



**A HANDBOOK
FOR
CLASSIFIED PERSONNEL
OF
CLAY COMMUNITY SCHOOLS**

Effective

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Clay Community Schools is an Equal Opportunity Employer and does not discriminate because of race, religion, sex, color, national origin, age or disability.

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The contents of this handbook are presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment. Clay Community Schools reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this booklet is not intended to create nor is it to be construed to constitute a contract between Clay Community Schools and any one or all of its employees.

CLASSIFIED PERSONNEL HANDBOOK

This employment policy handbook shall apply to all classified personnel of Clay Community Schools unless otherwise specifically excluded in writing and shall embody those employment policies deemed desirable by the Board of School Trustees and the Administration. This handbook shall remain in effect until altered by provision of the Board of School Trustees.

It is recognized that matters may arise of mutual concern to the Administration and classified personnel. It is in the interest of both parties to "meet and confer" regarding such mutual concerns. Clay Community Schools does not, however, consent to engage in collective bargaining with any specific representatives of the classified personnel and retains full management rights to determine all conditions of employment of such employees.

Classified personnel shall work under the supervision of their building principal or any other supervisory person as designated by the Superintendent. Superintendent refers to either superintendent or his/her designee.

Classified personnel are subject to assignment to duty by the respective principal or supervisor as he/she deems advisable to complete the task at hand.

Classified Personnel shall be classified into categories as follows:

- A. Category I: Twelve Month Employees
- B. Category II: All other Full-time Employees
- C. Category III: Part-time Employees. (Employees who work less than 30 hours/week)
- D. Category IV: Seasonal Employees (no benefits)

CLASSIFIED JOB TITLES

SUPERVISOR of TRANSPORTATION: Directs the day-to-day activities of the Transportation Department. Reports to the Director of Extended Services.

SUPERVISOR of MAINTENANCE: Directs the day-to-day activities of the Maintenance Department. Responsible for the efficient operation of the corporation's HVAC systems, electrical systems and school mechanical equipment and devices. Reports to the Director of Extended Services.

FOOD SERVICE DIRECTOR: Provides direction and support for the Food Service Program for the corporation. The Food Service Director reports to the Director of Human Resources.

SECONDARY TREASURER: A treasurer shall be employed at Clay City Jr/Sr High School, Northview High School, and North Clay Middle School. The treasurer shall work 7.25 hours/day in addition to 30 minutes for lunch, for a total of 200/220 days per year. The primary responsibility will be for the custody and control of the Extra Curricular Account at the school. The treasurer will also perform other duties as assigned by the building principal.

SECRETARY/TREASURER: A secretary/treasurer shall be employed at each elementary school. The primary responsibility will be to serve the secretarial needs of the school. The secretary/treasurer will also assume responsibility for the custody and control of the Extra Curricular Account if a treasurer is not employed. Elementary Secretary/Treasurers (K-6) will be employed for 200 days. All Secretary/Treasurers will work 7.25 hours/day in addition to 30 minutes for lunch. The Secretary/Treasurers are to work under the supervision of the building principal.

SECONDARY SECRETARY: Secondary secretaries will be employed for 200 - 220 days per year as recommended by administration and approved by the Board. Secretaries will work 7.25 hours/day in addition to 30 minutes for lunch. The secretary is to work under the supervision of the building principal.

SECONDARY GUIDANCE SECRETARY: One secondary guidance secretary will be employed at each secondary building for 200 days per year. Guidance secretaries will work 7.25 hours/day in addition to 30 minutes for lunch. The guidance secretary is to work under the supervision of the guidance director and building principal.

TRANSPORTATION SECRETARY: Performs secretarial and clerical duties; schedules vehicles and drivers for all routes and events. The transportation secretary reports to the Director of Extended Services and the Supervisor of Transportation.

INSTRUCTIONAL ASSISTANT (Category II): This job title includes Title 1 aides, special education aides, and corporation aides. Specific responsibilities will be determined by the funding category and the direction of the building principals. IA's are to work 180 days corresponding to the student calendar. Category II IA's will be assigned 6 $\frac{3}{4}$ hours work in addition to 30 minutes for lunch. Aide hours may vary depending on funding and/or program. The job description for instructional assistants is under the title of Paraprofessional and will be in the Paraprofessional Job Classification when determining seniority. All paraprofessionals hired after July 1, 2007 who are involved in instructional activities of students must have 60 hours of college credit or be certified by passing the state-required assessment test (Praxis ParaPro).

INSTRUCTIONAL ASSISTANT (Category III): This job title includes Title 1 aides, special education aides, and corporation aides. Specific responsibilities will be determined by the funding category and the direction of the building principals. IA's are to work 180 days corresponding to the student calendar. Category III (Part-time) IA's will be assigned 29 hours of work in addition to 30 minutes for lunch. Aide hours may vary depending on funding and/or program. The job description for instructional assistants is under the title of Paraprofessional and will be in the Paraprofessional Job Classification when determining seniority. All paraprofessionals hired after July 1, 2007 who are involved in instructional activities of students must have 60 hours of college credit or be certified by passing the state-required assessment test (Praxis ParaPro).

INSTRUCTIONAL ASSISTANT/MEDICAL ASSISTANT: Specific responsibilities will be determined by the funding category and the direction of the building principal and supervising nurse. This job title will also include duties and training to assist in medical situations that may arise in each building. Instructional assistant/medical assistants will be in the Paraprofessional job classification when determining seniority. Instructional assistant/medical assistants are to work 180 days corresponding to the student calendar. Category II instructional assistant/medical assistants will be assigned 6 $\frac{3}{4}$ hours work in addition to 30 minutes for lunch. Category III IA/MA will work 29 hours / week. IA/MA hours may vary depending on funding and/or program. All instructional assistant/medical assistants hired after July 1, 2007 who are involved in instructional activities of students must have 60 hours of college credit or be certified by passing the state-required assessment test (Praxis ParaPro).

OFFICE ASSISTANT: Specific responsibilities will be determined by the funding category and the direction of the building principals. Office assistants are to work 180 days corresponding to the student calendar. Category II office assistants will be assigned 6 $\frac{3}{4}$ hours work in addition to 30 minutes for lunch. Category III Office assistants will work 29 hours / week. Hours may vary depending on funding and/or program. The job description for office assistants is under the title of Paraprofessional and will be in the Paraprofessional Job Classification when determining seniority. All paraprofessionals hired after July 1, 2007 who are involved in instructional activities of students must have 60 hours of college credit or be certified by passing the state-required assessment test (Praxis ParaPro).

ATHLETIC ASSISTANT: Assists the Assistant Principal/Athletic Director in coordinating athletic activities of the school and is responsible for supervision of athletic events. Reports to Principal and Assistant Principal/Athletic Director.

FOOD SERVICE: The primary responsibilities of the food service employees are to prepare the daily meal program and to account for the collection of lunch receipts. Food service employees are to work 183 days. Hours will vary depending on job responsibilities. The food service manager, assistant food service manager and all other food service employees will be included in the Food Services job classification when determining seniority. Food service employees will be either Category II or Category III depending on the

hours they are assigned. Food service employees designated as Cafeteria Manager or Assistant Manager must be ServSafe Certified. Food service employees report to the Food Service Director and the building principal.

CLEANING PERSONNEL: The primary responsibility of the cleaning personnel is general cleaning of the classrooms, restrooms, and hallways. Cleaning personnel are to work 185 days corresponding to the teacher workday calendar. Cleaning personnel will work the hours designated by their C.O. supervisor. Cleaning personnel report to the building principal, Director of Extended Services, and/or Head Custodian. Paid work hours exclude time for lunch.

CUSTODIAN: The primary responsibilities of the custodian are: to ensure that the building is prepared for students; general cleaning; minor maintenance work; and, unloading and distribution of supplies. Category I Custodians are to be considered twelve-month employees and will follow the schedule outlined in other parts of this handbook. Category II Custodians work 210 days. Custodians work 40 hours per week. Paid work hours exclude time for lunch. Custodians report to the building principal, Director of Extended Services, and/or Head Custodian. Paid work hours exclude time for lunch.

TECHNICIAN: Technicians are responsible for the efficient operation of the corporation's HVAC systems, electrical systems and school mechanical equipment and devices. Technicians are considered twelve-month employees and will work 40 hours per week. Technicians report to the Director of Extended Services and the Supervisor of Maintenance.

MAINTENANCE EMPLOYEES: Maintenance employees are responsible for the repair and operation of the school plant. Maintenance employees are to be considered twelve-month employees, and they will work 40 hours per week. Maintenance employees report to the Director of Extended Services and the Supervisor of Maintenance.

LEAD GARAGE MECHANIC: The Lead Garage Mechanic is responsible for the repair and operation of all corporation-owned vehicles. In addition to assuming the same responsibilities detailed in the GARAGE MECHANIC description, the Lead Garage Mechanic is responsible for the ordering of parts necessary for repair of corporation-owned vehicles, prioritizing the tasks needing completion by the team of garage mechanics, and overseeing the overall efficiency of the garage mechanic team. The Lead Garage Mechanic is a twelve-month employee and will work 40 hours per week. The Lead Garage Mechanic reports to the Director of Extended Services and the Supervisor of Transportation.

GARAGE MECHANIC: Garage employees are responsible for the repair and operation of all corporation-owned vehicles. Garage employees are considered twelve-month employees, and they work 40 hours per week. Garage employees report to the Director of Extended Services and Supervisor of Transportation.

BUS AIDE: Bus aides may be employed to provide assistance for students in need of help while being transported to and from school. The hours worked will vary depending on need. There will be no benefits for this position. Bus aides will be required to participate in, and successfully pass, CPI (Crisis Prevention Institute) training. Bus aides report to the Director of Extended Services and the Supervisor of Transportation.

SIGN INTERPRETER: Sign interpreters are hired to assist with hearing-impaired students. Specific responsibilities will be determined by the I.E.P. of the students. The sign interpreter will work 180 days corresponding to the student calendar. Category III sign interpreters will work 6¾ hours in addition to 30 minutes for lunch. Category III sign interpreters will work hours as assigned to assist with hearing-impaired students. Sign interpreters report to the Director of Special Services and the building principal where assigned.

SCHOOL NURSE: The school nurse will be assigned to cover the health care required at elementary, middle school and/or high schools. A school nurse has a minimum of an LPN degree. The school nurse reports to the Corporation Nurse who will make specific assignments. The school nurse will work 7½ hours

per day in addition to a 30-minute paid lunch. School nurses report to the Corporation Nurse and the building principal where assigned.

TITLE I NURSE: The Title I nurse will be assigned to cover the health care required by students in the Title I buildings/program. A Title I nurse has a minimum of an LPN degree. The Title I nurse reports to the Corporation Nurse who will make specific assignments. The Title I nurse will work no more than 29 hours/week.

OCCUPATIONAL THERAPIST: The occupational therapist evaluates the needs of children referred for occupational therapy services. Plans appropriate educational services to assist students in meeting their goals in the school setting. Reports to the Director of Special Services.

PHYSICAL THERAPIST: The physical therapist evaluates the needs of children referred for physical therapy services. Plans appropriate educational services to assist students in meeting their goals in the school setting. Reports to the Director of Special Services.

SPEECH LANGUAGE PATHOLOGIST AIDE: (SLPA I) Speech language pathologist aides are hired to assist the certified Speech Language Pathologist. The SLPA with an associate degree is considered a classified employee. Speech language pathologist aides report to the Director of Special Services.

SPEECH LANGUAGE PATHOLOGIST ASSISTANT: (SLPA II) Speech language pathologist assistants are hired to assist the certified Speech Language Pathologist. The SLPA II with a bachelors' degree is considered a classified employee, but is paid on the teacher salary schedule. Speech language pathologist assistants report to the Director of Special Services.

COMPUTER TECHNICIAN: Administers network services and installs and services computer hardware and software for the corporation in support of the administrative and curriculum services of the corporation. Computer technicians report to the Director of Technology.

NETWORK SPECIALIST: Performs routine work in assisting in implementation of network services including hardware and software for the corporation's local area networks and wide area networks. Network specialists report to the Director of Technology.

SENIOR NETWORK SPECIALIST: Performs complex work planning and implementing network services including hardware and software for the corporation's local and wide area networks. Senior network specialist reports to the Director of Technology.

DATABASE / DEVELOPMENT SPECIALIST: Performs complex work planning and implementing data and web services including hardware and software for the corporation's local area and wide area networks. Reports to Director of Technology.

TECHNOLOGY ASSISTANT: Building point of contact for all service requests for computer services. Diagnoses and resolves minor hardware, software and connectivity issues. Reports to the Director of Technology.

TECHNOLOGY SUPPORT SPECIALIST: Supports hardware and software in the classroom. The specialist will also work with classroom teachers to help integrate technology into the curriculum. Reports to the Director of Technology.

EXECUTIVE SECRETARY: Serves as the secretary to the Board of Trustees and the administrators at Central Office. The executive secretary reports to the Superintendent.

CENTRAL OFFICE SECRETARY: Performs the usual office routines and practices associated with a busy yet productive office. The central office secretary reports to the Title I Grant Coordinator.

PAYROLL OFFICER: Compiles payroll data to maintain payroll records and prepares and issues paychecks. The payroll officer reports to the Director of Business Affairs.

ACCOUNTS PAYABLE OFFICER/DEPUTY TREASURER: Obtains & maintains financial data and records for use in maintaining accounting records for accounts payable. The accounts payable officer/deputy treasurer reports to the Director of Business Affairs.

INSURANCE/VOLUNTARY DEDUCTIONS OFFICER: Compiles deduction data to maintain payroll records and reconciles all bank accounts. The insurance/voluntary deductions officer reports to the Director of Business Affairs.

DATA MANAGEMENT COORDINATOR: Assumes responsibility for the compilation of student and employee data in order to provide accurate information for the school corporation. The data management coordinator reports to the Director of Human Resources.

TITLE I PARENT LIAISON: Confers and works with school principal, Title I Coordinator, teachers, professional staff, and parents to enhance the learning experience of students by involving parents in their student's educational programs. The Title I Parent Liaison reports to the building principal.

GENERAL EMPLOYMENT INFORMATION

The Board of School Trustees must approve all hires. Employment will start the Monday after the school board meeting unless another date is specified in the hiring recommendation.

All classified employees are hired subject to a 90-day (benefits/health insurance) probationary period. After 80 days the principal and/or supervisor will do an evaluation to recommend continued employment OR to recommend that the employee does not become a permanent employee. The employee will be evaluated on job performance, attendance, attitude and ability to work with others. At this time the employee may be recommended for continued employment and will be entitled to benefits for which they are eligible according to position. Benefits begin after the 90-day probationary period and are not retroactive.

Years of experience are granted for Category I on July 1st and pay rate changes are effective on July 1st. Years of experience are granted for Category II and Category III employees at the beginning of a school year and pay rate changes are effective at that time.

To receive a year of service credit, an employee must be hired by the board on or before October 1st. An employee hired after October 1st and before or at the January board meeting will receive ½ year of service credit for the school year.

The last day an employee is physically present is considered the last day in employment/pay status, unless on a board-approved medical leave.

Employee Ethics

Clay Community Schools expects employees to perform duties with integrity. This includes:

- An expectation that school employees will maintain high standards in the performance of their job.
- Honesty in dealing with school personnel, students and parents
- Maintaining confidentiality regarding corporation and student information
- Being an appropriate role model for students
- Avoiding acceptance of anything of value that is offered by someone to influence the employee's judgment.

CATEGORY I PERSONNEL

The following provisions shall apply only to Category I (12 month) employees:

1. Holidays (11 paid holidays per year)

Holidays granted with pay shall be Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and one floating holiday determined by Administration.

2. Vacations

Vacation days are accrued from July 1 – June 30 and are available for use on or after July 1 the following year. Vacation days are awarded on July 1st of each year for the previous July 1-June 30 time period. If an employee resigns, he/she will be paid for vacation days already awarded and not used; no additional days will be awarded. If an employee retires, then vacation days accrued from July 1- retirement date will be awarded and paid out upon retirement.

All vacations shall be taken according to a prearranged schedule as approved by their respective supervisor. Said vacations should be taken in the summer months whenever possible. Vacation days will not be cumulative from one year to the next.

Each Category I employee earns up to two weeks' vacation with pay after one year of employment as a Category I employee. Any employee working less than a year shall have a prorated vacation beginning the

following July 1st. 1 day of vacation is earned for each 25 days worked or covered by a paid leave day during the year (up to 10 days).

Category I employees with 10 or more years of service as a Category I employee earn three weeks of paid vacation leave. Since vacation days are earned, the 15 days earned during the year following the 10th year of service are available the 11th year of service. 1 day of vacation is earned for each 17 days worked or covered by a paid leave day during the year (up to 15 days). All vacations shall be taken according to a prearranged schedule as approved by their respective supervisor. Said vacations should be taken in the summer months whenever possible. Vacation days will not be cumulative from one year to the next.

Category II and III employees do not receive paid vacation.

3. Inclement Weather

Category I employees shall work on days in which schools are closed due to acts of God or lose compensation for that day. In case of a weather emergency, the Superintendent may direct employees not to report to work. In such cases the Superintendent shall make a recommendation to the board regarding compensation for those days missed.

4. Inclement Weather / Emergency Declaration

If and/or when a weather emergency or disaster declaration is announced by the Clay County Emergency Management Agency or other authorized governing organization, and it is essential that specific school personnel must report to work to ensure the operation and maintenance of the buildings, those personnel will be compensated at 1 ½ times their normal hourly rate during that period. Personnel required to report to work during this period will be determined by the Superintendent and/or the Director of Extended Services.

5. Emergency Call-In

Essential personnel designated by the Superintendent and/or Director of Extended Services, who are called back to work after the end of their regular shift in order to address an emergency or specific need of the school corporation will be compensated for a minimum of 3 hours. Actual time worked should be recorded on Veritime/Time Card. Additional hours beyond three (3) will be compensated in accordance with the current week's payroll status.

6. Building Checks

The Director of Extended Services may assign employees to do Building Checks on weekends, holidays, and/or extended periods when the schools are closed and have no personnel on site. The person assigned to do the building check will clock in and clock out using Veritime and will be paid a minimum of 1 hour, or actual time worked, wages for doing the building check.

CATEGORY I, II AND III PERSONNEL

The following conditions apply to Category I, Category II and Category III employees:

- Any employee may be called from his/her regular duty by the Superintendent (or designee) to assist other employees when necessary.
- Absences are to be called in to the AESOP system and reported to the building principal and/or the supervisor with as much advance notice as possible. If an absence is not reported in advance, it will be considered unexcused.
- All supplies and equipment are to be requisitioned by making a request to the appropriate supervisor.
- Classified employees are eligible for Business Expense Reimbursement with the approval of the supervisor. This includes mileage between school locations if conducting school business, expenses for an excused leave that is approved (proper forms must be filled out and pre-approved)

by administration), and Treasurers' trips to banks on school business. All mileage and other expenses should be submitted for reimbursement each month, but no later than 3 months past the dates of travel.

- All injuries must be reported immediately to the building principal and/or supervisor.
- All employees must sign out and sign in when leaving the school building during the school day or during the employees' normal shift if 2nd or 3rd shift.
- No visible piercing, other than ear piercing, will be allowed.
- When a vacancy exists or a new position is created, the qualifications of present employees will be considered in making the appointment to fill such vacancy or position. Current employees should express interest in vacant positions in writing to the Director of Human Resources. No one is guaranteed a transfer to another position based on seniority. When transfer requests are considered, several factors are taken into consideration, including skills required for position, the need to maintain continuity for students, attendance, job performance, ability to get along with other employees, and general attitude toward their current job.
- All employees (with the exception of the food service personnel) are to pay for meals if they eat in the school cafeteria.
- The corporation will send a letter of reasonable assurance for continued employment to each classified employee considered for employment for the forthcoming year no later than the last day of school.
- Any days not worked shall be accounted for as a sick day, personal leave, bereavement leave, vacation day, or pay deduction.
- The use of unpaid or pay deduction days is only permitted in the case of an illness or emergency when all other leave days are exhausted. Unpaid days should not be taken to extend breaks, work another job, take vacations, or any other activity that is not considered an emergency. If the employee chooses to take unpaid days that are not due to illness or an emergency, the days will be considered unexcused.
- The last day an employee is physically present is considered the last day in employment/pay status, unless on a board-approved medical leave.
- All classified personnel must complete an electronic TIME CARD through Veritime indicating the hours worked and leave days taken. The employee must sign the time sheet printed from Veritime to verify the time indicated is the time actually worked. The time sheet is the official record of hours worked and leave days taken. Falsification of hours worked or leave days taken will be deemed reason for discipline or termination. **No paycheck will be issued without a signature on the time sheet.**
- Other employment shall not interfere with availability to work the position an employee is hired to fulfill for Clay Community Schools. Persons receiving other monetary consideration shall not use such as an excuse to use sick leave or any unpaid leave days from Clay Community Schools.
- For safety reasons, custodial and cleaning personnel must wear footwear that is closed toe and closed heel, hard soles, be flat or low heeled (one inch or less) and be securely held onto the foot. Prohibited footwear includes, but is not limited to: sandals; flip-flops; clogs; high heels; moccasins; house slippers; Crocs™; and, any other footwear deemed inappropriate and/or unsafe by the Director of Extended Services.

- Employees must be physically clean, neat and well-groomed and dress appropriately - consistent with their job duties. Dress may not be disruptive to the educational process.
- Confidentiality of students shall be honored as a condition of employment.

CATEGORY II and III PERSONNEL ONLY

The following conditions apply only to Category II and III employees:

- If, during the school year, school is closed, the employee shall be paid during that time. However, whenever a canceled student day is rescheduled, each employee shall work on that rescheduled day without compensation. If the canceled day is not rescheduled, the employee will need to work the appropriate hours or be docked for the hours not worked as determined by the Board of School Trustees.
- When there is a delay due to inclement weather, all cleaning personnel are to report to work during their regular hours.
- Category II and Category III personnel will be permitted to make up the hours missed through:
 - Approved in-service hours. Up to 6 hours of in-service can be "banked", but they must be preapproved by their principal or supervisor. (The corporation is not responsible for providing in-service specifically to make up time for delays or early dismissals.)
 - Hours pre-approved by their principal or supervisor, if more than 6 hours of delays. These hours cannot be "banked" in advance and must be hours involving student instruction.
 - An IA who works less than 30 hours may make up the missed time during the school day in the same or next pay period, if their principal pre-approves the time for duties or work with students in an instructional or direct supervisory capacity. Time must be in ¼ hour increments.
 - The Superintendent may make a recommendation to the Board of Trustees to waive the make-up time requirements.
- Food Service employees will be allowed to make up missed time on cafeteria projects approved by the Food Service Director.
- Category II and III employees will be paid during their regular term of employment as follows: 180/185-day employees will be paid over 26 pays per year. If a Category II or III employee is hired after the beginning of a school year, he/she will be paid over the remaining number of pays in the school year. If a Category II or III employee is hired after March 1st, he/she will be paid as he/she works rather than prorated over the summer. Their pay will be prorated beginning the following school year.

FOOD SERVICE PERSONNEL ONLY

The following conditions apply only to Food Service employees:

- Food Service employees are to work under the supervision of the building principal and the Food Service Director.
- When the Food Service Manager is absent for an extended period of time, the Food Service Director may name a temporary Food Service Manager and adjust the salary accordingly.
- Food Service employees shall receive their daily meal free of charge.
- Food Service Managers at NCMS, CCHS, and NHS will work 8 hours/day.
- Assistant Food Service Managers at NCMS and NHS will work 8 hours/day.
- Food Service Managers at CCE, ES, FP, JT, ME, SE, and VB will work 7 hours/day. All other full-time food service employees will work 6 hours/day except as recommended by the Food Service Director and approved by the board.
- Food Service Managers and Assistant Food Service Managers MUST be ServSafe Certified.
- For safety reasons, food service personnel must wear footwear that is closed toe and closed heel, hard soles, be flat or low heeled (one inch or less) and be securely held onto the foot. Prohibited footwear includes, but is not limited to: sandals; flip-flops; clogs; high heels; moccasins; house slippers; Crocs™; and, any other footwear deemed inappropriate and/or unsafe by the Food Service Director or principal.

WAGE / HOUR POLICIES

Each employee will have assigned hours they are to work. These hours should not be changed without the pre-approval of a supervisor and/or principal. Employees should not work over their assigned hours without pre-approval of their supervisor/principal.

All time worked will be recorded by the Veritime system.

Overtime will be paid after 40 hours worked in a work week. A work week is Saturday to Friday night.

Leave time (sick, personal, bereavement, etc.) does not count as hours worked. The only exceptions are specified holidays and vacation days approved by administration.

Employees **must** take a 30-minute unpaid meal break if they work 6 or more hours. Employees who work less than 30 hours may be assigned an unpaid lunch break as part of their daily schedule. This should be reflected in net hours worked.

No other specified paid breaks or rest periods are given.

CONDITIONS OF EMPLOYMENT

1. Supervision of Classified Employees

Supervision shall be provided, as designated by the Superintendent, to ensure effective job performance and improvement. The supervisor may assign job-related duties as he/she deems advisable to complete the task at hand. Any employee refusing to do such a task assigned by his/her supervisor shall be considered insubordinate and recommended for termination. In-service training may be conducted to improve job effectiveness.

2. Transfer of Classified Personnel

Transfers may be made at the request of the employee or upon the initiative of the Superintendent or other supervisory personnel for any reason which, in the judgment of the Superintendent, shall serve in the best interests of the employees and/or the school corporation. Employees transferred to a different building but in the same job classification will not be lowered on the salary schedule. A request for transfer must be in writing and sent to the Director of Human Resources.

3. Attendance Policy

Employees are given "Leave Days" as designated in the handbook. Any days not worked shall be accounted for appropriately as a sick day, personal leave, bereavement leave, or vacation day. If an employee is to be absent due to an extended illness (5 or more days), he/she must fill out a Medical Leave or Family Medical Leave form. Appropriate forms must be filled out to use accumulated sick days or sick bank days. Days not worked and not covered by a designated leave day will be accounted for by pay deduction. Excused leave without pay days include: employee's own illness not covered by a sick day and must have a doctor's slip; family illness not covered by a sick day and requires a doctor's slip; or, bereavement not covered by a leave day. These unpaid leaves may be approved by the immediate supervisor with arrangements made before the leave is taken. Any other leave without pay should be approved by Central Office at least 2 weeks in advance. Leave without pay will only be considered excused if the situation is considered an emergency/special circumstance and out of the employee's control. All other unpaid days will be considered unexcused. Excessive unpaid absences that interfere with the employee's ability to perform his/her job will be considered reason for termination. Unexcused attendance is included in progressive discipline.

Discipline for pay deduction days that are non-excused will be determined by the number of pay deduction days/incidents received from July 1 – June 30 in any one-year period.

1 st day or 1 incident of pay deduction*	Written warning from supervisor
2 nd day or incidence of pay deduction*	Suspension of 3 days without pay
3 rd day or incidence of pay deduction*	Termination of employment

Each individual day or partial day of pay deduction is considered an incident. If no previous incidents have occurred in the school year, and more than 1 day is taken, 1-2 consecutive days will be considered the 1st incident and would be a written warning, 3-5 consecutive days would be considered a 2nd incident and 3-day suspension, and more than 5 days would be a termination.

*If an employee does not report to work for 3 or more consecutive days without notifying his/her supervisor in advance, the absence will be considered a resignation.

4. Attendance Policy for 90-Days Probation

Anyone who misses more than 1 unexcused day during the 90-day probationary period should not be recommended for continued employment. Anyone who misses a total of 5 or more days for any reason during the 90-day probationary period may not be recommended for continued employment.

5. Termination

Employment with Clay Community Schools is on an "at will" basis, and may be terminated by the employee or the school corporation at any time. An employee should be given a written "Notice of Inadequate Employment Performance" or Progressive Discipline Action. At least two (2) weeks' notice shall be given

to the employee unless, in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the School Corporation. If so, employment may be terminated immediately upon notice. The employer will observe a minimal "due process" procedure to ensure fairness. The employee may request, within 5 days of the termination, a hearing in executive session with the Board of School Trustees.

6. Resignation

A written resignation shall be submitted to the Superintendent at least two weeks prior to the resignation of employment. Resignations will be deemed accepted upon submission to the Superintendent or his/her designee. No rescission of a resignation will be accepted. Resignations will be presented to the Board for information only. If an employee does not return to work at the beginning of a school year or at the end of an approved leave of absence, it will be considered a resignation from the position. The last day an employee is physically present will be considered the last day in employment/pay status unless employee is on a board-approved leave of absence.

7. Retirement

There is no mandatory retirement age for classified employees. However, the employee must be able to perform all functions of his/her job responsibility. Eligibility for retirement from Clay Community Schools is the same as eligibility for PERF retirement. The employee must meet one of the following and retire from PERF to receive CCS retirement benefits:

- Rule of 85 - at least 55 years of age and service in a PERF-covered position must add up to be 85
- 60 years of age with 15 years of service in a PERF-covered position, or
- 65 years of age with 10 years of service in a PERF-covered position

Category I: Classified personnel who work 30 or more hours per week may retire from Clay Community Schools upon reaching the age of 55 and having completed ten years of service with Clay Community Schools and retiring with full benefits from PERF. Notice of retirement should be given in writing to the Superintendent at least 30 days in advance to receive severance benefits.

Category II: Classified personnel who work 30 or more hours per week may retire from Clay Community Schools upon reaching the age of 55 and having completed ten years of service with Clay Community Schools and retiring with full benefits from PERF. To receive severance benefits, notice of retirement must be given in writing to the Superintendent on or before April 1 of the school year and will be effective on the last day of the school year; or notice of retirement must be given in writing to the Superintendent on or before December 1 of the 1st semester and retirement will be effective on December 31st.

Category III: Classified personnel who work less than 30 hours per week may retire from Clay Community Schools upon reaching the age of 55 and having completed ten years of service with Clay Community Schools and retiring with full benefits from PERF. To receive severance benefits, notice of retirement must be given in writing to the Superintendent on or before April 1 of the school year and will be effective on the last day of the school year; or notice of retirement must be given in writing to the Superintendent on or before December 1 of the 1st semester and retirement will be effective on December 31st.

No rescission of retirement notices will be accepted.

8. Severance Pay

When an employee is eligible for retirement and proper notice is given, severance pay for eligible retiring classified Category I, Category II and Category III employees is as follows:

<u>Years of Service in the School Corporation</u>	<u>Dollars per Year</u>
10-15 years	\$25.00
16+ years	\$30.00

When proper notice is given, classified employees eligible for retirement shall be paid \$30.00 per day of accumulated sick leave as per the maximum accumulation of 60 days.

Any retired classified employee who is rehired for part-time work will not be eligible for any benefits, including PERF and life insurance. The employee will receive appropriate sick and personal days, but they may not be accumulated.

9. Reduction in Staff

As of July 1, 2012, should a reduction in classified staff be necessary, the reduction in staff will be done by need and evaluations received by employees in the following job classifications:

1. Treasurer (Secondary)
2. Secretary/Treasurer & Secretary
3. Paraprofessional
 - a. Instructional Assistant
 - b. Instructional Assistant/Medical Assistant
 - c. Office Assistant
4. Food Service
5. Cleaning Personnel
6. Custodian
7. Maintenance
8. Garage
9. Bus Aide
10. Sign Interpreter
11. School Nurse
12. SLPA (classified)

10. Use of Online Access

- A. Any employee who is given online access will sign an Acceptable Use Agreement each year. Violation of the Acceptable Use Agreement will be reason for termination.
- B. Because of the online technology available to employees both at work and elsewhere, employees should be aware that all online correspondence should be considered public knowledge and are advised that the employee should refrain from sending anything that he/she would not want to see published.
- C. Employees should also be aware that online technology, although perceived as personal, should not be used for posting any student, school, or corporation information that should be considered confidential. If confidential information is posted to a personal account, it may be reason for termination.
- D. Use of Social Media for personal use is strictly prohibited during an employee's work hours.

11. Discipline

Progressive discipline shall be used whenever possible.

- A. A written warning should be given first. However, if in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the School Corporation, or the action is deemed significant enough, then the employee may be suspended without pay for 3 days or his/her employment may be terminated.
- B. 3 days of suspension without pay would be the second step of progressive discipline.
- C. Termination of employment is the third step of discipline.
- D. Suspension without pay for attendance is considered part of progressive discipline. Attendance is based on a 1-year period, but any "Suspension without Pay" for attendance is considered a progressive discipline incident.
- E. Progressive Discipline remains part of the employees' work history.

12. Duty to Report Arrest:

It is the duty of the employee to report any arrest made while employed by Clay Community Schools. If an employee is charged with one of the offenses listed in Indiana Code IC-20-26-5-11, the employee will be placed on Administrative Leave without pay until the employee is cleared of the charge, or if the employee is found guilty of the charge, the employee will be dismissed from employment with Clay Community Schools. This is done for the protection of our students.

- (1) Murder (IC 35-42-1-1).
- (2) Causing suicide (IC 35-42-1-2).
- (3) Assisting suicide (IC 35-42-1-2.5).
- (4) Voluntary manslaughter (IC 35-42-1-3).
- (5) Reckless homicide (IC 35-42-1-5).
- (6) Battery (IC 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (7) Aggravated battery (IC 35-42-2-1.5).
- (8) Kidnapping (IC 35-42-3-2).
- (9) Criminal confinement (IC 35-42-3-3).
- (10) A sex offense under IC 35-42-4.
- (11) Carjacking (IC 35-42-5-2).
- (12) Arson (IC 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (13) Incest (IC 35-46-1-3).
- (14) Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (IC 35-46-1-4(b)(2)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (15) Child selling (IC 35-46-1-4(d)).
- (16) Contributing to the delinquency of a minor (IC 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (17) An offense involving a weapon under IC 35-47 or IC 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (18) An offense relating to controlled substances under IC 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (19) An offense relating to material or a performance that is harmful to minors or obscene under IC 35-49-3, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (20) An offense relating to operating a motor vehicle while intoxicated under IC 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
- (21) An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

BENEFITS

[MOST ARE NOT AVAILABLE WITHIN FIRST 90 DAYS OF EMPLOYMENT]

1. Personal Leave

(Not available within first 90 days of employment)

Personal Days will be granted to an employee when he/she physically reports to work after the granting date OR if returning from a leave of absence, the employee must work 10 consecutive days before new personal days are granted if the employee is eligible for personal days.

A. Category I: Three personal leave days will be granted annually on July 1st after the employee meets his/her 90-day probationary period. Employee must have worked or been covered by a paid leave day for at least 60 days during the 4 months before the granting period of July 1st. Category I employees hired after July 1st will be granted Personal Leave that is prorated by dividing the year into thirds. For the 2017-2018 school year, the term "thirds," as it applies to Category I personnel, will be defined in the following manner:

- 1st Third: July 1st, 2017, through October 27th, 2017 (3 days)
- 2nd Third: October 30th, 2017, through February 23rd, 2018 (2 days)
- 3rd Third: March 2nd, 2018, through June 30th, 2018 (1 day)

B. Category II: Three personal leave days will be granted annually on the first student day of a school year after an employee meets his/her 90-day probationary period. Category II employees hired after the beginning of the school year will be granted Personal Leave that is prorated by dividing the school year into thirds. For the 2017-2018 school year, the term "thirds," as it applies to Category II personnel, will be defined in the following manner:

- 1st Third: August 3rd, 2017, through November 3rd, 2017 (3 days)
- 2nd Third: November 6th, 2017, through February 16th, 2018 (2 days)
- 3rd Third: February 19th, 2018, through the end of the school year (1 day)

C. Category III: Two personal leave days will be granted annually on the first student day of a school year for any employee working 20 or more but less than 30 hours per week that has successfully completed his/her 90-day probationary period. Personal leave days will be prorated by the number of hours an employee works per day (If an employee works 4 hours/day, his/her personal "day" would be for 4 hours). **Personal leave days for Category III employees must be taken in full day increments.** Category III employees hired after the beginning of the school year will be granted Personal Leave that is prorated by dividing the school year into halves. For the 2017-2018 school year, the term "halves," as it applies to Category III personnel, will be defined in the following manner:

- 1st Half: August 7th, 2017, through December 19th, 2017 (2 days)
- 2nd Half: January 3rd, 2018, through the end of the school year (1 day)

NOTE: IAs who work 29 hours and were hired before July 1, 2013, are "grandfathered" with the Personal Leave Days for Category II Employees. However, personal days must be taken in full day increments.

D. If a Category I, Category II, or Category III classified employee has unused personal days, 2 days may be rolled over each year. More than 2 unused personal days will be added to accumulative sick leave each year.

E. The Administration has the right to deny personal leave if the day requested creates any hardship on the school corporation's schedule and/or workload. Personal leave days should not be taken before or after breaks or holidays to extend a break. Employees may not take more than three (3) personal leave days consecutively or take more than three (3) personal

leave days within one work week unless approved by the Superintendent or the Superintendent's designee. (Personal/Sick days taken together count as consecutive days.)

- F. Personal day leave requests must be submitted two work days prior to the leave. Emergency situations will be taken into consideration.
- G. Personal days must be used before any unpaid days are allowed.
- H. In all cases of separation from service (voluntary or involuntary), an employee is not entitled to a payout for unused personal leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a personal day, unless employee is on an approved medical leave.

2. Bereavement Leave

(Paid leave is not available within first 90 days of employment.)

The intention of Bereavement Leave is for employees to be able to make service arrangements and attend services for family. If services are outside of the 10 calendar days, a waiver may be requested.

- A. Each employee shall be granted up to five (5) working days (within 10 calendar days) of bereavement leave after the death of a person in his/her immediate family. Immediate family is defined as spouse, parent, step-parent, child, step-child, sister, brother, parent-in-law, daughter-in-law, son-in-law, grandchild, grandparent. One additional pre-approved day may be taken when needed for the employee to perform required legal obligations as the result of the death for which this bereavement leave is taken. Proof of attendance at a service must be provided upon request.
- B. If requested by an employee, one day of bereavement leave (within 10 calendar days) will be granted for the death of brother-in-law, sister-in-law, grandparent in-law, step parent-in-law, great-grandparent, aunt, uncle, great-aunt, great-uncle, niece, nephew, first cousin, or such relationship created by marriage. One additional pre-approved day may be taken when needed for the employee to perform required legal obligations and/or travel (outside a distance of 300 miles round trip) as the result of the death for which the bereavement leave is granted. Proof of attendance at a service must be provided upon request.
- C. If an employee is not eligible for paid bereavement because they are within the 90-day probationary window and bereavement is requested for one of the above relationships, it may be granted without pay.

3. Leaves of Absence

All leave of absence requests must be submitted in writing on the Clay Community Request for Leave of Absence form to the Director of Human Resources, along with physician's documentation supporting the request for leave. Forms must be filled out before accumulated sick days can be used and for sick bank requests to be approved.

A. Family Medical Leave of Absence (FMLA): Must have been employed for at least one year. In addition, the employee must have worked 1250 hours over the previous 12 months to receive FMLA. (Refer to Clay Community School Board Policy on Family Medical Leave.)

Family Medical Leaves of Absence may be granted to eligible classified personnel for maternity, illness, or other reasons covered by the FMLA policy and approved by the Superintendent under the following conditions:

- 1) The request should be made 30 days in advance. This may be waived by the Superintendent, depending on the situation.

- 2) The leave shall be for a period of not more than 12 weeks (60 working days) or until the end of a school year, whichever comes first. The 12 weeks cannot extend into the next school year. If the employee does not return after 60 working days, the employee will be placed on Inactive status with all benefits suspended. If the employee does not return at the beginning of the next school year, the employee should resign the position or the employment will be terminated.
- 3) There shall be no pay or benefits (except those covered by FMLA) during the leave; if an **eligible** employee has accumulated sick or personal leave days, the employee may substitute paid leave days for unpaid leave days.
- 4) After 12 weeks covered by FMLA, the employee may continue in the Group Health Insurance Plan if he/she pays the total cost for the duration of the granted leave.
- 5) The employee will upon his/her return be in the same job classification, but not necessarily in the same building.
- 6) The request is approved by the Superintendent.

B. Medical Leave of Absence: Must work 30 or more hours per week and must have been employed for at least one year, and does not qualify for FMLA.

Medical Leaves of Absence may be granted to eligible classified personnel for maternity, illness, or other reasons approved by the Superintendent under the following conditions:

- 1) The request must be made 30 days in advance. This may be waived by the Superintendent, depending on the situation.
- 2) The leave shall be for a period of not more than 12 weeks (60 working days) or until the end of a school year, whichever comes first. The 12 weeks cannot extend into the next school year. If the employee does not return after 60 working days, the employee will be placed on inactive status with all benefits suspended. If the employee cannot return at the beginning of the next semester, the inactive status will become a resignation.
- 3) There shall be no pay or benefits during the leave; if an **eligible** employee has accumulated sick or personal leave days, the employee may substitute paid leave days for unpaid leave days.
- 4) The employee may continue in the Group Health Insurance Plan if he/she pays the total cost after accumulated leave days have been used.
- 5) The employee will upon his/her return be in the same job classification, but not necessarily in the same building.
- 6) The request is approved by the Superintendent.

C. Classified Employees Not Qualifying for Leave: A classified employee who does not qualify for a leave of absence (any employee who works less than 30 hours/week and/or has not been employed by CCS for at least 12 months) and is unable to return to work within 30 working days after all available sick, personal, and vacation days are exhausted, will be placed on inactive status with all benefits suspended. If the employee cannot return at the beginning of the next school semester, the inactive status will become a resignation. If an employee is out for the birth of a child, the employee must return to work when medically released by the employee's physician.

D. Military Leave: Military Leave will be granted in accordance to Indiana Code: Article 16 – Indiana Military Code and Article 17- Veterans' Affairs.

E. Family Military Leave: Indiana Code: I.C. 22-2-13 provides for an unpaid leave of up to 10 working days per year for an employee whose spouse, child, biological grandchild, or sibling is called to active duty in the armed forces of the United States or the National Guard.

F. Jury Duty Leave: Classified employees who are called for jury duty will be paid their regular salary less the amount they are paid for the service they are called to render. A copy of the amount paid should be submitted to the payroll clerk when received by the employee for services.

G. Other Leaves: Leaves for any reason not listed above shall be determined on an individual basis by recommendation of the Superintendent and approval by the Board of School of Trustees.

4. Sick Leave: (Not available within first 90 days of employment)

- A.** Sick leave days are to be used for illness of the employee or doctor appointments of the employee or the care of an immediate family member who is ill. An employee may only use up to 3 consecutive sick days for the care of an immediate family member unless a request is made to the Principal or Supervisor and the Director of Human Resources in writing and approval is given. Use of sick days for other reasons is not permitted. (Sick/personal days taken together constitute consecutive days.) Sick days are pro-rated according to the number of days worked in a year. Classified employees returning from a leave of absence must work 10 consecutive days before additional sick days are awarded.
- B.** If 5 or more consecutive sick days are used, an employee **MUST** apply for a leave of absence or the days will be unpaid.
- C.** Misuse of sick days is subject to 3 days suspension without pay. If a second violation occurs, the employee will be recommended for termination.
- D.** In all cases of separation from service (voluntary or involuntary), an employee is not entitled to a payout for unused sick leave. On the employee's last scheduled work day before separation of employment, the employee will be compensated for all time actually worked that day, but will not be entitled to compensation if the employee uses a sick day, unless on an approved medical leave.
- E.** Once an employee has tendered a resignation, any sick day(s) taken must be accompanied by a doctor's excuse. If an employee resigns without giving a 2-week notice, all sick days taken the 10 working days prior to the last day the employee physically works must be accompanied by a doctor's excuse for the employee to be paid.
- F.** Number of Sick Days for each Category:

Employees in Category I:

Shall be granted **11 days** of sick leave on July 1st each year (after the employee successfully completes his/her 90-day probationary period), **accumulating to 60 days**. Category I employees hired after July 1st will be granted Sick Leave that is prorated by dividing the year into thirds. For the 2017-2018 school year, the term "thirds," as it applies to Category I personnel, will be defined in the following manner:

- 1st Third: July 1st, 2017, through October 27th, 2017 (11 days)
- 2nd Third: October 30th, 2017, through February 23rd, 2018 (7 days)
- 3rd Third: March 2nd, 2018, through June 30th, 2018 (3 days)

Employees in Category II:

Shall be granted **8 days** of sick leave each year on the first student day of a school year, **accumulating to 60 days**, after an employee meets his/her 90-day probationary period. Category II employees hired after the beginning of the school year will be granted Sick Leave that is prorated by dividing the school year into thirds. For the 2017-2018 school year, the term "thirds," as it applies to Category II personnel, will be defined in the following manner:

- 1st Third: August 3rd, 2017, through November 3rd, 2017 (8 days)
- 2nd Third: November 6th, 2017, through February 16th, 2018 (5 days)
- 3rd Third: February 19th, 2018, through the end of the school year (2 days)

Employees in Category III:

An employee must work at least 20 hours per week to receive sick days. Employees will be granted a **maximum of 4** sick leave days per year on the first student day of the school year, accumulating up to 60 days, for those employees that have successfully completed their 90-

day probationary period. Sick days will be prorated by the number of days worked per week and the number of hours an employee works per day (If an employee works 4 hours/day, his/her sick "day" would be for 4 hours). Category III employees hired after the beginning of the school year will be granted Sick Leave that is prorated by dividing the school year into halves. For the 2017-2018 school year, the term "halves," as it applies to Category III personnel, will be defined in the following manner:

- 1st Half: August 7th, 2017, through December 19th, 2017 (4 days)
- 2nd Half: January 3rd, 2018, through the end of the school year (2 days)

All sick days for Category III employees must be taken in complete day increments.

NOTE: IAs who work 29 hours and were hired before July 1, 2013, are "grandfathered" with the sick leave days for Category II Employees if they originally had those benefits. However, sick days must be taken in full day increments.

G. VERIFICATION

- Verification from a doctor may be requested for any sick leave approval.
- Verification from a doctor is required after 3 or more consecutive days of sick leave or 4 or more sick days in a two-week period.
- Verification from a doctor is required for any sick day taken before or after a scheduled holiday or break.

5. Sick Leave Bank:

The Board of School Trustees agrees to establish a sick leave bank for the benefit of those who voluntarily contribute sick days to the sick leave bank. Any classified person employed 30 or more hours per week may voluntarily contribute up to one (1) sick leave day every 2 years to the sick leave bank. The Administration will ask for the contribution by September 15th of the year in which the contribution is due. The sick leave bank shall be administered by the Administration on the following terms and conditions:

1. Any qualified classified person who has first exhausted all his/her accumulated sick and personal leave days and who has been employed with the corporation for at least 12 months, may make written application on the Request for Use of the Sick Bank to the Superintendent for additional leave days with pay to be deducted from the sick leave bank. Such written requests will be entertained by the Superintendent only in the case of serious illness, major surgery, or serious accident involving the employee making the request. In the event the employee is too ill or physically unable to make such written request on his/her own behalf, such request may be made by his/her designated representative. All such written requests to the Superintendent for use of leave days shall be supported by a physician's statement regarding the nature of illness or injury and a prognosis report for returning to work. Such medical statement must be on file in the office of the Superintendent before sick leave bank days will be authorized. The request cannot be retroactive.
2. The Superintendent shall grant or deny the request and give notification within five (5) working days to the employee or his/her designated representative. In the event the request is denied, the employee or his/her designated representative may, within three working days, make an appeal to the Board of School Trustees. The Board shall hold a hearing in executive session and notify the employee or his/her designated representative of its decision.
3. A qualified classified person may be granted use of sick leave bank days beginning the sixth day following the exhaustion of all sick and personal leave days (5 consecutive unpaid leave days must be taken). In no event may a classified person use more than fifteen (15) sick leave bank days in each school year or any 12-month period.

4. Eligible employees may request in writing from the Superintendent additional sick leave bank days if 15 days have not been exhausted, in full or half-day increments, to cover periodic therapies needed as a result of serious illness, major surgery, or serious accident. Such request must be supported by medical documentation including a stated number of therapeutic treatments anticipated.
5. If a classified employee begins the school year on an approved medical leave of absence, was a member of the sick bank the previous year and did not use the sick bank the previous year or within the last 12 months, he/she may request use of the sick leave bank without an additional donation to the sick leave bank. The sick leave bank days would begin on the 6th consecutive day the employee would be considered out.
6. Once an employee uses the sick bank, he/she is only eligible for 5 days of sick bank during the next school year or 12-month period and 10 days of sick bank leave during the 2nd school year or 24-month period and then would have full eligibility the 3rd school year or 36 months following the use of sick bank. Each use of sick bank starts another cycle.
7. IAs who work 29 hours and were hired before July 1, 2013 are “grandfathered” with the sick bank for Category II Employees, if they were in the sick bank on July 1, 2013.

6. Health Insurance (Not available within first 90 days of employment)

Employees eligible for insurance and hired prior to January 1, 2004, will continue to receive insurance if receiving insurance on August 12, 2013. To be eligible for insurance benefits*, the employee must be employed for 30 or more hours per week. The amount paid by the school corporation is subject to change and will be set by the Board annually. **An employee must work or be covered by approved paid leave days at least ½ of the scheduled workdays in any month for the school corporation to pay its portion of the insurance premium. The employee may pay the entire amount of the premium to continue coverage for the duration of the granted leave.**

* Paraprofessionals (Instructional Assistants & Instructional Assistant/Medical Assistants) working less than 30 hours/week are not eligible for health, vision, or dental insurance. Sign Interpreters and SLPA I with an associate degree working less than 30 hours/week are not eligible for health, vision, or dental insurance.

Bus aides are not eligible for health, vision, or dental insurance.

No insurance is in effect until enrollment cards are completed by the employee and are on file in the Administration Office.

7. Dental Insurance (Not available within first 90 days of employment)

The corporation agrees to pay a set amount per month toward a dental program for eligible employees employed for thirty or more hours per week. The amount paid will be set annually by the Board.

8. Life Insurance (Not available within first 90 days of employment)

The corporation will pay the premium (less one dollar) on a group life insurance policy for each eligible classified employee (any classified employee who works 20 or more hours/week) for the face amount of \$50,000. All insurance benefits will be paid as per the Master Policy.

9. P.E.R.F. (Available upon employment)

The corporation will contribute the employer’s share of P.E.R.F. effective January 1, 1990. No employee service experience prior to January 1, 1990 will be considered for P.E.R.F. contributions. Eligibility for P.E.R.F. is determined by the regulations from the P.E.R.F. office.

Effective July 1, 1996, the school corporation will pay the employees' share in P.E.R.F. up to 3% of the employees' gross earnings.

- 10. Overtime Definition:** Overtime hours are defined as any approved hours worked over 40 hours per work week. Paid holidays are considered part of the work week; therefore, paid holidays and vacation days will count towards the 40-hour work week. Sick days, bereavement, personal leave days, and any other leave days will not count toward the 40-hour work week.

Note: Category I and Category II classified employees are not eligible for any Extra Curricular assignment that makes their work week more than 40 hours. Category III classified employees are not eligible for any Extra Curricular assignments that make their work week 30 hours or over.

11. Annuity

Employees may participate in the school corporation's 403(b) annuity plan.

GENERAL CORPORATION POLICIES

Clay Community Schools Policy Handbook is available online as well as a copy is available in each school office. If an employee has a question regarding corporation policies or procedures, he/she should ask his/her principal or supervisor to seek direction.

DRUG FREE SCHOOLS AND COMMUNITY ACT

In order to comply with Public Law 101 – 226 and the Drug Free Schools and Communities Act, all employees must be aware of the following:

The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any school activity is prohibited.

Compliance with standards of conduct is mandatory and disciplinary sanctions up to and including suspension without pay, termination, and referral for prosecution will be imposed.

Classified employees who are required to have a Certified Driver's License (CDL) certification will be required to submit to drug screening tests as per Board policy.

AHERA NOTIFICATION

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, Clay Community Schools is required to annually notify all school building employees, building occupants, or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress.

In the past year, the only AHERA-related activities conducted have been the routine maintenance of building materials and the periodic/6-month surveillance of all building materials to maintain current information on the condition of materials in our buildings, and to ensure that these materials remain in good condition. In April 1994, Astesco Laboratory, Inc., an accredited consulting firm, conducted the AHERA-mandated 3-year re-inspection of all school buildings. The records of these surveillances are available at the Administration Office.

In the coming year, the only planned activity, under the AHERA Standard, is routine maintenance of building materials and the periodic/6-month surveillance of all building materials.

The AHERA Management Plans are available for public review at the Administration office. This notice satisfies the annual notification requirement for Clay Community Schools under the AHERA Standard.

TOBACCO FREE ENVIRONMENT

Clay Community Schools will enforce a "Tobacco Free" environment on all corporation property and in all corporation-owned vehicles. School corporation employees, visitors, students, and patrons shall refrain from using tobacco products of any kind on corporation property and in corporation-owned vehicles. The use of e-cigarettes, vapor pens, or other substitute forms of cigarettes is forbidden in accordance with Board Policy 2830 – Tobacco-Free Work Environment.

SALARY SCHEDULE (2017-2018)

Years	Elementary Secretary/ Treasurer	Secondary Treasurer	Secondary Secretary	Instructional Assistant & Bus Aide	Custodian	Food Services
0	\$11.07	\$11.41	\$11.07	\$9.75	\$10.83	\$9.36
1	\$11.19	\$11.64	\$11.19	\$9.86	\$11.07	\$9.49
2	\$11.29	\$11.86	\$11.29	\$10.00	\$11.29	\$9.60
3	\$11.41	\$12.10	\$11.41	\$10.10	\$11.51	\$9.72
4	\$11.51	\$12.31	\$11.51	\$10.21	\$11.74	\$9.82
5	\$11.74	\$12.55	\$11.74	\$10.31	\$11.97	\$9.95
6	\$11.97	\$12.88	\$11.97	\$10.43	\$12.20	\$10.06
7	\$12.20	\$13.11	\$12.20	\$10.55	\$12.42	\$10.19
8	\$12.42	\$13.34	\$12.42	\$10.67	\$12.65	\$10.29
9	\$12.65	\$13.55	\$12.65	\$10.78	\$12.88	\$10.41
10	\$12.95	\$13.85	\$12.95	\$10.96	\$13.17	\$10.58
11	\$13.17	\$14.08	\$13.17	\$11.07	\$13.40	\$10.70
12	\$13.40	\$14.41	\$13.40	\$11.18	\$13.72	\$10.80
13	\$13.62	\$14.64	\$13.62	\$11.29	\$14.04	\$10.94
14	\$13.85	\$14.87	\$13.85	\$11.41	\$14.37	\$11.05
15	\$14.08	\$15.27	\$14.08	\$11.51	\$14.71	\$11.18

NOTES:

1. Elementary secretaries/treasurers work 200 days/year, 7¼ hours/day.
2. Secondary treasurers work 200, 205, or 210 days/year, 7¼ hours/day. Actual number of days will be determined by the work load.
3. The secondary secretary at each building and the special services secretary work 210 days/year, 7¼ hours/day.
4. Full-time Paraprofessionals work 180 days/year, 6.75 hours/day except as designated.
5. Part-time Paraprofessionals work 180 days/year, 5.8 hours/day except as designated.
6. Northview High School treasurer receives 50 cents more per hour.
7. School Nurses – A vehicle stipend of \$150.00 will be given for employees asked to use their vehicles to transport students. A vehicle transport agreement must be signed to receive this allowance.
8. IA/MA positions receive 15 cents more per hour.
9. Bus aides will be paid a 2-hour minimum on any route they are asked to cover. They will record their actual time on their bi-weekly time card.
10. Title I Parent Liaisons will be compensated at a rate of \$11.51/hour.

Maintenance Personnel Compensation Model
All figures represent hourly rate

<u>Years of Experience</u>	<u>Technician*</u>	<u>Maintenance</u>	<u>Helper/Driver Maintenance</u>
0 – 2 years	\$17.34	\$15.42	\$11.90
3 – 5 years	\$18.34	\$15.80	\$12.11
6 – 8 years	\$19.34	\$16.18	\$12.31
9 – 11 years	\$20.34	\$16.55	\$12.52
12+ years	\$21.34	\$16.93	\$12.72

* Technicians will be awarded a \$2,000.00 annual supplement beyond their hourly rate for each industry certification (maximum of two (2) certificates) earned from an accredited post-secondary institution.

Transportation, Nurse, & Sign Interpreter Compensation Model
All figures represent hourly rate

<u>Years of Experience</u>	<u>Lead Mechanic</u>	<u>Mechanic</u>	<u>Nurse – LPN</u>	<u>Sign Interpreter</u>
0 – 2 years	\$17.77	\$16.64	\$14.28	\$11.36
3 – 5 years	\$18.02	\$16.91	\$15.25	\$11.73
6 – 8 years	\$18.28	\$17.19	\$15.53	\$12.10
9 – 11 years	\$18.53	\$17.46	\$15.82	\$12.77
12+ years	\$18.79	\$17.74	\$16.11	\$13.14

Athletic Assistant, Technology Assistant, & SLPA 1 Compensation Model
All figures represent hourly rate

<u>Years of Experience</u>	<u>Athletic Assistant</u>	<u>Technology Assistant</u>	<u>SLPA 1 (Classified)</u>
0 – 2 years	\$15.30	\$12.55	\$11.36
3 – 5 years	\$15.55	\$13.57	\$11.73
6 – 8 years	\$15.81	\$14.38	\$12.10
9 – 11 years	\$16.07	\$15.20	\$12.77
12+ years	\$16.32	\$15.71	\$13.14

Athletic Work (unless it is part of their job description) \$8.45/hour
 Student Athletic Worker \$8.45/hour

Cafeteria Manager/Head Custodian Compensation Model
All figures represent hourly rate

<u>Years of Experience</u>	<u>Secondary Cafeteria Manager</u>	<u>Secondary Asst. Cafeteria Manager</u>	<u>Elementary Cafeteria Manager</u>	<u>Head Custodian (NCMS/CCHS/NHS)</u>
0 – 2 years	\$12.49	\$12.28	\$12.28	\$14.90
3 – 5 years	\$12.74	\$12.52	\$12.52	\$15.20
6 – 8 years	\$12.99	\$12.77	\$12.77	\$15.50
9 – 11 years	\$13.25	\$13.03	\$13.03	\$15.81
12+ years	\$13.52	\$13.29	\$13.29	\$16.13

Supervisor Compensation Model
All figures represent annual salary

<u>Years of Experience</u>	<u>Supervisor of Transportation</u>	<u>Supervisor of Maintenance</u>
0 – 2 years	\$41,208.00	\$53,570.00
3 – 5 years	\$42,032.00	\$54,642.00
6 – 8 years	\$42,873.00	\$55,735.00
9 – 11 years	\$43,703.00	\$56,850.00
12+ years	\$44,577.00	\$57,987.00

**PAY SCHEDULE FOR SUBSTITUTE WORKERS
AND SUPPLEMENTAL HELP**

<u>Job</u>	<u>Hourly Rate</u>
Secretary	\$8.45
Bookkeeper	\$8.45
Instructional Assistant	\$8.45
Food Services (Cook)	\$8.45
Student Help	\$8.45
Custodian / Cleaning	\$8.75
Specialized Help	\$8.75
Summer Cleaning *	\$8.75
Supplemental Maintenance	\$10.91
Registered Nurses and LPN's	\$12.80
Supplemental Technology Help	\$10.91
Transportation Mechanic	\$16.36
Curriculum Distribution	\$10.91

*Note: Cleaning personnel regularly employed by Clay Community Schools and doing summer cleaning as supplemental help will receive their normal hourly rate. Other personnel regularly employed by Clay Community Schools will receive beginning hourly rate for custodians.

Acknowledgement of Receipt and Reading of the Classified Handbook

I have received and been directed to read and review the *HANDBOOK CLASSIFIED EMPLOYEES OF CLAY COMMUNITY SCHOOLS*. This handbook outlines my responsibilities as an employee and the responsibilities of the School Corporation.

I understand that I am responsible for the information contained in the handbook. If I have any questions, I should contact my Building Principal or immediate supervisor. I understand that the handbook is not an employment contract, but does provide the organizational employment procedures by which I am governed.

I understand that Clay Community Schools uses progressive discipline when policies and procedures of the corporation are violated, unless, in the opinion of the Superintendent, the continued presence of the employee on the premises will be detrimental to the best interest of the School Corporation. If so, employment may be terminated immediately upon notice.

I agree to comply with the guidelines and procedures of Clay Community Schools.

I understand that my employment with the School Corporation is on an "at will basis" and that I am not entitled to any form of job tenure.

Please return this signature page to your Principal.

Employee Printed Name

Signature of Employee

Date

CLAY COMMUNITY SCHOOLS
Pay Deduction Leave Request Form - Classified

Attendance Policy:

Employees are given "Leave Days" as designated in the Handbook. Any days not worked shall be accounted for **appropriately** as sick day, personal leave, bereavement leave, or vacation day. **When an employee is to be absent due to an extended illness (5 or more days), he/she must fill out a Medical Leave or Family Medical Leave form.** Days not worked and not covered by a designated leave day will be accounted for by **pay deduction**, either excused, which includes: employee's own illness not covered by a sick day and must have a doctor's slip; family illness not covered by a sick day and requires a doctor's slip; or a bereavement (as defined in handbook) not covered by Leave Day. These should be arranged and approved by supervisor at least 3 days in advance, if possible; or non-excused, if supervisor is not informed in advance. Any request other than the three listed below **MUST be approved by Central Office, not the supervisor.** Discipline **for pay deduction days that are non-excused** will be determined by the number of pay deduction days received from July 1 – June 30 in a one year period.

- | | |
|---|----------------------------------|
| <input type="checkbox"/> 1 day or 1 incident of pay deduction | Written warning from supervisor |
| <input type="checkbox"/> 2 nd day or incident of pay deduction | Suspension of 3 days without pay |
| <input type="checkbox"/> 3 rd day or incident of pay deduction | Termination of employment |

Each individual day or partial day of pay deduction is considered an incident. If no previous incidents have occurred in the school year, and more than 1 day is taken, 1-2 consecutive days, will be considered the 1st incident and would be a written warning, 3-5 consecutive days would be considered a 2nd incident and 3 day suspension and more than 5 days would be a termination.

*If an employee does not report to work for 3 or more consecutive days without notifying his/her supervisor in advance, the absences will be considered a resignation.

Name of Employee requesting Pay Deduction Leave: _____
(Please Print)

Location/Department: _____ Date you are submitting request: ____ / ____ / ____

Date(s) of requested Leave: _____

Reason for Leave request:

- ☐ Own illness not covered by Sick Day (Doctor Slip required)
☐ Family Illness not covered by Sick Day (Doctor Slip required)
☐ Bereavement not covered by Leave Day

Supervisor's Signature: _____ Date ____ / ____ / ____

☐ Other (requires signature and approval by Central Office):

Request is approved (excused)

Request is denied (If taken it will be non-excused.) **This serves as a written warning.**

Central Office Approval: _____ Date ____ / ____ / ____

Comments:

Clay Community Schools Progressive Discipline

NAME: _____ DATE of NOTIFICATION: _____

JOB TITLE: _____ BUILDING: _____

SUPERVISOR: _____ EVALUATOR: _____

This notice is being given because of a violation of The Clay Community Schools Handbook, Policy Manual, Procedures or Practices. This is:

- _____ 1st incident or violation, written warning
- _____ 2nd incident or violation, 3 day suspension without pay
- _____ 3rd incident, recommendation for termination
- _____ It is determined that the action of this employee is such that the employee is recommended for immediate termination

Please List Incident, including date, time and details.

Progressive Discipline Action:

_____ Written Warning: _____

_____ 3 days suspension without pay: (Dates) _____

_____ Recommendation for Termination: _____

EMPLOYEE ACKNOWLEDGEMENT: The employee's signature indicates they have seen, reviewed and received a copy of this form.

Employee Signature: _____ Date: _____

_____ Date: _____

(PLEASE PRINT EVALUATOR'S NAME)

EVALUATOR'S SIGNATURE

Employee Comments:

Clay Community Schools



Application to Use the Classified Sick Bank

DATE: _____

To: Director of Human Resources

I, _____ (please print name), am currently a classified employee of Clay Community Schools. I have been employed by the school corporation for at least 12 months and I am currently a member of the Classified Sick Bank.

Please accept this application for use of the Classified Sick Bank. I understand that I must first exhaust all of my accumulated sick and personal days, and may be eligible for up to 15 days of sick bank leave after 5 consecutive unpaid days of leave due to my own serious illness, major surgery or serious accident.

I have applied to the corporation for a Family Medical Leave/Medical Leave and have given the appropriate documentation to the Director of Human Resources to support this request.

Employee Signature

Please Print Employee name

For Central Office Use Only:

☐ Employee is eligible for Classified Sick Bank.

Verified by: _____
Director of Human Resources

Date:

- ☐ Employee is approved for up to 15 days of sick bank leave.
- ☐ Employee has used sick bank before and is eligible for _____ sick bank days at this time.
- ☐ Application for use of Sick bank is denied. (See comments below)

Date:

Director of Human Resources

Comments:

Appendix E