

Educational Support Personnel

HANDBOOK

**METROPOLITAN SCHOOL DISTRICT
OF DECATUR TOWNSHIP**

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Welcome to the Metropolitan School District of Decatur Township!

This Employee Handbook is presented to all educational support personnel of The Metropolitan School District of Decatur Township. The information in this Handbook is based on policy, which has been adopted by the Board of Education of Decatur Township Schools. The purpose of these policies and this Handbook is to identify guidelines for all our educational support employees. The contents of this Handbook are not intended to create, nor do they create, a contract for employment between Decatur Township Schools and its employees. To the extent that these policies cover employees with employment contracts, these policies do not modify the employment contract nor are incorporated into that contract. To the extent that these policies cover at will employees, these policies in no manner modify their employee at will status. It is the employee's responsibility to be familiar with policies and practices outlined in this Handbook. Questions about any information in the Handbook should be discussed with the employee's supervisor or the Human Resources Director.

I am proud of the reputation and success of Decatur Township Schools, and I feel very strongly that these accomplishments were achieved because of the dedication and hard work of all of our employees. I am grateful for this team effort, and I pledge to do all I can to continue the tradition of excellence and leadership. I hope you will find your association with MSD Decatur Township rewarding and I welcome you as an important member of our Professional Learning Community.

Dr. Matthew Prusiecki, Superintendent

Mission

The MSD of Decatur Township is Student Invested Community Connected. We prioritize Student Learning, Safety and Customer Service, fostering a support system for our families.

Vision

Learning Pathways for individual aspirations in an ever-changing world.

ORGANIZATION

The District

The Metropolitan School District of Decatur Township, incorporated under the laws of the State of Indiana in 1964, is located outside the old city limits of Indianapolis in the southwest corner of Marion County. Approximately 6000 students and 765 teachers, administrators, and educational support personnel learn and work in five elementary schools - Stephen Decatur, Valley Mills, West Newton, Decatur Elementary Learning Center-Blue and Gold Academies, Stephen Decatur, Valley Mills, West Newton, Liberty Early Elementary; Decatur Middle School; Decatur Central High School; the Decatur Township School for Excellence; the Operations Building; and the MSD Decatur Township Administration Office.

The Board of Education

The registered voters in the school district elect a five-member Board of Education during the primary election in the spring. Board members serve a term of four years. During the first 15 days in January, the Board of Education meets and reorganizes for a new school term and elects a President, Vice President, Secretary, Treasurer, and Deputy Treasurer. At this meeting the Board also establishes a regular meeting schedule for the year, although it can call special meetings whenever necessary. An agenda for each meeting is made available in all school buildings prior to each meeting, and is posted in each school's teacher lounge/workroom. All meetings are open to employees and the public, except executive sessions to discuss certain issues, as provided by Indiana law.

The Superintendent

The Superintendent is appointed by the Board of Education. The Superintendent enforces the statutes of the State of Indiana, administrative guidelines of the State School Board, and the policies of the local school board. The Superintendent consults with the Board with regard to the development and/or revision of policies. The Superintendent prepares guidelines for the administration of the District that are consistent with statutes, regulations of the State Board, and/or policies of the local board. The Superintendent is delegated the authority to take necessary action in circumstances not provided for in Board policy.

Employees

Only the MSD Decatur Township Board of Education has the authority to hire employees. The Board of Education receives employment recommendations including assignments, transfers, dismissals, requests for leaves, from the Superintendent.

EMPLOYMENT PRACTICES

Equal Employment Opportunity

The Metropolitan School District of Decatur Township is an Equal Opportunity Employer and follows a practice of affirmative action in promoting equal employment opportunity. The school district does not discriminate on the basis of a person's race, religion, color, age, gender, sexual orientation, national origin, handicap, limited English proficiency, or disabled or Vietnam era veteran status regarding recruiting, hiring, training, on-the-job treatment, promotion, conditions and privileges of employment, educational assistance, social and recreational programs, compensation, or any other employment activity. Any form of harassment including, but not limited to, sexual, ethnic, or racial, by another employee or supervisor, may result in disciplinary action up to and including termination of employment. Concerns or complaints about our affirmative action practices or instances of harassment should be reported immediately to the employee's immediate supervisor or the Human Resources Director.

Personnel Records

A confidential personnel file is maintained for every employee, and may include the following:

- Job application and resume (if requested)
- Wage/salary information
- Job responsibilities and performance reviews
- Change in employment status
- Acts of commendation
- Disciplinary actions
- Federal and state tax information
- Record of job-related training and development
- Termination information, including an exit interview form.

Under the Access to Public Records Act, certain limited personnel file information may be required to be made available. Employees may review their personnel files by contacting the Human Resources Director.

Payroll

Support Staff will be paid on the 15th and 30th of the month. If these dates fall on the week-end, pay dates will be the previous business day. Direct deposit to your checking or savings account at the bank of your choice is required of all employees. On pay dates, you will receive a payment stub which is identical to a traditional paycheck, showing how much was deposited into the account(s) and how much was deducted for taxes, insurance, and other deductions.

Hours of Work

Work hour assignments are determined by the employee's supervisor. Employees are expected to report to work regularly and promptly each day. **Employees are expected to notify their immediate Supervisor or Designee prior to the start of their work day, if they are going to be absent from work. Employees that do not call and do not report to work will be considered to have**

abandoned their positions and to have voluntarily resigned. Due to the nature of our work at Decatur Township Schools, there may be times when you are required to change your work hours or to work overtime. Altered hours and overtime must be approved in advance. Excessive tardiness and absenteeism may result in termination of employment.

Lunch

Employees working 6 or more hours per day will be required to take a 30 minute unpaid lunch.

“At-Will” Employment Status

I understand my employment is “at-will”, i.e., my employment may be terminated at anytime for any reason, with or without cause and with or without notice at the option of either the school system or myself. Any variation, limitation or modification of the right to terminate my employment at anytime for any reason, with or without cause or with or without notice, must be set forth in an express written agreement and signed by both the school system superintendent and the employee. This handbook may not be used as a basis for a claim against the school system or its agents, officers or employees in the event my employment is terminated. In the event there is any confusion as to the provisions of this handbook, the employee agrees that he/she will seek clarification of these policies and procedures from his/her supervisor or the Human Resources Department.

General Work Rules

The following rules represent basic performance expectations of all employees. Violation of these rules will result in disciplinary action, probationary status, or discharge.

Employees shall:

1. report to work every assigned work day unless unavoidable personal business or personal or family illness makes it impossible to report to work.
2. observe parking and traffic flow regulations.
3. contribute to sanitary conditions and promote good housekeeping.
4. not leave work until after their assigned shift is over.
5. not post, alter or remove information from bulletin boards.
6. contribute to a positive working atmosphere.
7. operate corporation machines, tools or equipment only when they have been assigned to do so by their supervisor.
8. not sleep on the job.
9. not remove corporation property from school buildings or grounds, unless approved by management.
10. not leave their work location during working hours without authorization from their supervisor unless an emergency situation exists.
11. not use corporation telephones, cell phones, or computers inappropriately or for personal business.
12. not report to work under the influence or in possession of alcohol or illegal drugs. Furthermore, employees shall not be under the influence or in possession of alcohol or illegal drugs on corporation property at any time.

13. not smoke or use tobacco products in a corporation building, in any corporation vehicle, or on any corporation grounds.
14. employees should clock in and out each day, if applicable.

Supervisors may provide additional work rules as spelled out in their job classification handbook.

Unacceptable Behavior

Serious misconduct by a non-certificated School District employee is unacceptable. The following does not include every type of unacceptable behavior that can or may result in disciplinary action or dismissal. Serious misconduct may occur at school, or while performing duties for the School District during the course of a school activity. Any disciplinary action taken shall not preclude criminal prosecution. Serious misconduct may result in termination of employment.

“Serious misconduct” includes:

1. Theft, fraud, or misrepresentation of facts related to the employee’s status as an employee or in the course of the performance of the employee’s duties
2. Physical violence or actions or words that could reasonably be expected to provoke physical violence
3. Harassment of another employee or student based upon Board policy
4. Abuse or neglect of a child
5. Injuring or attempting to injure a person
6. Damaging or attempting to damage real or personal property of another person
7. Smoking or using tobacco products in unauthorized areas
8. Sleeping on the job
9. Violation of the drug-free workplace policy
10. Possession, consumption, or being under the influence of alcohol or an non-prescribed or unapproved or illegal drugs
11. Committing acts that endanger or injure one or more persons
12. Damaging or attempting to damage the real or personal property of another person
13. Possession or storing a handgun, firearm, stun gun, TASER, repellant spray or other weapon on School District property or at a School District activity
14. Conviction of a crime that indicates unfitness for the job or presents a threat to Decatur Township or its employees in any way
15. Inattention to or neglect of assigned duties
16. Failure to implement an order from a Supervisor or Manager within the time allotted; Insubordination
17. Repeated unexcused absences or tardiness.
18. Falsifying an employment application or any other company records or documents.
19. Failing to protect confidential information including personally identifiable information about a student or former student in violation of the Family Educational Rights & Privacy Act.
20. Making an untrue or deceptive statement in an internal investigation conducted by the Superintendent or a designee
21. Withholding services or engaging in actions with other employees in order to attempt to influence a decision of the Board of Education
22. Violating Decatur Policies or Handbook Polices. For example: Professional Boundaries Form, Technology Usage Policy
23. Stealing or misusing the property of another person including use of information protected by a copyright.
24. Falsifying Time Cards.

It is the intent of Decatur Township to promote a safe, positive work environment by following a progressive disciplinary process to provide fair and equal treatment to all employees, to promote understanding of acceptable conduct, and to encourage corrective improvement in behavior where required. The following progressive discipline process will be followed with the understanding the severity or type of the offense and number of offenses may warrant a skipping any or all steps in the process. Documentation for each step in the progressive discipline process will be included as a piece of the employee's personnel file.

Progressive Discipline Process:

- 1.) Verbal Warning
- 2.) Written Warning
- 3.) Paid or Unpaid suspension
- 4.) Recommendation for dismissal

It should be noted that steps in this process may be skipped depending on the severity and type of the offense.

Overtime

Employees are classified as "exempt" or "nonexempt" as defined in the Fair Labor Standards Act of the United States Department of Labor. In general, administrative and supervisory employees are exempt. Nonexempt employees are paid at an overtime rate if their supervisor requires them to work more than 40 hours during any week period between 12:00 a.m. Monday through 11:59 p.m. Sunday. Holidays, vacation time, paid leave time is not included when calculating overtime. Overtime pay is one and one-half times the employee's normal hourly pay rate. Supervisors may reschedule time during a week in which employees work more than 8 hours on a given day so that the total hours worked in a given week do not exceed 40 hours. Nonexempt employees may not work more than 40 hours in any week, unless approved in advance by the employee's supervisor. Exempt employees are expected to perform all aspects of the job without overtime or compensatory time. Overtime must be approved in advance by the employee's supervisor. Refer to Appendix C for approval form.

Emergency Closings

If it is necessary to close or delay the start of Decatur Township Schools due to inclement weather, power failure, or any other emergency, a designated administrator will notify the radio and television news media of the closing. Employees will also be contacted by the school messenger telephone system.

When there is an emergency closing or a delay, twelve-month employees are to report to work as soon as they can safely. If a twelve-month employee cannot report to work, the employee may use a vacation or personal day. If no time is available, the employee will have to make up their time or receive lost pay. Less than twelve-month employees are not to report to work when there is an emergency closing. (Note: Less than twelve-month employees will not lose pay for that day because the canceled school day will be made up at a later date).

When there is a delay to the start of school, less than twelve-month employees are to report to work as soon as they can, but no more than two hours late. Hourly employees should plan to make up the time within the two week pay period (before or after school) or take no pay for those hours.

Assignment to Work Locations

The work site location and hours to be worked are assigned at the time of employment. However, there may be instances when the school district will need to transfer an employee to another building or alter the hours to be worked.

Termination of Employment

The employment of any person covered by the guidelines and practices in this Handbook for Educational Support Personnel may be terminated at any time with or without cause or advance notice. In those situations where there is an employment contract between the employee and the school district, procedural requirements for termination of the contract will be followed. In all cases, MSD Decatur Township reserves the right to suspend an employee to investigate circumstances involved in unacceptable behavior/performance. Depending upon the outcome of the investigation, the employee may be terminated or reinstated. Reinstatement may be with or without pay for the period of suspension.

Employees may resign at any time by giving WRITTEN notice to the Human Resources Director.

Vacancies

MSD Decatur Township posts educational support personnel vacancies in each school building, at the administration building, and on the district website. Current employees, who would like to be considered for a vacancy, should submit a letter of interest to the contact person designated on the posting. If the current employee is selected for an interview, he/she will be contacted.

District Dress Code

All staff are expected to dress professionally in a manner appropriate for their assignments to set an example for students as defined in the school/department specific handbook.

- ⇒ All outer garments shall fit properly and be of an acceptable length.
- ⇒ Denim jeans may be worn on days designated by the Principal or Director of each school.

Items that are not acceptable

- ▶ Rubber and beach flip-flops
- ▶ Tank or spaghetti strap tops
- ▶ Scrubs
- ▶ Low-cut tops that show cleavage
- ▶ Cut-off shorts
- ▶ Face piercings

BENEFITS

Sick Leave

Employees hired on or after July 1, 2007, will be awarded pro-rated sick leave days the first day of the month after successful completion of 90 calendar days employed **during the school year** in MSD of Decatur Township. See schedule outline on page 12. All employees receive the number of hours scheduled to work per day as number of hours per day to be used for sick leave. Every July 1st following an employee's date of hire, 12 month personnel will be granted with eight (8) medical leave days per year. Less than 12 month personnel, will be granted six (6) sick leave days per year.

Sick leave may be used for illness of the employee or when the employee must be away from work to care for a member of his/her immediate family. Immediate family is defined as father, mother, brother, sister, husband, wife, child, grandchild, father-in-law, mother-in-law, grandparent, or any relative currently living in the employee's household. These days with pay are not considered "personal time", but are to be used only in the event of illness.

The number of sick leave days that may be carried forward is unlimited.

Employees may be required to provide a physician's statement if an illness extends beyond two (2) days. Repeated and excessive absence from work due to illness may result in disciplinary action. Excessive absenteeism is defined as using more leave days than the yearly allotment or taking lost time. False reporting of medical illness could result in termination of employment.

An employee may use up to five (5) days of paid sick leave in case of illness/accident/surgery involving the employee's husband, wife, mother, father, step-parents, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or dependent living in the employee's household. If there is a need for more than five (5) days paid or unpaid leave, the employee is to submit a physician's statement of diagnosis and dates the employee will need to be absent to provide needed medical care for the immediate family member. If the leave should extend longer than 10 days, the employee must complete the leave of absence form found in Appendix B and submit to his/her immediate Supervisor and the Human Resources Director. If medical leave is requested, it is in the best interest of the employee to apply for FMLA. For detailed information, refer to the FMLA section beginning on page 14 of this handbook.

Employees hired prior to July 1, 2007, should see Appendix A for information about leave days.

Personal Leave

Employees hired on or after July 1, 2007, will be awarded pro-rated personal days the first day of the month after successful completion of 90 calendar days employed **during the school year** in MSD Decatur Township. All employees receive the number of hours scheduled to work per day as number of hours per day to be used for personal leave.

Employees hired on or after July 1, 2007, will be granted one (1) personal leave day per year on the July 1st following their date of hire. There may be occasions when an employee must be away from work because of personal business.

Except in the case of an emergency, personal business days must be requested and approved by the employee's supervisor at least five (5) days in advance of the absence.

Unused personal leave days in excess of four (4) days shall accumulate to sick leave.

Employees hired prior to July 1, 2007, should see Appendix A for information about personal days.

Vacation

Twelve (12) Month Personnel hired on or after July 1, 2007, will be awarded pro-rated vacation days the first of the month after one year of service. After the first year of service, vacation days will be issued on July 1 of each calendar year and employees will receive ten days of vacation with pay annually through the tenth year of service. After ten (10) years of service, employees will receive fifteen (15) days of vacation with pay annually. After fifteen (15) years of service, an employee will receive twenty (20) days of vacation.

Unless approved by your supervisor, vacation time must be requested at least one (1) week in advance. There are certain times of the year that it is almost impossible to approve vacations.

Employees may carry forward a maximum of twenty five (25) days of vacation. Any accumulation of vacation days beyond twenty five (25) days on July 1 of each year shall be transferred to sick leave.

If an employee retires in good standing, the employee will be paid for 20 days earned and unused vacation days. If an employee resigns or is terminated for budget or program reductions and is in good standing, the employee will be paid for a maximum of 10 earned and unused vacation days. Employees terminated as a result of unacceptable behavior as defined on page 8 of this document, will not be entitled to compensation for earned and unused vacation days. In the event of death of an employee who has earned vacation at the time of death, payment for 10 days of vacation time of the deceased employee shall be paid to the estate of the deceased or to the person(s) otherwise entitled to under the laws of the State of Indiana.

Schedule of Benefit Days for New Hires

Less Than 12 Month Support Staff
6 Leave Days / 1 Personal Day

<u>Month Hired</u>	<u>Month Eligible</u>	<u>Leave</u>	<u>Personal</u>
August	December	4	1
September	January	3	0.5
October	February	2.5	0.5
November	March	2	0.5
December	April	1.5	0.5
January	May	1	0.5
February	August	6	1
March	September	5.5	1
April	October	5	1
May	November	4.5	1

Formula: 6 leave days per year divided by length of school year (10 months) equals .6; multiply number of months remaining in school year after 90 calendar days probation by .6 to receive prorated leave days; round up to the nearest half.

*12 Month Support Staff
8 Leave Days / 1 Personal Day

<u>Month Hired</u>	<u>Month Eligible</u>	<u>Leave</u>	<u>Personal</u>	<u>Vacation</u> (pro-rated after 1 year of service)
July	November	5.5	1	7
August	December	5	1	6
September	January	4	0.5	5
October	February	3.5	0.5	4.5
November	March	3	0.5	3.5
December	April	2	0.5	2.5
January	May	1.5	0.5	2
February	June	1	0.5	1
March	July	8	1	10
April	August	7.5	1	9.5
May	September	7	1	8.5
June	October	6	1	7.5

Formula: 8 leave days per year divided by 12 months equals .66; multiply number of months remaining in fiscal year after 90 calendar days probation by .66 to receive pro-rated leave days; 10 vacation days divided by 12 months equals .83; multiply number of months remaining in fiscal year after 1 year probation to receive pro-rated vacation days.

*Twelve Month Personnel hired prior to July 1, 2007, should see the Appendix A for information about vacation days.

Bereavement Leave

After 90 calendar days of employment, up to seven (7) consecutive calendar days of absence will be granted for death in the immediate family. The seven (7) days may commence the day of death or the day after death at the employee's discretion. Immediate family shall include husband, wife, mother, father, step-parents, child, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, or dependent living in the employee's household.

Up to three (3) consecutive days of absence will be granted for death of a brother-in-law, sister-in-law and **grandparent in-law**.

One (1) bereavement day will be granted for the death of blood relatives of the employee, or when he/she serves as a pallbearer.

All employees receive the number of hours scheduled to work per day as number of hours per day to be used for bereavement leave.

Documentation of bereavement may be requested.

Military Leave

If an employee is inducted into the armed forces of the United States for service or training, the employee will be granted a military leave. If the employee must participate in a regular annual duty Reserve or National Guard training, the employee shall be granted military leave and shall receive the difference, if any, between the employee's regular pay and employee's military pay. Employees called to active duty shall receive the difference between contracted pay and military pay for a consecutive or non-consecutive period not to exceed a total of fifteen (15) days in any calendar year.

Family Medical Leave Act

FMLA requires public agencies to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. An employee on FMLA leave is entitled to have health and other appropriate insurance benefits maintained while on leave. The following administrative procedures outline the implementation of the Act.

1. **Eligibility** - An eligible employee is an employee who has been employed by Decatur Township for at least twelve (12) months and has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.
2. **Qualified Reasons for Taking Leave:**
 - The birth of a child and/or the care of a newborn child within one (1) year of the child's birth;

- The placement of a child with the employee by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- The employee is needed to care for a spouse, son, daughter, or parent if such individual has a serious health condition;
- The employee's own serious health condition prevents him/her from performing the functions of his/her position;
- Any need (as defined in applicable federal regulations) arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

In addition, an eligible staff member who is a spouse, son, daughter, parent or next of kin (i.e., the nearest blood relative) of a covered service member shall be entitled to a total of twenty-six (26) work weeks of leave during a twelve (12) month period to care for the service member ("Service Member Family Leave"). Service Member Family Leave shall only be available during a single twelve (12) month period. Additionally, during the single twelve (12) month period described in this paragraph, an eligible staff member shall be entitled to a combined total of twenty-six (26) work weeks of leave under this paragraph and general FMLA leave described in the preceding paragraph. Nothing in this paragraph shall be construed to limit the availability of general FMLA leave under the preceding paragraph during any other twelve (12) month period. A covered service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Serious injury or illness for purposes of Service Member Family Leave is defined as an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

3. **Length of Leave** - A total of 12 weeks during any 12-month period may be taken for any of the qualified reasons. The 12-month period is based on a "rolling" 12-month period measured forward from the first date an employee uses any FMLA leave. FMLA leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. These circumstances will be determined on an individual basis or when medically necessary. "Intermittent leave" is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. A "reduced leave schedule" is a leave schedule that reduces an employee's usual number of working hours per week; or per day.
4. **Restrictions** - An employee's entitlement to leave for a birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth or placement. A husband and wife who are eligible for FMLA leave and are employed by

Decatur Township are permitted to take only a combined total of 12 weeks of leave during any 12-month period if the leave is taken 1) for the birth of a son or daughter or to care for the child after birth; 2) for placement of a son or daughter for adoption or foster care, or to care for the child after placement; or 3) to care for a parent (but not a "parent-in-law") with a serious health condition. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full 12 weeks of FMLA leave.

5. **Returning to Work/Alternative Position** - An employee is entitled to be returned to the same position (not assignment) the employee held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. An employee has no right to return to the same assignment, if the same assignment is not available. If an employee requests intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, including a period of recovery from a serious health condition, the employee can be required to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.
6. **Accrued Paid Leave vs. FMLA Leave** - An employee requesting an unpaid FMLA leave will explain the reasons for the needed leave so as to allow Decatur Township Schools to determine that the leave qualifies under the Act. If the leave does qualify under the Act, all appropriate accrued leave (personal business, medical illness, and vacation) will be used prior to the unpaid leave beginning. Any paid leave taken as FMLA leave will be counted as part of the 12-week period.
7. **Benefits** - During any FMLA leave, Decatur Township Schools will maintain the employee's health benefits and coverage under any group health plan and other appropriate insurance benefits on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. However, the employee may choose not to retain health coverage during FMLA leave. When the employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave. Except as required by COBRA, Decatur Township School's obligation to maintain health and other insurance benefits under FMLA ceases if and when an employee informs the Assistant Superintendent of Human Resources in writing of his or her intent not to return from leave, or the employee exhausts his or her FMLA leave entitlement.
8. **Payment of Insurance Premiums**- If the employee is paid during FMLA leave, the employee's share of premiums will be paid by normal payroll deduction. If the FMLA leave is unpaid, the employee shall send payment to the Benefits Department. Decatur Township School's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late.
9. **Advance Notice** - An employee will provide the employer at least 30 days advanced notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption, or foster care, or planned medical treatment for a serious health condition of the employee or a family member. If 30 days is not practicable, notice must be given as soon as practicable.
10. **Complaint of FMLA Violation** - A complaint may be filed in person, by mail or by telephone, with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor. A complaint may be filed at any local office of the Wage and Hour

Division. A complaint must be reduced to writing and should include a full statement of the acts and/or omissions, with pertinent dates, which are believed to constitute the violation.

Workman's Compensation

Decatur Township Schools purchases insurance, which provides for medical treatment and income assistance for employees if injured or disabled due to a job-related injury or disability. If an employee is injured while performing his/her assigned duties, the employee must complete a First Report of Injury Form and forward to the HR Director within 5 days of the injury. **Employees have the right to report an injury or illness without fear of retaliation.**

Employees will be paid for approved doctor's visits for work related injuries. Employees are expected to schedule doctor visits before or after work hours. Compensation from Workman's Compensation insurance will begin after the 7th day of continuous disability (including weekends/holidays). Employees with 5 leave days (medical/illness or personal business or vacation) may use those days to be compensated for the 1st week that is unpaid by the insurance company. Once an employee is on Workman's Compensation for 21 consecutive days, the insurance company will compensate the employee for the first 5 days of workman's compensation disability. If the employee chose to use his/her leave days (medical/illness, personal or vacation), it will be necessary for the employee to endorse the check for the first 5 days to MSD Decatur Township and the leave days will be re-credited to the employee's account. This is mandatory to avoid overpayment for compensation.

Workman's compensation will pay 2/3 of the employee's wages up to maximum established by statute. Compensation received through Workman's Compensation is non-taxable.

Employees' health benefits and other insurance benefits will continue for one year from date of the workman's compensation injury. After one year, the employee may appeal for an extension to the Superintendent/designee' that will include the required health documentation and any other information as requested. This approval will be made on a month-to-month basis.

Employees injured throughout the school year may be required to attend Safety School to help them better understand how to be safe in the workplace.

Social Security/Medicare

Metropolitan School District of Decatur Township employees are covered by the Federal Insurance Contributions Act (FICA), which is designed to provide retirement income and health care after an age defined by federal law. This is commonly referred to as Social Security. By federal law, the school district is required to deduct employee contributions from payroll checks. The contribution is divided into two parts OASDI (retirement income) and Medicare (health care).

Jury Duty

Employees are encouraged to participate in the judicial system when called to jury duty. If called to serve for jury duty, an employee should notify his/her supervisor immediately.

Employees continue to receive regular pay during jury duty but must provide court documentation of time (dates) on jury duty. All of the payment for jury duty shall be retained by the employee as the payment for related expenses.

Election Day Poll Worker

Employees who work at the polls on Election Day must use a Personal Leave Day or Vacation Day to do so. Employees should request this day at least five (5) working days in advance.

Subpoenas

Employees who receive subpoenas to appear in court for reasons other than school related business should contact their immediate supervisor. An employee may submit the absence as personal business leave or the employee with approval of the immediate supervisor may schedule time(s) to make up the hours required for court appearance or the supervisor may determine that the employee's absence will be recorded as "lost time" with no compensation. The employee is to provide a note from the court indicating the hours that the employee was required to be at the court proceeding.

***Paid Holidays**

Twelve Month Personnel will receive 13 paid holidays: Paid holidays include Fourth of July, Labor Day, Fall Recess (2 days designated by the Superintendent), Thanksgiving Day and the day following, Christmas Day and the day before, New Year's Day, and the day before, Martin Luther King Day, Presidents Day, and Memorial Day.

The Superintendent shall designate an alternative day when a paid holiday is Saturday or Sunday.

Employees who have an unexcused absence or take a "Day With NO Pay" the scheduled workday before or the scheduled workday after a holiday shall not receive pay for that holiday.

Less than 12-month Personnel hired on or after July 1, 2007, receive no paid holidays.

*Less than 12-month Personnel hired prior to July 1, 2007, should see the Appendix A for information about paid holidays.

Business-Related Travel and Expenses

Employees required to use their personal auto in their job assignment will be reimbursed at the current IRS mileage rate. Employees should submit requests for reimbursement of travel expenses to their immediate supervisor.

Health and Hospital Insurance

12 month employees and less than 12 month employees hired on or after July 1, 2007 must work at least six (6) hours per day to participate in the group medical insurance plan. Coverage is effective the first day of the month following 60 days from an employee's date of hire. Election should be made within 31 days of the employee's date of hire. Employees declining medical coverage may enroll themselves and/or any eligible dependents within 31 days as a Late Applicant only if they meet the qualifications outlined in the Hoosier School Benefit Trust Summary Plan Booklet.

The group health insurance plan is designed to pay the majority of the costs the employee may incur in the event of an illness, accident, or hospitalization. In general, the health and hospital insurance plans ensure that major, catastrophic costs will be covered by this plan. For premium information, please refer to the Hoosier School Benefit Trust Rate Schedule for the current school year. Please be advised, rates are subject to change upon renewal. The school district annual contribution for employees **working 220 days** or more and hired on or after July 1, 2007, shall be **\$6,100** for a single policy and **\$8,600** for employee/spouse, employee/child, and family for twelve month employees. Employees working less than **220 days**, the school district annual contribution will be **\$4,550** for a single policy and **\$5,550** for employee/spouse, employee/child and family. Employees covering spouses and dependents under the District's insurance coverage as secondary will be responsible for paying the additional premium for coverage. By participating in Decatur Township School's Section 125 Plan, insurance premiums can be paid on a pre-tax basis.

Dental Insurance

12 month employees and less than 12 month employees hired on or after July 1, 2007 who work six (6) hours per day will be eligible to participate in the group dental insurance plan. The group dental plan, covers most preventive and restorative dental procedures, based on a defined payment schedule for each dental procedure, and maximum benefit each year.

For premium information, please refer to the Hoosier School Benefit Trust Rate Schedule for the current school year. The school district contribution for employees hired on or after July 1, 2007 shall be \$230 annually.

COBRA

When employment with MSD Decatur Township ends, the employee may continue to participate in the group health insurance plans for a defined period of time. In addition, the employee's spouse or other dependents may continue to participate in the group health

insurance plan in the event of a divorce, the employee's death, the employee's dependent child reaching the maximum age for coverage, or the employee's retirement. Employees who qualify under such circumstances continue to participate in the group health insurance at their own expense not to exceed the MSD Decatur Township cost plus two percent.

Life Insurance

Employees scheduled to work a minimum of fifteen (15) hours per week are eligible to participate in a corporation paid life insurance program. The school district will pay all but one cent (\$.01) for a group term life insurance plan that provides a term life insurance policy in the amount of \$25,000. If the employee works at least 20 hours per week, additional voluntary life insurance coverage may be available for the employee and his/her dependents. The employee pays 100% of the cost of the voluntary life insurance through payroll deduction.

Voluntary Insurance Plans

Decatur Township Schools makes available to all employees Flexible Spending Accounts (Section 125) for medical reimbursement and dependent day care. Also available are disability and cancer insurance policies. If an employee decides to enroll in the plans, this is voluntary enrollment and the employee pays 100% of the cost of the benefit through payroll deduction.

Annuity

Employees may make contributions to a tax sheltered annuity program through payroll deductions. All employees are eligible for this benefit.

Retirement Plan - Public Employees Retirement Fund

Public Employees Retirement Fund (PERF) is the retirement plan for Education Support Personnel. Effective July 1, 2011, all employees who are regularly scheduled to work 6 or more hours each day and in a PERF covered position are required to participate in Public Employees' Retirement Fund (PERF). Bus Monitors are in a non-covered PERF position.

Under state law, an employee must contribute 3% of their gross pay to this plan through payroll deduction. MSD of Decatur Township pays 1% of the 3% contribution. Employees may make additional contributions to PERF, if interested. The employer will contribute a percentage set by PERF each year. PERF is intended to assure the employee's retirement income related to his/her salary and length of service with DTS and any other Indiana public employer. Eligibility for a full (unreduced) benefit in PERF is ten (10) years and 65 years of age, fifteen (15) years and 60 years of age, or total years of service and 55 years of age equal 85 (rule of 85).

Retirement Severance Benefit

To supplement the PERF retirement benefit, Decatur Township Schools will pay for accumulated sick days at the time of retirement and \$35.00 (12 month employees) or \$25.00 (school year employees) for each year worked in Decatur Township Schools. Upon retirement, the Board will pay thirty-three percent (33%) of the daily rate for each accumulated sick leave day. To be eligible for this benefit, an employee must have worked the last ten (10) years for the MSD of Decatur Township and have met the full, unreduced PERF retirement criteria above.

Supervisory Positions and other designated positions

Employees that are in supervisory roles or other designated positions approved by the Superintendent will be eligible to receive Teacher benefits.

EMPLOYEE RELATIONS

Orientation

Orientation will be provided for all new employees. Employees will receive an Employee Handbook, including a sign-off sheet indicating they received the book. Orientation includes but is not limited to, information about the Employee Handbook, employment policies and benefits.

Communications

Good communications is a critical key to individual and organizational success. Employees should talk to their immediate supervisor if they have questions about their work and/or are experiencing any job-related problems.

Employee Activity Pass

In December 1991, the Board of Education approved a program whereby all employees of the district receive identification cards with the employee's picture on the card and such employees be granted admissions without cost to local school events involving participation by students and local athletic events. All state and Marion County tournaments and local fund raising activities would be excluded from free admissions. This program was enacted in recognition of the impact all employees have upon students reaching the district's goals. Activity passes are available through the high school bookstore.

Armstrong Pavilion

Employees are encouraged to make use of the facilities/activities at the Armstrong Pavilion, a multi-purpose recreational facility located on the high school campus. Active and retired employees pay one-half of the regular membership fee.

Gifts and Gratuities

Under Indiana law, Decatur Township employees may not accept gifts, gratuities or favors, including discounts, loans, commissions, rebates, or other compensation from individuals or companies doing business with Decatur Township Schools.

Anti-Harassment

It is the policy of the Metropolitan School District of Decatur Township to maintain an education and work environment that is free from all forms of unlawful harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis. All employees share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. Employees should promptly report incidents of harassing conduct to their immediate supervisor or an administrator. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment.

GENERAL INFORMATION

Use of School District Property and Materials

All Decatur Township Schools property, including building, vehicles, equipment, office supplies, and materials are intended for school district business use only. These include, but are not limited to, stationery, office supplies, postage and stamps, telephones, copiers, tools, mowers, typewriters, computers, and audio-visual equipment. Employee email accounts will be deactivated on the employee's last date of employment. Company property must be turned into the Employee's Supervisor or Designee on the employee's last date of employment. **Employees that do not return district materials will have their final paycheck held until district materials are returned.**

Conflict of Interest

Under the Indiana Criminal Conflict of Interest statute, employees are required to declare a conflict of interest if they have a spouse who works in the school district or if the employee, the employee's spouse, or the employee's dependent receives any financial benefit as a result of doing business with MSD Decatur Township. The conflict of interest form is available from the Superintendent's office.

Outside Employment

It is expected that a full-time employee's responsibilities with the school district take priority over any outside employment activity. The employee's position with MSD Decatur Township, either full-time or part-time, may be jeopardized if outside employment has a negative impact on job performance with MSD Decatur Township.

Aids and Other Non-Casual Contact Communicable Diseases in the Workplace

An employee diagnosed with a non-casual contact communicable disease should immediately report this condition to his/her immediate supervisor. Non-casual contact communicable diseases include: AIDS, ARC (AIDS related Complex), HIV (Human Immunodeficiency), Hepatitis B, and other like diseases specified by the State Board of Health.

The Superintendent/designee will consult with the infected employee's physician and/or the Marion County Health Department to determine if the initial evidence warrants exclusion or if the employee may remain in his/her current work environment.

Other Medical Conditions

Employees who may require emergency treatment are requested to advise their immediate supervisor of their condition, in the strictest of confidence. Examples of such conditions are diabetes, epilepsy, severe allergic reaction, or treatment for a disease or illness that could leave the employee unconscious. This information is requested to assist in emergency treatment if an employee becomes seriously ill or unconscious while at work.

Weapons and Safety

Employees may not store weapons at work, carry weapons on their person (including pocketbooks, brief cases, etc.), or store weapons in personal vehicles regardless of any legal permit to do so.

Tobacco

All MSD Decatur Township school buildings and facilities are smoke-free. Employees may not smoke or use tobacco products in school buildings, on school property, or in vehicles on school property.

Change of Marital or Dependent Status or Beneficiary

Employees are to notify the Personnel Department if there are changes in marital status so personnel/payroll records can be updated and any necessary adjustments can be made for health insurance coverage. Changes in beneficiary are to be reported to the Personnel

Department. Employees should notify the Payroll Department of any tax information changes so the correct tax forms can be completed.

Credit Union

Employees are eligible to join the Indiana University or Indiana Members Credit Unions. Employees must go to the Credit Union to enroll. Deductions for savings or loan payments are made each paycheck. Any changes to the deduction amount should be arranged through the Payroll Department.

CHANGES TO THIS HANDBOOK

This handbook is not a contract. It has been prepared to provide employees with an outline/description of policies, rules, and current employee benefits. The policies and benefits described in this Handbook may be discontinued or revised by the Metropolitan School District of Decatur Township. Changes will be communicated to employees. Employees' questions about anything in this handbook should be directed to their immediate supervisors.

APPENDIX A

Benefits for Staff Hired Prior to July 1, 2007

Benefit Days

12 month employees	Sick Leave	Personal Leave	Vacation*
	12 days per year	3 days per year	10 days per year through 5 years of service 15 days per year after 5 years of service 20 days per year after 15 years of service

*only earned pro-rated days will be paid upon resignation or retirement, refer to page 12 for further details.

Less than 12 month employees	Sick Leave	Personal Leave
180 – 200 days per year	9 days per year	1 day per year
201 - 225 days per year	9 days per year	2 days per year

Health and Hospital Insurance

12 month employees and less than 12 month employees who work at least four (4) hours per day are eligible to participate in the group medical insurance plan. Decatur Township pays a portion of the monthly premium, as well as part of the monthly premium for dependents enrolled in the plan.

Dental Insurance

12 month employees and less than 12 month employees who work at least four hours per day are eligible to participate in the group dental insurance plan. Decatur Township pays a portion of the monthly premium, as well as part of the monthly premium for dependents enrolled in the plan.

Paid Holidays

Less than 12-month Personnel shall receive paid holidays to include Labor Day, Thanksgiving Day and the day following, Martin Luther King day, President's Day, and Memorial Day, if Memorial Day occurs before the students' last day or the employee's last day of work for the school year.

APPENDIX B

Application for Leave of Absence

I, _____, _____,
(name) (position)
at _____ wish to apply for _____ leave
(specify type of leave)
for the period _____ until _____.
(beginning date) (returning date)

I understand this leave may be granted subject to the approval of the MSD of Decatur Township Board of Education and in accordance with the guidelines set forth in the Educational Support Personnel Handbook.

signature

date

Approved: _____

Human Resources Director

Denied: _____

Date

Appendix C:

Additional Hours Forms

MSD of DECATUR TOWNSHIP SCHOOL CORPORATION

Request For Additional Hours Worked

*****AUTHORIZATION MUST BE SUBMITTED PRIOR TO COMMENCEMENT OF EXTRA SERVICE WORKED*****

EMPLOYEE PORTION TO BE COMPLETED

Name of Employee (PLEASE PRINT)

Job Title

Building

Date	Additional Hours	Reason for Additional Hours Worked
Total Hours		

APPROVALS – AUTHORIZATION SIGNATURES

Supervisor _____ Date _____

Operations Team Leader: _____ Date: _____

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

MSD OF DECATUR TOWNSHIP

I acknowledge that I have received a copy of the Employee Handbook of the Metropolitan School District of Decatur Township, and that I understand that it is my responsibility to be familiar with all of the information in the Handbook. I understand that it is not a contract of employment, but is a set of guidelines for the implementation of personnel policies. I understand that the provisions of this handbook may be changed by MSD of Decatur Township in the future.

Employee Name (please print)

Department

Signature of Employee

Date

Cc: Personnel File

