a coworker, visitor, parent, or student, should promptly notify their immediate supervisor/director/principal, or the Director of Human Resources. If the employee's immediate supervisor/director/principal is involved in the incident, the employee should report the incident directly to the Director of Human Resources. Every

claim of harassment will be treated seriously, no matter how trivial it may appear. All complaints of harassment, sexual harassment, or other inappropriate conduct will be promptly, thoroughly and impartially investigated by the School District.

There will be no retaliation for filing or pursuing a harassment claim. To the extent possible, all complaints and related information will remain confidential except to those individuals who need the information to investigate, educate, or take action in response to the complaint.

All employees are expected to cooperate fully with any ongoing investigation regarding a harassment incident. Employees who believe they have been unjustly charged with harassment can defend themselves verbally or in writing at any stage of the investigation.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigatory process to the extent practicable and appropriate under the circumstances.

Investigations may include interviews with the parties involved, and where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

At the conclusion of a harassment investigation, the complainant and the alleged "harasser" shall be informed of the determination. Where appropriate, the "harasser" and the "victim" may be offered mediation or counseling through the District's employee assistance program (EAP).

While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one (31) calendar days of the complaint being received).

Penalties for Violation of Anti-Harassment Policy

If it is determined that inappropriate conduct has occurred, the School District will act promptly to eliminate the offending conduct, and take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action, as the School District deems appropriate under the circumstances and in accordance with applicable law.

Any School employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to the building principal. Thereafter, contact will be made with the student if over age eighteen (18) or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, following all the procedures outlined for a formal complaint.

Compensation

Payroll Practices

Employees are paid every two weeks. The district requires all employees to have their pay be direct deposited. Employees are required to provide the Director of Human Resources with written authorization and a canceled check upon employment to confirm their banking information. No employees can be paid until this information is provided. **The employee is responsible to report any banking changes to the Director of Human Resources.**

Employees will receive their pay stub via electronic delivery, Please contact the Director of Human Resources for instructions to enroll in Doculivery.

All required deductions, such as federal, state and local taxes, and all authorized voluntary deductions, such as for health insurance contributions, will be withheld automatically from paychecks. **It is the employee's responsibility to ensure that the Director of Human Resources is kept apprised of any employee data changes, e.g., name, tax, address changes, etc.**

Employees are also responsible for reviewing their pay for errors and reporting any discrepancies to the Director of Human Resources immediately for resolution.

Overtime

Employees may occasionally be directed to work beyond their normally scheduled hours, or on their day off, at the sole discretion of the School District. Employees who are required (or permitted) to work overtime will receive overtime pay in accordance with the requirements of the Fair Labor Standards Act, state laws and School District policies as follows.

All overtime (more than 8 hours per day) must be pre-approved by the employee's immediate supervisor/director/principal.

Employees asked to work overtime shall be paid one and one-half their regular rate for all hours worked in excess of 40 hours in each work week.

"Hours worked" means time actually spent on the job. It does not include hours away from work due to vacation, general leave, or holiday (even where these days are compensated). Unpaid sick leave, personal leave (or any other time away from work) is also not considered hours worked.

Benefits

Health Insurance Plan

Employees working an average of 30 or more hours per week will be eligible to participate in the SEBT Health Insurance Plan. School bus drivers employed by the District prior to January 1, 2006 are eligible to participate in the SEBT Health Insurance Plan.

Coverage begins the first of the month, 30 days after the hire date. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Director of Human Resources to determine if a family status change qualifies under the Plan document and IRS regulations.

Open enrollment is typically held in November each calendar year. During open enrollment, employees may change medical elections to be effective from January 1- December 31 with new rates deducted from pay start in December. Deductions for health insurance premiums are withheld a month prior to the coverage month (ex: December deductions pays for January coverage).

Health Insurance rates are as per the Certified & Classified Health Insurance Rate sheet.

Term Life Insurance

ACCS provides \$25,000 term life coverage for eligible employees who work twenty (20) or more hours per week at no cost to the employee. Eligible employees may purchase additional coverage for themselves, spouse and dependents at the employee's expense.

Supplemental Insurance through AFA

Eligible employees may purchase supplemental insurance through American Fidelity Assurance (AFA). Supplemental insurance is a voluntary benefit. It includes but is not limited to: Life Insurance, Flexible Spending Account (FSA), Cancer, Hospitalization, and Accident.

Section 125

Every eligible employee must participate or waive the option to participate in Section 125 of the Revenue Act of 1978. Employees are eligible to set aside up to 100% of their salary for health insurance premium, non-reimbursement medical (not to exceed \$2,500) and dependent care (not to exceed \$5,000). Individual administrative fees shall be paid by the employee. Employees are eligible for Section 125 the first day of the month following employment. The plan year is December 1 to November 30th.

Late Applicants

At the time you are hired, you are given an opportunity to elect certain benefits. If you waive participation in any of these programs for either yourself or your eligible dependents, you will generally be allowed to apply for entry into the various plans only during Open Enrollment.

Open Enrollment

The Open Enrollment period allows employees to apply for enrollment, add or change their existing coverage. Changes, additions and other elections made during Open Enrollment will take effect on the effective date following the Open Enrollment period.

Workers' Compensation Insurance

To provide for payment of your medical expenses and for partial salary continuation in the event of a work-related accident or illness, you are covered by workers' compensation insurance, provided by the District and based on state regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of your injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If you are injured or become ill on the job, you must immediately report the injury or illness to the school nurse **within 24 hours the incident/illness occurred**. This ensures that the School District can help you obtain appropriate medical treatment. Your failure to follow this procedure may delay your benefits or may even jeopardize your receipt of benefits. Questions regarding workers' compensation insurance should be directed to the Director of Human Resources.

Classifications of Employment

For purposes of salary administration and eligibility for overtime payments and employee benefits, ACCS classifies its employees and other workers as follows:

1. **Regular, year round, full-time employees.** Employees hired to work the School District's normal, full-time schedule of 40 hours per week, year round.
2. **Regular, school year, full-time employees.** Employees hired to work 30+ hours a week, 4-5 days a week, on a regular basis, throughout the school year.
3. **Regular, school year, part-time employees.** Employees hired to work less than an average of 30 hours a week, 4-5 days a week, on a regular basis, throughout the school year.
4. **Temporary employees.** Employees engaged to work full time or part time on the School District's payroll with the understanding that their employment will be terminated no later than on completion of a specific assignment. (Note: a temporary employee may be offered and may accept a new temporary assignment with the School District and thus still retain temporary status.)

If an employee changes positions during his/her employment as a result of a promotion, transfer, or otherwise, he/she will be informed by the Director of Human Resources of any change in his/her benefit status.

Please direct any questions regarding employment classification status to the Director of Human Resources.

Retirement

Annuity 401(a) Plan

If an employee makes a contribution of \$300/year in a 403(b) annuity, the corporation will provide a match of \$300/year in a 401(a) annuity plan. The employee may contribute more than \$300/year in the 403(b), if they so choose, but that will not increase the amount the corporation contributes. If the employee stops their contributions, for whatever reason, the corporation's contribution will cease as well.

Retirement Severance

Severance pay will be one-half ($\frac{1}{2}$) of the accumulated general leave days (see below for maximum days*) at their daily base rate. Accumulated leave days will be the days for the previous years. General leave days allotted for the present year will not be added to the accumulated leave. To qualify, an employee must have 10 years of service with Adams Central Community Schools and/or qualify for PERF retirement benefits. An employee is permitted only one severance benefit from Adams Central Community Schools.

*Employees hired after January 1, 2013 have a maximum of ninety (90) days; employees hired prior to January 1, 2013 have a maximum to 180 days, for severance purposes.

An employee will be ineligible for retirement severance benefits if he/she:

- Is discharged
- Fails to return to work as scheduled following a leave of absence except for cases of serious illness as verified by a medical doctor.

- Fails to notify the Board by June 1 of his/her intention not to return for the next school year
- Is deceased - retirement payment will only be made after death if the Board received notification of intent to retire as per policy prior to the death of the employee.

Holidays, Vacation and Other Leave

Vacation

The School District recognizes the importance of vacation time in providing rest, recreation and personal enrichment. Vacations are established on a fiscal year basis (July 1 through June 30).

Regular full-time (year round, twelve month) employees accrue paid vacation time in accordance with the following schedule based on the length of continuous service from the date of hire.

After one year	Five (5) days*
After two years	Ten (10) days
One day for each additional year up to a maximum of three weeks (15 days).	

For the purpose of calculating vacation days, a person hired at the July, August, or September school board meeting will be considered as having served for a full year on the following July 1st after the start date.

A person hired at a board meeting held anytime between October to June will be granted a prorated number of vacation days on July 1st after the start date. For instance: If hired at the October 11, 2022 board meeting, vacation days will be granted July 1, 2023 at a prorated rate. This calculation will be based on the number of working days from date of hire until June 30th. The number of days worked will be divided by 260 days and rounded to the nearest half day. Employees must work 90 days prior to using vacation time.

Requests for vacation time should be made on a leave day form and submitted to the employee's supervisor/director/principal at least two weeks in advance. If two weeks' notice cannot be given, the administration may not be able to grant the request. In any event, the administration reserves the right to grant or deny any request for vacation time. When paid vacation time is taken, employees are compensated at their regular rate of pay. If an employee fails to return to work following a leave of absence, they may not be eligible for vacation issued at the beginning of the fiscal year (July 1).

Vacation time is coordinated so that sufficient staff is available to provide adequate coverage at all times. Vacation requests are granted on a first-come, first-served basis. In the event of a conflict in vacation requests, your supervisor/manager/principal will consider the District's staffing needs during the relevant period, as well as the length of service with the District of the employees involved. Vacation time shall not be accumulated from one anniversary year to the next. Vacation days must be used before requesting unpaid leave days. 12 month employees will have until the first student day of school to exhaust the prior year days. When an employee resigns or is terminated from their position, all unused vacation days will be forfeited.

General Leave Day

General leave days may be used for the following:

- Medical and dental appointments for the employee or immediate family members;

- Employee's personal illness or that of an immediate family member; or
- Personal business that cannot be tended to outside of work hours.

General Leave days are awarded upon employment. Anyone hired mid-school year will receive leave days on a prorated basis. This calculation will be based on the number of days worked from date of hire until June 30th. The number of days worked divided by days scheduled to work for their particular position and rounded to the nearest half day. (Ex: If hired as 180 day/20-34 hours a week employee and will work 120 days in the current school year, they will receive 3 general leave days to be used in the current school year.)

The regular/average number of hours worked per day by an employee equals one leave day. (Ex: For a three hour employee, three hours equals one leave day). The employee must notify their supervisor/director/principal as soon as possible when wanting to use a General leave day by completing and submitting a General Leave day form. It is prohibited to use 3 or more general leave days consecutively with the exception being for illness or medical purposes. A doctor slip may be requested.

Twelve-month (260 day) classified employees will receive seven (7) paid general leave days each year plus vacation as outlined above.

One hundred eighty (180) day employees who work thirty-five (35) plus hours a week receive seven (7) general leave days each year and do not receive vacation.

One hundred eighty (180) day employees who work twenty to thirty-four (20-34) plus hours a week receive five (5) general leave days each year and do not receive vacation.

Employees hired prior to January 1, 2013, will receive general leave days at the rate in effect on that date.

If a General leave day is taken on a regular work day immediately before or after a school break, for the purpose of extending the vacation, which will include Fall Break, Thanksgiving, Christmas, and Spring Break the employee will be charged at the rate of two (2) days for the work day immediately before and/or after the scheduled break, with the exception the day missed is due to illness or medical reason. A doctor slip may be requested. The double charge does not pertain to full time year round employees as they are scheduled to work during school breaks. General leave days must be used before requesting unpaid leave days. When an employee resigns or is terminated from their position, all unused general leave days will be forfeited. If an employee fails to return to work following a leave of absence, they may not be eligible for general leave days issued for the upcoming fiscal or school year.

Accumulated General Leave Days

If in any one (1) school year an employee is absent less than the General leave days received for that year, the unused General Leave days become Accumulated Leave days. When an employee resigns or is terminated from their position, all unused accumulated leave days will be forfeited. Accumulated days must be used before requesting unpaid leave days.

Holiday Pay

The School District provides paid time off to full-time regular employees on the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

In order to be eligible to receive holiday pay, employees are required to work the regularly scheduled hours the workday preceding and the workday following the holiday. In the event that an employee is unable to report to work before or after a holiday, due to a medical appointment that was previously scheduled or an unforeseen medical emergency, a request for special consideration may be made to the immediate supervisor or superintendent. The request shall be made as soon as the employee is aware of their situation.

Full-time regular employees will receive their regular rate of pay for each paid holiday.

Central office employees may carry-over two (2) holidays until June 30th of the following year if workload prevents the employee from using granted holidays on the designated holiday break. Arrangements for taking carry-over holidays must be approved in advance by the Superintendent of Schools.

Notification Procedures

When you are absent from work and your absence has not been previously scheduled, you must personally notify your immediate supervisor/director/principal as soon as you are aware that you will be late or unable to report to work. Leaving a voicemail or message with another staff member does not qualify as notifying your supervisor/director/principal.

When absence is due to illness, the District reserves the right to require appropriate medical documentation. Such documentation need only include the employee's name, the date and time the employee was seen, and if applicable, a specific instruction regarding the employee's incapacity to perform his or her job. Excessive absenteeism or tardiness can result in discipline, up to and including discharge.

Coronavirus Pandemic Leave Days

During a public health emergency as declared by the Governor of Indiana, an employee shall be granted a total of ten (10) coronavirus pandemic leave days in the event an employee is required to quarantine under the following conditions:

- a. The employee has provided a positive test result for COVID-19 and/or a variant of COVID-19 and is required to quarantine.
- b. The employee has been identified as a close contact due to exposure in the workplace** (see definition) to a COVID-19 and/or variant of COVID-19 positive test result and is required to quarantine.
- c. The employee has a family member within the employee's residence testing positive (proof of positive test result required) for COVID-19 or a variant of COVID-19 and is required to quarantine due to being a close contact or is the sole care-taker of the individual testing positive within the employee's residence.

Coronavirus pandemic leave days only apply in situations involving public health emergencies as identified by the Governor of Indiana as described within an active executive order by the governor.

** The term "workplace" shall refer to Adams Central Community Schools of Adams County, located in the State of Indiana and includes typical and agreed upon working hours and employment responsibilities for each employee.

Unrequested Leaves of Absence

The Board reserves the right to place an employee on sick leave or unrequested leave of absence if he/she is unfit for duty as determined by a licensed physician.

All employees are expected to be physically and mentally fit to perform their jobs in a safe manner at all times. If you are not able to perform your job or you are taking any medication that might affect your ability to do your job, you are to inform your supervisor/director/principal immediately.

If a supervisor/director/principal believes you are not fit to perform your duties, you may be sent home, relieved of certain duties, assigned to different duties, assigned to light duty, requested to take a medical examination (which may include a drug/alcohol test), or asked for an explanation.

If the supervisor/director/principal believes the staff member is unable to perform essential job functions, the staff member will be offered the opportunity for a meeting to discuss these issues. If a support staff member refuses to attend the meeting, the Board may order the support employee to submit to an appropriate examination by a physician designated by the Board and compensated by the Board.

Where the physician designated by the Board disagrees with a physician designated by the support staff member, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the staff member and whose medical opinion shall be conclusive and binding on the issue of ability to perform assigned duties with or without accommodation. The expenses of a third examination shall be borne by the Board.

If, as a result of such examinations, the employee is found to be unfit to perform assigned duties with or without accommodation, they shall be placed on a leave of absence for a reasonable time to heal or until the employee is able to perform the essential job function, but only for a period not to exceed one (1) year.

Should an employee refuse to submit to an examination following the exhaustion of proper appeals, the Board shall consider the certification of charges for reasons of insubordination.

This policy will be interpreted and applied so as to conform to applicable law, including the Americans with Disabilities Act.

Absences Without Pay

Short-term Leave of Absence Without Pay

A short-term leave of absence without pay may be requested if all other leave days (including general leave days, accumulated leave days and vacation days) have been exhausted. Reasons for an unpaid leave of absence could include but are not limited to: medical reasons, legal reasons, weddings, graduations, leaving for military service in a combat zone, and must be a member of the immediate family – spouse, child, stepchild, sister, brother, parent, grandparent, grandchild or any members of the family unit living in the same household, and to take children to school to attend his/her first year of college.

If the employee is denied a short term leave of absence without pay, and chooses to be absent without leave, the employee is subject to the provisions outlined in the “Absent Without Leave” AWOL portion below.

Absence Without Leave

If at any time during employment an employee is absent from their duties without approval, the employee shall be considered (AWOL), and it shall be determined to be an infraction of the rules/regulations found in the Classified Employee Handbook.

- | | |
|--------------------|---|
| First infraction: | <ol style="list-style-type: none">1. Loss of pay2. A letter of concern shall be issued to the employee by the immediate supervisor and placed in the employees personnel file |
| Second infraction: | <ol style="list-style-type: none">1. Loss of pay2. A letter of reprimand shall be issued to the employee by the immediate supervisor. The letter of reprimand shall be placed in the employees personnel file3. A suspension without pay equal to the length of absence may be imposed. |
| Third infraction: | <ol style="list-style-type: none">1. All of the penalties listed for the second infraction shall be imposed2. Possible dismissal |

Bereavement Leave

In the case of death in the immediate family, the employee shall be permitted five (5) days of compensated absence that must be used within one (1) year of the funeral for activities related to the death. Immediate family is defined as spouse, children, parents, step-parents, father-in-law, mother-in-law, and stepchildren.

For the death of a brother, brother-in-law, sister, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, other person of whom the employee has legal guardianship or other person living as a member of the family in the household, three (3) days of compensation bereavement leave shall be granted. The leave shall be taken within two weeks of the funeral.

For the death of any other person not defined above, the employee may be granted one (1) day for compensated leave. This is limited to one (1) day per year - cannot be split with two (2) half days. The employee must present documentation when requesting bereavement leave.

Family and Medical Leave

The federal Family and Medical Leave Act (FMLA) allows eligible employees to take up to 12 weeks of unpaid leave per year for the serious health condition of the employee or an immediate family member, or for childbirth or adoption. To be eligible, the following conditions are met: employee must have worked for Adams Central Community Schools for at least 12 months and have worked at least 1250 hours during the 12 months prior to the start of the FMLA leave.

An eligible employee may take up to 12 weeks (60 work days) of FMLA leave in a 12-month period for any of the following reasons:

- Because the employee's own serious health condition makes the employee unable to work.
- To care for a spouse, child, or parent who has a serious health condition.
- To care for a newborn or newly adopted son or daughter or a recently placed foster child.

If you have questions about how much leave time is available to you, please contact the Director of Human Resources.

Notice Requirements

To request FMLA leave, you are required to give notice of the need for leave at least 30 days in advance of the start date of the leave if the need for leave is foreseeable. If the need for leave is unforeseeable, or you are using qualifying exigency leave, you must give as much notice as is practicable under the circumstances; usually the same or the next business day after you learn you will need a leave.

To request family or medical leave, inform the Director of Human Resources that you need leave, when the leave will begin, and the reason for the leave (for example, for a serious medical condition or for parenting leave). Employees are required to use all available accrued paid leave while on FMLA leave. All qualifying leave, whether paid or unpaid, will be charged against the employee's twelve (12) weeks of FMLA leave entitlement.

Certification

You will be required to provide a form from a health care provider certifying the need for leave when you request leave for your own or a family member's serious health condition or for a family member's serious illness or injury for which you need military caregiver leave. We will request certification from you in writing and provide you with a form to be used for this purpose. The District also has the right to seek a second opinion and periodic re-certifications if you take leave for a serious health condition.

You may also be required to submit a certification form when you request qualifying exigency leave, along with a copy of your family member's active duty orders or other military documentation.

The District may also require that employees provide documentation or certification of parental status when requesting parental leave, qualifying exigency leave, or military caregiver leave. Such documentation includes, for example, birth certificates, adoption decrees, or court orders.

Notice and Designation of Leave

Soon after you request FMLA leave, we will provide you with notification as to your eligibility for leave and a statement of your rights and responsibilities under the FMLA. If we determine that you are eligible for FMLA leave, we will provide you with a designation notice informing you whether or not your leave is approved as FMLA leave and, if so, how much time will be counted against your available FMLA leave time, if known. If the amount of FMLA leave you will need is unknown when we provide the designation notice, we will provide you with an accounting of the time counted against your available FMLA leave time, upon your request, no more often than every 30 days. These notice forms will also provide information about other requirements that may apply to you during or after your leave.

Parenting Leave

An eligible employee taking parenting leave must complete this leave within one year of the birth, adoption, or foster placement of the employee's child.

Military Caregiver Leave

An eligible employee may take up to 26 weeks of military caregiver leave in the 12-month period beginning on the first day of leave; this may be different from the usual 12-month leave period. Any unused portion of the 26-week leave is lost; it may not be used for other types of FMLA leave, nor carried over to a new 12-month period. Employees who are eligible for military caregiver leave may take no more than 26 total weeks of FMLA leave for all purposes during the military caregiver leave year, and no more than 12 weeks of all other types of FMLA leave in the 12-month leave year.

Employees who are married to each other and need military caregiver leave may take a combined total of 26 weeks of leave for military caregiver leave, parental leave, and leave to care for a parent with a serious health condition in the military caregiver leave year.

Intermittent and Reduced-Schedule Leave

An eligible employee may take leave all at one time or intermittently—that is, a day or two at a time—for his or her own serious health condition, to care for a family member with a serious health condition (for example, to attend doctor appointments or chemotherapy), or for military caregiver leave, if it is medically necessary to do so.

An eligible employee may take intermittent or reduced-schedule leave for a qualifying exigency related to a family member's call to duty by the National Guard or Reserves or when a family member is a member of the regular component of the Armed Forces and is deployed to any foreign country.

If you need intermittent or reduced-schedule leave for planned medical treatment, we may temporarily re-assign you to an alternative position that is better able to accommodate your need for intermittent or reduced-schedule leave. You must make a reasonable effort to schedule your intermittent or reduced-schedule leave so it doesn't unduly disrupt the School District's operations.

The District will consider requests for intermittent or reduced schedule parenting leave on a case-by-case basis and may grant such requested leave if the leave does not create an undue hardship to the operations and work schedules of the School District.

Health Insurance

During an approved family or medical leave, the District will continue your health care benefits. You must continue to pay any share of the premium for which you are currently responsible by the usual due date of payment.

Workers' Compensation

An employee on medical leave of absence for a serious health condition as a result of a workplace injury or illness will have such leave designated (and run concurrently) as FMLA leave by the District, if the employee is eligible for FMLA leave.

Other Benefits

With the exception of health care benefits, discussed above, employee benefits will not continue or accrue during the period of your family or medical leave. These benefits will be restored when you return from leave at the same level as before the leave.

Premium Payments

Any premium payments for which you are responsible during the leave period must be paid on or before your regular payday. If you fail to make timely payment of the premiums, your benefit coverage, including insurance coverage, may be discontinued.

Status Reports

You must contact the Human Resources Department every 30 days during your leave and inform us of your status and intent to return to work.

Reinstatement

When you return from FMLA leave, you have the right to return to your former position or an equivalent position, except:

- You have no greater right to reinstatement than you would have had if you had not been on leave, if your position is restructured for reasons unrelated to your leave.
- If you are returning from leave for your own serious health condition, the District may ask you to provide a fitness-for-duty report from your health care provider before you return to work. We will provide a form to be used for this purpose and

will only request a fitness-for-duty report only for the serious health condition that necessitated FMLA leave, not for any other illness or impairment.

Maternity Leave of Absence

An employee who is pregnant is encouraged to submit in writing to the Superintendent / School Board Members a letter stating that fact and requesting maternity leave as soon as she has definite knowledge of her pregnancy.

The effective date of the employee's relief of and return to duties shall be decided by the employee after consultation with the Director of Human Resources and/or the supervisor/director/principal.

Civic Duty Leave

Jury Duty

The District encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury if summoned. We request that you bring in a copy of your summons notice as soon as you receive it, so that we may keep it on file. If you are called during a particularly busy period, we may ask you to request a postponement. The District will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from a portion of a single day to several months or more. During this time you will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if you were working. While serving on jury duty, you are expected to call in to your supervisor/director/principal periodically to keep him or her apprised of your status.

The District will compensate employees for the difference between jury duty compensation and your current daily pay (or in accordance with applicable law, if different). If additional time is required, it will be granted, but without pay.

Appearance as a Witness

An employee called to appear as a witness will be permitted time off to appear, but without pay. Employees will be permitted to use accrued vacation and/or general leave days when appearing as witnesses.

Voting

The District encourages all employees to vote. Most polling facilities for elections for public office are scheduled to accommodate working voters. The District, therefore, requests that employees schedule their voting for before or after their work shift. An employee who expects a conflict, however, should notify his or her supervisor, in advance, so that schedules can be adjusted if necessary.

Military Service Leave

Employees serving in the uniformed services, including the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service commissioned corps, as well as the reserve components of each of these services, may take unpaid military leave, as needed, to enable them to fulfill their obligations as service members. Employees should provide notice as far in advance as is reasonable under the circumstances. In addition, employees may, but are not required to, use accrued vacation and/or personal days while performing military duty.

The School District is committed to complying with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. We will not discriminate against past and present members of the uniformed services, and applicants to the uniformed services. We will not deny initial employment, reemployment, retention in employment, promotion or any benefit of employment based on your military status.

If you leave your job to perform service in the uniformed services, you may have the right to be reemployed in the position that you would have attained if you had stayed continuously employed or in a comparable position. Upon completing service in the military services, you must notify us of your intent to return to your position by either reporting to work or submitting a timely application for reemployment, depending upon your length of service.

If you leave your job to perform military service, you have the right to elect to continue your existing health insurance coverage offered by the School District for you and your dependents for up to 24 months while on military leave. It is the policy of the School District that continuation under USERRA shall run concurrently with Federal COBRA and state continuation, if applicable, to the extent allowed by law.

Even if you do not elect to continue coverage during your military service, you have the right to be reinstated in the School District's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g. pre-existing condition exclusions) except for service-connected injuries.

Please contact the Director of Human Resources if you have any questions.

Miscellaneous

Leaving the School District

If you wish to resign your employment with the School District, you are requested to notify your principal/director/supervisor of your anticipated departure date at least two (2) weeks in advance. This notice should be in the form of a written note or letter. Unused leave days (including general leave, accumulated leave days, and vacation days) will not be paid upon termination of employment (voluntary or involuntary).

The School District asks all employees to participate in an exit interview with their immediate supervisor prior to leaving the School District. If the employee has insurance benefits, an exit interview with the Director of Human Resources is recommended as well. This provides an opportunity to return parking passes, keys and other property and to tie up any loose ends. You will receive preliminary information at that time regarding continuation coverage and any other continuation of benefits for which you may be eligible.

If you leave the School District in good standing, you may be considered for reemployment at a later date. However, in the case of rehiring, you may be considered a new employee with respect to vacation and/or personal days, benefits and seniority.

Thank you for reading this Employee Handbook. This is just a brief guide to some commonly asked questions. If you have any other questions, please raise them with your supervisor/manager/building principal or the Director of Human Resources.