



CLASSIFIED STAFF HANDBOOK

Danville Community School Corporation

Danville, Indiana

March 2017

(Administrative Update July 1, 2017)

Original: September, 2009

Revised: July, 2013

Revised: November, 2013

Revised: March, 2016

Revised: December, 2016

Revised: March, 2017

DANVILLE COMMUNITY SCHOOL CORPORATION
 CLASSIFIED STAFF HANDBOOK
 March 2017
 TABLE OF CONTENTS

WELCOME.....	4
OUR PRIMARY PHILOSOPHY	5
100 INTRODUCTION	6
101 Employment-At-Will	7
102 The Philosophy of the School District	7
103 Equal Opportunity Employment Policy.....	8
200 EMPLOYMENT POLICIES	9
201 Americans with Disabilities Act (ADA)	9
202 I-9 Immigration Law Compliance.....	9
203 Employment Background Checks	10
204 Alcohol, Drug-Free Workplace	10
205 Classified Staff Orientation Program	11
206 Introductory Period (First 30 Days)	11
207 Personnel Files.....	11
208 Classified Staff Employee Data Changes	11
209 Motor Vehicle Record (MVR) Inquiry	12
210 Anti Fraternalization Policy.....	12
300 COMPENSATION.....	13
301 Classified Staff Employee Classifications	13
302 Job Classification by Position	13
303 Classification and Wage Base Ranges	13
304 Work Hours	14
305 Lunch and Rest Breaks	14
306 Timekeeping.....	14
307 Overtime	14
308 Work Schedules.....	15
309 Make-up Days.....	15
310 Pay Policy	15
311 Pay Days.....	15
312 Administrative Pay Corrections.....	15
313 Wages	16
314 Posting of Positions	16
400 BENEFIT PLANS.....	17
401 Group Insurance	17
402 401(a) Annuity Plan, InPRS, and 403(b)	17
403 Flex 125 Benefit	17
404 Worker’s Compensation Insurance	18
405 Health Insurance Portability and Accountability Compliance (HIPAA) Policy.....	18
406 Social Security Benefit	18

407	Benefit Continuation (COBRA)	18
408	Benefit Period.....	19
409	Holidays.....	19
410	Vacation Leave	19
411	Vacation Scheduling	20
412	Free Athletic Event Admission	20
500	LEAVE OF ABSENCE.....	21
501	Family and Medical Leave Act.....	21
502	Military Leave.....	22
503	Bereavement Leave.....	23
504	Jury Duty	23
600	JOB OPPORTUNITIES AND CHANGES IN WORK FORCE	24
601	Position Changes	24
602	Change of Classified Staff Status	24
603	Termination of Employment	24
604	Return of School Property.....	25
700	CLASSIFIED STAFF EMPLOYEE CONDUCT AND WELFARE	26
701	Work Rules and Disciplinary Schedule.....	26
702	Non-Fraternization	27
703	Sexual and Other Unlawful Harassment.....	28
704	Harassment of Student	32
705	Sexual Harassment of a Student.....	32
706	Non-Smoking Policy.....	32
707	Personal Appearance/Dress Code	32
708	Phone Calls and Personal Use of School District Systems.....	33
709	Classified Staff Employee Parking.....	33
710	Housekeeping.....	33
711	Drug Violation Reporting Act (HEA 1875).....	33
712	Reporting Cases of Child Abuse and Neglect	34
713	Attendance and Punctuality.....	35
714	Wage Assignments and Garnishments	35
715	Suggestions for Problem Resolution.....	35
716	Complaint Procedure.....	36
717	Personal Property.....	36
718	Extra Income	36
719	School Security	37
720	Mail.....	37
721	Time In and Out of School District Building(s).....	37
800	CONFLICT OF INTEREST.....	38
801	Personal Conduct.....	38
802	Non-Solicitation	38
803	Confidentiality	38
804	Bribes, Kickbacks and Illegal Payments.....	38
805	Legal and Ethical Conduct.....	38

900	COMPUTER USERS.....	40
901	User Workstation Standards.....	40
902	Internet Usage Policy.....	40
903	Electronic Mail Policy.....	40
1000	SAFETY AND SECURITY.....	41
1001	The School’s Role.....	41
1002	Classified Staff Employees’ Safety Responsibility.....	41
1003	Safety Equipment	41
1004	Health Conditions	42
1005	First Aid Log Procedure.....	42
1006	Job Injury.....	42
1007	Emergency Closings	42
1100	TRANSPORTATION AND TRAVEL EXPENSES.....	44
1101	Personal Vehicles.....	44
1102	Travel Expense Records	44
1103	Business Expenses	44
1104	Business Expense Policies – Violations	44
1200	ATTENDANCE AND LATENESS POLICY	45
1201	Introductory Period - Classified Staff Employee Attendance Policy.....	45
1202	Exceptions	45
1203	Classified Staff Employees Attendance Policy.....	45
1204	Personal Days.....	46
1205	Sick Leave.....	46
1206	Voluntary Sick Day Donation.....	47
1206	<i>Voluntary SICK LEAVE BANK (effective July 1, 2017)</i>	47
1207	No Call/No Show.....	47
1208	Medical, Dental and Optical Appointments.....	48
	Drug-Free Workplace Policy Classified Staff Acknowledgement.....	49
	Classified Staff Employee Confidentiality Agreement	50
	ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING.....	51

WELCOME

We would like to welcome you to Danville Community School Corporation. We hope that your future here with us will be a long, rewarding, pleasant, and satisfying experience.

This handbook is a ready reference to the practices and policies of our school district. It is intended to be of assistance to the newcomers and an aid to the experienced worker who wishes to refresh his/her memory. If there is anything, you do not understand or if you have any questions, do not hesitate to consult with the Superintendent, Business Manager, or Treasurer. You will find us eager to help you as we work together toward common goals. The spirit of cooperation, teamwork, and extra effort has been significant in our school district's success to date. You too can contribute to and help perpetuate this same spirit.

As you begin your association with us, you will begin to realize that you are the school district. Your attitude, conduct, manners, grooming, dress, and performance reflect not only on you as an individual, but also on the school district. Remember at all times that the school district is only an image and impression of the people and the services provided within, so it is very important that you treat each of our students fairly in their everyday, as well as special, transactions. We feel that our primary objective is to treat each student in such a way that he or she will want to return to our organization. Take pride in yourself, your job, and your school district.

Your future is tied in closely with the success and progress of the school district. Your contribution, measured by the effort you make and the results you achieve, can be significant. We will attempt to provide an environment wherein you can grow as an individual, reach your own personal goals, and have fun doing it.

Welcome! Good luck! I look forward to working with you.

Dr. Tracey R. Shafer
Superintendent

ADA Contact Person – Mr. Tom Johnson
Civil Rights Officer – Mr. Tom Johnson
Equal Opportunity Contact Person – Mr. Tom Johnson
Compliance Officer – Mr. Johnson and Mrs. Morgan Walker
Title IX Coordinator – Mr. Tom Johnson

OUR PRIMARY PHILOSOPHY

Classified Staff

Danville Community School Corporation has been blessed with dedicated and energetic employees whose desire is to provide the very best, well-rounded education for their students. Our school system has a rich history of high expectations along with extraordinary levels of student achievement. In addition to academic achievement, we strive to provide varied educational and extracurricular experiences that will help our students develop into well-rounded persons socially, physically, and emotionally.

We are continuing our pursuit of excellence with the continuous quality improvement process. The basis for all decision-making is data and improved student achievement. We must meet the challenge of improving, no matter how good we may be at the present. We invite you to join us in this journey of continuous quality improvement, and we hope that you will share any suggestions, comments, or concerns you might have regarding our schools with us.

The term “classified staff” when used in this document refers to all non-certified school employees.

100 INTRODUCTION

Welcome! You are now a representative of Danville Community School Corporation (school district) and as such, you will begin your responsibilities by reading and acknowledging the information in this Classified Staff Handbook.

This handbook is intended to give you a brief and general overview of personnel policies and benefits while working for the school district. Issues such as policies, compensation, benefits, leaves of absence, conduct, safety, and multiple other aspects are addressed herein.

This handbook may not contain all of the policies that are applicable to classified employees. If you have any questions about any policy, whether or not contained in this handbook, you are encouraged to direct those questions to the Superintendent, Business Manager, or Treasurer.

The policies described in this handbook will be applied at the discretion of the school district, in compliance with all applicable law. Failure by the school district to enforce a policy does not constitute a waiver of that policy.

Every classified staff employee is required to read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as a classified staff employee and outlines the programs developed by the school district to benefit you. One of our objectives is to provide a working environment that is conducive to both personal and professional growth.

Furthermore, changes in conditions may require the school district to supplement, modify, or eliminate employment policies described in the handbook. Danville Community School Corporation therefore, reserves the right to exercise its discretion to make changes in, deletions from, or additions to this handbook at any time, for any reason, with or without notice. From time to time, we will update the handbook with additions or revisions. Changes and revisions will be posted on the school district web site and printed copies will be forwarded to building principals, directors, and classified staff employee managers to add to their copy of the Classified Staff Handbook. It is the classified staff employee's responsibility to periodically check for updates to this handbook.

An "Acknowledgement of Receipt and Understanding" form is enclosed for your signature to indicate your receipt and agreement to comply with the provisions of this handbook. Please sign this acknowledgment form and return it to the Superintendent or his/her designee.

This handbook, therefore, does not constitute an employment contract or otherwise create any contractual obligation for the school district of any kind and should not be considered as the total and complete official statement of the policies at Danville Community School Corporation.

This handbook supersedes all prior versions of any employee handbook and any other written or unwritten policies and procedures.

101 Employment-At-Will

Employment with Danville Community School Corporation is voluntary and is subject to termination by a classified staff employee or the school district at will, with or without cause, for any or no reason, and with or without notice, at any time. The school district can change the terms of your employment at any time, with or without notice, for any or no reason. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of the school district classified staff employees.

This policy of employment-at-will may not be modified by any school district member or classified staff employee, and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the appropriate District Office Administrator.

These personnel policies are not intended to be a contract of employment or a legal document.

102 The Philosophy of the School District

All staff members are expected to conduct themselves in a courteous and respectful manner towards students, parents, and any member of the public while engaged in the course and scope of his or her job or other school district business.

The confidential relationship between the school district and each of its students is a fundamental principle that has long been recognized in practice. That relationship, moreover, extends to all confidential school district information not otherwise available to persons not employed by or otherwise officially associated with the school district.

For this reason, each classified staff employee, whatever his or her position, must respect and maintain the confidentiality of all non-public, proprietary school district information, including but not limited to student information, which includes information concerning our students' financial status. Special care must be taken to ensure that personal student information never be used carelessly or maliciously.

Further, classified staff employees must maintain the confidentiality of the software programs and documentation to which they have access and should not disclose such programs or documentation to others. In short, each classified staff employee has the responsibility to safeguard information entrusted to him or her.

The school district is dedicated to providing our students with the best possible education. In order to serve the students effectively, it is important that you understand the school district's goals so that you feel confident in handling student inquiries. You are also expected to tactfully suggest specific programs to those students appearing to need them. This involves telling the student about the important features of the programs, pointing out how the student will benefit from using the programs, and referring the student to other school district personnel who can provide more information.

If the school district is to meet its objectives, classified staff employees are expected to know all there is to know about the school district and its programs, and to be able to determine what programs the student needs.

The following lists and summaries outline the various policies adopted by the Board of School Trustees. It is the intent of the Administration to annually assure that up-to-date training and information is available to all employees (and students when necessary) regarding these policies. Each building will have a copy of the Classified Staff Handbook available to anyone should he/she want or need to know the full wording of any policy. Please contact the Superintendent or his/her designee in the event a more complete explanation is needed, or to discuss individual concerns or complaints related to these policies.

103 Equal Opportunity Employment Policy

Danville Community School Corporation is built on teamwork and equal opportunity. The school district is committed to developing and implementing a program of nondiscrimination. The school district provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, age, disability, veteran status, military service, genetic information or any other category or characteristic protected by applicable law. The school district complies with all applicable federal, state, and local employment and labor laws, including but not limited to laws related to equal opportunity. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, placement, promotion, discipline, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The school district expressly prohibits any form of workplace harassment based on race, color, religion, national origin, age, disability, genetic information, or any other characterization protected by law.

The school district will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the school district, all as defined by applicable law. This policy governs all aspects of employment, including hiring, job assignment, compensation, discipline, termination, and access to benefits and training.

Any violations of the Equal Employment Opportunity Policy by anyone must be reported immediately to the Superintendent or his/her designee.

District administration has the overall responsibility of carrying out Danville Community School Corporation's Equal Employment Opportunity Policy in their respective work areas.

200 EMPLOYMENT POLICIES

Danville Community School Corporation believes that the working conditions, wages and benefits it offers are competitive with those offered by other schools in this geographical area, as well as in the industry. If a classified staff employee has concerns about working conditions or compensation, he/she is strongly encouraged to voice these concerns to the Superintendent or his/her designee. Our experience has shown that when classified staff employees work with the Superintendent or his/her designee, the working environment can be excellent, communications can be clear, and concerns can be addressed effectively.

201 Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require public schools to not discriminate against employees and applicants with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. It is the policy of the school district to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the school district's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The school district will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the school district.

Employees shall contact the Superintendent or his/her designee with any questions or requests for accommodation. Requests for accommodation shall be handled in accordance with applicable state and federal law, which shall include an interactive process that both the school district and the employee must engage in. As a part of the interactive process, the employee may be requested to provide certain relevant medical information and/or certification. The law does not require the school district to provide the exact accommodation requested by the employee, but only any accommodation that is wholly effective and reasonable.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

202 I-9 Immigration Law Compliance

Danville Community School Corporation complies with the Immigration Reform and Control Act and all other applicable immigration law. The school district will only employ those persons who are legally eligible to work in the United States.

In compliance with applicable law, all classified staff employees are required to provide within three (3) days of beginning employment a valid and unexpired document or documents found within Form I-9, Employment Eligibility Verification, List of Acceptable Documents establishing identity and employment authorization. If an individual cannot verify his/her right to work in the U.S. within three days of hire, the school district must terminate his/her employment.

203 Employment Background Checks

The school district relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the school district excluding the individual from further consideration for employment or, if the person has been hired, termination of employment.

To ensure that individuals who join the school district are well qualified and have strong potential to be productive and successful, it is the policy of the school district to check the employment references of all applicants. The school district will also check DMV driving records for all driver positions and/or classified staff employees who, during the course of employment, will drive a school district vehicle. The school district will also comply with all state requirements regarding criminal background checks.

No one other than the appropriate District Office Administrator of Danville Community School Corporation shall provide former school district classified staff employee references. Responses to such inquiries shall confirm only dates of employment and position(s) held.

204 Alcohol, Drug-Free Workplace

The school district is a drug and alcohol-free facility. It is the school district's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

Employees shall not be under the influence of any illegal or unauthorized drugs (including excessive quantities of prescription or over-the-counter drugs), or prescription or over-the-counter drugs that may adversely affect job performance or behavior when taken in prescribed quantities while "on-duty" for the school district. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees shall not possess or consume alcoholic beverages on school district premises, during work time, or while otherwise engaged in conduct related to the business activities of the school district. Employees shall not be under the influence of alcoholic beverages during work time.

If suspected of drug or alcohol use, classified staff employees will be required to be tested. Each classified staff employee may be tested for drugs and/or alcohol under any of the following conditions: after any work-related incident or accident; if a classified staff employee has been observed using a suspected prohibited substance on the job; if a classified staff employee exhibits a severe and prolonged reduction in productivity; and if the school district has other reasonable cause for testing. Reasonable cause shall be defined as an action indicating physical or physiological symptoms or reactions commonly attributed to the use of controlled substances. The school district has a zero (0) tolerance policy for use of drugs and/or alcohol. This means no level of drugs or alcohol may be detected in a classified staff employee's system. Classified staff employees refusing to consent to a urine and/or blood sample for drug and/or alcohol testing shall be subject to disciplinary action up to and including discharge.

The school district reserves the right to conduct searches of all property owned, operated, or controlled by the school district, including but not limited to individual work stations or storage. Employees are required to fully cooperate with any such search and refusal to submit to inspection shall be subject to disciplinary action, up to and including discharge.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

The school district complies with the Drug-Free Workplace Act. The school district also complies with the DOT Safety Sensitive positions, as required by the Federal Highway Safety Administration. The school district and its' classified staff employees have a vital interest in maintaining a safe and healthy work environment in which all classified staff employees may perform in a productive manner. The school district also has a commitment to its students and to the community in which it operates, where our classified staff employees and their families live.

The school district will abide by the DOT mandated Drug and Alcohol Testing policy on test results for bus drivers. Bus drivers are to follow the Federal Drug and Alcohol Testing Policy and will be randomly tested.

205 Classified Staff Orientation Program

New classified staff employees will receive an orientation, which provides an excellent opportunity for the new employee to become better acquainted with the school district and how each classified staff employee's responsibilities support the overall operation of the school district.

206 Introductory Period (First 30 Days)

The introductory period during the first thirty (30) days is intended to give classified staff employees an opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether his/her new position meets his/her expectations. The school district shall use this period to evaluate capabilities, work habits, and overall performance. Either the classified staff employee or the school district may end the employment relationship at any time, for any reason during or after the introductory period.

Classified staff employees are strongly encouraged to discuss job performance and goals on an informal day-to-day basis with his or her supervisor(s). This shall provide classified staff employees with the opportunity to discuss job tasks, identify and correct weaknesses, and encourage and recognize strengths. The Superintendent or his/her designee may, at any time, extend a classified staff employee's thirty (30) day introductory period.

207 Personnel Files

Danville Community School Corporation maintains a personnel file for each classified staff employee. The personnel file includes information such as job application/resume, agreements, records of training, and documentation of performance appraisals, and other employment information.

Personnel files are the property of the school district, and access to the information they contain is restricted to appropriate personnel. Permission to review a personnel file must be given by the appropriate District Office Administrator. With appropriate notice, classified staff employees may periodically review their personnel file in Danville Community School Corporation's district office and in the presence of an individual appointed by the school district to maintain the files.

208 Classified Staff Employee Data Changes

It is the responsibility of classified staff employees to promptly notify the Superintendent or his/her designee and the appropriate District Office Administrator of any changes in personnel data, including:

- Name changes
- Home address change
- Home and/or main contact telephone number

Marital status
Emergency phone contact
Number of dependents
Military status
Educational status
Correction to Social Security number

Any personal information affecting benefits
Payroll deductions

By being informed of these changes, we are able to maintain all records in a current and accurate manner and deal with emergencies should they arise. This is especially important with regard to personal changes, which affect classified staff employees or dependent eligibility for various benefit plans.

209 Motor Vehicle Record (MVR) Inquiry

Prospective classified staff employees expected to drive a bus or district-owned vehicle must have a current and acceptable motor vehicle driver's license. Any changes to driving records must be reported to the Superintendent or his/her designee in a timely manner.

210 Anti Fraternization Policy

Danville Community School Corporation respects the privacy of its classified staff employees' personal lives. At the same time, the prevention of harassment and discrimination in the workplace is taken very seriously by the Administration. It is given the priority it deserves. It is in everyone's interest in the workplace to avoid unwelcome conduct of a sexual nature, discrimination or favoritism, and the adverse impact on overall productivity that can accompany dating and romantic relationships between classified staff employees. Therefore, Danville Community School Corporation reserves the right to respond appropriately so that a relationship between co-workers does not cause problems.

300 COMPENSATION

301 Classified Staff Employee Classifications

Exempt classified staff employees – The exemption of a classified staff employee from the overtime provisions is based on the Fair Labor Standards Act. The hours worked by exempt classified staff employees are often irregular, and begin and end beyond the normal workday.

Nonexempt classified staff employees – Non-exempt classified staff employees are expected to confine their work to the normal workday and workweek unless the Superintendent or his/her designee authorizes overtime in advance. Overtime will be paid for time worked in excess of forty (40) hours in a workweek in accordance with the Fair Labor Standard Act.

If you have a question regarding whether your position is exempt or non-exempt under the Fair Labor Standards Act, you are encouraged to direct questions to the Superintendent or his/her designee.

302 Job Classification by Position

School policies apply to all categories of classified staff employees; however, classified staff employees are divided into the following categories for the purpose of compensation and benefits.

Each employee group will have a specific number of days, specified in written form, based on the position held. General categories and days are as follows:

<u>Job Classification Group</u>	<u>Number of Working Days</u>
District Office	260
Maintenance	260
Housekeeping	260
Technology	260
School Clerical	Varies, based upon position
Instructional Assistants	Varies, based upon position
School Nurses	182
Bus Drivers	Varies, based upon route
Food Service Workers	Varies, based upon position
PACE Workers	Varies

Seasonal: Classified staff employees hired as temporary replacements, or for short periods of employment such as summer months, peak periods, and vacation are considered temporary classified staff employees.

NOTE: Seasonal classified staff employees are not eligible for benefits regardless of the number of hours or weeks worked.

303 Classification and Wage Base Ranges

Classified staff employee's wages are based on the number of years' experience, ability, performance, and qualifications. In job classifications where pay scales are based upon increments of experience, a classified staff employee must have completed six (6) months or more of their employment year in order to be credited for a year of experience for wage determination only. Increment adjustments are made on July 1 of each year.

It is the policy of the school district to pay equitable salaries based on the relative value of each position's contribution to this organization, giving due consideration to pay levels in our geographic area for similar work, and in recognition of our financial position.

304 Work Hours

The Danville Community School Corp. District Office is open from 7:30 a.m. to 4:00 p.m., Monday through Friday, except for holidays.

Classified staff employees are required to follow the specific guidelines of each grade level facility. Facilities are open at a variety of times, based on school activities.

305 Lunch and Rest Breaks

Classified staff receive a one-half (1/2) hour lunch break. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Each workday, full-time nonexempt employees are provided with two rest periods of fifteen (15) minutes in length when conditions warrant. This time is counted and paid as time worked and, as such, employees must not be absent from their work areas beyond the allotted rest period time. There is no set schedule for rest breaks, except for Housekeepers.

306 Timekeeping

Federal and state laws require the school district to keep an accurate record of all time worked by non-exempt classified staff employees in order to calculate employee pay and benefits. Our method of recording this information is the use of a time card and/or attendance sheet for payroll purposes. Each building will submit an attendance sheet for the pay period. Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties or as otherwise defined by applicable law.

Classified staff employees should request permission from their immediate supervisor prior to leaving school district property during their scheduled work time for other than breaks or lunch. Unless an employee is on company business, he/she must "clock out" any time that he/she leaves school district premises.

Classified staff employees are paid only for the number of hours shown under their name on the time card. We must insist that no one record time, in or out, for another classified staff employee.

Altering, falsifying, or tampering with your own or another employee's time records shall result in disciplinary action, up to and including termination of employment. Notify the Superintendent or his/her designee immediately if an error was made in record keeping.

An electronic form of timekeeping may replace the use of manual time cards at any time.

307 Overtime

From time to time, circumstances may require overtime. As much notice as possible will be provided but occasionally, overtime will be required on short notice. All overtime hours must receive the Superintendent or his/her designee's approval before it is performed.

Non-exempt classified staff employees will be paid overtime at one and one-half (1 ½) times their hourly rate of pay for all hours worked over 40 hours per week, or as otherwise required by applicable law. Overtime pay is based on

actual hours worked. Time off for vacation, or any type of leave of absence will not be considered hours worked for purposes of calculating overtime in accordance with the Fair Labor Standard Act. Exempt classified staff employees are not entitled to overtime pay.

308 Work Schedules

Staffing needs or operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Classified staff employees within certain job classifications may be assigned different scheduled work hours or workdays as required. Work hours and days are subject to change upon notice from the Superintendent or his/her designee.

309 Make-up Days

Employees on 260-day agreements are expected to be on the job each day, even if school is cancelled for students due to an emergency. If the county declares a Snow Emergency and your supervisor calls you in, you will be paid one and one-half (1 ½) the hourly rate. Employees will be allowed to use a personal day, vacation day, or be docked a day's pay on a snow day. If an employee works on a snow day, they will be paid regular time. If employees are told to stay at home, they will be paid regular time.

Employees in all other categories of employment are expected to make-up the day(s) the buildings are closed for emergencies, as is required by statute for teachers. When classes are cancelled for students, the 260-day employee will be notified concerning their work schedule.

310 Pay Policy

Danville Community School Corporation's staff is paid bi-weekly. Each pay represents wages earned by the classified staff employee during the two-week period ending on the previous Sunday. Time cards and attendance sheets are due at the District Office on Friday the week before payday and must be approved by the supervisor. Classified staff employees receive their pay via direct deposit into an account or accounts selected by the employee.

311 Pay Days

Pay advices are available on Friday of each pay period. If the payday falls on a holiday, classified staff employee's pay will be deposited the day before the holiday.

Classified staff employees have a 21 or 26-pay option, with the exception of 260-day employees who do not have the 21-pay option. Due to applicable law, your selection regarding 21 or 26 pays will be irrevocable for the entire school year. In all cases of separation of service within the meaning of applicable law, the amount earned but deferred, will be paid as a lump sum at termination.

312 Administrative Pay Corrections

Danville Community School Corporation takes all reasonable steps to insure that the correct amount of pay is provided in each classified staff employee's pay and that payment is made promptly on the scheduled payday.

In the unlikely event there is an error in pay, classified staff employees should immediately bring the discrepancy to the attention of the Superintendent or his/her designee so that corrections can be made as quickly as possible.

If a discrepancy should arise due to an error on the classified staff employee's part, the amount shall be corrected on the following pay period.

313 Wages

A set wage scale is utilized based on job classification.

314 Posting of Positions

If possible, present classified staff employees will be considered for open vacancies or new positions before new staff is hired from outside of the school district. Every effort will be made to post the position in all buildings. Any classified staff member interested in a posted vacancy should indicate their desire to be considered for the position in writing.

Open positions within the school district will be filled based on factors such as quality of work, prior job performance, experience, educational background, attendance (not including approved absences), safety record, and the ability to work well with others.

Job openings will be posted on the bulletin board located at each building, as well as on the school district website.

Danville Community School Corporation reserves the right to advertise and hire outside of the school district at any time.

400 BENEFIT PLANS

Benefit eligibility is dependent upon the agreement year, which runs from July 1 to June 30 of the following year (see Section 408 for additional information). The school district reserves the right to change, revise, or eliminate any of the benefits described in this handbook. The information contained in this booklet is only intended to provide a brief summary of our benefit plans. Where there is a difference between this summary and the PLAN DOCUMENT POLICY, the plan document or policy will govern. Insurance benefits will be reviewed annually by the Board of School Trustees. In addition, we encourage classified staff employees to contact the Superintendent or his/her designee with any questions or comments regarding benefits.

401 Group Insurance

The school district provides group insurance to classified staff working a minimum of thirty (30) hours per week, except for Bus Drivers. Specifically, a health care benefit plan, which includes medical and hospitalization, as well as a dental plan and life insurance is currently offered. Long-term disability is offered to secretaries and nurses and those employees who work 260 days per year.

The school district pays a portion of health care insurance costs for classified staff employees. However, classified staff employees are responsible for a portion of the full premium for themselves and any dependent coverage. Employees transferred into a benefit-eligible position from a non-benefit position will receive the same amount toward their premium(s). Classified staff employees may choose to participate after their initial thirty (30) days of continuous employment. For further details, please see the Superintendent or his/her designee. The school district has the right to adjust the classified staff employee or employer contents, as deemed necessary.

In the event a classified staff employee is on an approved Leave of Absence, the classified staff employee must pay their portion of the insurance premium(s) on a monthly basis, or coverage will be cancelled.

402 401(a) Annuity Plan, InPRS, and 403(b)

Danville Community School Corporation provides and maintains a qualified 401(a) Annuity Plan. Subject to change in future years, the School Corporation will annually make non-elective contributions to the 401(a) Plan equal to the product of two (2) percent times the employee's compensation paid for the school year. This plan will remain in effect for employees hired before December 12, 2016. Employees hired after December 12, 2016 may also receive up to a two (2) percent 401(a) contribution equivalent to their contribution into a matching 403(b) account. Contributions must be made in not less than one (1) percent increments. Employees who work a minimum of thirty (30) hours per work week and are employed on the last day of the Plan Year will receive this contribution from the school district. The annual contribution is determined by the employee's salary from July 1 through June 30 of each year and this contribution is placed into a section 401(a) plan of the Internal Revenue Code. An employee becomes vested with a minimum of ten (10) years of continuous employment.

Membership in the Indiana Public Retirement System (InPRS) is compulsory for all full-time classified personnel except instructional assistants and those who work less than thirty (30) hours per week.

A 403(b) Plan is available for all classified staff employees. The 403(b) Plan will include provisions for pre-tax salary reduction contributions. This plan is not matched by the school corporation. The plan is administered by the school district.

403 Flex 125 Benefit

The benefits provided to classified staff employees by Section 125 of the Internal Revenue Act of 1978 are available to any classified staff employee at their request.

404 Worker's Compensation Insurance

The school district provides a comprehensive insurance program at no cost to classified staff employees, to the extent required by Indiana law. This program covers lost time, medical expenses, and loss of life or dismemberment from an injury or illness arising out of or in the course of employment, subject to applicable law.

Any employee who sustains any work-related injury or illness must inform his or her supervisor or the Superintendent or his/her designee as immediately as practicable. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. In addition, the employee must fully cooperate with all instructions and requirements related to reporting, investigation, and coverage.

Neither the school district nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the school district.

405 Health Insurance Portability and Accountability Compliance (HIPAA) Policy

Danville Community School Corporation may be a covered entity as defined by HIPAA under certain circumstances as determined by applicable law. Thus, Danville Community School Corporation has made a decision that HIPAA privacy and security provisions will apply to all Protected Health Information (PHI) maintained by the school district.

HIPAA regulations will be followed in administrative activities undertaken by assigned personnel when they involve PHI in any of the following circumstances: health information privacy, health information security, and health information electronic transmission.

Danville Community School Corporation will consider any breaches in the privacy and confidentiality of handling of PHI to be serious, and disciplinary action will be taken in accordance with our code of conduct.

Questions regarding policy provisions should be addressed to the appropriate District Office Administrator. School records that are governed by this policy will be maintained for a period of no less than six years, or as otherwise required by applicable law, and when the maximum retention period has passed, the records will be subject to the school district's policy for complete record destruction.

406 Social Security Benefit

The school district provides Social Security benefits as governed by state and federal laws. The law requires the employer to pay, for classified staff employees, into a Social Security fund. This plan is compulsory for all classified personnel.

407 Benefit Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives certain classified staff employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Danville Community School Corporation's health plan when a "qualifying event" would otherwise normally result in the loss of eligibility, as determined by or otherwise required by applicable law. Some common qualifying events may be resignation, termination of employment, or death of a classified staff employee; a reduction in a classified staff employee's

hours or a leave of absence; a classified staff employee's divorce or legal separation; and a dependent child, no longer meeting eligibility requirements.

Under COBRA, the classified staff employee or beneficiary pays the full cost of coverage at the school district's group rates plus an administration fee.

Danville Community School Corporation's insurance carrier provides each eligible classified staff employee with a written notice describing rights granted under COBRA when the classified staff employee becomes eligible for COBRA coverage under the school district's health insurance plan. The notice contains important information about the classified staff employee's rights and obligations.

408 Benefit Period

The benefit period runs from July 1 to June 30 of the following year. Compensation, benefits, and other matters are provided yearly based on these dates. Those newly employed, after the July 1 date, shall have benefits concerning personal days and sick days prorated for the year based on the amount of time remaining in the annual period, excluding the introductory period. The prorating shall be based on the percentage of the benefit year remaining after the introductory period has ended, times the annual allowable days for the benefit year. The number of vacation days is computed likewise, following the completion of one (1) calendar year. In the event the Board of School Trustees fails to set salaries for a classified staff group prior to July 1, the wages and benefits then in effect shall remain the same until new compensation rates are established. Once salaries are established and approved by the Board of School Trustees, retroactive back pay to July 1 will be computed and paid to employees.

409 Holidays

The school district observes various paid holidays, which may be enjoyed by all 260 day classified staff employees, after thirty (30) days of employment, the introductory period. Defined paid holidays for all 260 day classified staff are as follows: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Fall Break Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day. If a defined holiday falls on a weekend, designation for holiday/s will be set by administration yearly.

To be eligible for holiday pay, a classified staff employee must have completed the introductory period (first 30 days of employment), be considered a full time classified staff employee, work the last regularly scheduled workday before the holiday and work the day following the holiday. A pre-approved or an excused absence will be considered as a day worked for the purpose of holiday eligibility.

When a holiday falls within a vacation period, with approval by the Superintendent or his/her designee, the vacation period may be extended by an additional day or one day of vacation may be used at a later date.

410 Vacation Leave

Vacation time is accrued and cannot be taken before it is earned. Unused vacation days may not accumulate.

Vacations are available for 260 day employees only. Vacation days should be used in the year they are given (July 1 - June 30). Vacation days per year will be earned on the following schedule:

- Beginning employees will receive 6 days pro-rated to the *fiscal anniversary date (July 1) after six (6) full months of employment

- One-half (0.5) vacation day will be earned for each month worked after the first full six months and before the fiscal anniversary date.
- Must work at least one-half (0.5) month to get credit for that month
- 6 days on July 1st following the first (1st) full six months of employment
- 10 days on July 1st following the first (1st) full year of employment
- 15 days on July 1st following the fifth (5th) contract year of employment
- 20 days on July 1st following the eighth (8th) contract year of employment

<u>Number of Years Worked</u>	<u>Eligible Vacation Days</u>
0.5 Years	6 Days (prorated)
1 Year	6 Days
2-4 Years	10 Days
5-7 Years	15 Days
8+ Years	20 Days

*The fiscal anniversary date is defined as the July 1st immediately following an employee's first *full* six (6) months of employment

Vacation Bridging Policy for Returning Employees

In the event an employee leaves employment with DCSC and then returns as reemployed by the district a year or more later than the last day of employment, employee will receive a "prorated" number of vacation days following the first six full months of employment as with other 260 day beginning employees. Upon the first fiscal anniversary date following return to work, employee's annual vacation will be restored to a number of earned vacation days that is one level removed from the number earned when employee left initial employment. Upon reaching the second fiscal anniversary date of employment following return, employee's vacation leave will be restored to the number of vacation days previously earned during the prior employment period with the district.

Compensatory Vacation Time

If employee has earned 15 days of vacation or more, employee may be paid for up to a maximum of five (5) days of unused vacation time annually.

Upon termination of employment, 260 day employees will receive payment for any remaining earned vacation leave.

411 Vacation Scheduling

Requests for vacation time must be submitted in writing, no less than two (2) weeks in advance and must be approved in advance, by the supervisor.

Vacation scheduling for multiple days will be based on a first-come-first-serve basis. If more than one request is received at the same time, classified staff employee seniority shall be given consideration. Requesting vacation days does not always mean the request will be granted. The needs of the school district shall be given first consideration.

412 Free Athletic Event Admission

Each classified staff employee is eligible to receive one (1) free non-transferable admission ticket to each home, non-tournament athletic event.

500 LEAVE OF ABSENCE

Danville Community School Corporation offers Family Medical Leave as outlined by the federal regulations.

501 Family and Medical Leave Act

Danville Community School Corporation provides job-protected leave under the Family and Medical Leave Act ("FMLA") to eligible employees for qualifying conditions as defined by law. The school district posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Leave Act. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Under this policy, the school district will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. The school district will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses leave under this policy.

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the school district for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

Under FMLA, the following types of leave typically qualify as eligible for FMLA coverage: 1) the birth of a child and in order to care for a newborn (taken within 12 months of birth); 2) the adoption of a child or placement for foster care; 3) care of a spouse, child or parent with a serious health condition; 4) the employee's serious health condition that makes the employee unable to perform the functions of his or her job; and 5) qualifying exigency leave for family members of the National Guard, Reserves, or Armed Forces when the covered military member is on covered active duty or called to covered active duty.

Both paid and unpaid leave may be covered by the FMLA. For example, an employee's paid personal and/or sick leave may be counted as job-protected medical leave if it is for a serious health condition that prevents the classified staff employee from performing the essential functions of his or her job. The total amount of leave, whether paid or unpaid, may not exceed twelve (12) weeks in a twelve (12) month period.

If spouses both work for the school district and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave, unless otherwise specified by applicable law. If spouses both work for the company and each wishes to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Classified staff employees requesting Family and Medical Leave must provide thirty (30) days advance notice or as much advance notice as is practical under the circumstances. If the need for leave is unforeseeable and no advance notice is possible, such as in the case of an emergency hospitalization, the classified staff employee or his/his representative still must inform the appropriate Administrator of the need for leave as soon as is practical.

The school district will require certification for the employee's serious health condition or for serious health condition of a family member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the U.S. Department of Labor Certification of Health Care Provider forms. The school district may directly contact the employee's or family member's health care provider for verification or clarification purposes using a health care professional, leave administrator or management official. The school district will not use the employee's direct supervisor for this contact. Before the school district makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the school district will obtain the employee's permission for clarification of individually identifiable health information. The school district has the right to ask for a second opinion if it has reason to doubt the certification. The school district will pay for the employee to get a certification from a second doctor, which the school district will select. The school district may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the school district will require the opinion of a third doctor. The school district and the employee will mutually select the third doctor, and the school district will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion. Prior to returning from leave, classified staff employees must provide a "Return to Work Medical Certification" form from their health care provider as to their ability to resume work. The school district may delay the classified staff employee's return to work until a "Return to Work Medical Certification" form is provided.

The school district may require certification for other categories of FMLA leave, as permitted by applicable law. The school district may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, the school district may request recertification for the serious health condition of the employee or the employee's family member every six months in connection with an FMLA absence. The school district may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Classified staff employees will be returned to their same or an equivalent position upon return from Family and Medical Leave. In addition, a classified staff employee on leave has no greater right to reinstatement or other benefits and conditions of employment than if the employee had been continuously employed during the leave period.

While a classified staff employee is on Family and Medical Leave, the school district will maintain medical, dental, and life insurance coverage. Classified staff employee must continue contribution toward these benefits during the Family and Medical Leave in order for these benefits to be maintained.

502 Military Leave

All classified staff employees in the United States Armed Forces, Military Reservists, or National Guard or other service branch covered by applicable law, will be granted unpaid leave for military service, training or related obligations in accordance with applicable law. Employees on military leave may substitute their accrued paid leave

time for unpaid leave. The specific terms of the absence and rights to reinstatement and seniority, under federal and state laws, governs reinstatement, benefits and compensation during and after a military leave.

Upon receipt of orders for active or reserve duty, training, or other covered military service, the employee should notify the Superintendent or his/her designee as soon as possible, and submit a copy of the military orders (unless unable to do so because of military necessity, impossibility, or unreasonableness).

Upon return from military service, the employee may be required to provide notice and/or submit an application for reemployment as specified by applicable law.

503 Bereavement Leave

In the event of death in the immediate family, (immediate family defined as spouse, father, mother, son, daughter, brother, sister) the leave with pay will be for not more than five (5) school days' absence beyond the day of the death.

In the event of death in the extended family (extended family defined as aunt, uncle, niece, nephew, grandparent, grandchild, great-grandparent, great-grandchild, the leave with pay will be for not more than three (3) schools days' absence beyond the day of the death.

Leave will pertain also to the spouse of any of these in this article, or person living within the home as part of the family. If you are married, leave may be available for the same members of your spouse's family. In the event of extenuating, or unforeseen circumstances requiring additional leave, a written request may be made to the superintendent to consider approval of up to five (5) additional days of leave.

504 Jury Duty

The school district encourages classified staff employees to fulfill their civic responsibilities by serving jury duty, or if a classified staff employee is subpoenaed as a trial witness. The school district will allow the time off with pay.

Classified staff employees must immediately notify the Superintendent or his/her designee upon receipt of the summons for jury duty or subpoena to testify at trial, presenting the completed authorization form from the court and evidence of the length of service or testimony to the Superintendent or his/her designee.

The classified staff employee must provide the school all monies, except mileage allowance received, for rendering such services.

600 JOB OPPORTUNITIES AND CHANGES IN WORK FORCE

601 Position Changes

Due to staffing and work efficiency, it may become necessary for classified staff employees to be reassigned at the discretion of the Superintendent or his/her designee. Every effort will be made to reassign those affected classified staff employees to positions for which they are most qualified.

602 Change of Classified Staff Status

Classified staff employees who change from less than thirty (30) hours in a workweek to a minimum of thirty (30) hours in a workweek during a calendar year will become eligible for benefits at a rate equal to that of a classified staff employee based on their original employment date.

603 Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Employment-At-Will is a voluntary one and is subject to termination by a classified staff employee or the school district at will, with or without cause, and with or without notice, at any time.
- Employee Resignation – Employment termination initiated by a classified staff employee who voluntarily chooses to leave the school district. Classified staff employees are required to submit a written notice at least two (2) weeks in advance. Less than two (2) weeks of written notice will cause a classified staff employee to forfeit payment for accrued vacation time.
- The School District Initiates Employee Discharge – Employment termination by the school district, for any reason, will cause a classified staff employee to forfeit payment for accrued vacation time.
- Layoff – Classified staff employee is laid off for a period of time.
- Classified Staff Employee Retirement – Classified staff employee voluntarily retires from active employment status.
- Voluntary Resignation – A classified staff employee is absent from work without notification to the school district for a period of two (2) consecutive working days. This is considered a “No Call/No Show” and is considered a voluntary resignation by the employee.

Terminated employees must return all school district property at the time of termination or on the last day of work, whichever comes last. This includes all physical property and any electronic property, data, files, etc. The terminated employee’s final paycheck will be paid on the next regularly scheduled pay day. The terminated employee must notify the school district of any changes of address or contact information necessary to ensure delivery of any and all tax documents.

At the time of employment termination, a representative of Danville Community School Corporation will attempt to meet with a classified staff employee to conduct an exit interview. The exit interview shall afford the school district and the classified staff employee an opportunity to discuss such issues as benefits, conversion privileges, arrangement for final pay, and arrange to receive all school district property.

Since employment with Danville Community School Corporation is based on mutual consent, both the classified staff employee and the Danville Community School Corporation have the right to terminate employment at will, with or without cause, at any time.

604 Return of School Property

Classified staff employees are responsible for all of the school district's property, materials, or written information issued to them or in their possession. All of the school district's property must be returned on or before the last day of work. The school district may also take all legal action deemed appropriate to recover or protect its property.

700 CLASSIFIED STAFF EMPLOYEE CONDUCT AND WELFARE

701 Work Rules and Disciplinary Schedule

Satisfactory performance of job duties and responsibilities by employees is key to the success of the school district. Employees should, in good faith, attempt to achieve their job objectives, and act with diligence and consideration at all times. Poor job performance can result in disciplinary action, up to and including termination.

To ensure orderly operations and provide the best possible work environment, the school district expects employees to follow all rules of conduct, whether or not set forth in this Handbook. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct and other situations that may result in termination of employment or disciplinary action:

- *Conviction of rape, criminal deviant conduct, child molesting, child exploitation, vicarious sexual gratification, child solicitation, child seduction, or incest.
- *Violating any DOT regulations.
- Theft or unauthorized removal or possession of the school district's property.
- Unauthorized use of school district property for personal use.
- *Bringing firearms, weapons of any kind, intoxicating beverages, or illegal drugs onto the school district's property or premises.
- Falsification of time keeping, medical, personnel, or school district records, or the falsification of information with willful intent.
- *Possession, distribution, sale, transfer, solicitation, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Reporting to work or working under the influence of alcohol or illegal drugs.
- Boisterous or disruptive activity in the workplace including fighting or other violence, threatening fighting or other violence, horseplay, abusive language, defacement of property, or gambling.
- Negligence or improper conduct leading to damage of school district-owned, staff-owned, or student-owned property.
- *Insubordination, which means a willful refusal to obey the state school laws, reasonable rules prescribed by school district administration, or failure to follow or unreasonable delay in following the instructions of a supervisor.
- Violation of safety or health rules.
- Smoking on school district property.
- *Sexual and/or other unlawful or unwelcome harassment.
- Sleeping on the job.
- *Possession of dangerous, harmful, or other unauthorized materials on school district premises, including but not limited to firearms or explosives.
- Unauthorized absence from and/or unauthorized presence on school district premises.
- Unauthorized disclosure of confidential information.
- Unsatisfactory job performance or conduct.
- Violation of personnel policies.
- Creating or contributing to unsanitary or poor housekeeping conditions.
- Unsatisfactory attendance, including but not limited to unauthorized absence from the work area during the work day.
- Willfully or deliberately attempting to hamper productivity or quality.
- Refusal to permit the school district to inspect classified staff employee's property while on school district premises.

- Commercial solicitation and literature distribution are strictly prohibited at any time during the classified staff employee’s work hours or at any time on school district premises.
- *Immoral behavior, including acts or practices.
- Termination is in the best interest of the School, as determined by the school district in its sole discretion.

Those items listed with an (*), or any severe incidents involving any of the other listed reasons are the most likely violations to result in immediate discharge.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. The school district reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

Employees will be subject to discipline, up to and including termination, for violation of any of the policies found in this Handbook, for violations of other school district policies and procedures, performance issues (even if not identified during any performance evaluation), and any other conduct deemed by the school district to necessitate discipline at its sole discretion. Misappropriation of school district property may result in criminal prosecution.

No employee should expect privacy on school district premises or when using school district property, including computers, telephones, or other electronic devices, expect as may be required by law. The school district reserves the right to monitor at any time any communications that use the school district’s electronic networks, telephone systems, and/or cellular telephones in any way, including but not limited to data, voice mail, telephone logs, email, internet use and network traffic. No employee may knowingly disable any network software or system identified as a monitoring tool.

Degrees of discipline will typically be progressive and give the employee an opportunity to improve performance and behavior, when appropriate. Serious offenses will typically result in more serious discipline. However, the degree and type of discipline is at the sole discretion of the school district and will be evaluated on a case-by-case basis. Types of discipline may include, but are not limited to, oral or written reprimand/warning, suspension with or without pay, demotion, probation, termination, or some other disciplinary action deemed appropriate by the school district. In addition, an employee may be suspended with or without pay during a period of investigation of allegations of serious misconduct.

When appropriate, the following Progressive Disciplinary schedule shall be administered by the school district:

- Step 1: One (1) conference and documented warning
- Step 2: One (1) written reprimand
- Step 3: Suspension or termination (at the discretion of the Superintendent or his/her designee)
- Step 4: Termination of employment

702 Non-Fraternization

While Danville Community School Corporation does not wish to interfere with the off-duty and personal conduct of its classified staff employees, certain types of off-duty conduct and relationships may interfere with the school district's legitimate business interests. To prevent unwarranted harassment claims, confidentiality lapses, uncomfortable working relationships, morale problems among other staff employees, and even the appearance of impropriety, the school district discourages staff members from engaging in consensual romantic or sexual relationships with any staff member of the school district.

The policy is intended to supplement our existing harassment policy. If you have any questions concerning the intent of this policy or its application to any existing or contemplated relationship, please consult with the

Superintendent or Compliance Officer. All such inquiries will be treated confidentially and consistently with the legitimate business needs of the school district.

703 Sexual and Other Unlawful Harassment

Fairness and equal opportunities in the workplace are core values of the school district. Behavior in our workplace that is discriminatory or harassing to employees, including sexual harassment, is not only inconsistent with these core values, but may also violate federal or state laws. The school district is committed to a work environment in which everyone is treated with respect and dignity. Each employee has the right to work in a safe, professional atmosphere that promotes equal employment opportunities and does not tolerate unlawful discriminatory practices, including harassment. Therefore, the school district expects that all relationships in the workplace and at work-related functions will be appropriate, civil, and free of bias, prejudice and harassment. Sexual harassment, or harassment based on any basis prohibited by law including a classified staff employee's race, color, religion, national origin, age, marital status, or veteran or disability status, violates the law, has no place in the work environment, and is strictly prohibited. This policy prohibits harassment of employees, applicants, or guests by management or non-management employees. Harassment of employees or applicants by outsiders, including students, other staff members, suppliers and their employees, who may have business with the school district, is also prohibited and depending on the school district's degree of control over such persons, the school district may take action consistent with this policy and/or applicable law.

"Harassment" is unwelcome conduct of a sexual, religious, or racial or other similar nature that is sufficiently persistent or offensive to unreasonably interfere with an employee's job performance or create an intimidating, hostile or offensive work environment.

Sexual Harassment Prohibited – The following conduct constitutes sexual harassment and will not be tolerated. Any (a) unwelcome sexual advance, (b) request for sexual favors, or (c) other verbal comments, gestures or physical actions of a sexual or otherwise offensive nature, which fall under any of the following circumstances:

- Coercing an individual to submit to such conduct as a term or condition of employment. This would include, but not be limited to explicit or implicit promises in return for sexual favors, employment, career advancement, or improvement in terms, conditions, or benefits of employment (e.g., evaluations, promotion, transfer, training, awards, compensation, assigned duties, lax time keeping, lower standard of performance, etc.).
- Using an individual employee's submission to or rejection of such conduct as the basis for an employment-related decision. This would include, but not be limited to, explicit or implicit threats that the employee's career or any terms, conditions or benefits of employment will be adversely affected if sexual advances or requests for sexual factors are rejected (e.g., non-promotion or transfer, reassignment to a less desirable position/location/work schedule, etc.).
- Unreasonably interfering with an individual employee's work performance or creating an intimidating, hostile, or offensive working environment, whether intentionally or not. Offensive conduct covered by this last category would include, but not be limited to, deliberately provocative behavior, unwelcome sexual flirtations, advances or propositions, abusive language or gestures, overtures, statement of a sexual nature directed at an employee. Also, unnecessary touching (e.g., patting, pinching, hugging, brushing up against another employee's body), graphic or verbal commentaries about an employee's body, sexually suggestive or explicit jokes, a display in the workplace of sexually suggestive objects or pictures (e.g., calendars, posters), the use of sexually degrading comments, or offensive nonverbal behavior (e.g., leering or staring).

This policy refers not only to physical conduct, but also to verbal requests, demands, discussions or comments, whether they are directed toward an employee, are face to face, in writing, via e-mail, or on the telephone. This

policy applies equally to men and women, opposite and same sex relationships, to management-subordinate relationships, and to peer-peer relationships.

These descriptions are intended as examples and are not exhaustive of all situations that may constitute unlawful harassment.

Anyone engaging in sexual or other unlawful harassment or any other inappropriate behavior will be subject to disciplinary action, up to and including termination of employment.

Complaints

Any classified staff employee, who finds another person's behavior to be offensive and/or makes the classified staff employee uncomfortable, may directly inform such other person that the conduct is offensive and that it must stop. In addition, any classified staff employee who feels he or she or another employee is being harassed should report the matter to appropriate Compliance Officer(s) immediately. Classified staff employees are encouraged to use this complaint procedure either initially or in the event the offending conduct does not stop.

Any classified staff employee, who believes that he or she or another employee has been harassed or discriminated against in violation of this policy by any management official, other employee, or any other person in connection with employment with the school district, should follow the procedures outlined in the Classified Staff Handbook. The classified staff employee should do so without fear of retaliation and, to the maximum extent possible, with an assurance of confidentiality and discretion consistent with our ability to conduct an investigation of the complaint.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment or other concerning behavior should promptly advise the Superintendent, his/her designee, and/or the Compliance Officer.

Any potentially dangerous, harassing, threatening, hostile, or coercive behavior, circumstances, or situations should immediately be reported to the Superintendent, his/her designee, and/or the Compliance Officer.

In all situations, the school district will attempt to balance the right of all employees to be free from discrimination and/or harassment at work with the right of accused employees to receive a fair and impartial investigation of the charges.

If the complaint has merit, the school district will promptly take corrective action to remediate or prevent any prohibited conduct from continuing. Violators of this policy will be subject to disciplinary action up to and including immediate termination of employment.

Procedure

A classified staff employee who believes that he or she or another employee has been subject to discrimination or harassment (sexual or otherwise) must report the incident immediately to the appropriate Compliance Officer. Should a classified staff employee notify any other member of management of an alleged violation of school district policy, it is the supervisor's responsibility to notify the appropriate District Office Administrator and the Superintendent immediately, and it will be determined who will assist and/or arrange for an investigation of the complaint.

Immediate reporting by classified staff employees of any instance of discrimination or harassment will enable the school district to investigate and resolve any problem promptly and effectively. Classified staff employees may, but are not required to, use the form attached as Exhibit A to report any instance of discrimination or harassment. The employee may be asked to provide a written statement about the incident(s).

All reported allegations of discrimination or harassment will be immediately and impartially investigated. The investigation may include individual interviews with the people involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant information. Under no circumstances shall the person responsible for the alleged violation participate in conducting the investigation. The question of whether a particular action or incident is prohibited requires a determination based on all of the facts available in the matter.

Upon completion of the investigation, the matter will be reviewed and a decision will be made regarding appropriate discipline, if any, for the responsible employee. It is the school district's goal to reach a decision as promptly as possible. Once a decision or decisions (has) have been made, they decision or decisions shall be communicated to the offended classified staff employee and the responsible individual.

Confidentiality

Confidentiality will be maintained throughout the investigating process to the extent practical and appropriate, consistent with the school district's ability to conduct an investigation. All records and data assembled in connection with the investigation of the complaint shall be kept separate and apart from the relevant individuals' personnel files. Any record of disciplinary action resulting from a complaint of discrimination or harassment shall be included in the personnel file of the disciplined employee.

Protection Against Retaliation

Retaliation against an individual for reporting discrimination or harassment, or assisting in providing information relevant to a claim of discrimination or harassment, is a serious violation of this policy and will be treated with the same strict discipline as would the harassment itself. Acts of retaliation should be reported immediately as a complaint in accordance with the procedure above and will be promptly investigated. The school district will not take any disciplinary or other adverse action against any complaining party, victim, or witness in relation to the reporting of the incident(s), cooperation with the investigation, or other involvement in any incident of harassment or investigation thereof. Adverse action shall only be directed to the perpetrating party, if appropriate. Retaliation by any employee against any other employee for reporting alleged improper or wrongful conduct in good faith is strictly prohibited.

False and Malicious Accusations

Knowingly discussing or filing false or malicious complaints of discrimination or harassment as opposed to complaints, which, even if erroneous, are in good faith, may be subject to appropriate disciplinary action.

Please understand that Danville Community School Corporation encourages its classified staff employees to report discrimination and workplace harassment. Under no circumstances will a classified staff employee be retaliated against for filing a good faith complaint or acting as a supporting witness by providing truthful testimony.

704 Harassment of Student

It is the express policy of Danville Community School Corporation to provide all students with an atmosphere conducive to learning. No student should be subjected to harassment or intimidation by a classified staff member, volunteer working within the school corporation, or another student. The Superintendent or his/her designee must be notified immediately if there is a claim of harassment. Harassment of a student based upon sex, race, color, religion, national origin, disability, or physical appearance or any other category or characteristic protected by law will be taken seriously by the school district.

705 Sexual Harassment of a Student

Any sexual contact or conduct (physical or otherwise) between an adult and a student is prohibited. Any charge of such contact, a request for sexual favors, offensive verbal or physical conduct, or other behavior shall be immediately reported to both the building principal and the Superintendent, and an investigation will be conducted. If such charges are verified, disciplinary action, including termination, will be instituted. The Board of School Trustees will be notified of any charge of harassment of a student is made.

706 Non-Smoking Policy

Danville Community School Corporation supports a safe, clean, and bright workplace where there is concern for a person's health and well-being. There is to be no use of tobacco and/or tobacco products within the school district's facilities, parking lots, vehicles, other school district buildings, or grounds.

707 Personal Appearance/Dress Code

Dress, grooming, and personal cleanliness standards contribute to safety, morale and affect the business image the School presents to students and visitors. During work hours, classified staff employees are expected to present a clean and neat appearance and conform to the dress code.

Acceptable Attire:

The Danville Community School Corporation's dress code is implemented with safety as the foremost thought. The dress code is strictly enforced and not to be deviated from.

- All clothes must clean and free of holes
- Classified staff employees are to maintain a clean cut professional image. If classified staff employees have to ask permission to wear something then it is probably not appropriate

This dress code is strictly enforced and not negotiable. It is in place for your safety and the image of the school district. It makes us all look professional. Failure to comply with this dress code is cause for immediate dismissal.

Although there is a wide range of acceptable attire, each classified staff employee is expected to show good taste and judgment regarding his or her personal appearance and grooming. Individual appearances are an important part of our school district's overall image, and each classified staff employee has a responsibility to be properly dressed and well-groomed at all times.

Unacceptable Attire:

- Sweats or thin materials, unless required for specific position
- Leggings

- Informal or logo T-shirts
- Athletic wear (anything Spandex), unless required for specific position
- No exposed midriffs (tops that show abdomen)
- Tops or shirts without sleeves
- Beach shoes, slippers or flip-flops
- No clothes that display inappropriate slogans, companies, alcohol or drugs, or vulgarities
- Thin-strapped, strapless or revealing dresses or tops worn without a jacket
- Anything with holes, tears or cutouts
- Inappropriately short skirts, skorts, or shorts
- Jewelry for visibly pierced body areas cannot be worn, except traditional earrings.

Administration may make exceptions to the above guidelines based on job responsibilities, religious accommodation, medical needs, or as otherwise required by law.

It is up to the supervisor to enforce these guidelines for their classified staff employees. If violations occur, the classified staff employee may be asked to log out and change their attire before logging back in for work. Repeat violations could lead to probation or other disciplinary action, including termination. Classified staff managers will be held accountable for subordinates dress.

708 Phone Calls and Personal Use of School District Systems

With the exception of a call directly relating to business, personal calls are discouraged. Personal use of school district telephones during business hours is discouraged, except in the case of a personal emergency. If an emergency phone call is received, the classified staff employee shall be notified immediately.

Employees may not use school district systems (telephone, computer, internet, etc.) to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. Under no circumstances should any employee use internet access provided by the school district to access any website containing pornographic, obscene, lewd, or illegal material or activities.

709 Classified Staff Employee Parking

Danville Community School Corporation's classified staff employees should park their vehicles, in an orderly fashion, in the parking areas designated as all-day parking. Classified staff employees are not permitted to park in areas around the building entrances that would be considered as prime short-term student/visitor parking. Vehicles should be locked. The school district is not responsible for theft or damage to vehicles.

710 Housekeeping

Housekeeping is important to our safety and to the impression we make on our students, parents, or other visitors. It is the responsibility of each individual classified staff employee to maintain cleanliness of the work place when present. All classified staff employees are required to keep their area of responsibility clean and presentable at all times.

711 Drug Violation Reporting Act (HEA 1875)

All school district personnel have a duty to report to the Superintendent or his/her designee, all drug violations that occur in or on school district property and/or within 1,000 feet of school district property. Drug violations include

dealing in and/or possessing or manufacturing narcotic drugs, controlled substances or alcohol, marijuana, hashish, counterfeit controlled substances, or drug paraphernalia.

Immunity: Under Indiana Code, any person, other than the alleged violator, who reports observed drug violations in good faith is immune from civil damages or penalties.

Guidelines: School district employees shall report, in writing, any observed drug violations to the Superintendent or his/her designee, either in, on, or within 1,000 feet of Danville Community School Corporation. **All** school district administrators must report, in writing, all drug violations, either in, on, or within 1,000 feet of the school property of Danville Community School Corporation of which they have personal knowledge or for which they have received a report to law enforcement officials. The report must contain:

1. A general description of the violation
2. The name or general description of each violator known to the member
3. The date and place of the violation
4. The name or general description of each person who witnessed any of the violations
5. A general description and the location of the property where the violation occurred

712 Reporting Cases of Child Abuse and Neglect

Any classified staff employee who suspects that a child has been abused or neglected shall immediately contact the Superintendent or his/her designee. The Superintendent or his/her designee shall contact the appropriate school district nurse. The Superintendent or his/her designee shall submit a **written** report based on the staff member's report and the school district nurse's evaluation to the County Department of Public Welfare. A copy of the **written** report shall be sent to the Superintendent's office. If, within a reasonable length of time, the building Administrator has not received a response from the County Department of Public Welfare concerning the status of the case, he/she shall request a response.

Immunity: Under Indiana Code, any person who reports suspected child abuse and/or neglect in good faith is immune from civil liability or criminal penalty.

Guidelines: Any classified staff member who suspects that a child has been abused or neglected shall immediately notify the Superintendent or his designee. The Superintendent or his/her designee will contact the appropriate school district nurse. If there are injuries, the school district nurse will assess their severity, determine whether medical attention is necessary, and will report their findings to the Superintendent or his/her designee.

Any interview or physical inspection shall be conducted in an objective manner. The classified staff member, nurse, and Superintendent or his/her designee shall keep a record of what is observed and what the child involved has said. Based on these records, the Superintendent or his/her designee shall compile a summary of the facts and make a **written** report to the County Department of Public Welfare. The report shall include information directly concerning:

1. Suspected abuse or neglect
2. Name and address of the child and his/her parent or guardian
3. Age of the child
4. Nature and extent of the injury including any knowledge of previous injuries
5. Identify the person who reported the abuse

All reports shall be made as early in the day as possible. The report shall be followed by a written report to the County Department of Public Welfare. The reporting classified staff member and school district nurse shall assist

the Superintendent or his/her designee in completing the report. A copy of the report shall be sent to the Superintendent's office. The Superintendent or his/her designee may, at his/her discretion, inform the child's parent/guardian that the school district has filed a written report with the County Department of Public Welfare. The appropriate school district counselor and/or a social worker should also be informed of all reports.

Classified staff members are urged to keep accurate confidential records concerning all suspicion of child abuse or neglect.

The Superintendent or his/her designee will actively seek follow-up reports from Child Protection Services and share these reports with the reporting classified staff employee and the appropriate school district nurse. School district staff shall be encouraged to work closely with caseworkers from Child Protection Services. The school district administrative staff will encourage cooperation with the County Department of Public Welfare and support the inclusion of school district personnel, especially teachers and school district nurses, on the Child Protection Team.

713 Attendance and Punctuality

To maintain a safe and productive work environment, the school district expects classified staff employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other classified staff employees and on the school district. Classified staff employees are requested to provide a minimum two (2) hour notice of any unscheduled absence. In rare instances or in the event of an emergency, classified staff employees are to contact their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

714 Wage Assignments and Garnishments

Financial obligations of a classified staff employee shall not be the responsibility of the school district. Failure to pay legitimate debts in a manner that impacts job performance or otherwise interferes with school district business is regarded as a serious matter. If classified staff employees owe money to creditors, it is their personal responsibility to make satisfactory arrangements so that creditors shall not be obligated to serve wage assignments or garnishments. We have a legal obligation to comply with such assignments or garnishments, or other legal process related to money owed by employees, and must make the appropriate deduction from classified staff employees' pay or other action as required by law. We request all classified staff employees' assistance in handling financial affairs in a responsible manner so as not to burden the school district with administration of these legal duties. The school district shall comply with all applicable law regarding or relating to wage assignments, garnishments, and other similar legal process.

715 Suggestions for Problem Resolution

Danville Community School Corporation follows an "open door" policy where Administration and non-Administration classified staff employees can openly discuss and resolve work-related issues. If any classified staff employee has an issue of concern or a matter that the classified staff employee feels should be brought to our attention, the classified staff employee is encouraged to bring the situation to their supervisor and/or principal so steps may be taken. If the situation has not been satisfactorily resolved, employees are encouraged to discuss the matter with the Superintendent or his/her designee.

Nothing in this policy or in the Complaint Procedure policy should be construed to mean that these are the exclusive avenues for communicating or otherwise airing work-related grievances.

716 Complaint Procedure

If a classified staff member wishes to file a formal in-house complaint concerning what he/she considers a violation, misapplication, or misinterpretation of the procedures outlined in this Classified Staff Handbook, or feels that unjust or unfair treatment has resulted from employment concerns, the following procedures should be followed:

1. Within three (3) workdays of the incident, the complaint should be discussed with the classified staff employee's immediate supervisor.
2. If there is no resolution of the complaint after discussion, the complaint should be put in writing within six (6) workdays of the incident and presented to the immediate supervisor and a copy sent to the Superintendent, following the chain of command. The Superintendent or his/her designee will respond in writing and give reasons for the decision.
3. If the complaint is still not resolved, the classified staff member may request a conference with the Superintendent, his/her designee, or the appropriate District Office Administrator, within nine (9) workdays of the incident.
4. If the complaint is still not resolved, the classified staff member may request a conference with the Superintendent. This request must be in writing within three (3) workdays of Step #3, and contain details of the complaint.

717 Personal Property

Danville Community School Corporation is not responsible for damage or loss of personal property when left on the school district premises. The school district recognizes a classified staff employee's desire to display mementos pertaining to their family or other personal items. While the school district can take no responsibility for the safekeeping of these items, it welcomes its classified staff employees to personalize their work areas for added comfort or pleasantness. However, several guidelines must be observed. They are as follows:

- Nothing can be displayed that (in the sole opinion of Administration) is derogatory to any person or system of beliefs.
- Objects (in the sole opinion of Administration) that are inappropriate or hinder work efforts will not be allowed and must be removed upon request.
- Safety comes first – No object can interfere with job safety as determined in the sole discretion of the Administration. The school district reserves the right to inspect personal property of classified staff employees, including desks, lockers, purses, lunch boxes, and personal items while on school district property.

718 Extra Income

The school district makes every effort to keep its classified staff employees as fully employed as possible and at a competitive rate of pay. When a classified staff employee is on the job, this means that 100% of their effort is required. If a classified staff employee chooses to work outside of their job with the school district, and the outside work competes with what is expected of them as a classified staff employee, opportunities for promotion and advancement with the school district may be limited by their decision.

If the Superintendent or his/her designee feels in his/her sole discretion that outside employment prohibits or otherwise interferes with a classified staff employee's ability to fulfill his/her obligations to the school district, the classified staff employee will be asked to leave the outside employment or resign.

All school district administrative personnel are expected to enforce this policy and, by example, refrain from conflicting outside employment.

719 School Security

All appropriate doors, files, desks and offices must be kept locked securely when not in direct use and at the end of each day. Locks should be checked regularly. Any confidential information should be stored or carried in such a way that the confidential matter will not be disclosed. Lost keys must be reported to the Superintendent, his/her designee, or the appropriate District Office Administrator immediately. Any concerns about security should be directed to the Superintendent or his/her designee. The District Office Administrator must have a duplicate key for any doors, files, desk, and offices in a classified staff employee's immediate work area that are, or must be locked.

720 Mail

Postage and express mail services are for school district use only.

721 Time In and Out of School District Building(s)

In an effort to ensure that the school district's Administration and staff are informed of those classified staff employees out of the building, it is important that a classified staff employee inform their supervisor where they are going and approximately what time they will return to the school when an employee leaves the work area or facility during the work day or otherwise scheduled work time. Under this situation the purpose for leaving must be approved by the employee's immediate supervisor.

800 CONFLICT OF INTEREST

801 Personal Conduct

The school district expects that all of its classified staff employees will conduct themselves with the pride and respect associated with their positions, fellow classified staff employees, students, suppliers and everyone else associated with the school district in one form or another. Classified staff employees should always use good judgment and discretion in carrying out the school district's business. Classified staff employees of the school district should always use the highest standards of ethical conduct.

802 Non-Solicitation

Generally, the school district prohibits commercial solicitations by classified staff employees or others on the property. This prohibition does not apply to periods such as breaks or lunch times when classified staff employees are not required to be working. Distribution of commercial literature is not permitted at any time in work areas.

This policy is not intended to prevent the school district from carrying on its normal community programs or activities, which may, from time to time, necessitate Administration approval and direction. Any exception to this policy or questions regarding this policy should be referred to the Superintendent or his/her designee.

803 Confidentiality

Danville Community School Corporation is engaged in education, which requires that a strict code of confidentiality of certain information be maintained. No classified staff employee will store student information or any other confidential and proprietary school district information (for example, financial information) outside of the school district (either written or electronic form). No information regarding student information or the school district's confidential and proprietary information shall be given to anybody without permission of the Superintendent or his/her designee.

Conversations regarding students, services, vendors, with another employee are prohibited except when for legitimate business purposes. Any classified staff employee who compromises student or school district confidential and proprietary information may be subject to dismissal or other disciplinary action.

804 Bribes, Kickbacks and Illegal Payments

Bribes, kickbacks and other illegal payments to or from any individual with which we conduct business (in any form and for any purpose) are prohibited. Certain types of rebates to the school district from suppliers (but not to or from an individual classified staff employee) are prohibited.

805 Legal and Ethical Conduct

It is the policy of the school district that each classified staff employee conducts his/her business affairs with such standards of integrity that no conflict of interest exists or can be reasonably implied or construed. The following paragraphs set forth legal and moral restrictions with respect to legal and ethical business conduct. The following actions and conditions are specifically prohibited, but are not intended to enumerate all actions or situations, which might be avoided:

- No classified staff employee shall borrow money or accept advances or other personal payments, gifts or entertainment from any students or vendor (or any person acting directly or indirectly for the school district) which has business transactions with the school district.
- No classified staff employee shall enter into any business or commercial transaction, acquire any business or commercial interest, or take any business, commercial, or financial action, which, can reasonably be construed to be contrary to the interest of the school district or is otherwise incompatible with the employee's legal duty of loyalty as an employee.

The foregoing prohibitions apply not only to the classified staff employee personally, but also to the classified staff employee's spouse and dependent minor children.

Any situation involving a possible conflict of interest, which arises in relation to the above outlined policies, must be promptly brought to the attention of the Superintendent or his/her designee.

900 COMPUTER USERS

901 User Workstation Standards

Computer workstations represent one of the most significant school district's fiscal investments. Enforcement of a consistent configuration is required to ensure maximum use of these assets. All school district user workstations shall maintain a consistent hardware and software configuration. All user workstations shall only use software approved by the school district. The use of personally owned, unlicensed, or unauthorized software on the school district's computing assets are prohibited.

Computer and data processing security procedures are intended to provide for the reporting, documenting, and investigating of all incidents, which constitute a threat to the secure operation of the school district's data processing assets. A computer security incident is an instance of unauthorized use (accidental or intentional), loss, disclosure, modification, or destruction of data processing equipment software or school district's data assets. All incidents of this nature are to be reported no matter how trivial.

902 Internet Usage Policy

Access to the Internet through the school district is a privilege. Users granted this privilege must adhere to strict guidelines concerning the appropriate use of this information resource. Users who violate the use of the Internet are subject to disciplinary action up to and including termination. In addition, any inappropriate use that involves a criminal offense will result in legal action. All users are required to acknowledge receipt and understanding of guidelines contained in this document.

903 Electronic Mail Policy

Electronic mail (e-mail) is a powerful tool that greatly enhances productivity and communication within the school district. The use of school district email by employees shall be limited in scope to support the business needs of the school district.

All portions of the school district's information infrastructure are the property of Danville Community School Corporation. This includes all electronic mail transmitted or received through the school district's information infrastructure. Since electronic mail is the property of the school district, all electronic mail accounts, and the electronic mail stored by these accounts are subject to inspection at any time.

Classified staff employees should report any misuse of the school district's e-mail system or violations of this policy to the appropriate District Office Administrator. The school district will monitor the use of all computer systems, at any time, for any reason.

1000 SAFETY AND SECURITY

1001 The School's Role

The maintenance of a safe and healthful working environment is of utmost importance for the successful operation of our business. Danville Community School Corporation has endeavored to administer an effective safety program covering all facets of the school district's operations.

Nothing is more important than employee and student safety. All classified staff employees are expected to follow all applicable safety precautions and rules at all times. Any questions regarding the appropriate safety precautions should be discussed with Administration before taking actions.

On-the-job safety is the primary concern of the school district. The school district is committed to maintaining our safety record and the overall safety program.

1002 Classified Staff Employees' Safety Responsibility

No one can ensure classified staff employee's on-the-job safety better than classified staff employees. It is each person's responsibility to follow safe work procedures and policies, all safety rules, and to show concern for the safety and health of everyone in the workplace. All classified staff employees should be familiar with and comply with all safety rules and regulations. The work place can be accident free, as other workplaces are. Safety is dependent on the wholehearted cooperation and responsibilities of both the classified staff employee and the school district. Employees are expected to engage in safe work practices, with the intent of avoiding injury to themselves and others and avoid damage to the school district facilities, property, and equipment. Employees are expected to maintain the work environment in a clean and orderly fashion and act reasonably to ensure the proper use and maintenance of all property and equipment.

Classified staff employees are expected to obey safety rules and to exercise caution in all work related activities, and must immediately report any unsafe condition to the Superintendent or his/her designee. Anyone who violates safety standards, causes hazardous or dangerous situations, or fails to report or remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Members of the Housekeeping Department, Maintenance Department, and Transportation Department must follow several policies and laws pertaining to their relative positions, which may include:

- Material Safety Data Sheets (MSDS)
- Asbestos notification
- Non-use of illegal substances or alcohol by bus drivers
- A physical examination and/or random testing shall be required for bus drivers

1003 Safety Equipment

Danville Community School Corporation implements sound safety and health practices meeting all federal and state Occupational Safety and Health Regulations (OSHA). It is the full responsibility of each classified staff employee to follow these guidelines:

- Hazardous Materials – Only specifically authorized persons, who are trained to handle hazardous materials, may do so.
- Disposal of potentially hazardous material should be done in accordance with state and federal guidelines.

- Electrical Equipment – Only qualified personnel are authorized to make electrical repairs. Report all damaged electrical cords or equipment to your immediate supervisor.
- Emergency Exits – In case of a fire or severe weather, all classified staff employees must be familiar with the school district's evacuation plan and shelter plan.
- First Aid Kits – First Aid kits are located throughout each building. It is the classified staff employee's responsibility to know the location of the first aid equipment, what equipment and supplies are available, and how to use them. Supervisors should be notified when First Aid kit supplies need to be replaced.

1004 Health Conditions

Classified staff employees must report any health condition(s) that may adversely affect students or co-workers to the Superintendent or his/her designee. Any classified staff employee with an apparent contagious illness shall be excluded from direct contact with students, at the sole discretion of the Superintendent or his/her designee, or as otherwise in compliance with applicable law.

The school district will provide Hepatitis B immunizations, procedures, and universal precautions for appropriate classified staff employees. Each classified staff employee must report any incident related to exposure and possible contact with blood borne pathogens. Appropriate classified staff will follow the guidelines of the occupational exposure to blood borne pathogens and receive the Hepatitis B immunization.

Medical information is treated confidentially. The school district shall take precautions to protect such information from inappropriate disclosure. Classified staff employees have a responsibility to respect and maintain the confidentiality of other classified staff employees' medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

1005 First Aid Log Procedure

The safety of classified staff employees is an important priority of the school district. In the event a classified staff employee requires emergency first aid, the supervisor should be contacted immediately. All injuries requiring treatment, including minor scrapes or scratches must be reported to the supervisor. All classified staff employees are required to fill out a Standard Incident Report. Minor injuries that result in complications may not be acknowledged by Worker's Compensation if the injury is not properly documented at the time of occurrence. If a classified staff employee receives an on-the-job injury, they must see the school district's health care provider, not their personal physician, unless otherwise warranted by an emergency situation.

1006 Job Injury

Classified staff employees injured on the job and, as a result, are unable to complete their workday on specific orders from the school district's health care provider, or the Superintendent or his/her designee, shall receive pay for the balance of the day on which the injury occurred. Transportation will be furnished by the school district to the school district's health care provider or hospital if needed. All job related injuries must be reported immediately after the occurrence.

1007 Emergency Closings

At times, emergencies, such as severe weather, fire, power failure, etc., can disrupt school district operations. In extreme cases, these circumstances may require the closing of the school district.

In the event such an emergency occurs, contact the Superintendent, his/her designee, or the appropriate District Office Administrator. In the event a classified staff employee is at work and the county in which the classified staff

employee lives declares a "State of Emergency", the classified staff employee may request to leave work and utilize a vacation, and/or personal day. If an emergency is declared while the classified staff employee is on the job, the Superintendent or his designee has the right to close the school district. If a classified staff employee does not report for work because their home county has declared a "State of Emergency" the classified staff employee must "call in" before the start of their day during the emergency and the classified staff employee will be required to utilize a vacation and/or personal day.

If a classified staff employee is at work and a "State of Emergency" is declared in Hendricks County, the classified staff employee will not be charged for time away from their position if the school district is closed by the Superintendent or his/her designee.

1100 TRANSPORTATION AND TRAVEL EXPENSES

1101 Personal Vehicles

Employees may use their personal vehicles on approved official school district business. A mileage rate will be paid, based on current government guidelines, to employees who use their personal vehicles for official school district business. The school district will provide appropriate auto insurance coverage for all employees driving for school district business as secondary coverage, above the classified staff employee's personal auto insurance.

1102 Travel Expense Records

Mileage claim form (State Board of Accounts approved form #101) must be submitted by classified staff employees to the Superintendent or his/her designee for reimbursement by the end of each month. The report must include date(s), beginning and ending odometer reading, miles driven, departure point, destination, and activity/client.

1103 Business Expenses

With prior approval, employees of the school district will be reimbursed for reasonable meals, travel, lodging, and other expenses incurred in the normal conduct of business in accordance with IRS or other laws.

All original receipts showing transaction details must be turned in on the appropriate accounts payable voucher (State Board of Accounts approved form #523) to the Superintendent or his/her designee in order to obtain reimbursement. No alcoholic beverages are to be put on an expense report. Expense reports should be submitted within three (3) working weeks of return.

Fraudulent expense claims could be subject to immediate termination or other discipline and subject to prosecution.

1104 Business Expense Policies – Violations

Clear, honest, well-documented, and an organized expense policy is of vital importance to Danville Community School Corporation and every classified staff employee should be familiar with all aspects of the current expense policies. Any questions can be directed to the Superintendent or his/her designee. Employee violations and abuse in relation to these policies and standards will be disciplined and can ultimately lead to termination.

1200 ATTENDANCE AND LATENESS POLICY

The school district maintains that all students deserve the highest quality of education that our school district can possibly provide. In order to provide an excellent education, it is important that all classified staff employees report to work. The school district recognizes that from time to time classified staff employees may be unable to report for work or be unable to work their full workday schedule. In some cases, this may result from reasons beyond the control of the classified staff employee. At the same time, the school district has an obligation to itself and to all classified staff employees to ensure that it meets student requirements. As a result of the classified staff employee's absence, the school district's ability to meet these requirements may be hampered. The policy is designed to assist both classified staff employees and the school district in managing attendance in a consistent and equitable manner. IT SHOULD BE NOTED THAT CONSIDERATION OF EMERGENCIES THAT OCCUR IS INCLUDED IN THE POLICY.

1201 Introductory Period - Classified Staff Employee Attendance Policy

A new classified staff employee is considered to be in the "introductory" period for the first thirty (30) days of employment. This assessment period is intended to give classified staff employees an opportunity to demonstrate their ability to achieve a satisfactory level of performance. Danville Community School Corporation shall use this period to evaluate capabilities, work habits, overall performance, and attendance. The purpose of this document is to ensure that there are no misunderstandings as to the school district's expectations, regarding the attendance of our new classified staff employees.

When a classified staff employee is absent for more than five (5) consecutive days, a documented physician's statement may be requested before a classified staff employee can return to work. Any classified staff employee who has unacceptable absences and/or tardiness within the first thirty (30) day period will be subject to a review of his/her attendance records. Any classified staff employee in the first thirty (30) days who fails to report their absence, one (1) time, before the end of the day, will be charged with a "No Call/No Show" and it will be considered a voluntary resignation.

1202 Exceptions

A classified staff employee, who shall be absent for any one of the following reasons, may be requested to present satisfactory evidence to substantiate their claim for absence.

- Approved bereavement leave
- Approved leave of absence for military service
- Family Medical Leave (as permitted by law)
- Leave sought and/or approved as reasonable accommodation under the Americans with Disabilities Act (as permitted by law)
- Jury duty or compulsory court appearance (excused for only that part of the day at which they are actually in court or en route to and from court)

1203 Classified Staff Employees Attendance Policy

All of the school district's classified staff employees are expected to report to work each day and on time. The immediate supervisor will monitor attendance. If attendance becomes a concern, the classified staff employee could receive attendance counseling based on the discretion of the supervisor. Poor attendance could lead to termination.

In the event of a serious illness, resulting in absence from work for more than five (5) consecutive days, a physician's statement may be required. This statement may be required to reinstate your excused absence standing. This may

be considered FMLA leave, depending on the circumstances and as permitted by applicable law. If a doctor's excuse is not provided, the classified staff employee may be subject to an unexcused absence and may not be allowed to work until such documentation is provided.

The school district retains the right to have the absence verified by an independent medical authority of its choosing, if permitted by applicable law.

Upon proper notification, absence, tardiness, or leaving work early for any of the following reasons shall be excused:

- Approved bereavement leave (as defined in the policy handbook)
- Approved leave of absence for military service
- Approved jury duty or compulsory court appearance (excused for only the part of the day at which they are actually in court or in route to and from)
- Approved FMLA leave and/or ADA reasonable accommodation, if applicable
- Work related injury
- Excused from work due to "lack of work"
- Lay off

Classified staff employees who shall be absent for any one of the first four foregoing reasons may be requested to present satisfactory evidence to substantiate their claim for the absence, as permitted by applicable law. (Note: If due to the classified staff employee's medical condition and it is not possible to furnish the evidence of the need for medical leave prior to beginning such leave, the evidence must be supplied to the school district as soon as reasonably possible).

1204 Personal Days

After the first thirty (30) days of employment, classified staff employees will be granted pro-rated personal days, based on individual classifications in the "Agreement Addendums". The following guidelines should be followed concerning the usage of personal days. Any request for time off without pay requires a meeting with the Superintendent.

Personal business days may not be used to extend any scheduled vacation or holiday without approval from the Superintendent. Requests to use personal days to extend any scheduled vacation or holiday are to be made in writing to the classified staff employee's supervisor. The supervisor will forward the request to the Superintendent for his/her review at least two (2) weeks prior to the requested date.

Personal days not used by classified staff employees throughout the year will roll over as sick days at the end of each applicable agreement year, with a total accumulation of 115 sick days allowed.

1205 Sick Leave

Classified employees shall be entitled to sick days as specified in the employee's individual employment terms. Sick days are with pay and are to be used in case of illness, medical/dental appointments, surgery or serious accident involving the employee or any person residing in the employee's household. Medical documentation of said illness will be requested after an absence of five (5) or more days. Unused sick days shall accumulate to a maximum of 115 days. **Unused sick leave is not considered deferred compensation and will not be paid upon termination of employment.**

1206 Voluntary Sick Day Donation

Once a classified staff employee's sick days are exhausted they may request voluntary donations of sick days from their classified employee staff group. A classified staff employee should make a request, in writing, and submit that request to their supervisor. The supervisor will submit the written request to the appropriate District Office Administrator. A request for sick day donations, one (1) day per person, will be prepared for each member of the appropriate classified employee staff group. All donated sick days will be provided to the requesting classified staff employee. Sick day donations are to be used for the classified staff employee only.

1206 Voluntary SICK LEAVE BANK (effective July 1, 2017)

The purpose of the sick leave bank is to relieve its members from undue financial burden after their individual accumulated leave has been exhausted due to prolonged illness. Individual participation shall be voluntary and is offered to all support staff who work 30 hours or more per week and all benefit-eligible bus drivers. The School Corporation shall, within ten (10) days after the date of employment, and upon receipt of a properly completed and signed Sick Leave Bank Contribution Form deduct one (1) days sick leave from the authorizing employee's earned sick leave allotment.

The Superintendent and Board of School Trustees agree to the following rules for administration of the Sick Leave Bank:

- 1. Any participating member who has exhausted all applicable benefit days due to personal illness or accident and has been employed continuously at least one (1) year will be eligible to apply to the sick leave bank. The sick leave bank cannot be used for family illness.*
- 2. The initial number of days available to any one member shall be five (5) with a maximum of fifteen (15) days available per year.*
- 3. Requests to withdraw sick leave bank days require: (a) A doctor's statement indicating the nature of the illness/disability. (b) Verification from the central office that the employee's applicable leave days have been exhausted. (c) Verification that the employee has not applied for or received any public funds or benefits derived from public funds as partial or full compensation for the illness or disability causing the absence.*
- 4. A Sick Leave Bank Review Committee shall be formed comprising two (2) support staff members and one (1) administrator appointed by the Superintendent. This committee shall review each request on an individual basis only and have the full responsibility in granting, denying or suspending requests of sick days from the Sick Leave Bank, provided, the above rules were followed.*
- 5. Days contributed shall not be transferable to another school corporation.*
- 6. Donations to the sick bank, other than those described for initial membership, shall be required only when the sick bank becomes exhausted during the school year. In such event, each member of record for the current school year or the prior school year, as appropriate, shall donate an additional day in order to remain as a member in good standing.*
- 7. Employees who failed to join the sick leave bank at the time of employment shall become members only by donating one (1) day for each year that they were eligible. Excluding the year in which the request is made, the employee is not obligated to catch up days for a year in which donations were not solicited during their employment. They are however, obligated to catch up any additional days of donation required of bank members during that same period.*
- 8. A recipient of days from the sick bank will be required to repay borrowed days at a rate of two (2) days per employment year following the year of the request. Any balance of borrowed days not repaid at the time of the employee's departure from the district may be recovered by the district from the employee's available benefit days at the time of departure.*

1207 No Call/No Show

Failure of a classified staff employee to report for work on two (2) consecutive days without contacting their supervisor will be considered to be a voluntary resignation by the employee.

1208 Medical, Dental and Optical Appointments

Routine medical, dental, and optical appointments should be scheduled outside working hours, if at all possible. If the classified staff employee's appointment must be made during the workweek, it should be made as close to the end of the shift as possible and notification provided to the appropriate District Office Administrator no less than 24 hours in advance. All requests for time away from work must be in writing.

Danville Community School Corporation

Drug-Free Workplace Policy Classified Staff Acknowledgement

This is a formal notice of Danville Community School Corporation's intent to take disciplinary action, up to and including termination of employment, against any classified staff employee who violates the school district's Drug-Free Workplace Policy or other school district policy regarding drugs and/or alcohol.

The school district's drug policies prohibit the use, sale, distribution, manufacture, or possession of all controlled substances.

The school district policy also prohibits the performance of work or presence at any school district building, facility, and work area/site while under the influence of a controlled substance and/or alcohol.

I understand and agree that:

I have received a copy of Danville Community School Corporation's Drug-Free Workplace Policy and other school district policies regarding drugs and/or alcohol.

I have carefully and thoroughly read Danville Community School Corporation's Drug-Free Workplace Policy and other school district policies regarding drugs and/or alcohol.

I understand the requirement of Danville Community School Corporation's Drug-Free Workplace Policy and other school district policies regarding drugs and/or alcohol and agree, without reservation, to follow these policies.

I understand that I may be required to take a drug and/or alcohol test, as outlined in this handbook.

The Acknowledgement of Receipt and Understanding Agreement signifies that the classified staff employee agrees to the terms and conditions of the agreement stated above.

Danville Community School Corporation

Classified Staff Employee Confidentiality Agreement

This Agreement is made between the classified staff employee and Danville Community School Corporation.

The classified staff employee will perform services for the school district, which may require the school district to disclose confidential and proprietary information ("confidential information") to the classified staff employee. (Confidential information is any information of any kind, nature, or description concerning any non-public matters affecting or relating to the classified staff employee's services for the school district, the business or operations of the school district, and/or the products, drawings, plans, processes or other data of the school district). Accordingly, to protect the school district's confidential information that will be disclosed to the classified staff employee, the classified staff employee agrees as follows.

- A. The classified staff employee will hold the confidential information received from the school district in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. The classified staff employee will not disclose or divulge either directly or indirectly the confidential information to others unless first authorized to do so in writing by the school district.
- C. The classified staff employee will not reproduce the confidential information nor use this information commercially or for any purpose other than the performance of his/her duties for the school district.
- D. The classified staff employee will, upon the request or upon termination of his/her relationship with the school district, deliver any drawings, notes, documents, equipment and materials received from the school or originating from activities for the school district.
- E. The school district shall have the sole right to determine the treatment of any information that is part or project-specific received from a classified staff employee, including the right to keep the same as a trade secret, to use and disclose the same without prior patent applications, to file copyright registrations in its own name or to follow any other procedure as may deem appropriate.
- F. The school district reserves the right to take disciplinary action, up to and including termination, for violations of this agreement.

The classified staff employee represents and warrants that he/she is not under any pre-existing obligations inconsistent with the provisions of this agreement.

The Acknowledgement of Receipt and Understanding Agreement signifies that the classified staff employee agrees to the terms and conditions of the agreement stated above.

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

Please read and sign immediately

I understand and agree that:

I have received a copy of Danville Community School Corporation's Classified Staff Handbook, have read and understand the information outlined in the handbook, have asked any questions I may have concerning its contents, and understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to it.

I understand and agree that the statements contained in the classified staff employee handbook are intended to serve as general information concerning Danville Community School Corporation with respect to its existing policies, procedures, and practices of employment and classified staff employee benefits. The Handbook describes important information about my employment with Danville Community School Corporation, and I understand that I should consult the Superintendent or his/her designee regarding any questions not answered in the Handbook.

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 staff 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 have entered into my employment relationship with Danville Community School Corporation voluntarily and acknowledge that there is no specified length of employment. **Accordingly, I understand and agree that either I or Danville Community School Corporation can terminate the relationship at will, with or without cause, at any time, subject to all applicable law. In addition, Danville Community School Corporation can change the terms of my employment at any time, with or without notice, for any or no reason.**

I understand that this Handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Danville Community School Corporation. I understand that, except for employment at-will status, any and all policies and practices may be changed at any time, with or without notice, at the sole discretion Danville Community School Corporation.

I understand I may retain this copy of the booklet in my possession while the Danville Community School Corporation employs me, or until requested to return it.

Classified Staff Employee's Signature: _____

Printed Name: _____ Date: _____

Position: _____

CC: Personnel File