

Union School Corporation



Non-Certified Employee Handbook

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Welcome to Union School Corporation

This employee handbook is presented to all non-certified employees of the Union School Corporation because it is important for everyone in the school district to know, in as much detail as possible, the kind of organization we are and what we believe.

We are proud of Union School Corporation's successful record, and we feel strongly that these accomplishments were achieved because of the dedication and hard work of all our employees. We are grateful for this team effort.

The purpose of this handbook is to identify guidelines for all non-certified employees. These guidelines also provide guidance to the board and our administrators. The contents of the handbook do not create a contract for employment between Union School Corporation and employees.

It is your responsibility to be familiar with our guidelines and practices outlined in this handbook. If you have any questions about any information in the handbook, please discuss that matter with your supervisor.

We hope you find your association with Union School Corporation rewarding, and we wish you success in your career with us.

Superintendent

The Organization

Our Commitment to Human Dignity

The Board of Trustees and the administration believe it is part of our mission to provide a positive, orderly and harmonious environment in which respect for the dignity and worth of every member of the school community is recognized and promoted. The board and the administration believe that all employees, parents/guardians and students are entitled to be treated, and are obligated to treat others, with courtesy, fairness and decency. Only through the commitment and ongoing attention of each of us to a safe, caring and supportive atmosphere can we expect to achieve our objective of enabling all of our students to achieve their maximum potential as students, citizens and productive members of society.

In this school district, statements or behavior by any member of the school community which insults, degrades, harasses or stereotypes any other person on the basis of race, gender, disability, physical condition, socioeconomic background, ethnic or national origin, or religion is unacceptable.

How We Are Organized

The Board of Trustees - The registered voters in our school district elect a five member Board of Trustees during the election in November. These board members serve a term of four (4) years. The Board of Trustees has the responsibility of carrying out the wishes of the people in our school district in the matter of public education. It is also responsible for carrying out certain mandatory laws, and determining which permissive laws will be observed by our school district. Unless a state or federal law requires or prohibits a particular activity or function, the Board of Trustees is responsible for establishing and evaluating all educational activities.

Each year, the board establishes a regular meeting schedule for the year; in addition special meetings are scheduled when necessary. All regular and special meetings are open to the public.

The Superintendent - The superintendent is hired by the Board of Trustees, and serves as the executive officer of the school district. As the executive officer, the superintendent is responsible for the professional and managerial leadership necessary to apply board policies and directives to the operation of the school district.

Administrators and Supervisors - Although the superintendent is responsible for all aspects of school operations, the superintendent delegates responsibility to other administrators and supervisors.

Union School Corporation Employees - Employees who work for Union School Corporation are hired for specific jobs which support the vision and policies of our school district. If you have any questions concerning how your job relates to another employee or to an individual volunteer or volunteer committee, discuss that question with your immediate supervisor as soon as possible.

Employment Practices

Equal Employment Opportunity

Union School Corporation is an Equal Opportunity Employer. We do not discriminate on the basis of a person's race, religion, color, age, sex, national origin, disability, or disabled or Vietnam era veteran status regarding recruiting, hiring, training, on-the-job treatment, promotion, conditions and privileges of employment, educational assistance, social and recreational programs, compensation, or any other employment activity. There may be job placement instances when an employee's sex or physical requirement may be a bona fide occupational qualification. Any harassment, including but not limited to sexual, ethnic, or racial, by another employee or supervisor, may result in disciplinary action up to and including immediate termination of employment. Concerns or complaints about instances of harassment should be reported immediately to your supervisor or your supervisor's immediate supervisor if your supervisor is the individual you wish to file a complaint against.

Union School Corporation's Anti-Harassment Complaint Coordinator is the business manager.

Exempt and Non-Exempt Defined

All employees of Union School Corporation, regardless of whether or not you work full-time or part-time, are classified as "Exempt" or Non-exempt" as defined in the Fair Labor Standards Act of the United States Department of Labor. Non-exempt employees are eligible to receive overtime pay for the time worked in excess of forty (40) hours in a work week. In general, most executive, administrative, and supervisory employees are exempt from these requirements and are not eligible for overtime pay or compensatory time.

Hours of Work

Your working hours will be determined by your supervisor, based on your job and its responsibilities, and the overall work requirements of the corporation. You are expected to report to work regularly and promptly each day. Due to the nature of work at Union School Corporation, there may be times when you are required to change your work hours or to work overtime. Working hours outside your normal hours must be approved by your supervisor prior to working.

Orientation

The orientation period for new employees or for employees who have assumed new job responsibilities will vary depending on the nature of your job. New employees will receive a copy of this handbook, including a sign-off sheet indicating they received them. Orientation includes, but is not limited to information about: the handbook, job procedure, and roles and responsibilities within the organization.

Overtime

If the nature of your job classifies you as a "non-exempt" employee, you will be paid at an overtime rate if your supervisor requires you to work more than 40 hours during any week period between 12:01 a.m. Sunday through 12:00 p.m. Saturday. Overtime pay is one and one-half times your normal hourly pay rate. Your supervisor may ask you to take time off during a week in which you work more than eight (8) hours on a given day so that you do not work more than 40 hours during that week. This is consistent with federal law. If you are a non-exempt employee, you may not work more than 40 hours in any week, unless approved in advance by your supervisor. However, there may be occasions when you will be required to work

overtime. When this occurs, the distribution of overtime work will be made in a fair and consistent manner.

Personnel Records

A confidential personnel file is maintained for every employee, and may include the following:

- Job application
- Verification of previous employment
- Wage/salary information
- Job responsibilities and performance reviews
- Changes in employment status
- Acts of condemnation
- Disciplinary actions
- Fringe benefit application and beneficiary information
- Federal and state tax information
- Record of job-related training and development
- Termination information

If you wish to review your personnel file, you may do so (except for previous employment references) by contacting the superintendent and he/she will arrange for you to review your file. You may have a copy of any document in your personnel file, but if the copying is extensive, you may have to pay for the expense of the copying.

Unpaid Leave of Absence

Union School Corporation does not routinely grant unpaid leaves of absence. However, there may be individual circumstances when an unpaid leave may be granted, based on the length of the requested leave, your length of service, the level of your job performance, and the overall operational needs of the corporation. Circumstances which may be considered for an unpaid leave include, but are not limited to: the illness of the member of the immediate family, or a personal emergency. Unpaid leaves of absence are approved by the superintendent, who will make the decision after consultation with appropriate area supervisors. Your fringe benefits normally paid by the corporation will continue during your period of approved unpaid leave of absence if you pay the entire cost of the benefits. You will not accrue vacation or leave days during an unpaid leave.

Family and Medical Leave Act of 1993

The Union School Corporation will comply with the provisions of the Family Leave Act of 1993. This act permits eligible employees to take up to twelve (12) weeks of unpaid job-protected leave each year for family and/or medical reasons. Eligible employees are those employees who have worked for the Union School Corporation for at least twelve (12) months and have worked at least one thousand two hundred fifty (1,250) hours during that twelve-month period.

Leaves covered by the Family Leave Act of 1993 are:

1. Leave to care for a newborn child or a newly placed adopted or foster child;
2. Leave to care for a child, spouse or parent with a serious health condition;
3. Leave because of the employee's own serious health condition.

A more detailed explanation of the Family Leave Act of 1993 may be obtained by contacting the superintendent's office.

Outside Employment

Whether you work full time or part time, your position may be jeopardized if outside employment

has a negative impact on your job performance.

Outside Activities of Support Staff

If non-school activities threaten an employee's effectiveness within the school system, the superintendent reserves the right to evaluate the impact of such activity upon the employee's responsibility to the corporation.

Conflict of Interest

Under the Indiana Criminal Conflict of Interest statute, you are required to declare a conflict of interest if you, your spouse, or any dependent (including dependents by marriage) receive any financial benefit as a result of doing business with Union School Corporation. This means that if you, or your spouse, or any dependent does any type of business with the corporation, even if none of the above makes a profit from the business relationship, you must declare a conflict of interest on a standard form. This form is available from the superintendent's office.

Termination of Employment

We recognize the value of retaining experienced employees and the high costs resulting from frequent turnovers. Therefore, we try to minimize the need for and incidence of termination of Union School Corporation employees, either voluntarily or involuntarily. However, recognizing the fact that all employees are hired as "at-will employees," the employment of any person covered by the policies and practices in this handbook may be terminated at any time with or without cause or advance notice.

1. **Voluntary Termination** - You may resign from Union School Corporation at any time, but we do request that you give us at least two (2) weeks notice. You will receive payment for your earned but unused vacation days with your final paycheck.
2. **Involuntary Termination**
 - a. **Unsatisfactory Performance and Poor Attendance** - Your employment may be terminated involuntarily for unsatisfactory performance.
 - b. **Unacceptable Behavior** – There are several behaviors which are unacceptable for Union School Corporation employees. They are identified and discussed in Section IV – Employee Relations/Disciplinary Action.
 - c. **Repeated Problems** – If you receive written disciplinary action of any type more than once in any twelve-month period of time, you may be terminated without further warning or advance notice.

In all cases, Union School Corporation reserves the right to suspend you to investigate circumstances involving unacceptable behavior. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay for the period of suspension.

3. **Reduction in Force (RIF)** - If Union School Corporation has to reduce its workforce, employees to be terminated will be given notice as soon as possible. The corporation will also consider job performance, attendance, and disciplinary record in making RIF decisions. Those persons who have special skills or abilities, or who are critical to our ongoing operations may be retained irrespective of length of service with the organization. If you are notified of your termination because of RIF, you may choose to leave prior to your stated termination date without forfeiting entitlement to earned benefits. If you are terminated due to RIF, you will not automatically be subject to recall.

Exit Interview

At the time your employment with Union School Corporation ends, you may request an exit interview. A copy of the exit interview summary will be placed in your personnel file.

Pre-employment Testing and Screening

Depending on several circumstances, including the nature of the job for which an individual may apply, the skills associated with certain jobs, whether or not the person in the job may be involved in handling money or financial records, Union School Corporation reserves the right to conduct certain tests or checks, including, but not limited to:

1. Previous employment
2. Measuring specific job skills or abilities
3. Record of convictions
4. Eligibility for bonding

In addition, Union School Corporation reserves the right to screen all job applicants for the presence illegal substances or drugs for which an applicant does not have a prescription.

Filling Open Positions and Advancement

If you would like to be considered for an open position, you should notify your supervisor of your interest. Whenever practical, and when in the best interest of Union School Corporation, present employees will be given first consideration for vacancies or promotions. For most jobs, length of service is considered only when other factors are equal among two or more applicants. Attendance records and previous job performance are important factors taken into consideration when evaluating employees for another position.

Employee Relations

Communication

Good communication is a critical key to individual and organizational success. If you have any questions about your work, or if you are experiencing any job-related problems, you should talk to your supervisor about it immediately.

If you have a question or concern about any of our practices or policies you can talk freely with your supervisor. If that problem or concern is related to your immediate supervisor, please discuss it with your supervisor's immediate supervisor.

Attendance

If you are sick and unable to come to work, contact your supervisor as soon as you can. If possible, contact should be made at least two hours before you would be expected to be at work. Union School Corporation may require you to provide written evidence to support your reason for absence.

Confidentiality

As an employee of Union School Corporation you have a special responsibility to maintain strict confidentiality on what you see and hear. Discussing a student, family, or fellow employee outside of the confidential school setting is inappropriate. What you see and hear at work should remain at work.

Employment of Relatives

Although Union School Corporation does not prohibit the employment of relatives in the school district, we do have two restrictions regarding your employment and that of a relative. It is expected that your relationship will not negatively affect your work performance or the work of any other employee. An employee shall not be transferred to or hired to work in a position where he/she is under the direct supervision of another member of the family. We define family member as persons who are married, persons who have acted in the capacity of a parent during normal parenting years, grandparents, children, grandchildren, sisters and brothers, aunts and uncles, nieces and nephews, cousins, or any of the above relationships which resulted from marriage.

Sexual Harassment and Other Abusive Behavior

Students, employees, volunteers, and vendors have the right to go to school and work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Our stated position applies to all employees, volunteers and other persons having a significant business relationship with Union School Corporation.

We believe that sexual harassment is a form of conduct which undermines the integrity of the employment relationship. No employee, volunteer, or vendor – either male or female – should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which causes low morale, and which, therefore, interferes with learning or work effectiveness. It includes unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually-oriented conduct, which is offensive or objectionable to the recipient, including, but not limited to derogatory or suggestive comments, slurs or gestures and offensive posters,

cartoons, pictures or drawings. Such behavior may result in disciplinary action up to and including immediate termination of employment.

If you think you have been sexually harassed, you should bring that matter to the attention of your supervisor, or any other supervisor or administrator immediately. Following your complaint, you will be asked to complete a complaint form and then a CONFIDENTIAL investigation will be conducted to gather all facts about your complaint. After the investigation has been completed, a determination will be made by appropriate administrators regarding resolution of the case.

If you make a complaint in good faith, no person will be permitted to retaliate against you, even if a complaint is not founded. The same protection against retaliation applies to anyone who is a witness to a harassing event.

The Union School Corporation Anti-Harassment Complaint Coordinator is the Business Manager/Treasurer.

Public Representation

Union School Corporation is very visible in the community. Our employees may not discuss with any member of the media or an elected body any matter relating to Union School Corporation, including its policies, practices, business or activities unless it is a part of your job description and you have been authorized by the superintendent to do so. This prohibition does not include matters of public concern.

Universal Precautions

All employees are directed to utilize the universal precautions outlined in the Universal Precautions PowerPoint to prevent the transmission of dangerous communicable diseases. Employees are required to review the presentation located on the intranet portal every year then report the review to the nurse.

Drugs

The Board of Trustees recognizes the seriousness and expense of substance abuse in the workplace and in our communities, and has adopted a policy that our workplace will be free from the illegal use of controlled substances. Our primary goals are to ensure that illegal drug use is non-existent and that our schools and buildings are safe, healthful, productive, and secure.

To implement this policy, and in accordance with the Drug-Free Workplace Act of 1988, Union School Corporation prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (which includes, but is not limited to marijuana, cocaine, heroin, amphetamines and depressants) in our schools, buildings, on our grounds, or in the course of your work. Violation of this policy will be dealt with promptly in accordance with Union School Corporation's disciplinary procedures, and may include immediate termination, even for the first offense. If you are convicted of violating any criminal drug statute in the course of your work, in buildings, or on grounds or property, you must notify the superintendent within five (5) days after such a conviction.

If Union School Corporation chooses to continue your employment after such violation, you will be required to satisfactorily complete a drug-abuse rehabilitation program or be discharged from employment. Continued illegal drug use will not be tolerated.

Adherence to this policy is a condition of employment. If you need any explanation of what this

policy means, if you would like information about the dangers of drug or alcohol abuse, or if you desire assistance in locating a substance abuse treatment center, contact your supervisor.

Use of School District Property and Materials

All Union School Corporation property, including buildings, vehicles, equipment, office supplies, and materials are intended for school district business use only. These things include, but are not limited to, stationery, office supplies, postage and stamps, telephones, copiers, tools, mowers, typewriters, computers, audio-visual equipment, and all other school corporation equipment.

Business-Related Travel and Expenses

If you are required to travel or use your personal auto as part of your job, the corporation will reimburse you for all reasonable expenses for travel, or for mileage, if your travel was approved in advance. Mileage for use of your personal auto is reimbursed at a mileage rate established by the Board of Trustees. Your supervisor can provide you with information about receiving reimbursement.

Military Leave

If your employment with us is interrupted in order to serve with the United States Armed Forces, either on active or reserve training duty, you will be eligible for a military leave with all the rights of re-employment established under Federal law.

Lobbying and Political Activity

Only Union School Corporation personnel who are authorized by the Board of Trustees may speak with legislators about Union School Corporation or lobby on behalf of the school district with any elected body. However, we understand that our employees will have diverse opinions and interest in civic and legislative issues and in political candidates. We do not intend to interfere in any way with your individual rights in this respect, as long as your personal contacts do not take place during the work day. If you want to work on the polls on Election Day, you may take a personal day to do so if you request this date at least three (3) working days in advance.

Emergency Closings

If it is necessary to close or delay the start of school due to inclement weather, power failure, or any other emergency, a designated administrator will notify the news media of the closing.

Custodial, maintenance and central office personnel should report to work when schools are officially closed. Other personnel do not report to work, unless directed by their supervisor. If you are unable to get to work on any day you are scheduled to work due to inclement weather but the corporation stays open, you must use a personal day or available vacation time in order to be paid for that day. Aides, bus drivers and cafeteria personnel will make up the days on rescheduled student days.

School Delays

Support staff are expected to be at work at their normal time to handle phone calls when a school delay has been issued. It is understood that conditions necessitating delays might pose a risk to individuals attempting to report to work at their regular time. Secretaries and cafeteria personnel have the option to make that choice, however, if they determine that risk is too great to attempt to come to work (severe fog for example) he/she must notify their immediate supervisor, and they will be paid only for the hours they are at work. Teacher aides should not be at work when school is not in session; therefore, when school has been delayed they will not receive pay for those hours lost during a delay. Requests to utilize sick/personal days or

vacation days to compensate for lost time due to delays will not be considered. Employees will not be allowed to work hours outside their normal start and end work times to make up for the regular work hours missed for school delays.

Early Dismissal

When weather conditions or circumstances necessitate early dismissal from school, support staff with the exception of custodians and school lunch staff will be dismissed at the same time as students and will be paid for hours worked.

Personal Appearance and Cleanliness

Union School Corporation and all its employees are very much in the public eye. Some people may even make a decision about the effectiveness of our schools, based on their visual perception of us, our buildings and our individual personal appearance. Therefore, it is very important that all of us project a positive image to visitors and students. We request that you dress appropriately for an educational environment and believe you'll use your own good taste and judgment about a clean and neat personal appearance plus appropriate and clean clothing for work.

Weapons and Safety

As a Union School Corporation employee, you may not store weapons at work, carry weapons on your person (including pocketbooks), or store them in your personal vehicle in the course of your job or on corporation property, regardless of any legal permit to do so. If you feel your safety is, or may be, threatened, notify your supervisor or the appropriate administrator so a decision about contacting law enforcement authorities for assistance can be made. If necessary, Administrators will cooperate with law enforcement officials to ensure your continued safety.

Smoking at Work

All Union School Corporation buildings and vehicles are tobacco-free. This includes not only cigarettes, but also any other matter or substance that contains tobacco. If you see a person who is not an employee smoking or using tobacco anywhere in a tobacco-free area, you are to notify the appropriate administrator or supervisor immediately. It is the administrator's or supervisor's responsibility to handle such situations.

Volunteers and Parents

It is very common for parents, parent-volunteers or other volunteers to be in the buildings, on the grounds, or on property. They deserve to be treated with the same respect and professionalism as co-workers. If you have any concerns or problems with any of these persons, please discuss that concern with your supervisor immediately.

Bulletin Boards

There are bulletin boards in all of the buildings. They are intended for identifying items of interest to everyone and the posting of announcements required by a governmental body. Bulletin boards may not be used for individual employee purposes and interests. If you have an item which may be of interest to all employees, please discuss it with your supervisor who will determine whether or not your requested use of the bulletin board meets these guidelines.

Liability Insurance

The Board of Trustees has broad liability coverage for the school district. This contract also covers general and automobile liability coverage resulting from a lawsuit due to an employee's

alleged wrongful or negligent action while in the performance of prescribed or sanctioned duties either on or off school property. **Negligence is a legal determination and no admission of such fault by the school district or an employee should be made.** Reports of all accidents should continue to be made by the employee and administrator on a form provided.

Jury Duty

Employees are excused for jury duty. In order that no one shall suffer financial loss because of such absence, the employee shall receive full pay from the school district; however, all pay received from jury duty shall be given to the school district.

Funeral Leave

In the case of death in the immediate family of a regularly employed employee, they are entitled to be absent without loss of pay for a period of five (5) school days beyond such death, for the purpose of attending the last burial rites and attending to other personal matters of the immediate family member, provided, however, that said burial rites occur while said employee is performing duties as assigned by the Board of Trustees; and that said burial rites do not occur during the time when said employee is absent from assigned duties due to vacation, or leaves of absence which may have been previously granted or approved by the board. "Immediate family" is interpreted as including only father, mother, legal guardian, brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandparents, grandparents-in-law or grandchildren. Also, one additional day of leave may be taken for the death of niece, nephew, aunt, uncle, or cousin up to a maximum of five (5) days per year with full compensation.

Reporting Child Abuse

If you have any reason to believe a student may be a victim of abuse or neglect, you are required by law to report it to your supervisor or building principal immediately; they are trained in how to handle such matters, and such reporting will not put your employment in jeopardy.

Disciplinary Action

1. **Unsatisfactory Performance** – If you are having difficulty performing your job in at least a satisfactory manner, your supervisor will advise you of such and will coach you about improving your performance. The purpose of this coaching is to help you identify what action you must take to improve your performance, which may include identifying problems and seeking solutions. If you continue to perform at an unsatisfactory level, you may be terminated. Normally, the steps taken in coaching and disciplinary action will be as follows:
 - a. Discussion with your supervisor (verbal warning); the supervisor will document the discussion in writing.
 - b. Written warning
 - c. Suspension and/or final warning
 - d. Discharge

There may be instances when the severity and impact of your unacceptable job performance causes serious financial losses or public embarrassment or attention to Union School Corporation. If such happens, one or more of these steps may be bypassed. In such cases, the severity of the problem, your past performance, and your length of service will be considered before disciplinary action, including immediate discharge, is taken.

2. **Attendance** – If you experience repeated or habitual absences from work or tardiness, the following disciplinary action may be taken:
 - a. Discussion with your supervisor (verbal warning); the supervisor will document the

- discussion in writing.
- b. Written warning
- c. Final warning
- d. Discharge

Three (3) days of absence with no excuse provided will be treated as a voluntary resignation.

3. **Unacceptable Behavior** – Unacceptable behavior is generally defined as serious misconduct. It includes, but is not limited to:
- a. theft
 - b. physical violence (or threats of such)
 - c. sexual harassment
 - d. child abuse
 - e. criminal conviction
 - f. verbal harassment or threats to anyone associated with Union School Corporation
 - g. smoking in unauthorized areas
 - h. violation of the drug-free workplace policy
 - i. possession, consumption, or being under the influence of alcohol or drugs on Union School Corporation property or at Union School Corporation functions
 - j. committing unsafe acts
 - k. repeated behavior that is disruptive to the work of other employees
 - l. carrying or storing a weapon on Union School Corporation property
 - m. failure to report a work-related accident
 - n. falsification of any Union School Corporation record, including applications and time sheets
 - o. falsification of any work-related form
 - p. insubordination

If you engage in any of the above unacceptable behaviors, you may be suspended from work, pending discharge. You may be terminated without advance notice for unacceptable behavior.

In all cases, Union School Corporation reserves the right to suspend you without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay, for the period of suspension.

Compensation and Benefits

Salary

Non-certified employees' starting pay will be determined by the Board of School Trustees. Fringe benefits are available to non-certified employees with permanent positions who work a minimum of 1,500 hours per year. A permanent position is defined as one in which an employee works the days assigned to him/her by the Board of School Trustees for a period exceeding 90 calendar days.

The Board of Trustees may waive any or all parts of this policy based upon past experience or special qualifications of the applicant.

- a. **Frequency** – You will receive a paycheck at regular intervals. If the normal pay date falls on a holiday, you will be paid on the first work day prior to the holiday unless notified otherwise. A time sheet must be completed and turned in to the school office by the last day of the pay period.
- b. **Deductions** – From each paycheck, we will make all deductions required by Federal and State law, including Federal and State income taxes and Social Security taxes, and required county or city tax, as well as a required contribution to the Public Employees Retirement Fund (PERF). Court-ordered payments will also be withheld in accordance with state and federal law. Other voluntary deductions may be made at your written request, if the deduction is for a benefit or program in which Union School Corporation participates.
- c. **Errors** – If the amount of your payment (gross or net) changes from one pay period to the next, please notify your supervisor immediately, unless the change is for a salary increase about which you have already been advised. If an error has occurred in your pay, you will be held responsible for reimbursing the corporation for any accidental overpayment made to you. If an error not in your favor has been made, you will receive the pay to which you are entitled.

Personal Sickness

In the event you must be absent from work for an extended period due to illness or injury, Union School Corporation follows FMLA.

Sick Leave, Emergency Leave and Personal Business Leave

At their time of hire, employees will receive specific information concerning their leave benefit. See attached Exhibit A for benefit details.

Social Security

All Union School Corporation employees are covered by the Federal Insurance Contributions Act (FICA), which is designed to provide retirement income and health care after an age defined by federal law. This is commonly referred to as Social Security, and it is paid for equally by the corporation and employees. The United States Congress determines how much money must be contributed from a payroll check. That deduction and the corporation's contribution are forwarded to the Social Security Administration for deposit into your account.

COBRA

COBRA is federal health coverage protection. It is not health coverage. COBRA requires employers with twenty (20) or more employees to provide their employees and their dependents the right to continue health insurance coverage after a qualifying event such as leaving a job. An individual that is terminated for gross misconduct is not eligible for COBRA. In order to

continue your health insurance, you must pay 102 percent of the total health insurance premium. Contact the superintendent's office if you have questions concerning COBRA.

Medicare Contribution

Part of the above contribution to FICA (Social Security) is designated by the Federal Government to pay for your Medicare benefits after you reach the qualifying age.

HIPPA

HIPPA makes health insurance portable. Portability in HIPPA means that once an individual has health coverage, this coverage may be used to reduce or eliminate any pre-existing condition exclusion that might be applied to an individual who moves to another employer's group health plan. The concept of portability is really one of an individual receiving credit for maintaining health coverage, even though it may be under different health plans or policies. Portability does not mean you can carry your current health benefits or current plan with you when moving to another health plan or policy.

Vacation

Vacation benefits are available to non-certified employees who are employed 52 weeks per year. Employees completing 12 months of successful employment shall be given one week vacation with full pay. Employees completing 24 months of successful employment shall be given two weeks of vacation with pay. Non-certified employees with 12 years of service shall be given three weeks of vacation with pay.

Employees may not use vacation days when school is in session unless authorized by your supervisor. Vacation days are to be taken during the time school is adjourned for the summer months and approved by your supervisor.

Holidays

The following days shall be paid holidays for all non-certified employees who are employed 52 weeks per year:

1. New Year's Eve and New Year's Day
2. Presidents' Day (if school is not in session)
3. Good Friday (if school is not in session)
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day and the day after
8. Christmas Eve and Christmas Day

Good Friday and Presidents' Day will be included if they are on the school calendar as holidays. Any paid holiday which falls on a Saturday or Sunday will be observed during the week. However, the day will be taken at a time when students are not present.

Severance

After 20 years of continuous service with the Union School Corporation, an employee who meets the following criteria will be entitled to severance at retirement.

1. Full-time, non-certified employees of Union School Corporation in a Public Employees Retirement Fund covered position will receive this benefit. Employees hired after January 1, 2005, will not receive the severance benefit. The definition of full-time, as used in this policy, is the definition of full-time used to establish eligibility for membership in the Public Employees Retirement Fund – employment of a minimum of 600 hours per

- year.
2. The employee must be an employee of Union School Corporation at the time of retirement and have a minimum of twenty (20) years experience recognized by the Public Employees Retirement Fund and a minimum of twenty (20) years continuous experience at Union School Corporation.
 3. This policy applies to all non-certified employees who meet the qualifications as outlined above as of the adoption of this policy. However, any employee who is already covered by a severance/retirement package provided by Union School Corporation will be allowed to retain that package. Any and all new non-certified employees will be covered by this new policy.
 4. Employee must be a minimum of sixty-two (62) years of age at retirement.
 5. The employee must provide notification of intent to retire by December 31 of the year prior to retirement. This requirement may be waived by the Board of Trustees.
 6. Payment will be made no later than one week after the tax draw is received or the next calendar year if funds are not available.
 7. Upon death of retiring employee, otherwise eligible for said retirement pay in accordance with requirements and provisions stated, said pay will be paid to such employee's spouse or estate.

Severance Benefit

1. \$68.30 per day for accumulated sick/personal leave up to a maximum of 27 days;
2. \$50 per year of service in the corporation;
3. The employee will be entitled to the full severance pay on the last pay date of employment.

Tax Deferred Annuity

You may contribute to the tax deferred annuity through payroll deduction. The plan(s) available through Union School Corporation complies with all federal regulations for tax deferred annuities, which enables you to defer paying taxes on these savings until you retire, unless you withdraw the savings earlier.

Public Employees Retirement Fund

All Union School Corporation employees who are regularly scheduled to work 600 or more hours each year and are considered full-time employees are required to participate in the Public Employees' Retirement Fund (PERF) which is a retirement plan for public employees administered by the State of Indiana. Under state law, you must contribute three percent (3%) of your gross pay to this plan through payroll deduction. PERF is intended to assure you a retirement income related to your salary and your length of service with Union School Corporation and/or any other Indiana public employers.

Unemployment Compensation

Union School Corporation pays for unemployment insurance for every employee. Unemployment insurance benefits are designed to assist Union School Corporation employees in the event of termination through no fault of their own.

Worker's Compensation

Union School Corporation purchases insurance, which provides for medical treatment and income assistance for our employees who may become injured or disabled because of a job-related injury or disability. The guidelines for medical treatment and income assistance are determined by regulations established by the Indiana General Assembly.

Change of Marital or Dependent Status or Beneficiary

Please notify the business manager if you have any changes in your marital status or the number of your dependents so the correct tax forms can be completed and other benefit coverage can be changed. Also, you may want to consider whether or not you want to change the beneficiary for any of your benefits.

Safety and Security

Safety in the workplace is everyone's business. Everyone at Union School Corporation must be committed to the task of maintaining a safe and clean work environment. Specific safety matters that may pertain to your work area will be discussed with you by your supervisor.

It is your responsibility to report any unsafe or potentially unsafe situation or condition to your supervisor immediately.

Safety and Housekeeping Rules

1. Keep a neat and orderly work area at all times.
2. Be familiar with fire and evacuation plans.
3. Only authorized and trained staff should use, adjust, and repair any piece of equipment with moving or hot parts.
4. Keep drawers and storage area doors closed.
5. Wear seat belts and observe all motor vehicle safety and speed regulations when operating any vehicle.
6. Report unsafe conditions immediately, especially in storage areas where stacked items may fall. If you can correct the condition without risk to yourself, others or the facility, please do so.
7. The use of heating devices must be approved by the maintenance department, and electrical heaters must be unplugged when not in use.
8. When working at a computer, have your screen and chair adjusted in a manner to avoid eye and back strain.
9. When operating moving equipment, make sure your hair or an item of clothing can't get caught in a moving part.
10. Be familiar with the location and operation of fire extinguishers in areas where you work.
11. Report immediately any automobile accident which occurs while you are on Union School Corporation business. Work-related auto accidents are included under the Indiana Occupational Health and Safety Act.
12. Keep food in tightly sealed containers to reduce the possibility of bugs and rodents.
13. When lifting, face the load squarely, get a firm footing, bend knees, keep back straight, lift by straightening knees; lift slowly, evenly and keep the load close to your body.
14. Operate all equipment and machinery in a safe manner and according to the manufacturer's directions.
15. Follow directions carefully when using hazardous chemicals.

Building Security

Your supervisor will advise you on the hours your building is locked. If you have access to the building during "locked" hours, be sure that you follow all procedures for securing the building and that the door is locked after you enter or when you leave. This is a security procedure we follow to protect our property as well as employees and volunteers who may be working outside of the regular working hours.

The issuance of building keys is limited in order to maximize facility security. A record of all key holders is maintained. All key holders must be very careful that your keys are secured at all times. If you are authorized to have a key, you will also be held responsible for any unauthorized use of the key.

In Case of Accident or Injury

Despite efforts to avoid accidents, they can still occur. First aid kits are located throughout our buildings. Everyone must utilize universal precautions when dealing with emergencies involving loss of blood or bodily fluids. Disciplinary action may result if universal precautions are not utilized in appropriate situations.

If you become injured at work, regardless of the severity of the injury, report the incident to your supervisor immediately, and fill out the accident/incident form. Worker's Compensation forms must be filled out immediately even if you choose not to visit a doctor. A neglected injury, minor as it may seem, can become a serious problem if not treated promptly and properly. If you do not report the injury, there will be no documentation that the injury was work-related, and you could jeopardize your eligibility for work-related coverage under Indiana Worker's Compensation.

If your injury is of a serious nature, a call will be made for emergency medical treatment; or you will be taken to the nearest appropriate medical facility.

Your cooperation is requested in filling out accident reports. Complete and timely documentation is necessary to expedite claim processing and to enable us to help assure a safe workplace.

Fire Extinguishers

Fire extinguishers are placed in locations throughout all buildings and are inspected regularly. Only employees who are trained to operate a fire extinguisher should do so to avoid possible injury from improper use.

Tornado and Fire Drills

Proper tornado and fire safety procedures are posted throughout all buildings, and must be followed closely in the event of a disaster drill or actual evacuation. Please familiarize yourself with tornado and fire procedures and exits for your particular work area in your building.

Bomb Threats

If you receive a bomb threat, obtain as much information as possible from the caller, including:

1. location of the bomb;
2. time of detonation;
3. sex/age/name of caller,
4. what caller's voice sounded like (i.e., nervous, determined, other);
5. background noises, etc.

Then call the building principal or supervisor immediately. The principal or supervisor has specific instructions to follow should this occur.

Theft and Property Damage

If you are aware of any theft or damage to the corporation's property, advise your supervisor immediately so the appropriate reports can be completed and an investigation can be initiated.

Any Suggestions, Questions or Concerns?

If you have any suggestions, questions or concerns about building security, or employee safety, please bring them to the attention of your supervisor immediately. There is no question which is too minor or insignificant when it comes to safety or security.

EXHIBIT A

Teacher Aides

Teacher aides are expected to be at work from 8:00 am to 3: 00 pm. The library aide is expected to be at work from 7:45 am to 3:15 pm. Aides will receive a 30 minute unpaid lunch break. Their supervisor(s) will schedule duties. All aides are paid bi-weekly for the hours they work.

All aide positions (including Title I funded positions) will receive 5 paid sick/personal days. Days will calculate at one day earned every 36 school days.

Aides do not receive any corporation paid health, life or disability insurance benefit.

Pay rates will be determined by duties, experience and knowledge required to perform the tasks necessary to complete the job requirements.

Non-certified Staff

Non-certified staff includes; secretaries, custodians, maintenance and cafeteria personnel. Full-time custodian personnel are paid for a full year in 26 pay periods for the hours worked. Secretaries and cafeteria personnel are paid during the school year in 22 pay periods and are paid for the hours worked.

Secretaries and full-time custodians employed before August 1, 2006 will receive three paid sick days and six paid personal days. For those employed on or after August 1, 2006 will receive 5 paid sick/personal days. In the event more than the allowed sick/personal days are needed, the employee's pay will be deducted at a rate of one day's pay for each day not worked.

Secretaries are expected to be at work from 7:30 am to 4:00 pm unless otherwise specified by supervisor. Secretaries will receive a 30 minute unpaid lunch break. Their immediate supervisor will determine all other break times and limits. No unapproved overtime will be allowed for these positions. Their supervisor will schedule their duties.

Maintenance and custodial personnel are expected to be at work at their scheduled time and may not work overtime without the written consent of their immediate supervisor. Full-time maintenance and custodial personnel will be allowed one 30 minute unpaid lunch break. Their immediate supervisor will determine all other break times and limits.

Part-time maintenance and custodians do not receive any corporation paid benefits.

Full-time cafeteria personnel will receive 5 paid sick/personal days.

The corporation provides a policy for health, life or disability coverage for personnel that work 1500 hours or more during any calendar year. Effective September 1, 2006 if the non-certified employee participates in the corporation's health insurance program, the corporation will contribute \$536 of the monthly premium, and the remaining cost will be

contributed by the employee through a mandatory payroll deduction.

Cafeteria personnel who are expected to be at work at least six hours per day may take one 15-minute break during the course of their shift upon the approval of their immediate supervisor. Cafeteria personnel who work two to four hours per day will not receive a paid break. No overtime will be allowed for these positions.

Pay rates for all non-certified positions will be determined by duties, experience and knowledge required to perform the tasks necessary to complete the job requirements..

Administration-Professional Staff

Administrative and professional staff employed fifty-two (52) weeks per year will negotiate their sick/personal and vacation days annually with the school board. The corporation does provide a health, life and disability insurance benefit for these positions. If the employee participates in the corporation's health insurance program, the corporation will contribute \$536 of the monthly premium cost, the remaining cost will be contributed by the employee through a mandatory payroll deduction.

Certified Staff

All certified staff benefits are outlined in the master contract.

Changes to this Handbook

This handbook is not a contract. It has been prepared to provide you with an outline of our policies, rules, and current employee benefits. By the same token, flexibility is important in the area of personnel policies and benefits to allow for growth and change. For that reason, the policies and benefits described in this handbook may be discontinued or revised by Union School Corporation.

Changes will be communicated to you. You should also check the bulletin boards regularly for notices and announcements. If you have any questions about anything in the handbook, and you still are not sure about your questions after talking with your supervisor, please contact the superintendent's office.

Acknowledgement of Receipt of Employee Handbook Union School Corporation

I acknowledge that I have received a copy of the Employee Handbook of the Union School Corporation and that I understand that it is my responsibility to be familiar with all of the information in the handbook. I understand that it is not a contract of employment, but is a set of guidelines for the implementation of personnel policies. I understand that the provisions of this handbook may be changed by Union School Corporation in the future.

Employee Signature

Date