

PIKE COUNTY SCHOOL  
CORPORATION

SUPPORT STAFF

HANDBOOK

August 1, 2015

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## **PIKE COUNTY SCHOOL CORPORATION DISTRICT-WIDE MISSION STATEMENT**

The mission of the Pike County School Corporation is to ensure that all individuals will be treated with dignity and respect. We recognize that all children have different learning styles, and to achieve success, programs will be adjusted to meet the needs of each individual child. Because public education is the cornerstone of a civilized society, state and local commitments should be expansive and supportive.

Public schools cannot exist in a vacuum. Teachers, parents, administrators, and the community will work together to provide sufficient human and material resources that will ensure a productive educational environment. This responsibility must be shared equally by all those who work with and in the Pike County Schools.

The teaching environment within the Pike County Schools will be safe, positive, supportive, enthusiastic, filled with opportunity, and conducive to learning.

Adopted by the Pike County Board of School Trustees, October 12, 1998.

### **WHAT IS EMPLOYMENT-AT-WILL?**

In order to better understand the terminology of employment-at-will, we submit the following explanation.

In Indiana, the general rule is that an employer can (as of September, 1989) discharge an at-will employee at any time, with or without cause. However, there are limited exceptions to the employment-at-will rule. One currently recognized exception is one which prohibits the termination of an employee because he or she has filed a worker's compensation claim. Additionally, the employment-at-will doctrine does not preclude an action by an employee who was terminated for refusing to violate a statutorily imposed duty. Finally, the Indiana Supreme Court has created an exception for an employee who is knowingly hired from a job where he has assured permanency or where he could be terminated only for "just cause". In such a case, the employee can be terminated only under a "just cause" standard if there is evidence that the employee accepted the new employment only after receiving assurances that his or her new employer could guarantee the same kind of permanency he or she had with his/her former employer. It is not yet clear how broad this latter expectation will be interpreted by Indiana courts. In the future, the courts or the state legislature may create additional exceptions to the employment-at-will rule. This is yet another reason to remain well informed of legal developments in this area.

## **EXPANDED CRIMINAL HISTORY INFORMATION** **FOR SUPPORT STAFF PERSONNEL**

Effective July 1, 2009 to help ensure a safe environment, the support staff new hire shall have an expanded criminal history check done through the Jasper or Evansville State police post. This is at the cost of the employee.

For purposes of this policy, individuals hired in a support staff position means any individual who is employed by the Board of School Trustees of the Pike County School Corporation and/or is seeking to provide services to the school corporation and that individual is likely to have direct, ongoing contact with children as a result of the individual's position. The term individuals includes, but is not limited to, volunteers, bus drivers, lay coaches, custodians, instructional aides, nurses and nurses aides, maintenance staff .

Each candidate interviewed for a support staff position within the Pike County School Corporation will be questioned about the candidate's limited criminal history.

Failure to provide accurate criminal history information or to answer honestly any questions related to the expanded criminal history or to report changes in one's criminal history may be cause for employment or service termination.

The conviction of certain crimes as stated in the State law may require termination of employment or provide grounds not to employ or contract with individuals.

It is the duty of each individual and each employee to report in writing any changes in one's criminal history to the Superintendent's office.

Any information obtained from an expanded criminal history is confidential, and shall not be released or disseminated.

## **EMPLOYMENT PROCEDURE**

The applicant who best meets predetermined qualifications for a vacant or new position, whether he/she is from within or outside the school corporation, will be recommended to the Board of School Trustees for employment.

There shall be no discrimination in employment practices on the basis of race, religion, national origin, sex, place of residence, or marital status.

The Superintendent's office will receive and process all applications. An interview team consisting of at least three (3) from the following administrators will be established to develop a job description, develop interview questions, and preferred responses, and select candidates for interviews, conduct interviews, independently rate candidates, and participate in an employment recommendation to the Superintendent of Schools.

1. Director of Support Services
2. School Board Member
3. Administrator or designee who has direct supervisory responsibility over a vacant position.

The Director of Support Services will recommend the employment of the applicant to the Superintendent of Schools, including specific rationale to support the recommendation. The Superintendent of Schools may accept the Interview Committee's recommendation or may request other recommendations from the committee.

The Superintendent of Schools will recommend an applicant to the Board for employment. Credential and other employment data for the recommended candidate will be shared with the Board at the time an applicant is recommended for employment...

The Manager who has supervisory responsibility over the vacant position will notify the successful applicant following Board approval; notify the other candidates; arrange for the new employee to report to central office for employment information and completion of personnel forms. The personnel office will be responsible for the new employee's complete orientation.

## **APPLICATION**

Applications for positions may be obtained at the school corporation website at [www.pcsc.k12.in.us](http://www.pcsc.k12.in.us) and filed in the central office located at 907 Walnut Street, Petersburg, Indiana 47567. Support Staff will be required to have a high school diploma, or its equivalent (GED), as a condition of employment. In order to have a supply of applications on file to consider when a need arises, the superintendent shall cause to be advertised a listing of support staff positions during the month of July of each year. The notice shall also state the applications may be received at any time during the year.

## **VACANCIES**

The building level administrator and the department head, with the approval of the Superintendent, shall have the authority to fill vacancies, within the same classification and within the same building by the reassignment of current building staff when such assignments are perceived as being beneficial to the operation of the school. This authority would allow the building administrator to better utilize current building employees. Any subsequent vacancy would then be posted.

New positions, or positions created by retirements, resignations, or administrative assignments will be posted for a period of (5) working days. Employees may make application for these positions by filing a written request. The posting will contain notification of the vacancy and a complete description of employee qualifications and performance responsibilities. The Pike County School Corporation reserves the right to fill school year/calendar year openings with temporary or permanent employees.

1. Support staff vacancies shall be posted until filled.
2. The position advertised will show the job in such a way that it is clearly understood by the applicant.
3. When full-time transfers are completed, part-time employees within the same classification will be considered for transfer into the remaining full-time positions.
4. Vacancies occurring in the instructional aide or Remedial Aide positions during the school year will be considered temporary for the remainder of the school year.
5. If no full-time employee within the corporation applies for a transfer into a building vacancy, then part-time employees may be considered under the same criterion which applies for full-time employees.
6. The following criteria will be used in all matters involving the filling of vacancies, transfers, and reassignment of personnel: (1) Profession Skills-Physical Skills-Technical Skills and or Specific Skills needed in performing the tasks, duties and responsibilities of the position. (2) Past work performance as is indicated on both past and present evaluations including both formal and informal evaluations. (3) Seniority with the Pike County School Corporation, at the specific building, and within the specific job classification. (4) Recommendations made by the employee's immediate supervisor, building level principal, and the Superintendent.
7. The Pike County School Corporation reserves the right to interview outside applicants when the circumstance warrants additional considerations.

The criteria as stated above will be used when employees are considered for transfer, reassignment and/or in the process of filling vacancies. This listing is not all inclusive and is not prioritized in any manner.

## **RECRUITMENT AND SELECTION**

The Pike County School Corporation is "An Equal Opportunity Employer" and does not discriminate with regard to one's race, color, religion, national origin, sex, age, ancestry, marital or veteran status, or the presence of a non-related job handicap.

The successful achievement of a non-discriminatory employment program also requires compliance to all facets of Title IX federal guidelines and regulations.

## **FULL-TIME EMPLOYEES**

Full-time employee status applies to those who work 32 hours or more per week during a calendar year, or school year. These employees are entitled to fringe benefits.

## **PART-TIME EMPLOYEES**

Part-time employee status applies to those who work less than 32 hours per week during a calendared year, or school year.

## **PERF GUIDELINES**

To participate in PERF, an employee must be considered by the Pike County School Corporation, to be in a permanent full-time position. The employee's contribution is three (3) percent of his/her gross earnings paid by the corporation as a benefit. If the position is part-time or of a temporary or emergency nature, it cannot be covered by PERF, and the employee cannot become a member of PERF. It is mandatory that each eligible full-time employee join PERF upon their hire date. In order to become vested into the fund for benefits, a minimum of ten (10) years' membership is required. Persons leaving public employment may, at their request, withdraw an amount at least equal to their total contributions. Applications for retirement benefits are available in the school corporation central office.

Effective September 1, 2009 any full-time employee with five years of service can make their own contributions to PERF in addition to what the school corporation already pays. There is the option of having an irrevocable contribution. With the irrevocable an eligible employees is allowed to set a contribution amount that **can not** be changed at any time. Once you choose this option you must keep it.

## **DEFINITION OF SUPERVISOR**

Employees report to a single supervisor, however, there may be situations where the term supervisor could mean Superintendent of Schools, Assistant Superintendent, Principal or Assistant Principal.

## **VERIFICATION OF HEALTH**

If an immediate supervisor has any doubt about an employee's mental or physical capabilities, which are necessary to perform assigned duties, the immediate supervisor may request a written doctor's statement which attests that the employee is physically and mentally capable of performing the assigned duties defined in their job description. All employees must meet the state and Federal Regulations for employment with the Pike County School Corporation.

## **RESIGNATIONS**

If an employee plans to terminate employment with the Pike County School Corporation, it is requested a resignation be submitted in writing to the immediate supervisor, with a copy to the Central Office. The employee is requested to give at least ten (10) working days notice of intent to leave.

### **CAUSES FOR IMMEDIATE SUSPENSION OF AN EMPLOYEE**

Any unjustifiable act of conduct or unreasonable action on the part of an employee may result in his/her immediate suspension, which could result in recommendations for termination. The following list of examples is not to be considered all inclusive.

1. Incompetence, wanton carelessness, negligence, or inefficiency in performance of duty.
2. Damaging public property or wasting public supplies.
3. Bribery
4. Dishonesty
5. Brutality and/or offensiveness toward fellow employees and the public.
6. Permanent or chronic physical or mental ailments or defects impairing proper performance of duty.
7. Violation of any lawful or official regulation or order.
8. Insubordination.
9. Being convicted of a criminal offense or of a misdemeanor involving moral turpitude.
10. Conspiring to commit an unlawful act.
11. Failure to report to work (without reason) or leaving work without reporting to your supervisor.
12. Engaging in outside work activities or political activities during working hours, unless authorized by an immediate supervisor.
13. Immoral conduct unbecoming an employee.
14. Drunkenness on duty or habitual intemperance.
15. Possession, use of distribution of alcohol or other drugs while on duty.

### **DISCIPLINARY PROCEDURES THAT MAY BE IMPLEMENTED**

The following is a list of disciplinary procedures that may be implemented in any order by an immediate supervisor.

1. Written documentation of the offenses with suggested improvements.
2. Up to and including five (5) days of suspension.
3. A dismissal recommendation is made to the Superintendent for the employee to be dismissed by the Board of School Trustees.

Immediate suspension from work, with or without pay, shall be determined by the Superintendent and the immediate supervisor at the time of the notification of suspension.



## **TRANSFERS**

All position openings will be posted in appropriate locations throughout the school corporation. It shall be the responsibility of the immediate supervisor to ensure that all personnel under his/her jurisdiction are informed of the position availability. A posting of an open position in an appropriate location for a five (5) working day period is construed to be proper notification to employees.

Employees desiring consideration for any position openings or transfer should apply to the central office on the prescribed application form within five (5) working days of the date of posting.

Transfer request by an employee will not be allowed if the employee's overall performance is unacceptable and /or deficient in any of the areas listed on the formal evaluation process. Two consecutive years of unacceptable evaluations will be cause for dismissal of that employee subject to the approval of the Superintendent.

The Superintendent of Pike County School Corporation has the authority to transfer employees to other positions or **deny a transfer to another position**, when such transfers are perceived as being beneficial to the operation of the school corporation. When such employee generated transfers are made, the transferred employee's position may be posted as an opening.

## **EMPLOYEE REQUESTED DAYS WITHOUT PAY**

A request for time off from an employee's established work schedule will be considered only with regard to a matter of substantial importance or extreme urgency. If the employee feels there is justification for requesting time off without pay, he or she shall submit a written request to his or her supervisor stating the reason for the request. The supervisor shall respond to the request in writing. If there is justification for the request and the request is granted, the supervisor shall send a copy of the employee's request, the supervisor's response and the justification for granting the request to the Superintendent. This information will be placed in the employee's individual file. Employees shall use personal business days for time off prior to requesting time off without pay.

If the employee's request is granted and time off occurs on a day immediately preceding or immediately following a holiday, as listed under the "Holiday" section of this Handbook, the employee forfeits the right of payment for that holiday. If the employee takes unauthorized time off, the individual's employment is subject to termination.

Employees will be given the option of deferred compensation/year-round pay. Any missed days that need to be made up will be at the supervisors' discretion and paid at the time they are worked. Any missed or additional days will be adjusted during the current bi-weekly pay period and not carried over to a later time. If an individual is in a position that is 180 days, then the days that are missed in excess of their sick and personal days will be marked as "no pay" days.

## **DRESS CODE**

The mode of dress and personal grooming habits of employees shall be reasonable, acceptable, and conducive to a wholesome school or office atmosphere. Styles, modes of dress, and personal grooming, which contribute to a wholesome atmosphere, are highly encouraged.

## **GIFTS, GRATUITIES AND REBATES**

Support staff employees are prohibited from accepting personal gifts, gratuities or rebates from any vendor or person from whom the School Corporation purchases, or may purchase, supplies or services.

Exceptions to this requirement may be granted by an immediate supervisor in those cases where vendors or companies, as a matter of common practice, offer discounts to various employee groups. Other exceptions may occur when school personnel, in the course of carrying out their assigned work responsibilities, such as touring a facility to observe equipment (other than in Pike County) at vendor or company expense. All such incidents shall be reported to the immediate supervisor prior to the event.

## **SAFETY**

Employees are encouraged to remain alert and exercise safety precautions in carrying out their work assignments. Any injury which occurs within the scope of an employee's work day shall be reported immediately to the Director of Support Services, who will process the information. Reporting shall be made on the proper accident report form. Employees are expected to present to their immediate supervisor suggestions to improve unsafe working conditions. All employees are encouraged to "Think Safety" as they carry out their daily tasks.

## **UNSCHEDULED SCHOOL CLOSINGS**

**CENTRAL OFFICE EMPLOYEES:** Employees are required to work on days of unscheduled school closings, unless an exception is made and communicated by the Superintendent of Schools.

**MAINTENANCE AND CUSTODIANS:** Employees will follow their regular work schedule unless notified by the Manager of Maintenance or Manager of Custodians.

**School Secretaries, Instructional Assistants, Nurses, Home School Advisors, Cafeteria Workers** will not be required to report to work if schools have been officially closed.

In the event of a school closing, due to inclement weather or other just cause, that results in a make-up day, employees will be expected to work the make-up day without additional pay unless they were required to work on the day school was closed.

## **GRIEVANCE PROCEDURE**

A grievance is defined as a difference of opinion regarding the interpretation or application of the provisions contained in the Pike County School Corporation Support Staff Handbook or any other work related incident.

Support Staff employees shall use the following procedure to resolve a grievance:

### **Step One**

Within five (5) days of the time the employee first knew, or should have known of the act, the employee shall have a discussion with their immediate supervisor, who, in turn, will render a written decision within (5) working days following the receipt of the written grievance.

### **Step Two**

If the grievance is not resolved in Step One, the grievant, within five (5) working days of the receipt of the written grievance disposition in Step One, may present the written grievance to the Director of Support Services. The Director of Support Services will render a written decision to the grievant as to the resolution of the grievance within five (5) working days of receipt of the written notification in Step One.

### **Step Three**

If the written grievance is not resolved in Step Two, the grievant, within five (5) working days of the receipt of the written grievance disposition in Step Two, may submit the written grievance to the Superintendent of Schools, who, in turn, will render a written decision to the grievant within five (5) working days of receipt of the written grievance in Step Two.

### **Appeal Procedure of Superintendent's Decision**

If the written grievance is not resolved in Step Three, the grievant, within five (5) working days of the receipt of the written grievance disposition in Step Three, may request a hearing with the Board of School Trustees which, in turn, will schedule said hearing as soon as possible. The Board of school Trustees will notify the grievant of its decision after the Board's official action in a public meeting. The decision of the Board of School Trustees is final.

## **CHANGE OF ADDRESS OR NAME**

The employee who changes his/her residence should immediately notify the central office in writing. New written addresses and telephone numbers are basic times of personnel administration. The employee who changes her name should notify, in writing, the building principal and/or immediate supervisor as soon as possible so that payroll records can be adjusted.

## **LIABILITY INSURANCE**

The School Corporation provides and pays the premium for general liability insurance coverage for all employees during the period of time that employees are acting as agents of the school corporation.

## **RESPONSIBILITIES AND DUTIES**

The objective of all school corporation employees is to provide the best possible educational opportunities for the students. To that end, employees are expected to accept all reasonable assignments of work which relate to their positions.

Each employee is expected to:

1. Maintain confidentiality.
2. Be punctual and in regular attendance.
3. Foster positive attitude with staff, parents, students, and the public.
4. Accept and respond to constructive criticism.
5. Dress appropriately and practice good grooming habits.
6. Be physically able to perform expected duties of assigned position.
7. Display an interest in work.
8. Assume other responsibilities deemed appropriate by supervisor.
9. Demonstrate sound decision making skills.
10. Demonstrate initiative and work with minimal supervision.
11. Demonstrate proficiency in communication and interpersonal skills.
12. Use safety equipment and follow safety rules and procedures.
13. Use equipment properly and maintain equipment.
14. Support management decisions and follow company policy.
15. Demonstrate the necessary knowledge and job skills for assigned position.

## **EVALUATION**

Evaluation of an employee's performance is very important and should be an ongoing procedure through conferences with the employee's immediate supervisor. Every employee will be formally evaluated with the use of a standard written instrument approved by the Board of School Trustees. Evaluations may be scheduled by the immediate supervisor as needed. The annual written assessment of job performance will be based upon the concepts of measurement and corrective action. Performance responsibilities and expectations will be clearly defined in any or all of the following: written job descriptions, written critical work activities and written objectives. The evaluating system and instrument will be developed and modified with and through employee input and participation. The evaluating system shall be designed to enhance the personal and professional growth potentials of all support staff employees.

The evaluation form is to be signed by both the evaluator and the person evaluated, with that person having the right to attach a written statement if he/she disagrees with any

aspect of the evaluation. An employee will not be required to sign a blank or incomplete evaluation form. A copy of the evaluation is to be placed in the personnel file of the employee and he/she will also receive a copy. Employees will be evaluated by their immediate supervisor a minimum of one time during the first sixty (60) calendar days of employment. A written record of all honors, awards, commendations, outstanding performances, and correcting suggestions for improvement should be a recorded evaluation.

## **COMPENSATION AND RELATED BENEFITS**

### **Salary**

All full-time and part-time employees will be placed in the proper classification for his/her position on the salary schedule on the experience level for which he/she qualifies as established on the salary schedule in terms of continuous uninterrupted employment with the Pike County School Corporation. If an employee moves from a job in one classification to a job in another classification, that person will move vertically on the schedule, either up or down, according to the new classification. New hires will be allowed to bring five (5) years maximum of related job experience with them.

Support staff employees salary shall be in accordance with the annual applicable compensation plan adopted by the Board of School Trustees.

All hourly wage employees are required to keep time cards in accordance with the workday and hours assigned to the particular position. A schedule for time card submission shall be published in accordance with the pay-period calendar. Each time card shall set forth the hours worked during the period and be signed by the employee and the immediate supervisor. Pike County School Corporation currently operates on a twenty-six (26) pay per year calendar. Overtime, unless assigned to the position as a part of the job description, shall not be approved unless there is an absolute necessity.

### **Deductions**

**Mandatory:** Social Security, federal, state and local taxes.

**Optional:** Annuities, credit union, Section 125 benefit and other deductions approved by the Board.

## **Insurance Benefits**

The Board will participate in the payment of premiums under current group health insurance plans for eligible employees who elect to be covered. An “eligible employee” is a regular full-time employee who is scheduled to work a minimum of 30 hours per week.

Regular full-time employees receive a medical benefit of which the school corporation pays a portion. The corporation will pay \$7,010 on the PPO single plan and up to \$6,962 toward the HDHP single plan for the plan year. The school corporation portion of a family plan will be an annual maximum of \$17,139 for the PPO Plan and \$17,298 for the HDHP plan. In the event both spouses work full-time for the school corporation and have no dependent children, the two employees will each be insured, if elected, on their choice of single plans as outlined above. The deductions for health insurance are taken the first two pays of the month. Coverage begins on the first effective date of the policy after enrollment. Each employee covered is supplied with a subscriber card. A booklet describing the health benefits is available to each employee. It is the responsibility of the employee to notify the central office of any changes from single to family or family to single coverage, i.e. marriage, birth of a child, divorce, etc. within a period of thirty (30) days. It is noted the group health insurance plan renews on/after Dec. 1, 2015. Any increase in health plan benefits/costs above the amounts state herein will be paid by the employee.

The Pike County School Corporation also provides \$50,000 term life insurance and LTD insurance benefits for each new employee paid for by the school corporation. Employees who work less than 32 hours for the corporation are provided \$10,000 term life insurance policy paid for by the corporation.

If a new employee has further questions or concerns, the Pike County School Corporation central office should be contacted.

## **Cobra**

The enactment of the Omnibus Budget Reconciliation Act provides that, if your employment terminates for reasons other than gross misconduct you have the right to continue your coverage under your employer's group contract. Continuation coverage for yourself and your covered dependents may be continued as a result of one of the following qualifying events and for the appropriate time period listed: (1) death of enrolled (36 months); (2) divorce/legal separation of enrolled family dependent from enrolled (36 months); (3) enrolled becoming entitled to Medicare coverage (36 months); (4) cessation of dependent child's coverage under the terms of the contract reduction in enrollee's hours or employment (18 months). Coverage may be continued until the date of eligibility for other group coverage as a result of employment, re-employment, remarriage, or entitlement to Medicare benefits; termination by employer of all group health care plans; failure to make timely payment of health premiums; the expiration of the qualifying event time period.

## **Paid Holidays**

All support staff personnel employed on a regular work schedule will be eligible for Holiday Pay. The Holiday will be paid for the same number of hours normally worked by the employee. To retain the paid holiday the employee must be scheduled to work the day preceding the holiday or the day following the holiday or be on a qualified paid leave. If the paid holiday falls on Saturday, the holiday will be observed on the preceding Friday and if it falls on Sunday, the holiday will be observed on Monday, unless changed by Federal/State Law or this Board of Trustees. Eligible employees will be paid for the following holidays: New Year's Day-Good Friday-Memorial Day-Independence Day-Labor Day-Thanksgiving Day-Christmas Day.

## **Vacation Benefits**

Full-time employees who work between 235-260 working days per year will be granted ten (10) vacation days. Such vacation days are to be scheduled in advance with approval of the immediate supervisor.

## **LEAVES**

### **Personal Illness – Sick Leave Days**

Full-time employees who work 235-260 days per year will be granted twelve (12) days of leave at full pay for personal illness in each employment year. Part-time employees will be granted nine (9) days of leave at full pay for personal illness in each employment year. Sick leave days will be credited in prorating to the effective date of employment year. Sick leave days are prorated at the rate of one (1) per month for new hires.

Any of the listed holidays occurring during an individual's personal illness, and for which the employee receives payment, will not be charged against the employee's accumulated sick leave days. The immediate family is defined as follows: father, mother, brother, sister, husband, wife, child, step-child, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, step-parent, or a person who has been living as a life-long member of the employee's household.

Effective the 2009-2010 school years, we have started a sick bank for the support staff. The guidelines follow:

1. Any non certified staff that would like to donate to the sick bank would be able to donate one day to become a member. This should not happen every year. However in the event that the sick bank gets down to ten days left in the bank, we will deduct a day from each member at the beginning of the next school year.
2. 10 days are the maximum number of days that can be borrowed against the sick bank per incident. Any days over 10 that are needed, then the individual will need to re-apply for additional days...
3. Members of the bank **must** use all sick, personal and vacation days before they are allowed to use sick bank days.
4. Sick bank days will start following all used days. So if your last day is used on a Thursday the sick bank will start on Friday. There will be no lapse in time on pay.
5. The sick bank committee will be made up of:  
Ryan Coleman, Chairman  
Mendy Nelson                      Nelda Garland                      Melissa Willis  
Max McCandless                      Pep Young  
Ross Elmore                      Sheri Bolin  
Deloris Henson                      Andrea Blocker
6. A written request with a doctor's note must be submitted to the committee whom will decide if people are going to be eligible to use the sick bank.
7. If you are issued days from the sick bank, you will be required to donate a day back to the sick bank the following school year.

Effective the 2008-2009 school years, the school corporation has started to reimburse support staff employees for any sick days over 75 at the end of the school year at a rate of \$25.00 per day.

### **Personal Leave Days**

Personal leave days of three (3) may be granted to employees by their immediate supervisor. All verbal requests and decisions must subsequently be submitted in writing. Unused personal days will be accumulated to a maximum of five (5) days. Any days over five (5) days will be transferred to accumulated sick leave days.



## **Bereavement Leave**

Bereavement Leave will be provided to all employees without loss of compensation, for the purposed of attending last rites (funerals) and handling personal matters related to the immediate family, as define in Personal Illness-Sick Leave Days above, in accordance with the following schedule:

1. Five (5) working days in the employment year. At the employee's discretion, up to two (2) days in any one year of such leave need not be consecutive and may be used for the purpose of settling the estate or other personal matters necessary as a member of the immediate family.
2. "Immediate Family" shall include only father, mother, brother, sister, child, step-parent, step-child, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece, nephew, grandchild, grandparents or any other relative residing in the household of the employee at the time of death. For the purposes of this provision, "immediate family" shall mean any other person who makes their legal residence in the home of the employee at the time of death, regardless if they are related to the employee by blood or marriage. Bereavement Leave shall not be construed to mean five (5) days for each person if two or more deaths occur simultaneously.
3. One (1) day to attend the funeral of a friend or non-immediate family member with the approval of the employee's immediate supervisor. Each employee is only allowed three (3) friend funerals per school year.
4. In case of death of an uncle, aunt, first cousin, or grandparent-in-law not living in the household of the employee, the employee is entitled to be absent from a normal scheduled workday without loss of compensation to attend the funeral.

## **MEDICAL LEAVE**

1. An employee, upon written request to the Superintendent of the Pike County School Corporation and approved by the Board of School Trustees, may be granted a leave of one (1) year for medical reasons for the period of time during which he/she is physically unable to perform regular duties. The employee, at his/her option, will be paid for any working days missed during the period of such absence, up to the number of accumulated sick leave days pursuant to the date that such absence commences.
2. Immediately after the employee knows that he/she will need a leave for medical reasons, the employee shall notify the Superintendent, in writing, indicating what the nature of the disability is, or will be, and the approximate date he/she expects that it will be necessary to begin the leave because of being physically unable to

perform his/her regular duties. The letter must also indicate the date the employee expects to be physically able to return to work and perform his/her regular duties. Failure to provide this information could result in loss of sick leave payments.

3. Upon commencing the leave for medical reasons, the employee must sign an affidavit indicating that he/she is physically unable to perform regular duties, and that as soon as he/she is again physically able, the employee will return to work. The affidavit shall be a signed statement from a doctor certifying that the employee is physically unable to perform regular duties and the reason. The doctor's statement shall also indicate the approximate date the doctor believes the employee should again be physically able to perform his/her duties.
4. The Board reserves the right to require any employee on leave, or requesting a leave for medical reasons, to be examined by a doctor of the Board's choosing to determine whether the employee is physically able or unable to perform his/her duties. Such examination shall be the Board's expense.
5. In the event that an employee fails to return to work as soon as he/she is physically able to perform regular duties, the employee shall be deemed to have resigned his/her position with the Board and waived any and all rights to further employment with the Board.
6. An employee who qualifies as an "eligible employee" under the Family and Medical Leave Act of 1993 (FMLA) shall be entitled to up to twelve (12) work weeks of unpaid leave during any twelve month period for the reasons and under the conditions as are provided in the FMLA. The Board of School Trustees shall retain the exercise of any and all of the rights and options it may obtain or require under FMLA. Health benefits will stay the same as when the employee is working. The employee will continue to pay the same premium as when working.
7. After an employee has exhausted all his/her accumulated sick leave, and/or Family Medical Leave the employee becomes responsible to pay the total health insurance premium.

### **Leave of Absence Without Pay (Non-Medical)**

A leave of absence without pay for up to one (1) year may be granted with approval by the employee's immediate supervisor, Superintendent and the Board of School Trustees.

### **Absence From Work Notification**

Employees shall notify their immediate supervisor whenever they are unable to report to work. This notification must be made at least two (2) hours before their normal reporting time.

## **Jury Duty**

The Board will pay the regular rate of pay for employees (full-time and part-time) who are called to serve on jury duty. Employees who serve jury duty will be paid their daily rate of pay, however, when the employee receives the check from the court that must sign it over to the school corporation. Employees must inform their immediate supervisor within twenty-four (24) hours after the receipt of notice to serve jury duty. If chosen for jury duty, the employees must notify their immediate supervisor at least within a twenty-four (24) hour period.

## **Authorized Leave**

An employee returning from an authorized leave will retain the same rate of pay upon return as he/she was being paid just prior to the beginning of the leave, unless there is a change in classification due to a change in job assignment or an adjustment in the salary schedule.

## **ACCIDENTS-ON THE JOB**

In the event of a non-life threatening work related accident, you must obtain a “WORKER’S COMPENSATION INJURY REPORT” packet. These packets are available at your place of employment. Follow all directions on the injury report packet. It is important that you complete the “First Report of Injury Form” and return it to the central office.

## **Workman’s Compensation**

Indiana Insurance handles all cases related to worker’s compensation issues. You may contact the central office for further details.

## **Disability**

Three laws cover disability compensation in the event of a disability while you are an employee of the Pike County School Corporation.

1. The Indiana Workman’s Compensation Law
2. The Public Employees’ Retirement Fund of Indiana
3. The United States Social Security Act.

Because these laws are varied and in many cases complicated, no effort is made in this Handbook to outline the benefits. The central office will be happy to advise you or direct you to the proper source if you should become disabled.

## **PIKE COUNTY SCHOOL CORPORATION ACCIDENT PREVENTION POLICY**

The National Safety Council defines a preventable accident as:

”Any accident involving a vehicle which results in property damage and/or personal injury, regardless of who is involved, what property was damaged, to what extent or where it occurred, in which the driver in question failed to exercise every reasonable precaution to prevent the accident.”

For the purposes of this policy, the term “**Driver**” shall mean any PCSC employee whose duties include the operation of any vehicle owned by the Pike County School Corporation. Substitute and regular employees are covered by this policy.

The Director of Support Services will review each accident in which a corporation owned or contracted bus vehicle is involved. This policy also includes any contractor and their drivers for hire. As stated in the contract with these owners, in section 8, paragraph (d), any school bus driver or contractor may be dismissed for incompetence, negligence, failure to faithfully perform their duties, or for any other just cause. Any contractor may also dismiss or suspend their drivers. The Director of Support services will review the Driver’s and witness’s statements, police reports, and insurance companies findings and if the accident is determined to be preventable; he will notify the accident review committee. The accident review committee will be made up of the appropriate department supervisor, the Director of Support Services, a representative from among bus drivers and a representative from the Pike County School Corporation Administration. The Contractor of our contracted bus routes will also be a member on accidents involving their fleet vehicles.

If the preliminary review of the accident indicates that disciplinary action against the Driver is contemplated, the Driver will be informed as to when the Accident Review Committee will meet. Drivers will be notified through their supervisor as to the date and time before the Committee to make a statement on their behalf. No second hearing will be granted to a Driver unless he or she has contacted the Committee prior to the date of

the meeting with a justifiable reason for not being able to attend. If the Committee concludes that the accident was preventable, the Driver will be notified that a chargeable accident has been placed in their record. The Driver will be asked to sign a memo, which will inform him/her of the current point status. Accidents that are ruled to be preventable and charged to a Driver will be evaluated on the following point system:

Repair costs between	\$50.00 and \$200.00	1 point
	\$201.00 and \$800.00	2 points
	\$801.00 and \$1,800.00	3 points
	\$1,801.00 and \$4,000.00	4 points
	\$4,001.00 and \$6,000.00	5 points
	\$6,001.00 and above	6 points

These dollar values include damages to all vehicles involved in the accident, whether the vehicle belongs to the PCSC or any other party.

The Accident Review Committee will review any chargeable accident resulting in personal injury and the points will be assigned or other action taken as appropriate. Any points charged against the employee's driving record will remain on the record for three (3) years from the date of the accident and then removed. Substitute Driver employees, Contracted Drivers and hired permanent Drivers, will have any points accumulated remain on their record for the balance of the three (3) years.

Any employee who operates a PCSC vehicle or Contracted bus while under the influence of intoxicating beverages or controlled substances will be subject to current contracts and Pike County Board of Education Policies. Any employee found to be operating a PCSC vehicle or Contracted vehicle in a reckless and/or unsafe manner will have the charge investigated by the Accident Review Committee. The Committee will make recommendations for appropriate disciplinary action. The Driver's Supervisor will assist the Driver in completing a written report of any accident. This report must be completed and signed by the Driver's supervisor before it is given to the Director of Support

Services. This written report to the Director of Support Services must be filled out and delivered within 24 hours of the time of the accident or on the next working day. This report should describe the details of each accident regardless of the cost. Attached to the accident report will be a schematic drawing outlining the vehicle and showing the location of the damage. The Driver's signature will verify the actual damage to the vehicle.

Any Driver failing to properly complete an Accident Report within the designated period of time will be subject to disciplinary action. When a driver is charged with three (3) points within a three (3) year period, a conference between the immediate supervisor and the Driver will be held and a verbal warning given to the driver. At this conference, the Driver will be encouraged to improve their driving record and reminded of the disciplinary policy for the chargeable accidents. The Driver will be counseled about the merits of defensive driving.

When a Driver is charged with four (4) to five (5) points within a three (3) year period, a meeting will be held with the Driver, the Driver's immediate supervisor and the appropriate department head. At this meeting, a written warning will be issued and the importance of safe driving techniques will be stressed.

Drivers receiving six (6) points in a three (3) year period will be directed to attend a Driver's training program chosen by the Corporation. Employees will have thirty (30) days in which to satisfactorily complete the training. Any Driver refusing to attend or not completing the training as required will no longer be eligible to operate a PCSC bus or vehicle or contracted bus. Upon completion of the training course, the trainer will furnish a notice of completion to your supervisor for verification. A copy will also remain in the driver's file.

As each additional point is accumulated within a two (2) year period, the Accident Review Committee will determine the appropriate corrective action to be recommended. Drivers accumulating seven (7) points will normally be subject to a three (3) day

suspension without pay. Eight (8) points will normally result in a five (5) day suspension without pay. An employee accumulating nine (9) points in a three (3) year period will no longer be eligible to operate a corporation owned vehicle. Substitute Bus Drivers accumulating seven (7) points will be subject to missing the next three days of assigned driving, substitute Drivers accumulating eight (8) points will result in missing the next five (5) days of assigned driving. Substitute Drivers working six (6) months or less who are assessed six (6) points or more will no longer be eligible to operate a PCSC owned vehicle or contracted vehicle.

Employees who are no longer eligible to operate a PCSC owned vehicle, will be laid off and may reapply for such a position as they may be qualified to occupy.

The wearing of any device, which may impair vision, hearing, or other perceptual ability necessary to operate a vehicle, is prohibited unless the Director of Support Services approves such device. Examples of such devices include radio headsets, Walkman type stereos and certain sunglasses.

## **RESPONSIBILITY TO PASSENGERS**

Your first responsibility in an accident or other emergency is to the safety of your passengers and every decision should be made with that responsibility in mind. If you are involved in an emergency situation, you will have to make several decisions based on your best judgment of the situation. What you do will depend on the traffic, location, time of day, weather, and many other factors. Never move the bus unless instructed to do so by the investigating officer or unsafe conditions exist to the passengers.

The first action after an accident or other emergency is to radio the Central Office and briefly report what happened, your exact location, and if you are going to evacuate the bus. Next, check for injuries. In high hazard situations, immediate evacuation comes first, but again, it is the Driver's judgment. The quickest way to check for injuries is to have each passenger check his or her seatmate for bleeding and unconsciousness; otherwise, the injured should be instructed to raise a hand and get the driver's attention. Under no

circumstances should any passenger move another passenger who is injured without the permission of the bus driver or officer at the scene.

In evacuation situations with a number of injuries, the Driver will need help which may come from the attendant, sponsors on a field trip, older responsible students or bystanders. In the case of a bystander, remember that people who might come forward to help with “normal” passengers may hold back when special education passengers are involved. Encourage them to help and give specific instructions. In your mind, though, you must be prepared to deal with any given emergency situation even if assistance is not available. The Driver is in charge of the accident scene and injuries until relieved of this responsibility by an official, such as a paramedic, police, fireman or EMT.

### **Traffic Violation Point System**

In accordance with the Pike County School Corporation support staff handbook, an employee may be disciplined by immediate suspension, which could result in a recommendation for termination. See support staff handbook for examples of unjustifiable acts of conduct and unreasonable actions by an employee, which could generate such actions.

**In addition to these, the following guidelines will be in place for bus drivers:**

<b>OFFENSE</b>	<b>1<sup>ST</sup> OFFENCE</b>	<b>2<sup>ND</sup> OFFENCE</b>	<b>3<sup>RD</sup> OFFENCE</b>
Violation of Operations Policy	Discussion>Written Reprimand	Verbal Reprimand > Suspension	Suspension > Termination
Violation of Operation Policy Involving Safety	Verbal Reprimand > Suspension	Written Reprimand > Termination	Termination
Moving Violation Ticket without students/Infraction	Written Reprimand	Written Reprimand > 5 day Suspension	5 day Suspension > Termination
Moving Violation with students/Infraction	Written Reprimand > 5 Day Suspension	5 Day Suspension > 10 Day suspension	10 day Suspension > Termination
Moving Violation Ticket without students/Misdemeanor	Written Reprimand > 5 Day Suspension	5 Day Suspension > Termination	Termination
Moving Violation Ticket with students/Misdemeanor	Written Reprimand > 10 Day Suspension	10 Day Suspension > Termination	Termination



## RANGES OF DISCIPLINARY ACTIONS

- DISCUSSION
- VERBAL REPRIMAND
- WRITTEN REPRIMAND
- SUSPENSION
- TERMINATION

Any Disciplinary action taken against an employee will remain permanently in the employee's file. However, for disciplinary levels, the incident will only be considered if it occurred within the last seven (7) years. (The same time period done on license checks.)

**If in the opinion of the Superintendent of Pike County Schools, there is probable cause to believe a person has driven a motor vehicle when they have consumed alcohol in excess, that driver shall not be allowed to transport students for a minimum of five (5) years from the date of the incident. Any additional incidents, of this same nature, will result in permanently disqualifying the person from transporting students.**

**In addition to this policy, Indiana Insurance has the following guidelines:**

Number of Violations	Number of Preventable Accidents in Three (3) Years			
	0	1	2	3
0	Acceptable	Acceptable	Borderline	Unacceptable
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Borderline	Unacceptable
3	Borderline	Borderline	Unacceptable	Unacceptable
4	Unacceptable	Unacceptable	Unacceptable	Unacceptable
Any speeding 15 mph over limit in three years	Borderline	Borderline	Unacceptable	Unacceptable
Two or more speeding violations in three years	Borderline	Borderline	Unacceptable	Unacceptable
Any major violation	Unacceptable	Unacceptable	Unacceptable	Unacceptable

The following are a list of Major Violations, which are unacceptable by our Insurance provider:

- DUI/OVWI
- Negligent homicide arising out of the use of a motor vehicle
- Operating a motor vehicle during a period of suspension or revocation
- Using a motor vehicle in the commission of a felony
- Aggravated assault with a motor vehicle
- Vehicle theft
- Permitting an unlicensed person to drive
- Reckless driving
- Speeding contest/drag racing
- Hit and run from an accident

If you become uninsurable due to violations or accidents, your position as a bus driver will be revoked. If you are an employee of the school corporation, you will not be permitted to drive any Corporation or Contracted vehicle.

## **Pike County School Corporation Social Media Policy for Employees**

### **Purpose for Social Media Policy**

The Pike County School Corporation (PCSC) recognizes the need to adapt to modern methods of communication. To this aim, the PCSC has adopted the following guidelines to provide direction for employees when participating in online social media activities. These guidelines are based on the district's Acceptable Use Policy.

The PCSC Social Media Policy does not violate employee freedom of speech legal standards, but employees should know that there are limits to these legal standards. For example, school districts may discipline employees for online postings that substantially disrupt or reasonably can be foreseen to substantially disrupt school operations. Any conduct that adversely affects your job performance, the performance of fellow employees, or otherwise adversely affects the PCSC may result in disciplinary action up to and including termination. The PCSC Social Media Policy, however, does allow employees to participate in online social activities both personally and professionally and the PCSC will not violate the legal rights of any employee.

When accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom or district use, employees must follow these guidelines.

## **What is Social Media?**

Social media is user-created online content designed in a collaborative environment where users share opinions, knowledge, and information with each other. Tools include, but are not limited to:

- Blogs (Blogger, WordPress, etc.)
- Wikis (Wikispaces, Google Sites, etc.)
- Social Networking Sites (Facebook, Twitter, etc.)
- Photo and Video Sharing Sites (YouTube, Flickr, Instagram, etc.)
- Social Bookmarking (Diigo, Delicious)
- Podcasting and Vodcasting
- Interactive Online Games

## **Personal Responsibility**

Employees with a personal online presence should be mindful of the information they post. Online behavior should reflect the same standards of honesty, respect, and consideration that are used face-to-face. Even if information is deleted, it still may be stored on a site's server for a longer period of time. Employees should know that content generated by employees could reflect positively or negatively on the district.

Employees are responsible for familiarizing themselves with the appropriate security settings for any social media (personal or professional) that they use. Employees should adjust the settings for all social media to assure that any personal content may only be viewed by the employee's intended audience. It is important also to keep in mind that even if one's privacy settings are set properly, it is still possible for anyone to see an employee's online content, regardless of whether the employee intended for them to see the content. For example, if one enables settings such as Facebook's ability to allow "friends of friends" to view one's content, it is extremely likely that unintended viewers will have access to pictures and other personal content.

Employees may not use email, text messaging, instant messaging, or social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students should be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and it is inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades). These guidelines do not apply to communications between family members and participants in civic, recreational, or religious organizations.

Social media friendships should be conducted with caution with parents or guardians of students.

Material that employees post on social networks that is publicly available to those in the school community should reflect the professional image applicable to the employee's position and not impair the district's or employee's capacity to maintain the respect of students and parents/guardians or impair the employee's ability to serve as a role model for children.

Employees should never represent themselves as speaking for the Pike County School Corporation unless clearly authorized to do so. If the district is a subject of the content, employees should be clear and open about the fact that their views do not represent those of the district or fellow employees. Employees are encouraged to use a disclaimer such as, "The content on this site is my own and does not necessarily reflect the views of the Pike County School Corporation."

### **Professional Responsibility**

Social media in the classroom is an extension of the physical classroom. What is inappropriate in the classroom is inappropriate through social media if used for instruction. Employees are encouraged to use existing district toolsets (such as Moodle, Google Apps, etc) to interact with students.

### **School Logos**

Employees must obtain written permission from the Director of Technology before using any district logo or image. Employees must obtain written permission from a building principal before using any school logo.

### **Copyright and Fair Use**

Employees using social media should follow copyright and fair use guidelines. Sources should be cited when quoting. Information may be shared with others by linking to the source and using embedded content. If a hyperlink is used, staff should confirm that the link goes where it should and that the content is appropriate.

Non Certified  
Sick Leave Bank  
Membership Application

Date \_\_\_\_\_

Applicant's Name

\_\_\_\_\_

(Please Print)

I hereby approve the donation of one (1) sick day, to be placed in the Sick Leave Bank. I understand that this makes me a member of the Sick Leave Bank with full rights as per the employee handbook of the Pike County School Corporation. I understand that if the Sick Leave Bank should ever fall below 10 days, I will be obligated to donate an additional day.

\_\_\_\_\_

—

(Signature)

Please return this form to Central Office before  
August 31, 2015