

# **TRI-CREEK SCHOOL CORPORATION**

## **SUPPORT STAFF HANDBOOK**

### **TRI-CREEK SCHOOL CORPORATION**

Administration Center  
19290 Cline Avenue  
Lowell, Indiana 46356  
(219) 696-6661  
Fax: (219) 696-2150  
Office Hours: 7:00 a.m. – 4:30 p.m.

### **LOWELL SENIOR HIGH SCHOOL**

2051 East Commercial Avenue  
Lowell, Indiana 46356  
(219) 696-7733  
Fax: (219) 696-0042  
Student Day: 8:30 a.m. – 3:00 p.m.  
Office Hours: 7:15 a.m. – 3:45 p.m.

### **LOWELL MIDDLE SCHOOL**

19250 Cline Avenue  
Lowell, Indiana 46356  
(219) 696-7701  
Fax: (219) 690-2620  
Student Day: 8:15 a.m. – 2:45 p.m.  
Office Hours: 7:00 a.m. – 4:00 p.m.

### **OAK HILL ELEMENTARY SCHOOL**

425 South Nichols Street  
Lowell, Indiana 46356  
(219) 696-9285  
Fax: (219) 690-2621  
Student Day: 8:00 a.m. – 2:30 p.m.  
Office Hours: 7:00 a.m. – 3:30 p.m.

### **THREE CREEKS ELEMENTARY SCHOOL**

670 South Burr Street  
Lowell, Indiana 46356  
(219) 696-5740  
Fax: (219) 696-3051  
Student Day: 8:00 a.m. – 2:30 p.m.  
Office Hours: 7:00 a.m. – 3:30 p.m.

### **LAKE PRAIRIE ELEMENTARY SCHOOL**

11601 West 181<sup>st</sup> Avenue  
Lowell, Indiana 46356  
(219) 696-7541  
Fax: (219) 690-2616  
Student Day: 8:00 a.m. – 2:30 p.m.  
Office Hours: 7:00 a.m. – 3:30 p.m.

## TABLE OF CONTENTS

INTRODUCTION.....	3
MISSION .....	3
VISION .....	3
CORE VALUES .....	3
NON-DISCRIMINATION POLICY .....	4
PURPOSE OF THE HANDBOOK.....	4
SECTION 1 - EMPLOYMENT .....	5
1.1    BOARD OF SCHOOL TRUSTEES	
1.2    AT-WILL EMPLOYMENT STATUS	
1.3    APPLICATIONS FOR EMPLOYMENT	
1.4    CRIMINAL HISTORY INFORMATION	
1.5    HANDBOOK ACKNOWLEDGMENT	
1.6    DIRECT SUPERVISORS	
1.7    EVALUATION OF NEW EMPLOYEE	
1.8    UNIFORM PURCHASES	
1.9    WORKPLACE DRESS	
1.10   DOT PHYSICAL	
1.11   ACCESS TO PERSONNEL FILES	
1.12   PERSONNEL DATA CHANGES	
SECTION 2 - TRAINING .....	7
2.1    UNIVERSAL PRECAUTIONS	
2.2    HAZARD COMMUNICATION	
2.3    DRUG-FREE WORKPLACE	
2.4    SEXUAL HARASSMENT, PREVENTION OF	
SECTION 3 - WORKING CONDITIONS AND SCHEDULE .....	8
3.1    WORKPLACE CIVILITY	
3.2    STAFF CONFLICT RESOLUTION	
3.3    PERSONAL APPEARANCE	
3.4    WORK CALENDAR	
3.5    DISCIPLINARY PROCESS	
3.6    REASSIGNMENT/TRANSFER	
3.7    DISABILITY DISCLOSURE	
3.8    EMPLOYMENT PHYSICAL	
3.9    ANNUAL EVALUATION	
3.10   ANNIVERSARY DATE/EXPERIENCE INCREMENTS	
3.11   SALARY DETERMINATIONS	
3.12   TIMEKEEPING SYSTEM	
3.13   TIME RECORDS REVIEW/APPROVAL	

3.14	WORK WEEK DEFINED	
3.15	SCHOOL CLOSINGS/E-LEARNING DAYS	
3.16	APPROVED LENGTH OF WORKDAY	
3.17	ASSIGNMENT OF SHIFTS FOR EVENTS OUTSIDE STANDARD SCHEDULE	
3.18	OVERTIME DEFINED	
3.19	TIME AND A HALF	
3.20	ATTENDANCE AND PUNCTUALITY	
3.21	VOLUNTEER TIME	
3.22	REST PERIODS AND LUNCH	
3.23	NON-DISCLOSURE/CONFIDENTIALITY	
3.24	USE OF INTERNET/EMAIL/TELEPHONE	
3.25	SOCIAL MEDIA IN THE WORKPLACE	
3.26	USE OF EQUIPMENT AND VEHICLES	
3.27	SECURITY INSPECTIONS	
3.28	SOLICITATION	
3.29	SUPPORT STAFF WORK YEAR	
3.30	NON-SMOKING	
SECTION 4 - BENEFITS AND LEAVE INFORMATION .....		16
4.1	INSURANCE BENEFITS FOR ELIGIBLE SUPPORT STAFF	
4.2	DISABILITY LEAVE	
4.3	ACCIDENT REPORT	
4.4	PERF — PUBLIC EMPLOYEES RETIREMENT FUND	
4.5	VACATION	
4.6	HOLIDAYS	
4.7	SICK LEAVE	
4.8	SICK LEAVE LOAN BANK	
4.9	CALL-OFF/CALL-BACK PROCEDURES	
4.10	BEREAVEMENT LEAVE	
4.11	PERSONAL BUSINESS LEAVE	
4.12	LEAVE FOR SERIOUS ILLNESS IN FAMILY	
4.13	FAMILY MEDICAL LEAVE ACT (FMLA)	
4.14	MEDICAL LEAVE OF ABSENCE	
4.15	MILITARY (AND MILITARY CAREGIVER) LEAVE	
4.16	JURY DUTY/LEGAL PROCEEDINGS	
4.17	DAYS OFF WITHOUT PAY	
4.18	BUS MECHANICS	
4.19	403(b) ACCOUNT	
4.20	RETIREMENT AND SEVERANCE BENEFITS	
4.21	EMPLOYEE ASSISTANCE PROGRAM (EAP)	
SECTION 5 - WORKPLACE SAFETY .....		21
APPENDIX A .....		23
APPENDIX B .....		25

# **TRI-CREEK SCHOOL CORPORATION**

## **INTRODUCTION**

Welcome to the Tri-Creek School Corporation. We are pleased to have each and every one of you as a member of our team dedicated to serving the students and families of our community. In the pages to follow, you will find helpful information regarding our school corporation's policies and practices. We hope you will take time to familiarize yourself with this handbook and follow the guidelines noted here.

Should you have any questions regarding information contained in this handbook, or at any other time during your employment, we encourage you to seek out the assistance of your supervisor, building principal, and/or a member of the administrative team.

## **MISSION STATEMENT**

*The Tri-Creek School Corporation and Community ... Engaged to Learn ...  
Equipped to Achieve ... Empowered to Succeed*

## **VISION**

Tri-Creek School Corporation students, faculty, and staff are inspired to engage in a rigorous and safe learning environment leading to both fulfillment and high student achievement. Students, faculty, staff, and community members **engage** collaboratively to ensure that all stakeholders are **equipped** with the support, opportunities, and resources to assure personal and professional growth. Tri-Creek School Corporation students are **empowered** as self-motivated learners to thrive in an ever-changing world.

## **CORE VALUES**

Tri-Creek School Corporation inspires, equips, and empowers all learners through:

1. High student achievement with connections to careers and college
2. Positive, respectful relationships based on integrity, honesty, and responsibility
3. Accurate, timely, and transparent communication
4. A rigorous and relevant student-centered education
5. A collaborative and accountable culture
6. A safe and engaging learning environment
7. Continuous growth and learning for all
8. Innovative and research-based, data-driven practices
9. Student experiences enhanced through partnerships and technology

## **NON-DISCRIMINATION POLICY**

It is the policy of the Tri-Creek School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a veteran in its educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8.1-2 Title 6 and 7 of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title 9 (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act.

Inquiries regarding concerns of discrimination should be directed to:

### **Corporation Compliance Officer**

Mrs. Dana Bogathy, Business Manager      or to the  
19290 Cline Avenue  
Lowell, IN 46356  
219-696-6661 (phone)  
219-696-2150 (fax)  
dbogathy@tricreek.k12.in.us (email)

Office of Civil Rights  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## **PURPOSE OF THE HANDBOOK**

This handbook has been prepared to give employees general information about personnel policies, procedures, and other information pertaining to employment with Tri-Creek School Corporation. When a change in a policy or practice occurs, employees will receive updated information for the handbook.

This handbook replaces all previous handbooks, practices, procedures, or policies, either written or unwritten, which have previously been in effect. To assure that every employee is aware of any revisions and has received the most recent version of this handbook, employees will be asked to complete a *handbook acknowledgement form* confirming receipt of the newest version.

Designed as a communication tool for all employees, the materials in this handbook do not necessarily cover every situation or question that may arise, but attempts to address day-to-day information of general applicability to everyone. The Tri-Creek School Corporation superintendent and/or Board of Trustees reserve the right to make changes at any time, with or without notice, and to interpret these policies and procedures at the discretion of the superintendent.

Communication is one of the most important tools we have for being successful in the workplace, and Tri-Creek School Corporation wants to make sure that employees have every opportunity to discuss workplace ideas and concerns. In order to make sure that communication flows in the proper direction, employees should always talk with their immediate supervisor before taking a concern to someone else within the organization. Good communication must start there. If, for some reason, an employee is not comfortable addressing the concern with his/her supervisor, s/he is encouraged to schedule a meeting with the business manager located in the administration center. Employees are encouraged to follow the chain of command first which follows the district organization chart in administrative guidelines.

Final interpretation and implementation of any of the statements in this handbook are vested solely with the superintendent who reserves the right to use discretion in determining the best course of action in any given situation. Therefore, employees should not interpret any written or verbal statement or promise by a co-worker, supervisor, or anyone other than the superintendent as a change in the contents of this handbook.

This handbook is not intended to create a contractual relationship with anyone employed by the Board of School Trustees of Tri-Creek School Corporation. Further, no representative of Tri-Creek School Corporation, other than the superintendent of schools, has the authority to enter into an agreement of employment for any specified period of time or to make any agreement contrary to the foregoing. This handbook is considered an official statement of the school district policy, not a contract with the school district, and is subject to change.

## 1. EMPLOYMENT

- 1.1. Board of School Trustees: All personnel are employed by the Board of School Trustees upon the recommendation of the superintendent of schools.
- 1.2. At-Will Employment Status: Support staff personnel are those employees of the Tri-Creek School Corporation who are not required to have a teaching license issued by the Indiana Department of Education in order to perform a specific duty in the school district. Support staff members are hired as *at-will employees*, which means that either party (school district or employee) may terminate employment at any time for any reason or no reason. The exception to this definition will be those personnel who are under contract with the school district.

Employees are requested to provide a written letter of resignation at least two (2) weeks prior to the last day of work. If no written letter of resignation is received, the administration will recommend to the Board of School Trustees to terminate the employment, place a letter of termination in the employee's personnel file, and send a copy of the letter to the former employee.

- 1.3. Applications for Employment: Applications for all available positions should be made through the Tri-Creek School Corporation web site at [www.tricreek.k12.in.us](http://www.tricreek.k12.in.us). The school corporation currently utilizes an online system for all posted employment opportunities. To apply for a position within the Tri-Creek School Corporation, please visit the web site, and click on *Employment*. To be eligible for appointment to a support staff position with the Tri-Creek School Corporation, the applicant must be trustworthy and of good moral character. The school corporation relies on the accuracy of information contained in the employment application and obtained throughout the hiring process. Any misrepresentations, falsifications, or material omissions of any information may result in the school corporation excluding the individual from further consideration for employment or, if the person has been hired, termination of employment.
- 1.4. Criminal History Information: To help ensure a safe environment, Indiana state law, effective July 1, 2009, requires each individual hired for support personnel employment to provide, at his/her expense, an expanded criminal history report. As directed by the principal or supervisor, the individual must go to the Tri-Creek School Corporation web site at [www.tricreek.k12.in.us](http://www.tricreek.k12.in.us); click on *Employment*, and click on the link to the *Safe Hiring Solutions* web site to complete the application. Information obtained from the expanded criminal history will not be released or disseminated.

- 1.5. Handbook Acknowledgement: All support personnel are required to read this Support Staff Handbook yearly or as soon as possible, but not less than one (1) week after employment.
- 1.6. Direct Supervisors: The superintendent delegates the responsibility of general supervision, employing, and assigning of personnel. The principal, assistant principal, and/or director is responsible for actual supervision, assignment of duties, reporting absences, compliments, complaints, and other information for support personnel assigned to his/her office or building. A district organizational chart is available in administrative guidelines.
- 1.7. Evaluation of New Employee: All newly hired support staff employees and current support staff employees in new positions will be evaluated by the supervisor during the first year of employment.
- 1.8. Uniform Purchases:
  - 1.8.1. As a condition of employment, custodial and maintenance employees shall be required to participate in the uniform purchase program. Cafeteria staff should consult their department guidelines for their uniform specifications.
  - 1.8.2. Each maintenance and custodial employee working thirty (30) hours or more per week is initially required to purchase three (3) shirts (long-sleeve or short-sleeve). Employees working less than thirty (30) hours per week are required to purchase two (2) shirts. Uniforms may be purchased in subsequent years as needed and approved by the department supervisor. Work pants must not be faded, torn, holey, frayed, tight fitting, or low riding. Shirts must be tucked in and belts worn. Uniforms must be worn every day the employee is working. Uniforms must be laundered and in good repair. Exceptions may be made for building-specific spirit days.
  - 1.8.3. Employees working thirty (30) hours or more per week will receive a maximum of \$76.00 per year toward the purchase of uniform shirts providing that the total bill meets or exceeds \$152.00. If the total purchase is less than \$152.00, Tri-Creek School Corporation will only pay up to 50% of the total purchase. Employees working less than thirty (30) hours per week will receive \$40.00 (maximum) per year toward the purchase of the total uniform shirts providing that the total bill meets or exceeds \$80.00. If the total purchase is less than \$80.00, Tri-Creek School Corporation will only pay up to 50% of the total purchase. Appropriate Department of Labor laws will apply for the purchase of uniforms.
  - 1.8.4. Uniform type and color will be specified by the department supervisor.
  - 1.8.5. In addition, cafeteria personnel, maintenance personnel, custodians, bus drivers, and bus assistants are required to purchase non-skid shoes/boots with traction, as appropriate. Should safety issues arise, Tri-Creek administration may require employees to purchase shoes/boots from a specific provider. Employees arriving at work without the proper shoes will be sent home without pay. Repeated violations are subject to discipline up to and including termination of employment.

- 1.8.6. Following one (1) full year of employment, maintenance mechanics will receive reimbursement for the purchase of one (1) pair of slip-resistant work boots per year as follows:
  - o The cost of work boots up to a maximum of \$200.00.
  - o Work boots purchased shall be on a reimbursement basis only.
  - o Payment of this benefit shall be made between January and June each year upon presentation of proper receipts and approval of the claim by the Board of School Trustees.
- 1.9. Workplace Dress: Employees who do not have a designated uniform shall dress in a professional manner as designated by their supervisor or department supervisor. Professional clothing shall promote a safe working environment and will not be disruptive to the learning environment. Consult administrative guidelines for the dress and grooming policy for specific uniforms by department.
- 1.10. DOT Physical: Bus drivers, bus mechanics, and any other position as designated by the superintendent will be reimbursed the cost of the Department of Transportation (DOT) Commercial Driver's License (CDL) physical exam through the district-designated provider. The results of the DOT physical must be provided to the district logistics coordinator.
- 1.11. Access to Personnel Files: Tri-Creek School Corporation maintains a personnel file on each employee. The personnel file includes information such as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of the school corporation and access to the information they contain is restricted. Generally, only supervisors and administrative personnel of the school corporation who have legitimate reason to review information in a file are allowed to do so. Employees who wish to review their personnel files should contact the business manager and/or his/her designee to schedule an appointment. With reasonable advance notice, employees may review their personnel files in the main office in the presence of an individual appointed to maintain the files.
- 1.12. Personnel Data Changes: It is the responsibility of each employee to promptly notify the school corporation business office of any changes in his/her personal data. Home and email addresses, telephone numbers, name changes, marital status, names of dependents, beneficiary designation, emergency contact information, educational accomplishments, and other such data should be accurate and current at all times. Each employee needing to notify of a change in personnel data shall make a list of any such changes and attach them to a newly completed IRS W-4 form (which may be obtained at any school office) and will then return the completed form to the business office.

## 2. TRAINING

### 2.1. Universal Precautions:

- 2.1.1. It shall be the policy of the Tri-Creek School Corporation to provide simple and effective precautions against transmission of disease in the school environment and to comply with Indiana law. All employees are required to complete the employer-provided training on the district web site regarding Universal Precautions, Bloodborne Pathogens, and Infection Control in the School within

ten (10) days of first active employment. When an employee has direct contact with blood or body fluids, the employee shall use the universal precautions as specified by the State Board of Health.

- 2.1.2. If an employee fails to complete the universal precautions training, the employee shall be subject to sanctions deemed appropriate by the Board of School Trustees, including disciplinary action up to and including possible termination of employment.

2.2. Hazard Communication:

2.2.1. New custodial and maintenance personnel working in district buildings with known asbestos are required to receive one (1) hour of asbestos training including instruction on the potential hazards of asbestos, work procedures on or near asbestos-containing building materials, response procedures for minor fiber release, the building asbestos management plan, and a tour of the building to identify the asbestos-containing building materials. All custodial and maintenance personnel who work in or may have access to such known asbestos service areas are required to have annual asbestos training updates. An attendance record of an employee's participation in the training shall be maintained. Currently, there is no known asbestos in the district.

2.2.2. Tri-Creek School Corporation shall provide necessary employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard the employees have not previously been trained about is introduced into their work area. Such employees will be trained on proper Material Safety Data Sheet usage. An attendance record of an employee's participation in the training shall be maintained.

- 2.3. Drug-Free Workplace: All employees are required to read the material entitled "Drug-Free Workplace Communication" and complete an acknowledgement indicating that they understand the contents of the communication and agree to abide by the drug-free terms as stated in the communication. This information is available on the district web site.

- 2.4. Sexual Harassment (Prevention of): Tri-Creek School Corporation requires all employees to read the sexual harassment prevention brochure entitled, "Don't Do It, Don't Allow It" and complete an acknowledgement indicating that they have read and understand the contents of the brochure. This brochure is available at our school web site at [www.tricreek.k12.in.us](http://www.tricreek.k12.in.us). If, at any time, during employment, an employee witnesses or is concerned about any type of harassment, including sexual or any other type, s/he should immediately report his/her concern to his/her immediate supervisor or member of the administration team.

### 3. **WORKING CONDITIONS AND SCHEDULE**

- 3.1. Workplace Civility: For any organization to be effective, a positive and supportive attitude must exist among its members. A staff member has the right to express his/her point of view on relevant work-related issues among the staff, and no staff member shall suffer retribution or disciplinary action for input or feedback provided in a civil manner. It is important that communication is kept open and that problems are handled quickly and without disruption to the work flow. Please see NEOLA Policy 4210.01 for

additional guidelines. The following behaviors include some guidelines, but are not limited to, as to what would be considered a violation of the rules of civility and thus, should be avoided:

- Treating others in a disrespectful or discourteous manner.
- Exhibiting passive-aggressive behaviors and failing to take responsibility for one's own actions.
- Using email or other communication tools to harass or to incite others to harass, violate rules, or act unprofessionally.
- Engaging in tirades and temper tantrums, including shouting and finger pointing.
- Bullying others.
- Disrupting meetings or displaying inappropriate behavior at meetings, including talking when someone has the floor.
- Using profanity or abusive language toward anyone.
- Rumoring, gossiping about, or damaging a coworker's reputation.

3.2. Staff Conflict Resolution: If an employee has a problem with another, he/she must use appropriate problem-solving strategies and follow proper channels. Appropriate procedures for problem resolution follow.

- Discuss the problem individually with the employee in question to seek amicable resolution.
- If the problem is not resolved, explain the problem to the immediate supervisor and meet jointly with the employee to resolve the problem.
- If this step is inappropriate or ineffective, present the problem to the appropriate administrator for assistance in resolving the issue.
- All employee groups are expected to work together consistently, collaboratively, and cooperatively with respect.

3.3. Personal Appearance: Dress, grooming, and personal cleanliness standards contribute to the morale and performance of all employees and directly affect the professional image the school corporation presents to staff members, students, parents, and visitors. During working hours, employees are expected to present a clean, neat, and professional appearance at all times, dress according to the requirements of their positions, and dress in a manner which will not distract other employees or students. Pants and other items of clothing must not be faded, torn, holey, frayed, tight fitting, or low riding. When appropriate, shirts should be tucked in and a belt worn. Employees who report for work inappropriately dressed will be sent home and directed by their supervisor to return to work in proper attire. Under such circumstances, employees will not be compensated for their time away from work. Employees should consult with their immediate supervisor or the superintendent if they have any questions as to what constitutes appropriate attire.

3.4. Work Calendar: All support staff employees are employed to work on an established calendar basis. The immediate supervisor will establish specific working conditions.

Any concerns about these conditions should be brought to the attention of the immediate supervisor or through the chain of command flow.

- 3.5. Disciplinary Process: If an employee fails to follow the established guidelines or violates the rules and policies of the Tri-Creek School Corporation, the employee will be subject to disciplinary action up to and including termination of employment. Reprimands, warnings, and/or discipline of support staff shall be issued in an appropriate and professional manner.

Disciplinary action is typically taken for one of two reasons: (1) when an employee does not meet generally accepted standards of good conduct as referenced in this handbook, or (2) when an employee does not satisfactorily perform assigned job tasks.

In the event that a disciplinary action becomes necessary, Tri-Creek School Corporation uses a progressive coaching/disciplinary procedure as outlined below. This corrective/disciplinary action can begin at any step in the process depending upon the seriousness of the offense. Those offenses, which are considered to be misconduct of an extreme nature or extremely poor work performance, may result in immediate termination of employment.

Step One: Verbal Warning:

Under Step One, your supervisor will meet with you to discuss an unsatisfactory performance or behavior issue and how it can be improved. Together, you will develop an action plan for improving the performance and/or behavior within a specified period of time.

Step Two: Written Warning:

If the unacceptable behavior or poor performance continues, or if the unacceptable behavior or poor performance is serious in nature, the supervisor will meet with you to discuss the unsatisfactory progress on those goals identified in Step One, on the seriousness of the misconduct, or on the poor performance. Step Two will include a documented corrective action notice with steps for improvement.

Step Three: Final Written Warning (with possible suspension):

When an employee has failed to correct misconduct or performance problems following a verbal reminder and/or a written reminder, or when behavior is so seriously undesirable that Tri-Creek School Corporation believes s/he should leave the workplace immediately, a final written warning will be issued. Depending on the circumstances, suspension from work may result. The superintendent, along with the business manager and immediate supervisor, will make a final decision regarding the length of time of suspension or the possibility of discharge after an investigation of the facts.

Step Four: Discharge:

Step Four is the final step in the corrective/disciplinary action process. An employee who fails to improve his/her behavior or performance or whose misconduct is so severe in nature that it threatens the well-being of Tri-Creek School Corporation or the safety and well-being of fellow employees, students, and visitors, will be terminated from employment.

- 3.6. Reassignment/Transfer: Reassignment within the school district may at times become necessary to maintain or improve the efficient operation of the school district. Therefore, the supervisor/designee may reassign support staff personnel by building or work shift at any time. The employee will be notified in writing of the change at the earliest possible time. Personnel who wish to communicate a desire for reassignment must do so on the Transfer Request form provided to the staff prior to the start of the new school year. Any member of the support staff may request a transfer to any other position which is available in the school corporation for which s/he is qualified by following the application process outlined in the Transfer Request form.
- 3.7. Disability Disclosure: Employment opportunities are based on an individual's ability to do the job. We recognize and are committed to our moral and legal obligation to employ qualified disabled individuals. It is our goal to make reasonable accommodations, when necessary, to aid in the employment and advancement of disabled workers who are qualified to perform the essential functions of a job which would not impose an undue hardship on the corporation with respect to costs and expenses, operational needs, well-being of families, or safety considerations. Employees of the school district are expected to fulfill the duties of their assigned jobs at all times. Employees should disclose any disability which would require an accommodation so the school district may determine if reasonable accommodations can be made which will enable the employee to continue working.
- 3.8. Employment Physical: All employees are expected to disclose any known health or physical exceptions prior to employment and any health or physical problems that develop after employment which may affect their position and ability to complete the essential functions of their job. When the superintendent deems it appropriate and necessary, current employees may be required to take medical/psychological examinations to determine fitness for duty as a condition of continued employment. Such examinations will be scheduled at reasonable times and intervals and performed by a licensed physician/psychologist at the school corporation's expense. If the question of physical or mental/emotional fitness is the determining factor in the continued employment of any employee, the decision shall not be made until after reasonable accommodations have been explored, and the administration and examining physician/psychologist confer relative to the physical and/or mental/emotional condition of the employee.
- 3.9. Annual Evaluation: All support staff will receive an annual evaluation as a review of their work performance for the previous year. The superintendent will designate the evaluator for each support staff position.
- 3.10. Anniversary Date/Experience Increments: All support personnel employees will have July 1 as an anniversary date for salary computations. Those who begin employment between July 1 and January 1 of any fiscal year will have one (1) year added to their experience increments schedule the following July 1 providing they have a favorable evaluation. Employees who begin employment between January 1 and June 30 of any year will have their experience increments computed from July 1 the following year.
- 3.11. Salary Determinations: The Board of School Trustees determines the starting salary rates. Annual stipend and/or base increase will be determined by the Board of School Trustees on an annual basis. Criteria for distribution of the stipend and/or base increase will be determined by the Board of School Trustees.

- 3.12. Timekeeping System: All hourly employees will record time by use of a district-adopted timekeeping system. All hourly employees will be required to log their lunch time on their time cards.
- 3.13. Time Records Review/Approval: All time records are to be reviewed and approved by the employee's immediate supervisor prior to submission for payroll processing. Altering or falsifying time records or recording time for another employee may result in disciplinary action up to and including termination of employment.
- Time records for all hourly employees shall reflect time worked to the nearest quarter-hour. Time records reflecting eight (8) minutes or more into the quarter-hour shall receive credit for the next quarter-hour (approved overtime only). Employees leaving their workstations before the designated end of the work day may be docked a minimum of one quarter-hour. Employees habitually leaving early will be terminated.
- 3.14. Work Week Defined: Unless otherwise indicated by the administration center, the official work week of the school district will end at the end of the designated work day on Friday no later than midnight, and the new work week will begin immediately thereafter.
- 3.15. School Closings/e-Learning Days: When a weather emergency creates hazardous travel conditions, the school corporation may announce a closure, delayed start time, early dismissal time, or remain open for only basic services. All operations employees are required to report to work regardless of school closure for teaching staff and students. In the event of an e-Learning day, administration may allow certain departments or employees to come in for pre-determined training or assignments. In this case, employees will be paid for the hours they work. Contracted employees will count these days toward their required number of workdays for the year. These instances will be communicated to employees by their supervisors and must be approved by administration.
- 3.16. Approved Length of Workday: The number of hours worked per day and per week by support personnel will be set by the business manager. Changes in the length of the work day or work week must be approved by the business manager. Time records should be an accurate reflection of time worked on a daily basis. Modified work schedules where compensatory time will be earned for time worked in excess of the approved work day must be approved in advance by the building administrator or supervisor.
- 3.17. Assignment of Shifts for Events Outside Standard Schedule: The supervisor of the department will request volunteers for the special coverage. If no suitable employee requests to work the event, the supervisor will then assign the shift based on qualifications and training for the special coverage event. Overtime qualifications and rules will apply as stated in section 3.18.
- 3.18. Overtime Defined: Overtime is defined as authorized, compensable physical work time in excess of forty (40) hours per week as per the Department of Labor standards. All overtime must be approved by the superintendent or business manager as far in advance as possible. This approval must be documented in writing or email by the immediate supervisor to the superintendent or business manager. Any supervisor who requires a member of the support staff to work in excess of a regular eight-hour work day will first consider modifying the regular work schedule within the same week to assure overtime is not accrued. Overtime will only be approved on rare occasions.

- 3.19 Time and a Half: Hours physically worked over forty (40) hours per week will be paid at one and a half times regular wages to non-exempt support personnel. In lieu of wages paid at time and a half, the district will permit compensatory time off at the rate of time and a half for each overtime hour worked.

Leave time and vacation days are not counted toward the accrual of the forty (40) hours in a seven-day work week as established by the employer in the calculation of overtime. (Source: Department of Labor)

- 3.20. Attendance and Punctuality: To maintain a safe and productive work environment, the school corporation expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the school corporation. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the tardiness or absence. Poor attendance and excessive tardiness are disruptive to the successful operation of the school corporation. Either may lead to disciplinary action up to and including termination of employment. The school corporation retains the right to require written verification of an absence whether it be from a healthcare provider or other source as designated by the supervisor. Patterns of repeatedly calling off resulting in the inability to perform job duties adequately may result in disciplinary action up to and including termination of employment. In the case of excessive absences in a school calendar (i.e., July 1 – June 30), the employee shall meet with his/her supervisor or an administrator to discuss the reasons for the absences. If appropriate, an improvement plan shall be developed to promote better attendance. The improvement plan shall include procedures should the employee's attendance continue to be unsatisfactory. The administration reserves the right to waive this procedure when the reasons for the absences are known, legitimate, and documented (i.e., covered under FMLA, workman's compensation, hospitalization, etc.).
- 3.21. Volunteer Time: Employees may volunteer to work at school events provided the work is clearly at the employee's option, is in a different capacity from the primary employment, and is work performed on an occasional or sporadic basis. An employee may not volunteer to provide the same type of service s/he is employed to perform for the school corporation. Such work will be treated as regular work and subject to hourly employment compensation.
- 3.22. Rest Periods and Lunch: The hours and break times for full-time and part-time support staff employees shall be defined by the immediate supervisor. Lunch is unpaid if the employee is relieved of all working duties for that time. Daily paid break times in 15-minute increments will be provided for eligible employees. The employee's supervisor shall have the right to determine the schedule for the breaks, hours, and shifts to be worked per day/week based on the needs of the corporation. The work schedule, including breaks and lunch periods, may be changed from time to time to meet varying conditions of business. Schedule adjustments or changes by the employee will not be allowed without the prior written consent of the employee's immediate supervisor. The following break and lunch schedule will be utilized by supervisors as a guideline:
- Employees working four (4) hours or more may be given one (1) 15-minute paid rest period.
  - Employees scheduled six and one-half (6.5) hours or more may be given two (2) 15-minute paid rest periods.

- Employees scheduled eight and one-half (8.5) hours or more may be given two (2) 15-minute paid rest periods and one (1) 30-minute duty-free lunch. Rest periods and lunch periods may be combined upon approval of the supervisor. The duty-free lunch must be taken in order to be eligible for the two (2) 15-minute paid rest periods.
- 3.23. Non-Disclosure/Confidentiality: All school corporation employees work in an environment where the confidentiality of students and employees must be preserved at all times. The protection of confidential information is vital to the interests, credibility, and success of the school corporation. **All information associated with the school corporation in any manner should be treated as strictly confidential.** The reproduction of written materials, accessing unauthorized computer or electronic records, or the disclosure of employee home telephone numbers or addresses is strictly prohibited.
- 3.24. Use of Internet/Email/Telephone: Most employees of the school corporation will have access to school corporation Internet, email, and telephone services, as well as other school corporation-owned technology equipment and services. The use of such technological equipment and services is a privilege and not a right. The information network system is owned by the school corporation and is to be used for educational or school corporation business purposes only. Employees are expected to access their school email accounts at least on a daily basis.

Each employee must assume personal responsibility for the use of his/her school computer accounts. Consequently, employees should not disclose passwords or otherwise make computers or facilities available to unauthorized individuals (including co-workers, family, or friends). Moreover, the possession or collection of others' passwords, long-distance codes, printing codes, postage codes, or other secure identification is prohibited. Use of a school corporation telephone is permitted for business purposes only.

It is important to remember that all data, email, voice mail, or other types of electronic and/or printed information obtained during the normal course of work are the property of the Tri-Creek School Corporation. At times, it may be necessary for certain authorized personnel to access a user's system in order to maintain or prevent damage or to ensure compliance with other Tri-Creek School Corporation guidelines. Employees should have no expectation of privacy when it comes to the use of corporation technology.

- 3.25. Social Media in the Workplace: The use of social media web sites is increasingly common for everyone, including employees of Tri-Creek School Corporation. The term—social media—is commonly given to online tools which allow users to interact with each other in some way — by sharing information, opinions, knowledge, and interests. Social media involves the building of communities or networks and encouraging participation and engagement. Examples include, but are not limited to, Facebook™, blogspots, LinkedIn™, Flickr™, etc. These communications tools have the potential to create a significant impact on organizational and professional reputations. To assure safeguards are in place to properly portray, promote, and protect the organization as well as the personal and professional reputations of those using social media, Tri-Creek School Corporation requires that:

- Staff members shall only engage in electronic communication with students via email, texting, social media, and/or online networking media such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc. when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
  - Officially recognized social media accounts and web pages will be reviewed and approved through the administration center.
  - Each social media account will have responsible administrators assigned.
  - Each officially approved account must include a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.
  - Inappropriate, offensive, injurious, threatening, and illegal content may be removed by identified account administrators or at the direction of the superintendent and/or assigned social media policy staff, and possibly referred to law enforcement personnel.
  - Employees who violate this policy may be subject to discipline up to and including termination of employment. If the actions of the employee are severe enough, law enforcement may be informed as well.
- 3.26. Use of Equipment and Vehicles: When using school corporation equipment, vehicles, and other property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. In addition, all employees must have in their possession a currently valid driver's license when operating any school corporation vehicle. The district will submit the driver's license information to its designated insurance provider for approval as an authorized driver of corporation vehicles. Employees are expected to use school corporation property and vehicles for authorized, official business purposes only.
- Employees should notify their direct supervisor if any equipment, machine, tool, or vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of potential problems could prevent deterioration of equipment and possible injury to employees or others. The direct supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.
- The improper, careless, destructive, negligent, or unsafe use of school corporation equipment or vehicles, as well as excessive or avoidable traffic or parking violations, can result in disciplinary action up to and including termination of employment.
- 3.27. Security Inspections: Desks, lockers, file cabinets, and other storage devices may be provided for the convenience of employees, but they remain the sole property of the school corporation. Accordingly, they, as well as any articles found with them, can be inspected by a supervisor or superintendent's designee at any time with or without prior notice.
- 3.28. Solicitation: In an effort to assure a productive and harmonious work environment, employees will not participate in distribution of non-work-related literature, printed materials or imprinted products, sell products, solicit money contributions, or solicit for any organization or cause during working time, unless specifically authorized by the superintendent or business manager. This policy applies to employees, visitors, and other non-employees who are on Tri-Creek's premises at any time. Questions regarding this should be directed to the business manager.

- 3.29. Support Staff Work Year: See chart in Appendix A.
- 3.30. Non-Smoking: Tri-Creek School Corporation is designated “smoke free.” Smoking and the use of tobacco products, including e-cigarettes, are prohibited in any building or any other area of campus. An employee found smoking or using tobacco in a prohibited area may be subject to disciplinary action up to and including termination of employment.
4. **BENEFITS AND LEAVE INFORMATION** (*see Appendix A chart for specifics by position*)
- 4.1. Insurance Benefits for Eligible Support Staff:
- Life Insurance: All full-time hourly employees and contracted support staff are entitled to life insurance. This insurance policy is a term-life policy on the employee only and has a face value for his/her position according to Appendix A with an Accidental Death and Dismemberment (AD&D) rider. The school corporation will pay the cost of the basic plan. The employee will pay the cost of the AD&D rider.
  - Health/Dental Insurance: Tri-Creek School Corporation offers a group health and dental insurance program through the district provider. At the time of hire, and during any open enrollment period, all newly hired and/or other eligible employees are provided the opportunity to enroll in this plan. At that time, and on an annual basis, a summary plan description outlining the details of the plan along with monthly premium costs is provided to employees. Questions regarding this benefit should be directed to the benefits representative located at the administration center.
- 4.2. Disability Leave: All employees shall be covered by Worker’s Compensation. Upon commencement of Worker’s Compensation benefits, the employee shall be placed on an unpaid leave of absence until the cessation of Worker’s Compensation benefits. Worker’s Compensation benefits amount to  $66\frac{2}{3}\%$  of previous year’s average earnings.
- 4.3. Accident Report: When an accident occurs at work, an accident report must be received by the administration center as soon as possible but no later than 24 hours after the occurrence. The proper accident report form may be obtained from any school office or the immediate supervisor. The health provider for all work-related injuries is *WorkingWell* located at Franciscan Point (located  $\frac{1}{2}$  mile east of I-65 and Highway 231), 12800 Mississippi Parkway, Pavilion A, Suite A204, Crown Point, Indiana; Phone: (219) 662-5500; Hours: M-F 8:00 a.m. to 4:30 p.m.
- 4.4. PERF — Public Employees Retirement Fund:
- All eligible employees hired prior to July 1, 2011, are required to participate in the Indiana Public Employees’ Retirement Fund. The employee pays three percent (3%) of annual salary, and the district pays a percent as determined annually by the Indiana Public Employees’ Retirement Fund.
  - All eligible employees hired after July 1, 2011, will have the option of joining the local retirement plan through VALIC. Employees must contribute 3% in order to receive a 4% district match.
- 4.5. Vacation: Those employees who are considered twelve-month support staff employees are eligible for paid vacation time, after one (1) year of service, subject to the experience

increment as outlined in section 3.10. No employee shall accumulate vacation allowance without superintendent approval. Vacation accrual shall be earned on the following schedule: one (1) week after one (1) year of employment, two (2) weeks after two (2) years of employment, three (3) weeks after five (5) years of employment, and four (4) weeks after ten (10) years of employment.

- 4.6. Holidays: Holidays are designated by position according to the chart in Appendix A. If a holiday falls on a non-work day, the business manager will designate the holiday observance. If an employee is absent from work without pay on the regularly scheduled work day preceding or following a holiday, the employee will not receive pay for the holiday. Support personnel who work on a scheduled holiday (requires supervisor prior approval) will not receive any additional holiday pay. However, support personnel may schedule in advance a regular work day off in lieu of the holiday to receive holiday pay. Unpaid holidays will be counted as an unpaid workday for support staff.

Holiday Schedule:

- Schedule A: Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, and Independence Day
  - Schedule B: Labor Day, Memorial Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Day, and Good Friday
  - Schedule C: Labor Day, Memorial Day, and Good Friday
- 4.7. Sick Leave: See Appendix A for the schedule. The employer may require a physical examination periodically or upon reasonable belief that impairment of ability to perform may exist. The examining physician will be chosen by the district and must indicate whether the individual's health will allow for continued employment in view of his/her job classification, duties, and responsibilities.
- 4.8. Sick Leave Loan Bank: The purpose of the sick leave loan bank is to provide additional sick leave benefits beyond normal sick leave policy for eligible support personnel. Employees will be given the opportunity to become sick leave bank members at the start of their employment through application and donation of one (1) day to the bank. Employees may also join the sick leave bank during July on an annual basis by requesting an application. Consult administrative guidelines in school corporation policy.
- 4.9. Call-Off/Call-Back Procedures: A call off from work must be communicated to the immediate supervisor as soon as the employee knows s/he cannot perform the required tasks due to illness. When an employee needs to be on sick leave, the employee must call the appropriate school corporation office or supervisor according to his/her department guidelines or not later than ninety (90) minutes before the beginning of the shift (other time considerations may be made by the immediate supervisor). Proper call-off procedures would include speaking to the direct supervisor or receiving acknowledgement from the supervisor (or his/her designee) that the call off was received. It is the responsibility of the employee to confirm acknowledgement of the call off to the supervisor.
- 4.10. Bereavement Leave: See Appendix A for the schedule. Bereavement leave is to be used for the death of an immediate family member defined as: father, mother, husband, wife, son, daughter, brother, sister, aunt, uncle, father-in-law, mother-in-law, son-in-

law, daughter-in-law, brother-in-law, sister-in-law, step-mother, step-father, step-children, grandparents, grandchildren, or a relative living in the same household. Requests for such leave shall be made to the employee's immediate supervisor. Supervisors may ask for supporting documentation.

- 4.11. Personal Business Leave: Tri-Creek School Corporation provides eligible staff the use of two (2) personal business leave days each year, or as designated by their board-approved contract. Personal business leave is defined as personal business that must be conducted during the working day other than recreation, pleasure, or vacation. Although employees are not required to communicate the reason for their use of personal leave time, Tri-Creek School Corporation reserves the right to deny all requests that, in its opinion, do not meet the definition of personal business leave time.

Personal business leave time will be used in increments of four (4) hours or ½ of a normal scheduled working day. Use of personal business leave directly before or after a holiday, school vacation, or in-service day is strongly discouraged.

Qualifiers:

- Apply in writing 48 hours in advance with exceptions in the case of an emergency.
  - Must be approved by the business manager.
  - Unused personal business days will be added to the total of accumulated sick leave on an annual basis.
- 4.12. Leave for Serious Illness in Family: See Appendix A for the schedule. Eligible employees are entitled to two (2) days leave for serious family illness, major surgery, or serious accident. All require hospitalization and must involve a member of the immediate family. In all cases of serious illness leave, prior approval shall be granted by the administration center or, in the absence of an administration center administrator, the building principal.
- 4.13. Family and Medical Leave Act: The Tri-Creek School Corporation will comply with the provisions of the Family Medical Leave Act of 1993 (herein referred to as "FMLA"). By law, FMLA is available to eligible employees who have worked for a minimum of twelve (12) months and have worked at least 1,250 hours prior to the request for FMLA. FMLA provides for up to twelve (12) weeks of unpaid time off (shall run concurrently with available paid time off) to eligible employees for the birth of a child or the placement of a foster child; to care for a seriously ill spouse, child, or parent; or due to the employee's own serious health condition. Intermittent or reduced schedule leaves are available for up to twelve (12) weeks of leave in a year for a serious health condition of the employee which makes him/her unable to perform the functions of his/her job or to care for the employee's spouse, child, or parent who has a serious health condition. The method for determining the 12-month leave period shall be the 12-month period measured forward from the date any employee's first FMLA leave begins. An employee using FMLA shall receive the same health, life, and dental insurance as active employees. Questions regarding FMLA should be directed to the business manager.
- 4.14. Medical Leave of Absence: Medical leave of absence without pay may be authorized upon written application to the administration center for eligible employees who have been employed for a minimum of twelve (12) months. The terms of such leave will be

established by the administration if the leave is granted and will comply with Family Medical Leave Act, 29 U.S.C. 26d et Seq for one period of twelve (12) weeks. If the employee is unable to return to work after the conclusion of his/her twelve (12) weeks of medical leave, s/he may resign in good standing and be considered for future open positions. When an employee is on unpaid medical leave when his/her work calendar begins, the employee must work a day to receive benefits such as personal business leave, sick leave, and vacation days. The leave days will be prorated on the remaining days in the employee's work calendar.

- 4.15. Military (and Military Caregiver) Leave: Tri-Creek School Corporation provides leaves of absence without pay for military or reserve duty responsibilities. Employees who are called or volunteer for active military duty, the Reserves, or the National Guard, or who have immediate family members being deployed or returning home should notify their immediate supervisor as early as possible. Tri-Creek School Corporation will observe all federal and state laws in determining eligibility for reinstatement.
- 4.16. Jury Duty/Legal Proceedings: Support personnel will receive their daily salary less the per diem earned as a witness or for jury duty when they are subpoenaed. An un-subpoenaed witness shall use a personal business day or take a non-paid day in order to appear.

Personnel who are subpoenaed to testify before a judicial tribunal or governmental body due to their position with the school corporation shall be compensated for the difference between the school corporation pay and the pay received for the performance of such obligation. This paragraph shall not be applicable to situations when the employee has an interest in the proceedings adverse to Tri-Creek School Corporation or when the employee is testifying in a proceeding that is for the personal benefit of the employee.

- 4.17. Days off without Pay: No employee shall take unpaid leave without authorization of the superintendent or his/her designee. Such leave will be highly discouraged and will only be considered for approval in instances of once in a lifetime special situations. Requests for unpaid leave must be made in writing to the superintendent at least two (2) weeks prior to the requested dates and should not extend for more than five (5) days of unpaid leave. Requests are considered on an individual basis and may not be approved. Time off without approved leave shall be subject to discipline. All paid time accrual must be exhausted before unpaid time off will be authorized.

- 4.18. Bus Mechanics:

Performance Pay: Bus mechanics will receive performance pay of \$200.00 to be used for the purchase of additional tools as follows:

- The bus mechanic shall have a minimum of five (5) continuous years of service in Tri-Creek School Corporation.
- The bus mechanic must be in good standing and have received an Effective or Highly Effective rating on his most recent evaluation.
- Tools thus purchased shall be on a reimbursement basis only and are to be immediately added to the individual's tool inventory for insurance purposes.
- Payment of this benefit shall be made between January and June of each school year upon presentation of proper receipts and approval of the claim by the Board of School Trustees.

- Only tools approved by the district logistics coordinator shall be eligible for reimbursement.

Bus Mechanic Tool Purchase: Following one (1) full year of employment, bus mechanics shall receive an additional \$150.00 for tool purchase when, at the annual safety inspection by the Indiana State Police, all Tri-Creek buses pass on the day of inspection paid as in 4.18 above.

- Payment of this benefit shall be made between January and June of each school year upon presentation of proper receipts and approval of the claim by the Board of School Trustees.

Uniforms: Tri-Creek School Corporation provides uniforms for select employees as an advantage by reducing wear and tear on personal clothing.

- Bus mechanics will wear the approved uniform provided by the school corporation.
- Bus mechanics may only wear their work-issued uniform during work hours.
- Uniforms, including laundry and repair for wear and tear that occurs during work-related activities during normal working hours, are furnished at no cost to the employee.
- Tri-Creek School Corporation will provide for the replacement of a uniform in the event that the uniform was damaged in the process of conducting work-related activities. The bus mechanic will be responsible for replacement of a uniform when:
  - the uniform is lost while in possession of the employee;
  - the uniform is damaged while performing non work-related tasks; or
  - the uniform is damaged during an unpaid break period.
- Upon termination of employment or transfer from the bus mechanic position, employees are responsible for returning all issued uniforms.

Bus Mechanic Boot Purchase: Following one (1) full year of employment, bus mechanics will receive reimbursement for the purchase of one (1) pair of slip-resistant work boots per year as follows:

- The cost of work boots up to a maximum of \$200.00.
- Work boots purchased shall be on a reimbursement basis only.
- Payment of this benefit shall be made between January and June each year upon presentation of proper receipts and approval of the claim by the Board of School Trustees.

4.19. 403(b) Account: Any support staff members may participate in an employee 403(b) tax-sheltered annuity. Contact the business office at the administration center to obtain a Salary Reduction Agreement form and a list of the companies that provide 403(b) plans.

4.20. Retirement and Severance Benefits: See approved benefits and positions in Appendix B.

- 4.21. Employee Assistance Program (EAP): The school district provides an employee assistance program through an established provider. EAP services provide district employees with consultation, information, and referrals to community resources for concerns including, but not limited to, relationship difficulties, stress management, troubled children/parenting issues, alcohol and drug use, legal and financial problems, etc. Employees have 24-hour, 365-days-a-year confidential access. Information on accessing EAP services is provided at the time of hire or by contacting the business manager. This service is free to employees of the district.

## 5. **WORKPLACE SAFETY**

### Accident and Injury Reports

All accidents and injuries must be reported on the current accident form. Student and staff accident forms are available in the office and online at the Tri-Creek web site under Forms on the Staff page. Forms must be filled out by the school nurse or supervisor in charge as soon as possible on the day of the accident or injury. A copy is to be sent to the administration center to the attention of the business department by the following day. Please be as accurate as possible in completing the forms. All questions must be answered. If a question is non-applicable, write N/A on the line for that question. When the form is completed, please return it to the office for building administrative review and signature. Employee treatment must be through *WorkingWell* in Crown Point (I-65 and 231).

In case of an accident in a corporation vehicle other than a school bus, contact your supervisor immediately and follow procedures for accident and injury reports.

### Standard Response Protocol

Emergency Conditions: Emergencies require immediate action. In the event of an emergency, the posted Staff Guide to Emergency Response must be followed (available in each room/area of schools in the district). Employees must become familiar with the Staff Guide to Emergency Response and posted escape routes at each work site.

# IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

## LOCKOUT! Get inside. Lock outside doors.

### STUDENTS

Return inside  
Business as usual

### TEACHER

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Business as usual  
Take attendance



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### TEACHER

Lock interior doors  
Turn out the lights  
Move away from sight  
Do not open the door  
Maintain silence  
Take attendance



## EVACUATE! To the announced location.

### STUDENTS

Bring your phone  
Leave your stuff behind  
Follow instructions

### TEACHER

Lead evacuation to location  
Take attendance  
Notify if missing, extra or injured students



## SHELTER! Hazard and safety strategy.

### STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### TEACHER

Lead safety strategy  
Take attendance



## HOLD! In your classroom. Clear the halls.

### STUDENTS

Remain in the classroom until the "All Clear" is announced

### TEACHER

Close and lock classroom door  
Business as usual  
Take attendance



© Copyright 2010-2015. All Rights Reserved. The "I Love U Guys" Foundation, Bally, CO. The Standard Response Protocol and Extended/Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP Terms of Use". SRPE P02/03 | v 2.0-1 | Revised 06/10/2017 | <http://iloveuguyz.org>

## APPENDIX A

Employee Group	Health	Dental	Vision	Term Life	Sick Days	Family Days	Personal Days	Max Accum	Bereavement Days	Holiday Schedule	Sick Bank	FT Bank	Vacation Days	PERF/Valic (600+ hrs.)	Stipend	# Days
Cafeteria Bookkeeper	X	80% S		\$15,000	6		2	60	5	C	X			X		180
Cafeteria Managers	XX				6		2	60	5	C	X			X		180
Cooks and Cashiers					6		2	60	5	C	X			X		180
Bus Drivers	XX	\$117.00		\$15,000	6		2	75	5		X			X		180
Transportation Secretary					6		2	0	5							180
Transportation Assistant					6		2	0	5							190
Lead Mechanic	X	80% S		\$15,000	10	2	2	105	5	A	X		X	X	X	260
Mechanics	X	80% S		\$15,000	10	2	2	105	5	A	X			X	X	260
Warehouse Assistant					5			0	5							180
Maintenance	X	80% S		\$15,000	10	2	2	105	5	A	X		X	X		260
Custodians	X	80% S		\$15,000	10	2	2	105	5	A	X		X	X		260
Part-time Custodian					6		2	0	5							180
Part-time Custodian – 260 days					10	2	2	0	5	A			X	X		260
Student Support Advisors	X	80% S/80% F	\$1	\$50,000	11	3	3	200	5		X	X		X		190
Teacher Asst./Interventionist					6		2		5							180
Data Clerk					6		2		5							180
HS Operations Assistant					6		2		5							180
Elem. Secretary/Bookkeeper	X	80% S		\$15,000	8	2	2	95	5	B	X			X		205
Guidance Secretary	X	80% S		\$15,000	8	2	2	95	5	B	X			X		205
MS/HS Secretary/Bookkeeper	X	80% S		\$15,000	9	2	2	100	5	B	X			X		220
Nurse	X	80% S		\$25,000	10	2	2	90	5		X			X		190
Part-Time Nurses	X	80% S		\$25,000	8	2	2	85	5		X					190
Library Assistant	X	80% S		\$15,000	8	2	2	95	5	C	X			X		195
Building Technician	X	80% S		\$15,000	9	2	2	100	5	B	X			X		230
Network/System Administrator	X	80% S		\$25,000	10	2	2	105	5	A	X		X	X		260
Data Manager	X	80% S		\$25,000	10	2	2	105	5	A	X		X	X		260
Executive Secretary	X	80% S		\$15,000	10	2	2	105	5	A	X		X	X		260
C.O. Secretary	X	80% S		\$15,000	10	2	2	105	5	A	X		X	X		260
Financial Assistant - AP	X	80% S		\$15,000	10	2	2	105	5	A	X		X	X		260
Financial Assistant - Payroll	X	80% S		\$15,000	10	2	2	105	5	A	X		X	X		260
Deputy Treasurer	X	80% S		\$25,000	10	2	3	105	5	A	X		X	X		260
Human Resources Coordinator	X	80% S		\$25,000	10	2	3	105	5	A	X		X	X		260
Supervisor Maintenance	X	80% S		\$25,000	10	2	3	105	5	A	X		X	X		260
Food Service Director	X	80% S		\$25,000	10	2	3	105	5		X			X		220
Director of Safety and Security	X	80% S		\$25,000	10	2	3	105	5		X		X	X		260

**NOTES:**

**Health Insurance** indication of X = the same board contribution as the teacher's contract or indication of XX = as designated by the school board for cafeteria managers, bus drivers, and other eligible part-time workers.

**Vacation Days** for 260-day employees: 1 week after 1 year, 2 weeks after 2 years, 3 weeks after 5 years, and 4 weeks after 10 years.

**Stipend:** Bus mechanics will receive \$200 to purchase tools after 5 continuous years of service, \$150 for tools when all buses pass inspection, and up to \$200 for work boots.

**SUPPORT STAFF STARTING RATES****Building Support**

Building Secretary	\$12.58
ECA Bookkeeper	\$15.36
Library Assistant	\$10.31
Technology Assistant	\$12.78
Teacher Assistant	\$9.68
Interventionist	\$20.93
O.C./Alt. Center Teacher Assistant	\$9.68 - \$13.49*

**Cafeteria**

Tier 3- Server/Dishroom/Table Washer	\$9.20
Tier 2- Cashier/Cook	\$9.35
Tier 1- Cooks/Bakers	\$9.50
Elementary Food Service Manager	\$11.95
Secondary Food Service Manager	\$12.95
Food Service Bookkeeper	\$13.10
Food Service Assistant Director	\$18.75
Food Service Custodian	\$9.52
Food Service Substitute	\$8.60

**Central Office**

Superintendent Secretary	\$17.19
Secretary	\$13.52
Financial Assistants	\$17.18

**Custodial and Maintenance and Grounds**

Part-time Custodian	\$10.16
Full-time Custodian	\$13.81
Head Custodian	\$17.18
Grounds Crew	\$13.81
Maintenance	\$19.02
Skilled Maintenance	\$22.02

**Transportation**

Bus Driver	\$20.97
Bus Assistant	\$9.68
Bus Mechanic	\$22.59
ECA Trip	\$12.60

\*Rate depends upon education.

## **APPENDIX B**

### **Severance Pay Eligibility**

Employees hired prior to July 1, 2016, in the following support personnel classifications will be eligible for severance pay if they meet the below eligibility criteria. Employees hired July 1, 2016, and after will not be eligible for severance pay.

### **Eligible Support Personnel Classifications**

Secretaries, bookkeepers, library assistants, full-time custodians, maintenance personnel, mechanics, bus drivers, food service bookkeeper, and contracted support personnel

### **Eligibility Criteria**

1. Are eligible to retire as defined by one of the five below categories:
  - a. **CATEGORY A**- Age 65, and have 10 or more years of creditable service with the district
  - b. **CATEGORY B**- Age at least 60 and years of creditable service added together totaling at least 75
  - c. **CATEGORY C**- Age 60, and have 15 or more years of creditable service with the district
  - d. **CATEGORY D**- Age 55, and his/her age at retirement plus total years of creditable service with the district equals 85 or more
  - e. **CATEGORY E**- qualify for PERF early retirement
2. Must submit a letter of retirement by March 1. Special exceptions may be granted by sending a written request to the superintendent explaining the necessity to waive the March 1 deadline for submission.

### **Severance Pay Amount**

Severance pay will be calculated using the below amounts for each accumulated day of sick leave up to the maximum allowed as established by position in the employee handbook.

\$40 per day for each accumulated day of sick leave for ten (10) years of experience

\$45 per day for each accumulated day of sick leave for fifteen (15) years of experience

\$50 per day for each accumulated day of sick leave for twenty (20) years of experience

### **Separation Pay**

Employees hired prior to July 1, 2016, in the following support personnel classifications will be eligible for separation pay if they meet the below eligibility criteria. Employees hired July 1, 2016, and after will not be eligible for separation pay.

### **Eligible Support Personnel Classifications**

Secretaries, bookkeepers, library assistants, full-time custodians, maintenance personnel, mechanics, bus drivers, food service bookkeeper and contracted support personnel

### **Eligibility Criteria**

1. Not eligible for Severance Pay listed above
2. Have at least ten (10) years of creditable service with the district

### **Separation Pay Amount**

Separation pay will be calculated at \$10 per day for each accumulated day of sick leave up to the maximum allowed as established by position in the employee handbook.