

**SOUTH ADAMS SCHOOLS**

**CLASSIFIED  
EMPLOYEE  
HANDBOOK**

**2023 – 2024**

Adopted by the School Board of Trustees: December 5, 2023



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# CORPORATION INFORMATION

## **SOUTH ADAMS VISION**

Leading the way in education, South Adams Schools' vision is to instill in our students the courage to reach beyond perceived limitations. We will inspire and empower them to set high personal academic standards and to lead ethical lives. South Adams will provide students with valuable life experiences to promote the development of responsible and productive citizens. First and foremost, South Adams will be a place of learning, where students are eager to attend, and where a professional and caring staff demonstrates personal integrity, models the importance of lifelong learning, and works as a team for student success. Strong partnerships with families and collaborative relationships within the community will provide unique educational opportunities for individual students. Lastly, South Adams will embrace the future with a strong educational philosophy and fiscal responsibility.

## **SOUTH ADAMS MISSION STATEMENT**

Inspiring students to reach for the stars!

## **SOUTH ADAMS CORE VALUES**

### ***We Believe...***

- Every student can learn and can grow academically, physically, emotionally, and socially to reach their unique potential and achieve specific goals.
- Student development is the top priority at South Adams Schools.
- In the value of personnel, who are student-centered, highly trained, use effective methods, reflect personal integrity, work as a team, and model the importance of lifelong learning.
- The best educational opportunities are the result of family partnerships and ongoing community collaboration, participation, and support.
- A relevant student curriculum focuses on essential skills and timeless principles and is challenging, integrative, aligned, and based on standards.
- The implementation of technology enhances learning and is a valuable and necessary tool for students and staff to succeed in today's world.
- In the value of facilities that promote a safe and progressive learning environment.
- Responsible stewardship of the school's resources is a necessity to support long-term, effective, educational opportunities.

**REACH FOR THE STARS!** – In order for every child to experience success, our school's organization, curriculum, and programs are based on the developmental readiness, needs, and interests of our young adolescents.

**Student-Centered** – Affecting student growth, development, and achievement

**Teamwork** – Involving Staff, Students, Parents, and Community

**Achievement** – Striving for academic, social, physical, and moral growth

**Relationships** – Developing positive relationships among the South Adams community

**Success for All** – Promoting success now and in the future

## **SCHOOL CORPORATION RIGHTS**

South Adams Schools shall decide the policy, methods, rules, direction of employees, assignment of work, the right to hire, terminate, discipline, promote, and transfer employees or to release employees for lack of work or other reasons. The exercise of the above rights shall not be used for the purpose of unlawful discrimination against any of the school employees. The Superintendent or his or her designee will post position vacancies. The final selection will be based upon the ability to perform required duties. The final recommendation will be made to the School Board through correspondence with the Superintendent. Employees may be subject to a physical examination prior to employment.

## **EQUAL OPPORTUNITY STATEMENT**

South Adams School Corporation is an equal opportunity employer and does not discriminate on the basis of the following "Protected Classes": race, color of skin, sex (including sexual orientation), national origin, age (except as authorized by law), religion, disability, military status, ancestry, or genetic information in its educational programs, activities, or its employment policies and practices.

## **AFFIRMATIVE ACTION STATEMENT**

South Adams School Corporation is an equal opportunity employer. The corporation does not discriminate, deny benefits to, nor exclude anyone from participation on the basis of sex, race, national origin, age, religion, disability or color of skin. The South Adams School Corporation will comply with the provisions of the Americans with Disabilities Act of 1991 as amended.

## **CHAIN OF COMMAND**

As in any organization, it is important to know who to go to when you have a concern or question. Employees should report concerns or questions to their immediate supervisor. If the immediate supervisor does not know the answer, he/she will be able to direct the employee to the next point of contact. If the concern is regarding the employee's immediate supervisor, the employee should contact the building principal and/or Superintendent.

## **EMPLOYEE-AT-WILL**

Employment by the school corporation does not guarantee placement or continued placement in any one school or particular job. All classified support personnel are at-will employees which means either the corporation or the employee may terminate employment at any time, for any reason or for no reason.

## **BACKGROUND CHECKS**

Potential employees are responsible for the cost of an expanded background check which meets the federal and state requirements for a school employee. A completed background check is necessary prior to the first day of work. South Adams Schools reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction of a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. Beginning July 2016, South Adams Schools is required by Indiana Code 20-26-2-1.3 to conduct an expanded child protection index check through the

Indiana Division of Child Services on all new employees. Each employee is also required to complete an updated criminal history check every 5 years.

## OVERVIEW

This handbook was prepared to provide information to all classified employees of the South Adams School Corporation. The provisions contained within the handbook have been reviewed and approved by the Board of School Trustees. It is hoped that through this communication, employees will better understand their benefits and rights of employment with the school district.

A classified employee is defined as any employee who does not require a license issued by the Teacher Education and Certification Division of the Indiana Department of Education to perform his or her duties. Classified employees within the school district basically work either during the school year (nine or more months duration but less than twelve months) or for a full calendar year (twelve month employees). Classified employee categories and the average number of hours are as follows:

<b>Category</b>	<b>Average Number of Hours per Week</b>
9 Month Part-Time	19 or less
9 Month Part-Time	20 – 29.5
9 Month Full-Time	30+
12 Month Part-Time	19.5 or less
12 Month Part-Time	20 – 29.5
12 Month Full-Time	30+

Each of the above defined number of hours are exclusive of lunch time with the exception of nurses, who must remain available for emergencies during lunch.

Specific working hours will be established and assigned by the classified employee's immediate supervisor. All classified employees are hired on an at-will basis.

<b>Immediate Supervisor by Department</b>	
<b>Department</b>	<b>Immediate Supervisor</b>
Maintenance/Facilities	Dave Vorhees
Transportation	Taya Augsburger
ES/MS Custodial	Tom Hartman
HS Custodial	Judy Miller
Head Custodians	Principals/Heidi Sprunger
Food Service	Abbey Morgan
Technology	Myra Moore
ES Education Support/Instructional Assistants	Shellie Miller
MS Education Support/Instructional Assistants	Andrew Schmit
HS Education Support/Instructional Assistants	Cory Runkle
Title I Instruction Support/Instructional Assistants	Joe Meyer

## **BOARD'S RIGHT**

The School Board shall have the responsibility and authority to manage and direct on behalf of the public the operations and activities of the school corporation to the full extent authorized by law. Such responsibility and activity shall include but not be limited to the right of the Board to:

- A. Direct the work of its employees.
- B. Establish policy.
- C. Hire, promote, demote, transfer, assign and retain employees.
- D. Suspend or discharge its employees in accordance with applicable law and/or School Board policy.
- E. Maintain the efficiency of school operations.
- F. Relieve its employees for duties because of lack of work or other legitimate reason.
- G. Take actions necessary to carry out the mission of the public schools as provided by law.

## **BOARD POLICY**

All employees, whether they are certified teachers or classified staff members, are expected to adhere to the school board's policies and administrative guidelines. School Board policies can be found by going to the school's website ([www.southadams.k12.in.us](http://www.southadams.k12.in.us)) , click on the DISTRICT tab and select "South Adams Schools Bylaws and Policies".

## **NOTIFICATION OF ASSIGNMENT**

Classified employees will receive an annual letter of assurance. This letter will provide reasonable assurance that South Adams Schools will continue employment for an employee for the following school year in the same or similar capacity as the employee is currently employed.

It should be clearly understood that this letter is used primarily to notify an employee of the corporation's intent to continue their employment. In no way does it alter the "employment-at-will" status of classified employees.



## OPERATIONS

### TIME SHEETS

All classified employees with the exception of salaried employees must complete time sheets (see Appendix A.) Time sheets are due to the immediate supervisor no later than noon on the Monday following the end of the pay period. An employee should record the beginning time and ending time of each day worked and indicate the total number of hours worked that day. Time is to be recorded in quarter hour increments. If an employee is not actually at work, the reason for absence should be entered in the appropriate place on the time sheet. Reasons may include leave time, bereavement (in which the relationship of the associated family member is recorded), professional development, vacation/holiday (12-month full-time employees), or accumulated sick time. The number of hours worked should be recorded by the employee. However, if the employee was not actually at work on a designated date and using leave time, no time in and time out should be recorded on that date. The immediate supervisor will indicate the number of hours to be authorized for payment, and this determination will be based upon provisions stated in this handbook.

From time to time, it will be necessary due to an early pay date to have time sheets completed at a specified time. Notification of these exceptions will be made through a directive from the superintendent's office.

Overtime hours must have **advanced** approval by the immediate supervisor and also should be indicated in the appropriate place on the time sheet. Payment for approved overtime will be made at the rate of one and one-half times the regular hourly rate. Overtime is calculated exclusively on hours worked.

**A time sheet is a legal document, and it is authorization for the school district to pay an employee for services rendered. Care should be taken in completing the time sheet. A signature should only be affixed after an employee is satisfied that all information is truthful, correct, and accurate. Time sheets are eligible for audit by the State Board of Accounts every two years. *\* Each time sheet certifies under the pains and penalties for perjury that the representation of hours worked is true and accurate to the best of each employee's ability.***

### REPORTING OF ABSENCES

All classified employees are granted a specified number of leave days each school year. In the event of an absence from work, all classified employees must notify their immediate supervisor or his or her designee at the earliest possible time. All personnel must have permission from their immediate supervisor to leave from their jobs during the workday. Failure to properly report absences or when tardiness or absences are not for valid reasons can lead to disciplinary action up to and including termination. Any absence beyond the leave/accumulated sick days provided (e.g. loss of pay day) may result in disciplinary action up to and including termination of the classified employee at the discretion of the employee's immediate supervisor.

## **COMP TIME**

Comp time will be taken as straight time unless a forty (40) hour week has been worked. If an employee has worked over forty (40) hours in the work week, comp time will be given at 1 ½ time. A maximum of forty (40) hours comp time can be accrued. A work week is the period of Sunday through Saturday. Hours worked do not include leave days. (Example: sick time, leave, bereavement leave, vacation, holiday, etc.)

No employee may work more than 40 hours in one week without the prior approval of the building principal or immediate supervisor. Normal hours should be shown on the time sheet as they are actually worked. Comp time hours should be reported on a comp time form. Following approval, comp time must be documented on the time sheet and submitted with supporting documentation to the Payroll department in the Central Office.

## COMPENSATION

### CLASSIFIED SALARY SCHEDULE

POSITION	# OF DAYS	BASE RATE (per hour)
<b>MAINTENANCE/FACILITIES</b>		
Director of Maintenance	260	Paid on Contract
Maintenance Worker	260	\$19.58
<b>CUSTODIAL STAFF</b>		
Head Custodians	260	Paid on Contract
Custodians	260	\$16.65
Student Workers		\$10.47
Summer Student Workers		\$10.47
<b>TECHNOLOGY</b>		
Director	260	Paid on Contract
HS Technology Assistant	260	\$28.32
Technology Assistant	210	\$19.03
ES/MS Technology Assistant	210	\$25.37
State/Federal Reporting Specialist	205	\$24.80
Summer Student Workers		\$10.47
<b>CENTRAL OFFICE</b>		
Business Manager/Treasurer	260	Paid on Contract
Payroll/HR Coordinator	260	\$22.81
Grants Specialist/ESSER Compliance Monitor	208	\$22.81
Business Office Manager	260	\$22.81
<b>POSITION</b>	<b># OF DAYS</b>	<b>BASE RATE (per hour)</b>
<b>SECRETARIAL/AIDE</b>		
Processing/Duplicating Secretary	260	\$16.16
HS Guidance Secretary/Registrar	205	\$16.16
School Secretary	200	\$16.16
Athletic Secretary	210	\$17.89
ECA Treasurer	200	\$16.16
Office Aide	187	\$14.17

Instructional Assistant (Aide)/Kindergarten TA/Pre-K TA	147-187	\$14.17
Library Assistant	182	\$14.17
Elementary Title I Student Services Specialist	182	\$18.16
Life Skills Assistant	182	\$14.17
Intense Intervention Instructional Assistant (Aide)	147-187	\$16.25
Recess Supervisor	182	\$14.17
Study Hall Supervisor	182	\$14.17
Classified Tutor/After-School Study Tables		\$15.00
Certified Tutor/After-School Study Tables		\$25.00
Crossing Guard		\$18.00
<b>FACILITATORS</b>		
MS/HS/Special Education Facilitators	182	\$20.82
MS/HS Remediation Facilitators	182	\$20.82
<b>CARES</b>		
Education Support Specialists	182	\$28.04
Student Services Specialists	182	\$18.16
<b>SUBSTITUTES</b>		
Substitute Custodian		\$13.40
Substitute Secretary		\$11.40
Substitute Aide		\$11.30
Substitute Aide – Intense Intervention		\$12.30
Substitute Cook/Food Service Worker		\$12.15
Substitute Nurse - non-RN		\$15.50
Substitute Nurse – RN		\$18.50
Substitute Teacher – Licensed		\$110/day
Substitute Teacher - Non-Licensed		\$100/day
<b>CAFETERIA STAFF</b>		
Food Service Director	210	\$24.21
Food Service Director Assistant	185	\$17.23
Head Cook Controller	188	\$20.83
Full-time cooks	181	\$15.26
Food Service workers	181	\$14.29
<b>LIFEGUARDS</b>		\$10.84

POSITION	# OF DAYS	BASE RATE (per hour)
<b>TRANSPORTATION STAFF</b>		
Transportation Director	260	Paid on Contract
Transportation Assistant		\$15.83
Bus Mechanic	260	\$19.77
Bus Aide	182	\$16.25 – Intense Int. \$14.17 – Not Intense Int.
Bus Drivers		
Base Route (1st 40 miles)	182	\$82.00
Rate per mile over 40 miles per day		\$0.35
Home Maintenance		\$0.68
<b>DRIVER'S EDUCATION</b>		
Driver's Ed Instructor - classroom (per hour)		\$30.00
Driver's Ed Instructor - driving (per hour)		\$25.00

**PAY DAYS**

All employees will be paid every two (2) weeks during their assigned work schedule. At any time, payroll deduction schedules may be changed. Employees whose positions are based on student days will not be compensated during the summer months, unless additional hours are assigned by the administration or their supervisor.

**PAYROLL DIRECT DEPOSIT**

Direct deposit of payroll checks is mandatory for all employees.

**PAYROLL WITHHOLDING**

Withholding for Federal Income Tax, Social Security, State Income Tax, and Local Option Taxes are made in accordance with federal and state laws. If there is a change in dependency status or withholding levels, it is the employee’s responsibility to advise the Administration Office and complete new federal and state withholding forms. Any change in residency will require the completion of new payroll withholding forms.

**TERMINATION OF SERVICE**

An employee’s service and pay will terminate:

1. On the date specified in a letter of resignation.
2. On the last day of work prior to retirement.
3. On the date specified by the Superintendent or his or her designee when discharged.

4. On the date the employee fails to report for scheduled work if he/she does not inform the supervisor of an illness, injury or emergency. (Failure to so report will be considered voluntary resignation as of that date.)

Prior to or on the last day of work the employee shall meet with the Administration Office to complete all exit paperwork. The final paycheck will be distributed on the next applicable pay date, but only if all keys, access and security badges, and South Adams property has been returned. If items are not returned, the costs will be deducted from the final paycheck.

## **FAIR LABORS STANDARD ACT**

The South Adams School Corporation will comply with the following guidelines as set forth in the Fair Labor Standards Act.

**Defined 7-day Workweek:** 11:59 p.m. Sunday through 10:59 p.m. the following Sunday.

**Minimum Wage:** The minimum wage will be paid according to federal guidelines.

**Overtime Compensation-Hourly Employees:** Employees covered under the Fair Labor Standards Act must be paid time at one and one-half their hourly rate when they work more than 40 hours during the defined 7-day work week. Overtime rates apply to work permitted, required or at the request of the employee's supervisor. The Fair Labor Standards Act requires overtime pay only if the employee works more than 40 hours during the seven-day workweek. If an employee works beyond his/her normal workday and receives comparable time off, the law does not require overtime pay. For purposes of applying the Fair Labor Standards Act, the 40-hour total does not include hours for which the employee is paid but did not work, such as vacation days, general days, paid holiday, etc. Hours not worked and not paid, such as unpaid lunch, unpaid approved leave, unpaid vacation etc. do not count in the 40 hours. Employees who regularly perform work in more than one position are eligible for overtime when their total time from all positions exceeds 40 hours during the designated workweek. **Any time worked in excess of 40 hours per week must have PRIOR approval of the employee's supervisor or his/her designee.**

## **ADJUSTMENT TO WORK SCHEDULES**

### **WORK SCHEDULE ALTERATION DUE TO INCLEMENT WEATHER**

The safety and well-being of students in the schools of the South Adams School Corporation are of utmost priority and importance. From time to time during the course of the school year, alterations may need to be made in the regular working schedule due to inclement weather. Changes in the regular schedule will be announced using an automated messaging system and social media.

The following guidelines will be followed due to schedule alteration:

#### **SCHOOL CANCELLATION**

If conditions warrant, school may be canceled by the superintendent of schools. The work schedule for classified employees whose school is closed due to weather-related or emergency conditions is as follows:

On a cancellation day, custodians and maintenance personnel will report to school buildings and work. If make-up days are required, affected classified personnel will work in the same manner as certified personnel.

During a time of a Code Red travel emergency officially declared either by Adams County and/or the city of Berne, employees should not report to work unless requested by the superintendent or his/her designee. Custodial and maintenance personnel may be compensated for days affected by the Code Red travel emergency. \*Any work that can be completed remotely will be permitted at this time. Work may be required at home during this time. For other inclement weather cancellations, custodial and maintenance personnel will be compensated only for hours worked.

Leave days and vacation time may be used for any school cancellation for inclement weather that will not be made up. Classified employees will be paid for hours worked. If make-up days are required, affected classified personnel shall work in the same manner as certified personnel.

Exceptions to the above regulations may be made by special order of the superintendent of schools or his/her designee.

## **SCHOOL DELAYS**

If school is delayed due to weather conditions or any other cause, all twelve-month classified personnel will report at the regular time. All non-twelve classified personnel will report as directed by the building principal.

If a delay is changed to a cancellation, classified employees will be paid for hours worked. If virtual learning is not possible and make-up days are required, affected classified personnel will not work on the canceled (non-eLearning day). Those hours will be worked and recorded on the specified make-up day.

Bus drivers should plan to begin their duties according to the delay schedule in effect. If a delay is changed to a cancellation with a make-up day required, bus drivers will work on the scheduled make-up day. If a delay is changed to a cancellation with virtual learning, bus drivers will work with the transportation director to make-up affected hours.

Exceptions to the above may be made by order of the superintendent of schools or his/her designee.

## **EARLY DISMISSAL**

If weather conditions deteriorate during the course of a school day and a decision is made to dismiss students early, business office, custodians, and maintenance personnel shall complete their work day unless otherwise ordered by the superintendent. Classified employees will be paid for hours worked. If make-up days are required, affected classified personnel will not work during the early dismissal. Those hours will be worked and recorded on the specified make-up day.

Exceptions to the above may be made by the superintendent of schools or his/her designee.

## **VIRTUAL/eLEARNING STUDENT DAY**

In the event an eLearning Student Day is authorized by the school district in lieu of a traditional school day, classified employees may be required to report for work.

If classified personnel are not required to work on a Virtual/eLearning Day, classified personnel may elect to take the day as an unpaid day or to use an available leave day if the classified personnel wishes to be paid for the day.

Exceptions to the above may be made by the superintendent of schools or his/her designee.

## **PROFESSIONAL DEVELOPMENT**

From time to time, attendance at certain trainings, workshops or meetings may be required to the classified employees. If training is off-site, it is expected a school vehicle will be used if available. If school transportation is not available, employees may be reimbursed for use of their own vehicle.



Permission may be granted by the building principal and superintendent or his or her designee for an employee to attend any elective trainings. Payment of regular wages plus previously agreed upon conference and travel expenses will be made for all previously approved in-service meetings. Any hours worked for professional development will be recorded on a separate time sheet.

## **LEAVES**

### **BEREAVEMENT LEAVE**

Five (5) paid school days shall be granted to a classified employee for the death (including miscarriage or stillbirth) in the immediate family. The five (5) school day computation will not include the day of the death if the employee worked the day of the death. Immediate family is defined as spouse, parent, child, step-child, foster child, unborn child of the employee or employee's spouse, mother-in-law, father-in-law, person living in the employee's household, or any person for whom the employee is the executor of that person's estate, holds that person's power of attorney, or is the sole surviving relative at the time of death. One of the above school days will be for attending the funeral.

Three (3) paid school days shall be granted to a classified employee for the death of their brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, grandparent-in-law, grandchild, step-siblings, step-parents, step-parents-in-law, step-grandchildren, and step-grandparents. The three (3) school day computation will not include the day of death if the employee worked the day of the death. One of the above days will be for attending the funeral.

For the death of aunts/uncles, nieces/nephews, or first cousins, classified employees shall be granted one (1) paid day of leave for attending the funeral.

Leave under this provision may be taken any time during that contracted school year and supplemental contracted school year. Furthermore, classified employees need not take their leave under this section consecutively.

### **FAMILY AND MEDICAL LEAVE – ACT OF 1993**

A number of leaves allowed under this contract also qualify as leaves entitled to protection under the Family and Medical Leave Act (FMLA). All eligible employees will be entitled to the maximum leave allowed, when necessary, under the provisions of either the specific leave section listed above and/or this family leave section.

An unpaid leave of absence for up to twelve (12) weeks in duration may be granted to eligible employees for certain family or medical reasons. An employee who has been employed for at least twelve (12) months (need not be consecutive) before the leave request and who has worked at least 1,250 hours during the previous year is eligible for a leave of absence pursuant to this section.

## A. Qualifying Events

1. A family or medical leave will be granted should the need arise for any of the following qualifying reasons:
  - a. Birth of the employee's child, or the placement of a child for adoption or foster care, and first-year care of the child.
  - b. To care for the employee's spouse, child, or parent who has a serious health condition.
  - c. For a serious health condition that causes the employee to be unable to perform his/her job.
2. Leaves may begin before the birth of a child if a medical condition exists that makes the employee unable to perform the job, or prior to the placement of a child for adoption or foster care if circumstances require absence from work for the placement to proceed. An employee's entitlement to leave for the birth or placement of a child expires at the end of the twelve (12) month period beginning on the date of the birth or placement.

## B. Notice Requirement

If the leave is foreseeable, thirty (30) days written notice is required. Failure to provide thirty (30) days' notice for a foreseeable leave may cause the leave to be denied until thirty (30) days after employee first gave the required notice of the foreseeable leave. If the need for leave is not foreseeable, the employee must give notice to the office of the Superintendent as soon as possible.

## C. Certification Requirement

Any request for leave due to a serious health condition or due to the serious health condition of a qualifying family member must be supported by a timely certification issued by a health care provider. The employee must provide the requested medical certification with fifteen (15) calendar days after the request was made. If the Superintendent has reason to doubt the validity of medical certification, the employee may be required to obtain a second opinion at school corporation expense. Should any variance between the two medical certifications exist, a third opinion, at school corporation expense, may be requested. This opinion shall be final and binding. Failure to submit the required medical certification may result in the denial of the leave or denial of basis. Medical certification shall be submitted on forms provided by the school corporation.

## D. Request Procedure

Requests for leaves of absence and extensions must be submitted in writing and on the prescribed form supplied by the office of the Superintendent unless impossible due to an emergency.

## E. Leave Substitution

Employees will substitute accrued vacation, personal leave, sick leave, or other qualifying leave for all or part of any otherwise unpaid FMLA. This qualifying paid leave will be counted as part of the employee's twelve (12) weeks of FMLA leave entitlement. However, the use of paid leave by the employee under circumstances which do not qualify as family medical leave cannot be counted against the twelve (12) weeks of FMLA leave to which the employee is entitled.

F. Maintenance of Group Insurance

During the FMLA, eligible employees will maintain coverage under the employee's group health plan (including life insurance) at the same level and under the same conditions for which coverage would have been provided if the employee had continued in active employment continuously for the duration of such leave. Employees who contribute to such a group health plan must continue to make such contributions during the period of their leave in order to maintain coverage. The employer may recover the premium paid for maintaining an employee's health plan coverage during any period of unpaid leave if the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave, or other circumstances beyond the employee's control.

G. Restoration to Position and Benefits

Eligible employees returning from family or medical leave within twelve (12) weeks will be returned to the position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

H. Return to Work

Employees returning from any form of leave of absence must be able to assume duties as assigned by the district upon their return. The district and returning employee will adhere to Board Policy – GBD (Return to Work) as applicable. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee must provide certification from the employee's health care provider stating that the employee is able to resume work.

I. Failure to Return from Leave

An employee granted a leave of absence pursuant to this provision who fails to return to work upon expiration of the leave granted shall be classified as "voluntarily terminated."

J. Intermittent or Reduced Schedule Leave

1. During the first twelve (12) weeks of leave for a serious health condition (either an employee's own or that of a qualifying member), intermittent or reduced schedule leave may be taken when medically necessary. Employees seeking intermittent or reduced schedule leave must provide medical certification issued by a health care provider. Employees who have requested foreseeable intermitted or reduced schedule leave due to planned medical treatment may be transferred temporarily to an alternative position at the discretion of the Superintendent if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and benefits. Classified staff are required to take leave in half (.5) day increments.
2. Employees requesting FMLA leave near the end of an academic term will be subject to special rules of the FMLA.

#### K. Leave Entitlement Period

The twelve (12) month period in which the twelve (12) weeks of family leave entitlement occurs will consist of the twelve (12) month period measured forward from the date the particular employee's FMLA leave begins.

#### L. Status Reports

During the leave, an employee may be required to provide periodic reports on his/her status and intent to return to work following leave. Requested information must be provided within fifteen (15) days of the request.

#### M. Jointly Employed Spouses

A total of twelve (12) weeks of FMLA leave will be granted to each jointly employed spouse regarding birth or adoption of a child or to care for a sick parent. If the FMLA leave request is for personal illness, each spouse will be entitled to twelve (12) weeks of FMLA leave.

## HOLIDAYS

Holiday pay applies only to 12 month full-time classified employees (30+ hours per week.)

The following official holidays are observed in the South Adams School Corporation are:

- Independence Day, July 4
- Labor Day, the first Monday in September
- Thanksgiving, the fourth Thursday in November and the following Friday
- Christmas Eve – ½ day
- Christmas Day
- New Year's Eve – ½ day

- New Year’s Day
- Good Friday
- Memorial Day, the fourth Monday in May

If a holiday falls on Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

**JURY DUTY LEAVE**

The Board shall pay a classified employee who serves on jury duty the difference between jury duty pay and their regular pay.

**LEAVE DAYS**

Each classified employee shall be granted 2 leave days in the first 60-day probationary period. The remainder of the employee’s leave days will be credited after the successful completion of the probationary period. Those days will be prorated based upon the employee’s start date.

Following the completion of the probationary period, each employee shall be granted leave days as listed in the following table for the transaction of personal business, personal illness and/or health appointments for the employee or the employee’s immediate family, and/or for the conduct of personal or civic affairs during each year of employment:

Years of Service	Personal Leave Days
0	12
1 – 9	10
10 – 18	11
19+	12

Leave days may be taken in ½ day or full day units, calculated in hours, with the exception of bus drivers with dual roles within the school setting. Any absence beyond the leave days provided (e.g. loss of pay day) may result in disciplinary action up to and including termination of the classified employee at the discretion of the employee’s immediate supervisor.

**Unused leave days shall not be forfeited.** At the end of each school year, unused leave days are credited to the employee’s accumulated sick leave bank for full- and part-time employees. Unused leave days shall accumulate to a total as outlined in the table below:

Employee Type	Max Sick Leave Accumulated Total
9 month employee	95
12 month employee	125

Classified employees who work 20 or more hours per week can be reimbursed for 3, 4, or 5 unused leave days at \$50.00 per day which shall be deposited into the employee's ongoing 401(a) annuity. The reimbursement for said leave days are as follows:

Years of Service	Reimbursable Unused Leave Days
0 – 9	3
10 – 18	4
19+	5

Accumulated sick leave may be used for personal illness and/or health appointments for the employee or their immediate family. Accumulated sick time may be used only after the current years' leave time has been exhausted.

The accounting of accumulated sick leave days available will be recorded on the employee's pay stub. Employees must exhaust all available paid leave prior to the use of unpaid leave. Any requests for unpaid leave require approval from the employee's immediate supervisor.

The South Adams School Corporation reserves the right to require a physician's statement whenever an employee uses accumulated leave time, only applicable to personal and/or immediate family illness.

Any absence beyond the leave days provided (e.g. loss of pay day) may result in disciplinary action up to and including termination of the classified employee at the discretion of the employee's immediate supervisor.

Unused leave days and accumulated sick days are **not** reimbursable to the employee upon resignation or retirement.

## **STAFF ABSENCES FOR MEDICAL LEAVE**

If circumstances warrant, the Board of School Trustees of South Adams School Corporation may grant a medical or family leave of absence without pay upon request of an employee of the school district. The following steps should be taken if an employee wishes to be considered for and be granted a medical leave:

1. A written request signed by the employee or his or her agent and directed to the Superintendent of Schools and the Board of School Trustees indicating the reason for the leave should be submitted no later than the week prior to the date for Board consideration.
2. Medical substantiation signed by a doctor shall be provided if requested by the Board.
3. The length of the medical leave shall be established in time intervals which will accommodate the overall educational program for the students in the school, that is, the remainder of a marking period, the remainder of a semester, or the like.
4. A medical leave may be extended for a special period of time upon written request and positive action by the Board.
5. All decisions of the Board shall be considered final.

While an employee is on medical leave granted by the Board according to the aforementioned guidelines, the person will continue to be defined as an employee of the school district and will be eligible to participate in the various group insurance programs by individually paying the premiums due. However, no other employment benefits will be granted during the course of the unpaid leave (i.e., sick leave, personal leave, paid vacations, etc.)

## VACATION DAYS

Full-time custodians, maintenance personnel, and business office staff who work on a twelve-month schedule earn paid vacation days as part of their employment benefits. Vacation days are granted each year on July 1. Vacation days will be granted in the following increments:

Years of Service	Vacation Days
0	Pro-rated, based on hire date
1	5
2	6
3	8
4-7	10
8-10	12
11+	15

Vacation time is accumulated on the basis of a fiscal year starting on July 1 in the aforementioned increments. Twelve-month full-time custodians, maintenance personnel, and business office staff with any unused vacation days at the end of the current fiscal year (June 30) may be used within the first six (6) months of the upcoming fiscal year (July 1 – December 31). Any unused vacation days after December 31 from the previous fiscal year will expire and cannot be used. Vacation days may be taken in ½ day or full day units, calculated in hours.

*Arrangements for using vacation days must be approved in advance by the employee's immediate supervisor.*

Any classified absence beyond the benefit days provided (e.g. loss of pay day) may result in disciplinary action up to and including termination of the classified employee at the discretion of the employee's immediate supervisor.

Unused vacation days are **not** reimbursable to the employee upon resignation or retirement.



## BENEFITS

### EMPLOYEE ELIGIBILITY

	<b>Group Life Insurance</b>	<b>Health Insurance</b>	<b>Long-Term Disability Insurance</b>	<b>401(a) Annuity Plan</b>	<b>403(b) Retirement Plan**</b>
9 Month Part-Time (up to 19.5 hours)					<b>X</b>
9 Month Part-Time (20 – 29.5 hours)	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>
9 Month Full-Time (30+ hours)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
12 Month Part-Time (up to 19.5 hours)					<b>X</b>
12 Month Part-Time (20 – 29.5 hours)	<b>X</b>		<b>X</b>	<b>X</b>	<b>X</b>
12 Month Full-Time (30+ hours)	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>

**\*All classified employees who work 600+ hours per year will qualify for PERF benefits.**

**\*\*Any contributions made to an elective 403(b) retirement plan will be made solely by the employee.**

### **GROUP LIFE INSURANCE INCLUDING ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)**

Eligible employees may participate in the group life insurance program provided by the Board of School Trustees. A \$50,000 face value group life policy will be provided by the employer at a yearly cost of \$1.00 to the employee. This plan contains a \$50,000 payment in case of death, accidental death, and certain dismemberment benefits. The anniversary date of the policy is January 1 of each year. An eligible employee may join the life insurance program by completing the proper enrollment forms upon employment, and the benefit goes into effect on the first of the month following the first work day as an employee of the school district. Additional Life Insurance is available to the employee by his or her paying a small additional premium. Information is available and may be obtained from the HR/Payroll Coordinator.

If an employee who is eligible and participates in the group life insurance program retires and wishes to continue coverage beyond retirement, he/she will be responsible for the full cost of coverage to continue benefits. This provision also applies to dependent life insurance.

## **HEALTH INSURANCE**

The school district through the School Employee Benefit Trust offers a health insurance plan for all eligible employees.

Health insurance benefits will be made available for all eligible employees electing for health insurance coverage. A single or family plan will be offered as appropriate. The Board may pay a portion of the actual premium. Said portion will be determined annually. This amount will only be paid for group health insurance carried by the school corporation.

When an employee who is eligible for health insurance benefits reaches the month of his or her 65<sup>th</sup> birthday, he or she may choose to remain on the regular health insurance plan as long as the employee is actively at work.

Health insurance coverage will be from January 1 of each calendar year through the following December 31. Benefits paid by the corporation cease when the employee terminates his or her services to the school corporation. Employee eligibility will be determined based on the employee's start date. All employees' health insurance coverage will cease at the first of the month following his/her termination.

If an employee who is eligible and participates in the group health insurance program retires before the age of 65 (but after age 55) and wishes to remain in the group plan, he or she shall pay the full premium and be a member in good standing until the month of his or her 65<sup>th</sup> birthday.

Changes in the prime carrier and the coverage included may be made by official action of the School Employee Benefit Trust. In the event of a change, employees will be notified promptly.

Questions may be clarified by calling the South Adams Schools Central Office at 260-589-3133.

## **LONG-TERM DISABILITY INSURANCE**

A long-term disability insurance plan will be provided for eligible employees pending carrier approval. The Board will pay an annual amount per the employee's base salary. Coverage is subject to change by the carrier. In the event of a change in coverage by the carrier, employees will be notified promptly.

## RETIREMENT BENEFITS

All classified employees who work 600+ hours per year will qualify for Public Employees' Retirement Fund (PERF) benefits. Eligible employees must participate in the Retirement Fund throughout their employment with the school district.

\*Classified employees hired prior to July 1, 2007, will retain PERF benefits held at that time so long as the employee remains in a PERF eligible position.

\*Effective August 1, 2013, any employee who voluntarily transfers to a non-PERF benefit eligible position will no longer retain PERF benefits.

An employee will become eligible for normal retirement with a full pension if they are in one of the following three categories:

- a. Category 1 – if you are age 65, and have 10 or more years of creditable service under PERF.
- b. Category 2 – if you are age 60, and have 15 or more years or creditable service under PERF.
- c. Category 3 – if you are age 55, and your age at retirement plus your total years of creditable service under PERF equals 85 or more.

Temporary employees, substitutes, and employees who are hired for part-time work normally requiring less than 600 hours per year are **not eligible** to participate.

## 401(a) ANNUITY PLAN

The Board shall establish and maintain a qualified Section 401(a) Annuity Plan (“401(a) Plan”) for all eligible employees. The Board shall contribute an amount equal to two (2%) of the employee’s base salary into the Section 401(a) Plan plus amounts contributed through the employees’ unused leave days at the request of the employee.

The amount contributed by the Board is calculated as such: the employee’s base salary multiplied by 2%. Half of the amount will be deposited in December. The other half plus any amounts contributed through the employees’ unused leave days will be deposited in June.

The amount calculated for each employee will be invested in a separate account. There will be no commingling of accounts, and each employee will determine how his or her account shall be invested among the investment options made available by the selected investment vendor for the 401(a) Plan.

Any contributions made by the Board to the Section 401(a) Plan on behalf of eligible employees shall be subject to a vesting schedule. Employees who are employed on or before October 1, 2006, who have at least (5) years of service with the South Adams Schools shall be immediately vested in the Board’s contribution. All other employees, including newly hired or rehired employees, are subject to the following vesting schedule:

Completed Years of Service at South Adams	Percent
1	20%
2	40%
3	60%
4	80%
5	100%

For purposes of this section, “completed years of service at South Adams” refers to and is calculated by the number of years completed by the employee. An employee who is not fully vested in the program and who voluntarily resigns **shall not retain** any prior partial vesting rights if ever rehired by the school corporation. An employee who retires from the school corporation and is rehired shall be considered to have zero years South Adams service for purposes of vesting and Board contribution rights. Any employee who is terminated during the vesting period by the school corporation (except due to reduction-in-force) shall forfeit all rights to all non-vested amounts contributed by the school corporation on the employee’s behalf to the Section 401(a) Plan and **shall not retain** any prior partial vesting rights if ever rehired by the school corporation.

## **WORKMAN’S COMPENSATION**

All employees on the payroll of the South Adams School Corporation are covered by Workman’s Compensation. Any employee who has a job-related injury must report that injury within 48 hours of the injury in the following manner and according to the following times:

After notifying the school nurse and building principal/immediate supervisor, the injured employee must call the dedicated ESCRFT number: 855-262-9879 to report any injury or suspected injury. An employee or immediate supervisor must notify the superintendent’s office either by telephone or in person (preferably in person), in order that the proper forms may be completed. If additional medical treatment is advised, treatment must be provided at Adams Memorial Corporate Medical. Without filing the proper forms with the insurance company, Workman’s Compensation claims **may not be paid**.

**PLEASE NOTE:** Health Insurance Carrier **will not pay** for any work-related injury claims since these must be paid through Workman’s Compensation.

Any employee who is unable to work scheduled hours due to a work-related injury will be provided paid time off as indicated by the directive of a medical professional.

Employees who are required to attend an appointment related to their injury should, whenever possible, report to work before and after their appointment.

If you have any questions or are in need of further information, please call the South Adams Schools Central Office at 260-589-3133.

## EMPLOYEE CONDUCT

Proper conduct is extremely important in leading to a safe and efficient workplace. Infraction of these rules will be sufficient grounds for disciplinary action ranging from appropriate penalties to immediate termination.

The following and related types of misconduct are prohibited:

1. Refusal or intentional failure to perform assigned work or to follow the directions of a supervisor.
2. Leaving a work area before the established release time without prior permission.
3. Leaving the work area or building during work hours without permission.
4. Failure to report to work without the proper notification to the employee's immediate supervisor (no call-no show).
5. Excessive or habitual absence from work. Employees who have exhausted all leave/vacation days and continue to be absent from work may be subject to disciplinary action including termination of employment.
6. Disregard for rules, instruction or common practices relating to safety, fire or health.
7. Falsification or use of misleading information on employment credentials or applications.
8. Stealing or misappropriation of any school property or materials.
9. Intimidation, coercion or interference with the rights of another employee.
10. Falsification, tampering and/or altering an employee's time card.
11. Possession of weapons on school property.
12. Inappropriate or disrespectful language and behavior toward colleagues and supervisors.
13. Physical inability to perform assigned duties. (This will be determined by a competent physician selected by South Adams School Corporation. South Adams School Corporation will fully comply with provisions of the Americans with Disabilities Act of 1991 as amended.)
14. Failing to maintain the confidentiality of the corporation, staff or student information.
15. Violation of Board policy.

If an employee is involuntarily terminated by the school corporation for unsatisfactory performance, misconduct or violation of any rule, policy or procedure, the employee will not be eligible for payment of any paid time off, i.e. leave or vacation. The employee may not use paid time off during the period of time from notification of termination to the date of departure.

## **ANTI-HARASSMENT POLICY**

In order for all students and employees to enjoy an environment free from all forms of discrimination, South Adams Schools prohibits the harassment of any student or employee by any person. It is contrary to our policy for any student or employee to be subjected to harassment, including bullying, in the workplace or in a school setting. South Adams Schools is devoted to preventing and diligently addressing all forms of harassment, particularly cases based on sex, religion, race, color, national origin or ancestry of age, disability, and/or any other legally protected characteristic. Harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive, and is therefore prohibited per Board policies.

It is the policy of South Adams School Corporation to maintain a learning and working environment that is free from sexual harassment. It is a violation of this policy for an employee to harass another employee or student through conduct or communication of a sexual nature.

## **EVALUATIONS**

Each classified employee will be subject to an evaluation at the completion of their 60-day probationary period. Following the successful completion of the probationary period, employees will be formally evaluated one time per year by his or her immediate supervisor or building principal (or designee). Employees will be evaluated on attendance and punctuality, quality of work, initiative and quantity of work, responsibility and dependability, ability to work with others, and general appearance (see Appendix B). The evaluation process will be developed and updated from time to time in consultation with the administrative team and/or classified employees and will contain items to help assure a successful working relationship.

Upon completion, the evaluation form will be signed by the evaluator and the classified employee and placed in the employee's personnel file which is maintained in the Central Office. A classified employee who does not agree with the evaluation may attach a written statement outlining his or her exceptions to the evaluation made. The attached employee statement will also be filed in the personnel folder.

A copy of the completed evaluation form will also be given to the employee if requested.

Past evaluation forms on file in the personnel folder may be reviewed by the employee upon advance request to the superintendent's office.

## **DRUG-FREE WORKPLACE**

The School Board seeks to maintain an educational setting that is not tainted by the use or evidence of use of any controlled substances. The Board shall not permit the manufacture, use, distribution of dispensing of any controlled substance, including alcohol, and any drug paraphernalia by any member of the corporation's classified staff at any time while on school property or while involved in any corporation-related activity or event. Any staff member who violates this policy will be subject to disciplinary action, up to termination, in accordance with corporation guidelines and applicable state and federal statutes.

## **USE OF TOBACCO**

The Board recognizes the use of tobacco presents a health hazard which can cause serious consequences in a school climate. South Adams Schools is a tobacco, vapor, drug, alcohol, and CBD free campus. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form will not be tolerated on any school property (this includes buildings, grounds, and vehicles.) These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic delivery system. Any staff member who violates this policy will be subject to disciplinary action including termination in accordance with corporation guidelines and applicable state and federal statutes.

## **RESPONSIBILITIES & EXPECTATIONS**

### **PERSONAL RESPONSIBILITIES**

- Board Policy & Administrative Guidelines – All staff members are expected to adhere to the school board's policies and administrative guidelines.
- Employees serve as a role model for students through his or her conduct, dress, language, attitude, and motivation. Dress and conduct yourself as a professional.
- Each employee is to demonstrate desirable professional interpersonal relationships with students, colleagues, and members of the community.

### **PROFESSIONAL RESPONSIBILITIES (CHAIN OF COMMAND)**

- Staff members having any issue with a student, parent, staff member or administrator should attempt to rectify the situation directly with the person with which there is a problem.
- If the problem cannot be resolved directly with the person, a peer may be included in the second attempt to confront the person with whom there is a problem.
- If the situation is still not resolved, it may be necessary to speak with the person's direct supervisor or administrator.
- If the problem still persists, the issue may be presented to the superintendent and if still unresolved, the school board.

- There may be situations, depending on the severity of the situation, which one or more of these steps may need to be bypassed.
- Any illegal activity must be reported to law enforcement in the presence of school administration.

## **PROFESSIONALISM**

**CELL PHONES** – Staff members should use professional judgment when using their personal cell phones at school in order to prevent distractions. Calls should be avoided in the presence of students except for emergency situations. Phones should be on silent and/or vibrate and incoming calls should be immediately sent to voicemail and checked at the appropriate time.

**DRESS AND APPEARANCE** – Students should expect to see a professional working with them every day they are in school. Professional dress assists in establishing an atmosphere of respect and a “singleness of purpose”. Employees are expected to dress in a manner consistent with their professional responsibilities.

**PROFESSIONAL CONFIDENTIALITY** – If any staff member has a complaint or concern regarding a student, fellow staff member, school policy or school activity, he or she should discuss the matter with the individual student, teacher, or administrator directly responsible. This type of discussion is inappropriate as a public topic. Discussions outside the professional setting are inappropriate and completely unprofessional.

## **PROGRESSIVE DISCIPLINE**

The Board has adopted a policy of progressive discipline to be applied except in cases of gross misconduct. If the Board finds facts that support the use of progressive discipline, the Board may impose a penalty which may include, but not limited to one or more of the following:

- Verbal counseling/oral warning in which a verbal conference between the employee and his/her supervisor is held.
- A written warning which is a formal notice of a performance problem or inability to follow established policy. This notice serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
- Probation for a period of time determined by the supervisor in connection with the written warning.
- Administrative leave with pay or without pay.
- Suspension without pay imposed in compliance with applicable Indiana statutes.
- Termination imposed in compliance with applicable Indiana statutes.



A written statement concerning the counseling/disciplinary action taken will be recorded on the Employee Counseling/Disciplinary Action Notice (see Appendix C) and will be given to the employee. A copy of this document (signed by the employee or witness acknowledging the items that were discussed) will be placed in the employee's personnel file.

Exceptions to the principle of progressive discipline may be made in cases in which the Board finds that the interests of students and the school community make the application of the principle of progressive discipline in appropriate. Examples include, but are not limited to the following:

- Reporting for duty under the influence of an alcoholic beverage, an illegal drug, or a prescription drug used other than in accordance with a prescription.
- Possession or use of alcoholic beverages or drugs on school property or at an event sponsored by the Board.
- Willful refusal to follow established rules or standards for the conduct of a classified employee, i.e. insubordination.
- Theft, fraud, or another violation of criminal law.
- Arrest and subsequent conviction of a crime.
- Falsification or omission of a material fact in the application for employment by the Board.
- Threats of and/or acts of violence to a person or substantial property damage.
- Poor professional judgment resulting in a risk of physical harm to a person.
- Harassment in violation of Board policy on harassment.

In the event a classified employee is recommended for suspension without pay or dismissal, the procedures required by Indiana law will be implemented.

## **SAFETY & SECURITY**

Doors and Outside Exits – Outside exit doors in classrooms are emergency exits only as specified by the State Fire Marshall. They are not to be used except for their intended purpose. When exiting during a drill/situation no one is to use these doors for re-entry into the building unless a sudden, emergency re-entry. Doors cannot be opened as a means of ventilation.

ID Badges – To ensure the safety of all employees and students, an Identification Badge and Centegix safety badge must be displayed when students and/or parents are present.

### Employee Responsibility

- All employees must have a valid ID and security badge when reporting to work to enter the building.
- Badges must be displayed on the outside of clothing at or above the waist at all times except while operating machinery.
- Each employee should challenge anyone who is not properly identified with a badge and a principal should be contacted immediately.
- All of the above statements of responsibility are for the safety of all members of the South Adams education community.

### Badge Replacement Procedures

- Any employee who either loses or misplaces/forgot their access or security badge must report to the technology department or Administration immediately. The technology department can disable the identification badge while the employee looks for it, the card badge can be re-enabled once found.
- If a card badge stops working without visible damage, the card will be replaced at no cost.
- If a card badge breaks and is less than a year old, the employee shall pay a \$5 replacement charge.
- If a card badge breaks and it is older than one year, it will be replaced at no charge. A card badge that is in working order will not be replaced without a \$5 replacement charge, regardless of age.
- If an identification badge is lost, the employee shall pay a \$5 replacement charge. If a Centegix security badge is lost, the employee shall pay a \$20 replacement charge.
- Card and security badges are for the use of South Adams employees only. Family members, friends, etc. are not to use an employee's badge to enter the building.

If an employee's identification badge has been misplaced/forgotten and not actually lost, the technology department will give the employee a date stamped (1) one-day temporary identification card to use for that day only. The employee then brings his or her misplaced/forgotten badge in the next day, and a replacement badge will not be made. If employees are unable to find their misplaced/forgotten badges by the next day, they must follow the lost badge procedure below and another one-day temporary badge will be issued for each of these employees. A \$5 replacement fee will be charged for any lost badges.

## TECHNOLOGY

South Adams Schools recognizes that access to technology in school gives students and staff greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students and staff develop 21st-Century technology and communication skills. To that end, we provide access to technologies for staff use.

This Acceptable Use Guideline outlines the behaviors that users are expected to follow when using technologies on school campus.

- The South Adams network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies, guidelines, and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Staff and students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- South Adams makes a reasonable effort to ensure employees’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

**Technologies Covered** – South Adams may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, South Adams will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

**Usage Guidelines** – All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know.

**Web Access** – South Adams provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations, school guidelines, and policies. Web browsing may be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn’t be, the user should follow district protocol to alert an IT staff member or submit the site for review.

**Email** – South Adams may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. ***Personal email accounts should not be accessed during school hours.*** If users are provided with email accounts, they should be used for educational purpose. Users should not send personal information; should not attempt to open files or follow links from an unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and will be archived.

**Social/Web 2.0 / Collaborative Content** – Recognizing the benefits collaboration brings to education, South Adams may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personal identifying information online. Online comments which are disrespectful to South Adams Schools, staff, students, and activities are unacceptable.

**Mobile Devices Guidelines** – South Adams may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored and will have the school’s filter agent installed.

**Staff Social Media & Personal Devices** – South Adams does not violate employee freedom of speech legal standards, but employees should know that there are limits to these legal standards. For example, school corporations may discipline employees for online postings that substantially disrupt or can reasonably be foreseen to disrupt school operations. Any conduct that adversely affects job performance, the performance of fellow employees, or otherwise adversely affects South Adams may result in disciplinary action up to and including termination.

#### Employee Personal Social Media Accounts

- Should not post written or visual photos or videos of students/school/classroom activities.
- Should not post written or visual classroom assignments or student work.
- Should not have online interactions with students.
- Should not answer or speak as if representing the school corporation.
- Should be conducted with caution with parents or guardians of students.
- Should remember...your audience is everyone. You may have privacy settings in place, but one person seeing your post has the potential to go viral.

#### South Adams Represented Accounts

- MUST BE APPROVED by submitting the South Adams social media request form and signed by the Superintendent BEFORE creating the account(s)

- Must abide by the guidelines set forth on the media request form
- Must be regularly monitored and kept up to date
- Must have parent permission to post student photos (both PowerSchool & classroom form)
- Should not include photos of non-South Adams individuals or organizations without written consent
- Should not create additional school social media accounts (other than what was listed on the request form) without written approval

#### Personal Devices

- Employees should not attempt to join the South Adams Wi-Fi network
- Should not be used during class
- Should not be shown to students
- Should not be used to store student photos or student data

**Personally-Owned Devices Guidelines** – Staff personal laptops or other mobile devices are not permitted on South Adams wireless access points or network.

**Security** – Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

**Downloads and Installs** – Users should not download or attempt to download or run programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes. Staff members may not copy software and may not bring software in from outside sources without IT approval.

**Student Supervision** – Teachers and staff members must supervise students at all times using technology devices when in their classroom. Students violating the student acceptable use guidelines should be reported immediately.

**Netiquette** – Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, peers, or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

**Plagiarism** – Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create

themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

**Personal Safety** – Users should use caution when sharing personal information, including phone number, address, social security number, birthday, or financial information, over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

**Cyberbullying** – Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying.

### **Acceptable Use Guidelines:**

Employees will:

- ✓ Read the by-laws and policies, especially 7540.04 located on the South Adams Schools web site.
- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that they are expected to follow offline.
- ✓ Treat school resources carefully, and alert IT if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion when using communicative or collaborative technologies.
- ✓ Alert IT department or Administration if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

### **Limitation of Liability**

South Adams will not be responsible for damage or harm to persons, files, data, or hardware. While South Adams employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. South Adams will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

**Violations of this Acceptable Use Guidelines** – Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Legal action and/or prosecution

# APPENDIX A

## SOUTH ADAMS TIME SHEET

This report is due to payroll the Monday morning following a payroll Friday

EMPLOYEE NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
 WEEK OF: \_\_\_\_\_ TO: \_\_\_\_\_ LOCATION: \_\_\_\_\_

All subs (custodial, aides, food service, etc), paraprofessionals, food service, bus drivers working hours outside their regular scheduled school routes, coaches working hours outside their regular season, or anyone that works as an hourly employee, must record their start time and finish time each day. It must be Monday through Sunday of the SAME week and **RECORDED IN .25 HOUR INCREMENTS**. In order to be paid in a timely manner, this timesheet must be submitted on Monday following a payroll Friday. This includes lay coaches, ticket takers, or any other ECA event that an employee may work. Please fill out a separate time sheet for after school or extra curricular hours and submit to the proper supervisor of those programs.

DAY	DATE	DO NOT INCLUDE PERSONAL, VACATION, BEREAVEMENT, OR PD TIME IN THESE HOURS			TOTAL HOURS WORKED	TOTAL OTHER HOURS	OTHER HOURS DESCRIPTION:	ADDITIONAL NOTES:
		TIME IN	TIME OUT	LUNCH			LEAVE, BEREAV, PROF DEVEL, HOLIDAY, COVID PAY,...	
SUN								
MON								
TUE								
WED								
THUR								
FRI								
SAT								
<b>WEEKLY TOTALS:</b>							<b>TOTAL PAID HOURS</b>	

I certify under the pains and penalties for perjury that the foregoing representation of hours worked is true and accurate to the best of my ability.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Authorized by: \_\_\_\_\_

WEEK OF: \_\_\_\_\_ TO: \_\_\_\_\_

DAY	DATE	DO NOT INCLUDE PERSONAL, VACATION, BEREAVEMENT, OR PD TIME IN THESE HOURS			TOTAL HOURS WORKED	TOTAL OTHER HOURS	OTHER HOURS DESCRIPTION:	ADDITIONAL NOTES:
		TIME IN	TIME OUT	LUNCH			PERSONAL, SICK, BEREAV, PROF DEVEL, HOLIDAY, BOARD PAY	
SUN								
MON								
TUE								
WED								
THURS								
FRI								
SAT								
<b>WEEKLY TOTALS:</b>							<b>TOTAL PAID HOURS</b>	

I certify under the pains and penalties for perjury that the foregoing representation of hours worked is true and accurate to the best of my ability.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Authorized by: \_\_\_\_\_

PLEASE MAKE A COPY OF THIS TIMESHEET FOR YOUR RECORDS

# APPENDIX B



## SOUTH ADAMS SCHOOLS Classified Employee Evaluation Form



\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department/Building

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date(s) of Evaluation

ACTIONS OBSERVED	RATING	COMMENTS
<i>Attendance &amp; Punctuality</i>  use of leave time, arrival, departure, etc.	EE	
	ME	
	NI	
<i>Quality of Work</i>  accuracy, neatness, completeness, thoroughness, etc.	EE	
	ME	
	NI	
<i>Initiative &amp; Quantity of Work</i>  amount of guidance required, promptness & resourcefulness	EE	
	ME	
	NI	
<i>Responsibility &amp; Dependability</i>  follows protocols & procedures, etc.	EE	
	ME	
	NI	
<i>Ability to Work with Others</i>  cooperation, respect & attitude with students, staff, etc.	EE	
	ME	
	NI	
<i>General Appearance</i>  appropriate attire, grooming, etc.	EE	
	ME	
	NI	

*Rating Codes    EE=Exceeds Expectations    ME=Meets Expectations    NI=Needs Improvement*

*Signatures below signify employee has seen this evaluation & discussed its contents with the supervisor*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

2022 revision



## APPENDIX C



### EMPLOYEE COUNSELING/DISCIPLINARY ACTION NOTICE



Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

**VIOLATION:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Excessive Absences                  | <input type="checkbox"/> Substance Abuse violation       | <input type="checkbox"/> Attitude/Describe Behavior      |
| <input type="checkbox"/> Tardiness                           | <input type="checkbox"/> Unprofessional conduct          | <input type="checkbox"/> Abuse of equipment or materials |
| <input type="checkbox"/> Substandard work                    | <input type="checkbox"/> Clock-in/-out violation         | <input type="checkbox"/> Violation of Confidentiality    |
| <input type="checkbox"/> Refusal to complete assigned tasks  | <input type="checkbox"/> Violation of safety rules       | <input type="checkbox"/> Other: see below                |
| <input type="checkbox"/> Disorderly conduct                  | <input type="checkbox"/> Leaving work without permission |  |
| <input type="checkbox"/> Failure to comply with Board policy | <input type="checkbox"/> Disruptive behavior             |  |

**ACTION TAKEN:**

- |  |   |
|--|---|
| <input type="checkbox"/> Documented Verbal Counseling          | <input type="checkbox"/> Investigative Suspension beginning (___/___/___)             |
| <input type="checkbox"/> Written Warning                       | <input type="checkbox"/> with pay <input type="checkbox"/> without pay                |
| <input type="checkbox"/> Second Written Warning                | If substantiated, employee returned to work (___/___/___)                             |
| <input type="checkbox"/> Final Written Warning (if applicable) | <input type="checkbox"/> Disciplinary suspension ___ days (___/___/___ - ___/___/___) |
| <input type="checkbox"/> Termination (effective ___/___/___)   | <input type="checkbox"/> with pay <input type="checkbox"/> without pay                |

**PRIOR NOTIFICATIONS (if any):**

**Level of Discipline:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____

**EXPLANATION OF OFFENSE:**

**DISCUSSION:**

**CORRECTIVE ACTION RECOMMENDED:**

**EMPLOYEE'S REMARK** \_\_\_\_\_

\_\_\_\_\_  
This counseling or warning will be made a part of your Employee File. Continuation of the behavior identified herein will subject you to further disciplinary action, up to and including termination.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor/Counselor

\_\_\_\_\_  
Date

## ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

**It is the responsibility of all South Adams classified employees to understand and follow all guidelines outlined within the Classified Handbook. Classified employees may be suspended or terminated for failure to follow/comply with policies or procedures listed in the Classified Handbook. Decisions regarding suspension or dismissal will be made on a case-by-case basis.**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

I hereby acknowledge receipt of the South Adams Schools Classified Handbook via hard copy or digital copy. I have read and understand the information outlined in the handbook. If I have any questions regarding content of the Classified Handbook, I will direct my questions to my immediate supervisor for assistance.

I understand and agree that the statements contained in this handbook are intended to serve as general information concerning the South Adams Schools with respect to its existing policies, procedures, and practices of employment and benefits.

**I acknowledge that this handbook is neither a contract of employment nor a legal document.**

I understand and agree that nothing contained in the classified employee handbook is intended to create, nor shall be construed as creating an expressed or implied contract or guarantee of employment for a definite or indefinite term.

I understand that this handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written recommendations, or statements regarding terms and conditions of my employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_