

Clarksville Community School Corporation



Classified Employee Handbook

SECTION I

EMPLOYMENT PRACTICES and POLICIES

Employment Policy

Employment for any classified position is contingent upon a completed application and all requisite forms, clearance in an expanded criminal history check, and approval by the Board of School Trustees.

The employment of classified personnel begins with a 90-day probationary period during which time the employee is not eligible for sick and personal days.

All classified employees of the school corporation, unless specifically notified in writing, are considered "At Will" employees. Such status implies that the employee has no assurance of a definite length of term, tenure of employment, or a definite number of hours of employment. The employer retains the right to adjust the hours, length, and position of employment.

Additional related information can be found in school board policy located on our corporation website, www.clarksvilleschools.org under the Board/Board Policy link.

Nondiscrimination Policy

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, gender, national origin, age, limited English proficiency, or handicapping condition in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Sections 504 (Rehabilitation Act of 1973). Any concerns with regard to Section 504/ADA and Title IX, may be directed to the attention of, Superintendent of Schools, 200 Ettel Lane, Clarksville, IN 47129, Phone 812 282-7753.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the School Corporation will be based on merit, qualifications, and abilities. Clarksville Community School Corporation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran's status or any other characteristic protected by law.

Clarksville Community School Corporation will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Central Office Administrator. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Americans with Disabilities Act

Clarksville Community School Corporation is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities.

Post-offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The School Corporation is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The School Corporation will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The School Corporation is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Hiring of Relatives

The School Corporation will consider members of an employee's family for employment based on their qualifications.

Immigration Reform and Control Act

Clarksville Community School Corporation is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986 and other homeland security requirements, each new employee, as a condition of employment, must complete the Employment Eligibility Verification. Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the School Corporation within the past three years, or if

their previous I-9 is no longer retained or valid. Employees with questions or seeking more information on immigration law issues are encouraged to contact a Central Office Administrator. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Non-Disclosure/Confidential Information

It is the policy of the School Corporation that its internal business affairs, including rates of pay, salaries, other forms of compensation, proprietary information and in particular, information regarding students, confidential information and trade secrets, all represent School Corporation assets that each employee has a continuing obligation to protect.

“Confidential Information” includes any information which is not known to the general public and which you have learned as a result of your employment with the School Corporation. A breach of confidentiality is grounds for termination of employment.

Personnel Data Changes

It is the responsibility of each employee to promptly notify the School Corporation of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Central Office Personnel.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. All classified employees shall be evaluated by May 15. A copy of the evaluation is to be given to the employee and a copy is to be placed in the employee's permanent personnel file.

Job Descriptions

The School Corporation makes every effort to create and maintain accurate job descriptions for all classified positions.

Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine.

Since employment with the School Corporation is based on mutual consent, both the employee and the School Corporation have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Return of Property

Employees are responsible for items issued to them by the Clarksville Community School Corporation or in their possession or control, including, but not limited to, equipment, identification badges, keys, manuals, security passes, written materials.

Employees must return all School Corporation property immediately upon request or upon termination of employment. Where permitted by applicable laws, the School Corporation may withhold from the employee's check or final paycheck the cost of any items that are not returned when required and/or are damaged. The School Corporation may also take all action deemed appropriate to recover or protect its property.

Workplace Violence Prevention

Clarksville Community School Corporation is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the School Corporation has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the School Corporation without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The School Corporation will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the School Corporation may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The School Corporation encourages employees to bring their disputes or differences with other employees or students to the attention of their supervisors or the Central Office Administrator before the situation escalates into potential violence. The School Corporation is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

For more information refer to board policy 4362.01.

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the School Corporation presents to students, parents, patrons and visitors.

During business hours or when representing the School Corporation, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with students, customers or visitors in person.

Attendance and Punctuality

To maintain a safe and productive work environment, the School Corporation expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the School Corporation. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are unacceptable. Either may lead to disciplinary action, up to and including termination of employment.

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the School Corporation expects employees to follow rules of conduct that will protect the interests and safety of all employees, students and the School Corporation.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- * Theft or inappropriate removal or possession of property
- * Falsification of timekeeping records
- * Working under the influence of alcohol or illegal drugs
- * Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- * Fighting or threatening violence in the workplace
- * Boisterous or disruptive activity in the workplace
- * Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- * Insubordination or other disrespectful conduct
- * Violation of safety or health rules
- * Smoking in or on property owned by the School Corporation
- * Sexual or other unlawful or unwelcome harassment
- * Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- * Excessive absenteeism or any absence without notice
- * Unauthorized absence from work station during the workday
- * Unauthorized use of telephones, mail system, or other employer-owned equipment
- * Unauthorized disclosure of business "secrets" or confidential information
- * Violation of personnel policies
- * Unsatisfactory performance or conduct

Employment with the School Corporation is at the mutual consent of the School Corporation and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Staff Discipline

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

With respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The School Corporation recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the steps referenced above.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger

progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the School Corporation.

Use of Tobacco

It is the intent of the Board to create a "tobacco-free" campus. In keeping with the School Corporation's intent to provide a safe and healthful work environment, smoking and/or use of other tobacco products in the workplace including, school vehicles or other school property, is prohibited.

This policy applies equally to all employees, visitors and students.

For more information refer to board policy 4215.

Corporation Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

SECTION II

PAYROLL PRACTICES and BENEFITS

Jury Duty

Jury duty leave is when a classified employee is properly summoned and serves on a jury.

The employee's regular amount of pay shall be reduced by an amount equal to the per diem allowed by the court for jury service.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the School Corporation or the employee may request an excuse from jury duty if, in the School Corporation's judgment, the employee's absence would create serious operational difficulties.

The School Corporation will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

Witness Duty / Court Leave

The School Corporation encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the School Corporation, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the School Corporation. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Worker's Compensation

The School Corporation provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

All employees must report work-related injuries or illnesses, no matter how minimal, to their supervisors within 24 hours of occurrence. An accident report must be completed within this specific time period to comply with OSHA regulations.

Family and Medical Leave Act (FMLA)

Employees shall have the right to both the appropriate family and medical leave and the appropriate designated benefits provided by the Family and Medical Act (FMLA). Any provision of this Fringe Benefits and Policies that restricts any mandatory leave and/or mandatory benefit(s) of the FMLA will not have any effect for any employee who has a right to a leave and/or benefit under the Act. The School Corporation may require an employee to verify and/or certify any information which an employer may require under the FMLA and it may further elect any option available to it under that Act, for any leave or benefit for which an employee qualifies for under the FMLA but for which the employee is not entitled under the language of this Fringe Benefits and Policies.

For more information refer to board policy 4430.01.

Military Leave

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. For more information see board policy 4437.

Sick Leave Bank

The purpose of the Classified Sick Leave Bank is to relieve classified employees from undue financial burdens due to absence from work on a long-term basis due to illness, injury, or incapacitation sufficiently severe that would make their presence on the job inadvisable. The inadvisability to be on the job must be verified, in writing, by a licensed physician.

The school corporation will contribute no days to the Classified Sick Leave Bank.

Each participant in the Bank will contribute one (1) day the first year and one-half (1/2) day each succeeding year. Membership in the Bank will be open to all classified school employees on an annual basis.

An individual member may not use more of the Bank's days during the enrollment year than the total of his/her individual sick leave at the time of his/her enrollment. Exception: Any employee with less than twenty (20) sick leave days of his/her own may use up to a maximum of twenty (20) days from the Sick Leave Bank.

Any individual member wishing to use the Bank must wait at least three (3) consecutive working

sick leave days without pay before use of the Bank will be authorized. If bank days are granted after the three (3) days, the three (3) days may be granted retroactively.

The Sick Leave Bank shall be administered by a committee established for the period January 1 to December 31 of each year under the following guidelines:

- * The committee shall consist of seven (7) members.
- * All personnel from each of the five (5) groups of classified employees shall select, by vote, one (1) member to represent their group on the committee. The five (5) groups are: lunchroom, custodial and maintenance, clerical and secretarial, bus drivers, and instructional assistants (aides), tutors, and auxiliary personnel.
- * The superintendent shall appoint two (2) members to the committee.
- * Vacancies on the committee shall be filled before the next meeting. The entire membership of the committee shall select one of their members to act as chairperson for the duration of the year.
- * The committee will meet during the year as needed. The chairperson at the request of any committee member may call a special meeting. A majority of members present will be required for official action of the committee.
- * Any participating employee who has exhausted his/her accumulated sick and personal leave and has also used three (3) consecutive uncompensated sick leave days is eligible to apply to the Classified Sick Leave Bank Committee for compensation for further absences from work during the enrollment year.
- * The Classified Sick Leave Bank Committee may grant, deny, or suspend grants of sick leave from the Bank. Their judgment or decision will be final. Persons withdrawing sick leave days from the Bank will not have to replace these days except as a participating member of the Bank.
- * The program will extend from the first day of school around the calendar. Enrollment in the program shall be made only at the beginning of each school year.
- * New employees hired shall have the opportunity to enter the program upon employment.

Pay Deductions and Garnishments

The law requires that the School Corporation make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The School Corporation also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The School Corporation matches the amount of Social Security taxes paid by each employee.

The School Corporation offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Garnishments are pay deductions taken by the School Corporation, usually to help pay off a debt or obligation to the School Corporation or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, you can contact the Deputy Treasurer for assistance.

Payroll Distribution

All classified employee personnel will receive their compensation in 26 biweekly pays per year.

Direct Deposit

All employees will participate in direct deposit.

Payroll Corrections

The School Corporation takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Deputy Treasurer so the corrections can be made as quickly as possible.

Time Cards

Time cards will be required for all Classified employees.

SECTION III

Appendix A

EMPLOYEE ACKNOWLEDGEMENT FORM

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about the Clarksville Community School Corporation, and I understand that I should consult my supervisor regarding any questions not answered in the handbook.

I have entered into my employment relationship with the Clarksville Community School Corporation voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the school corporation or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the school corporation's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of School Trustees of the Clarksville Community School Corporation has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Please check the information below. Sign and return this form to Central Office.

☐

Check for receipt of Classified Handbook

☐

Check for receipt of Statement of Benefits

(Employee's Signature)

(Date)

(Employee's Printed Name)

SECTION IV

Appendix B

STATEMENT OF BENEFITS