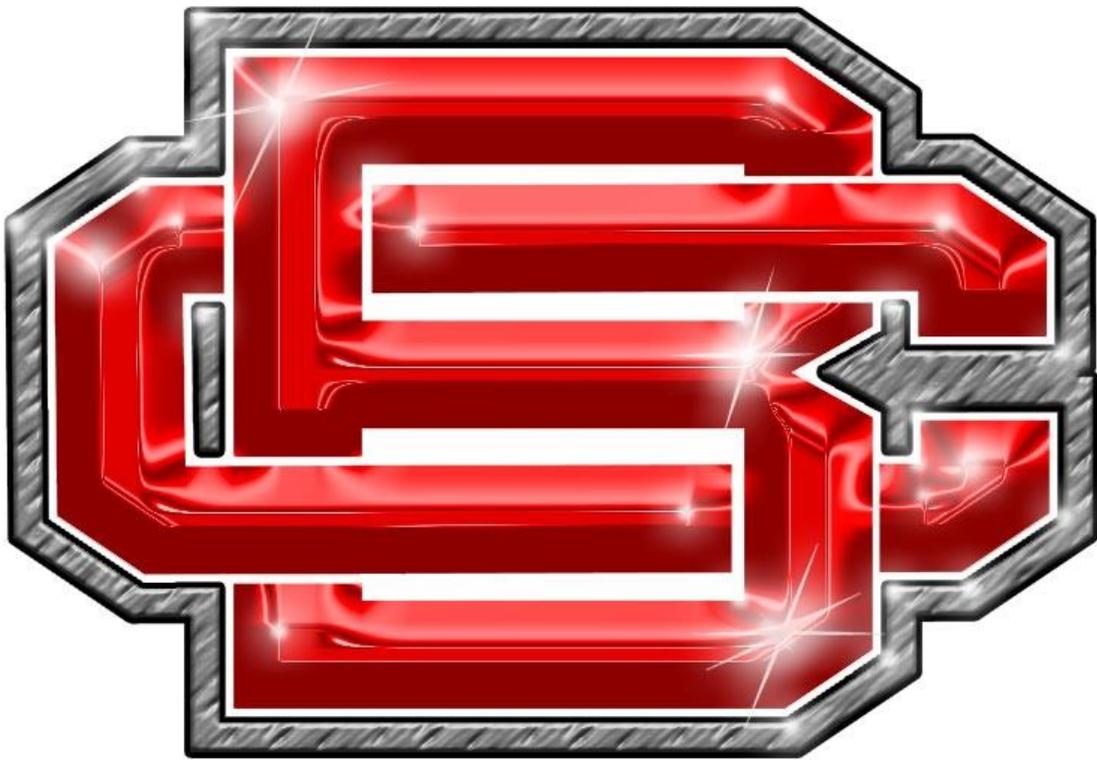


**Brownstown Central Community School Corporation  
Classified Employee Handbook**



**Board Revised**  
*November, 2022*

## **GENERAL HANDBOOK INFORMATION**

BCCSC has the responsibility for establishing and administering employment policies to maintain a well-run organization. We believe that the policies as described in our employee handbook are reasonable. However, the contents of this handbook are presented to you as guidelines and for your information only.

The Board of School Trustees may change the contents of this handbook with or without notice. The contents of the handbook are only presented as a matter of information. While the Corporation believes in the plans, policies, and procedures described herein, they are not conditions of employment.

The language used in the handbook is not intended to create, nor is it to be construed to constitute, a contract or evidence of a contract between the Corporation and any one or all of its employees.

While BCCSC hopes that your employment relationship with it will be a satisfactory one, you may resign your employment at any time for any reason, with or without notice. Similarly, BCCSC may terminate the employment relationship, with or without notice.

We are asking that you review your handbook and become familiar with our contents. If there are items you do not understand, feel free to ask the *appropriate Central Office* personnel to explain/*clarify*.

## **POLICY GUIDE**

In organizations it is helpful to have general guidelines and common understandings. It is also essential that those guidelines be clearly communicated. Your BCCSC handbook is a reference to assist you in understanding policies and general information about your Corporation.

This handbook will help you find answers to some of the most frequently asked questions about the Corporation's policies: however, please feel free to contact the *appropriate Central Office personnel* for clarifications regarding policies and procedures.

## **EMPLOYMENT WITH BROWNSTOWN CENTRAL SCHOOL CORPORATION**

It is not the practice of BCCSC to enter into any employment contracts, either expressed or implied.

Therefore, the employment relationship with BCCSC is at-will. This means that the employee or the Corporation may terminate the relationship at any time for any reason with or without notice as long as there is no violation of applicable federal, state or local laws.

If you have any questions about this policy, please ask your Superintendent for clarification.

### **EQUAL EMPLOYMENT OPPORTUNITY**

BCCSC is committed to a policy of equal employment opportunity for all employees.

We seek to employ the best qualified personnel in all positions and in any other phase of the employment relationship to include: hiring, promotions, demotions, treatment during employment, rates of pay, other forms of compensation, termination, and training and any other terms, conditions or privileges of employment.

BCCSC does not, nor will it allow any employee to, discriminate against any person because of race, color, religion, age, sex (including sexual stereotype nonconformity), national origin, disability or any other discriminatory basis defined by federal, state or local laws. The Corporation will take appropriate steps to provide reasonable accommodations upon request to qualified individuals with disabilities so long as doing so does not cause an undue hardship for the Corporation.

It is the duty of every employee to help create a job environment that is conducive to effective equal employment opportunity. All employees are encouraged to bring forth any concerns regarding this policy to the attention of their Superintendent.

## HOURS OF WORK

The length of the workday will vary according to assignment and terms of employment. Each classified employee shall have a non-paid lunch break of (30) minutes.

*A classified employee who works 30 hours or more in a week is eligible to participate in additional benefit plans.*

## OVERTIME PAY

There may be times when it is necessary for employees to work overtime. Every effort should be made to inform employees as far in advance as possible.

“Overtime” is considered to be any time over a 40 hour work week.

No overtime shall be granted to classified employees without the approval of the employee’s immediate supervisor. Overtime worked shall be paid at 1 ½ time the employee’s regular rate of pay.

Custodial and maintenance personnel shall be expected to meet emergencies as the need may demand.

## HOLIDAYS

BCCSC recognizes holidays each year. The following is a list of those holidays.

### Central Office Personnel 10 Days

Labor Day  
Thanksgiving Day & the day after  
Christmas Eve and Christmas day  
New Year’s Eve & New Year’s Day  
Good Friday  
Memorial Day  
4<sup>th</sup> of July

### Cleaning Persons 3 Days

Labor Day  
Thanksgiving Day  
Good Friday

### Custodians & Maintenance 10 Days

Labor Day  
Thanksgiving Day & the day after  
Christmas Eve & Christmas Day  
New Year’s Eve & New Year’s  
Good Friday  
Memorial Day  
4<sup>th</sup> of July

## VACATION DAYS

Twelve month full-time employees, per board policy, are entitled to a two (2) week vacation with pay after one year of continuous service. Twelve month full-time employees who have been employed by the corporation seven years or more are entitled to a three (3) week vacation with pay. Vacation days must be taken so as not have to hire substitute employees. Vacation days must be taken in ½ or full day increments. Vacation days must be used in the current work year and may not be carried over. Every attempt should be made to schedule vacations when school is not in session.

Part-time employees working 260 days per year will receive prorated vacation days based on average hours worked. (Example: If an employee averages 20 hours per week, they will receive 20 hours of vacation pay after their first year of service and 40 hours of vacation pay after their second consecutive year of service.)

Part-time employees transferred to full-time positions will accrue paid vacation according to their transfer date for the current year.

Eligible employees must request, from their Superintendent, vacation days at least two weeks in advance. These vacation days are subject to their Superintendent's approval. Employees may be requested to reschedule annual vacation days for business purposes.

Vacation days may not be carried over into the next year.

Vacation time must be taken as time off. Vacation time cannot be taken as additional money with no corresponding "time off". Employees are not entitled to compensation for unused vacation time at any point including the time of separation.

Employees will not accrue vacation days during personal leaves or worker's compensation.

***Vacation days are to be exhausted before 'time off without pay' is given consideration.***

## EMPLOYEE & FAMILY ILLNESS

BCCSC recognizes that employees do get sick and will make absentee allowances for time missed due to illness or medical appointments which could not be scheduled outside the regular school day.

BCCSC reserves the right to require the employee to submit a physician's statement to support the use of sick leave days. Failure to provide the statement may result in no pay for the period in question. If an employee is absent due to illness for three (3) or more consecutive workdays, a doctor's release ***may be required*** in order to return to work.

Each ***eligible*** employee shall be entitled to be absent from work on account of ***personal*** illness for up to 12 sick leave days, which are granted each year, and 5 personal days per year. Neither personal days nor sick leave days are to be used to extend holiday or vacation days. Sick leave days may not be used immediately prior to or following a holiday or vacation unless a doctor's excuse is provided. Sick leave days will run concurrently with FMLA leave. ***Accumulated sick days and/or personal days are to be exhausted before 'time off without pay' for employee illness is given consideration.***

Sickness in the family: Days needed for sickness in the family may be deducted from the employee's accumulated sick days. Family and/or step/family members will be designated as spouse, parent, father-in-law, mother-in-law, child, brother, sister, brother-in-law, sister-in-law, grandchild, or any person for whom the employee has legal guardianship or custodianship.

Anticipated absences should be reported to the employee's supervisor by the start of the school day or earlier. Employees with unreported absences may be denied pay and subject to disciplinary action.

An employee who misuses their sick may be subject to disciplinary action up to suspension or termination of employment.

## 28-Hour Employees

28-hour employees do not receive sick days or personal days. When necessitated by poor health, they may be excused from work and receive no pay by receiving approval from their immediate supervisor. Abuse of these days will not be tolerated.

At 10 missed days, the employee will receive a verbal reminder from their immediate supervisor. At 15 missed days, the employee will receive a written warning and reprimand. Should the employee, miss 17 days, he/she will be subject to disciplinary action up to suspension or termination of employment.

### **MILITARY LEAVE OF ABSENCE**

For a military leave of absence, a written request and a copy of military orders must be presented to the employee's Superintendent.

### **FAMILY MEDICAL LEAVE ACT**

BCCSC complies with all applicable federal and state employment laws including the Family and Medical Leave Act (FMLA). Refer to Board Policy 4430.01 for further clarification.

Employees are eligible if they have worked for a covered employer for at least one year, and for 1250 hours over the past twelve months.

Unpaid leave must be granted for any of the following reasons:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and the care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;

- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty";
- Twenty-six workweeks of leave during a single 12 month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military care giver).

Employees shall be required to take any applicable accrued leave such as sick leave along with FMLA approved leave. Thus, paid leave shall run concurrently with the non-paid FMLA leave benefits.

For additional information refer to BCCSC policy number 2435.

### **FUNERAL AND BEREAVEMENT LEAVE**

During the school year, five (5) consecutive work days from the day of death without loss of pay will be granted for a death in the immediate family and/or step-family. The immediate family shall be defined as wife, husband, child, mother, father, sister, brother, father-in-law, mother-in-law, grandchild, son-in-law, daughter-in-law. Two (2) days death leave will be granted for grandfather, grandmother, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, grandfather-in-law, and grandmother-in-law, or any person from whom the employee has legal guardianship or custodianship, including step-family relationships.

Three (3) personal bereavement days shall be allowed each school year for anyone not listed as immediate family. These absences will be deducted from the employee's accumulated sick days.

### **JURY DUTY/SUBPOENAED WITNESS PROCEEDINGS**

When an employee serves on jury duty, the school employer shall pay the employee his/her full salary less all pay received by the employee for serving on jury duty other than mileage. These same provisions also apply to any employee that is subpoenaed as a witness in any civil or criminal court proceeding.

Employees who are subpoenaed as witnesses in criminal court proceedings shall discuss with the superintendent prior to taking this leave the reason and necessity of the leave. Employees who are defendants in criminal cases are not allowed to take paid jury leave during their court proceeding.

### **WORKER'S COMPENSATION**

The BCCSC shall participate under the Indiana Worker's Compensation Act and Worker's Occupational Disease Act, so that employees who *experience* injuries or diseases which qualify under the provisions of such laws shall receive compensation in accordance with such laws.

### **TAX SHELTERED ANNUITY**

All employees of the BCCSC are eligible to participate in a Group Tax Sheltered Annuity program under a contract between this School Corporation and approved companies.

### **SECTION 125**

Classified personnel are eligible to participate in a Section 125 (Flexible Fringe Benefit Plan) for the payment of medical, dental, vision, hospital indemnity, cancer, accident insurance premiums and medical or dependent care reimbursement plans.

### **SEXUAL HARASSMENT**

Please refer to Section 4362 in the BCCSC Board Policy Manual.

### **PUBLIC EMPLOYEE'S RETIREMENT FUND (PERF)**

All full time classified employees with the exception of Bus Drivers, as well as a part time qualified positions working over 1000 hours, have been required by state law to participate in the Public Employee's Retirement Fund.

### **TERM LIFE INSURANCE** (Board Revised 12/8/14)

The corporation shall provide each *eligible* staff member with a \$75,000 Group Term Life Insurance Policy. This policy will include double indemnity for accidental death. At age 65, the value reduces to \$48,750, then at age 70 the value drops to \$37,500.

### **VISION CARE INSURANCE**

Each employee, at their expense, may purchase Vision Insurance through the school corporation.

Open enrollment for staff members effective the month of February of each year.

### **HEALTH INSURANCE** (Board Revised 11/2022)

The School Board shall provide each *eligible* employee \$8,500.00 per year for a single plan or \$13,500.00 for a family plan that may be applied to a health insurance plan mutually agreed upon by the Board and the Association.

### **DRESS CODE**

Employees are expected to dress in a manner consistent with the dignity of their position. In order for employees to work more comfortably and maintain a professional image. BCCSC has adopted a business casual dress code. Dress down days should be kept to a minimum and must be approved by the building principal.

#### **Slacks, Pants, Suit Pants**

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy Capri's, and nice looking dress synthetic pants are acceptable.

#### **Skirts, Dresses, and Skirted Suits**

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in public.

#### **Shirts, Tops, Blouses, and Jackets**

Casual shirts, dress shirt, sweater, tops, golf-type shirts and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines.

**Shoes and Footwear**

Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable. Wearing no stockings is acceptable in warm weather. Beach flip-flops and house slippers are inappropriate.

**PERSONAL PROPERTY**

Employees are expected to exercise reasonable care to safeguard personal items of value brought to work. BCCSC does not assume responsibility for the loss or theft of personal belongings. Articles of personal property found on the premises should be returned to the owner or turned in to the building principal.

**PUBLIC COMMUNICATION**

It is the policy of BCCSC that the Superintendent designee serve as official spokespersons for the Corporation when dealing with media inquiries and public relations.

Employees who are approached by a newspaper or media should direct all inquiries to the Superintendent.

An employee who wishes to speak or publish a professional paper or article related to BCCSC must gain approval through the Superintendent prior to the submission or acceptance of the offer to speak.

**EMPLOYEE EVALUATIONS**

BCCSC employees will be evaluated on a rotating basis. Each new employee will complete a self-evaluation before December 1 of the year in which they are hired. A formal evaluation meeting will be held upon completion of the self-evaluation. The superintendent or his designee will be responsible for completing an evaluation on all first year employees before May 1 of the year in which they are hired. A formal evaluation meeting will be held upon completion of the evaluation.

Employees with more than one year experience will be evaluated every three years, unless they are below average in any category on the corporation evaluation form. Employees that are below average in any category will be evaluated yearly. Employees may request additional evaluations. Just as an

Employee may resign at any time, BCCSC may terminate the employment relationship at any time.

Official BCCSC employee evaluation forms are available upon request.

### **ATTENDANCE AND PUNCTUALITY**

BCCSC requires employees to report for work punctually as scheduled and to work all scheduled hours and any required overtime. Proper attendance and punctuality are important criteria in maintaining a good performance record.

Employees must notify their Building Principal as far in advance as possible whenever they are unable to report for work, know they will be late, or must leave early. Such notification should include and indicate when the employee can be expected to return to work. If the Principal is unavailable, the employee must contact other office personnel.

#### 28-Hour Employees

28-hour employees do not receive sick days or personal days. When necessitated by poor health, they may be excused from work and receive no pay by receiving approval from their immediate supervisor. Abuse of these days will not be tolerated.

At 10 missed days, the employee will receive a verbal reminder from their immediate supervisor. At 15 missed days, the employee will receive a written warning and reprimand. Should the employee, miss 17 days, he/she will be subject to disciplinary action up to suspension or termination of employment.

## EMPLOYEE DISCIPLINE

When situations arise in which an employee must be disciplined for his/her actions, it is the policy of BCCSC to handle them in a positive manner that encourages self-discipline (taking responsibility for improvement of their own behavior). When employees are self-disciplined, they understand the responsibilities and goals of the position and perform duties satisfactorily while adhering to corporation policies.

**Any employee caught stealing will be terminated and prosecuted. There will be no exceptions to this policy.**

BCCSC reserves the right to discipline employees as it sees fit depending upon the circumstances. Disciplinary actions will be handled through the superintendent discretion and consultation through the

Board of Trustees. If the employee believes he/she has been unjustly disciplined, the employee may respond in writing or in person to the superintendent. If the response is in writing, it will be placed in the employee's file along with the action taken by management.

BCCSC hopes that our employee's working relationship with the corporation will be mutually satisfactory. However, employment will continue only so long as the employee is satisfied with BCCSC and the corporation is satisfied with the performance of the employee. Just as an employee may resign at any time, BCCSC may terminate the employment relationship at any time.

Any employee who fails to perform his job satisfactorily or is otherwise guilty of misconduct will be subject to discipline. Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis; although, disciplinary action will typically be progressive.

The corporation will contest unemployment compensation claims filed by any employee who was discharged for just cause under the unemployment compensation laws.