*Greenfield-Central Community School Corporation*

# Classified Employee Handbook

January 2014

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# MISSION STATEMENT

## GREENFIELD-CENTRAL COMMUNITY SCHOOL CORPORATION

The Mission of Greenfield-Central Schools, in partnership with parents and community, is to effectively prepare students to be lifelong learners and contributing members of a changing world.

## "Learning for All – All for Learning"

**Dr. Linda Gellert – Superintendent of Schools**

**<u>2013 Board of School Trustees</u>**
**Mrs. Retta Livengood – President**
**Mr. Ray Kerkhof– 1st Vice President**
**Mr. Steve Menser – 2nd Vice President**
**Mr. Dan Leary– Secretary**
**Ms. Kathy Dowling– Assistant Secretary**

# I. INTRODUCTION

Welcome to the Greenfield-Central Community School Corporation. Our Corporation's classified personnel team is comprised of: directors, health service personnel, clerical personnel, secretaries, bookkeepers, treasurers, maintenance personnel, custodial personnel, instructional assistants, library assistants, technology resource assistants, a substitute teacher coordinator, a career coordinator, a registrar, courier personnel, assistant athletic director, food service personnel, bus drivers and other support personnel dedicated to the service and support of educating children.

As an employee of Greenfield-Central Community School Corporation (G-C CSC) you become a part of the educational process. In your duties you will have opportunity to influence students with whom you come in contact, so you must conduct yourself in a manner expected of someone with the responsibility of educating children. As a part of our team, you will be relied upon to maintain the health and safety of our children, preserve the property of the community, cooperate with the other members of the team and be a public relations representative to all that visit our buildings.

To be successful, each employee must have an understanding of his or her assignments and responsibilities, follow instructions, develop and practice good work habits, be courteous at all times, strive for neatness and accuracy in all work, accept assignments as a challenge and be conscientious and industrious so that you can be a part of the effort in educating our children.

This handbook has been prepared to introduce you to the G-C CSC. It will acquaint you with the personnel guidelines, which apply to employees at G-C CSC.

It is presented as a matter of information only and its contents should not be interpreted as a contract between G-C CSC and any of its employees.

A copy of this handbook can be found on our corporation's website and a hardcopy can be found in each school building's main office. One of your responsibilities is to be familiar with its contents. This handbook is only a summary of our personnel guidelines. Employees may qualify for some or all of the benefits allowed in this packet shown in the Benefits Addendum. Please review it with your supervisor or contact the Central Office if you have any questions.

## Employee Responsibility

It is the responsibility of each employee to become familiar with all rules and regulations set forth by G-C CSC and to follow them. Each employee must provide his/her immediate supervisor with a telephone number where he/she can be reached at all times. Unlisted numbers will not be published. Please report change of name, address and phone number to the Central Office.

# II. PERSONNEL GUIDELINES

## Changes in Policy

The G-C CSC is constantly changing; therefore, the Board of School Trustees expressly reserves the right to change any of our policies at any time, including those guidelines addressed in this handbook. We will notify you of these changes by posting them on the Corporation Website or by other appropriate means. Changes will be effective on dates determined by the Board of School Trustees and you may rely on policies that have been superseded. No supervisor or administrator other than the Superintendent of G-C CSC has any authority to alter them.

If you are uncertain about any policy or guidelines, please check with your supervisor or Central Office.

***This employee handbook supersedes all previous employee handbooks and management memos.***

## Equal Opportunity Statement

G-C CSC is an equal opportunity employer. There shall be no discrimination against any employee on the basis of race, color, religion, sex, age, national origin, handicap, or past military service when hiring, placing, promoting, demoting, transferring, laying off, terminating, compensating, or selecting employees for training or other related programs.

## Hiring Procedures

Openings for positions will be posted on the corporation website (www.gcsc.k12.in.us) and transfer requests may be made to the appropriate supervisor. Assignments will be made in the best interests of meeting the needs of the G-C CSC.

## Change of Employment Status

When an employee changes from one classification/status to another, any change in benefits will become effective upon the date that the employee begins the new position.

It is the employee's responsibility to be aware of a change in benefits when moving from one classification to another. If there are any questions concerning benefits, employees should contact the Central Office Payroll Department.

# III. DISCIPLINARY ACTION/PROCEDURE

G-C CSC strives to fulfill its stated mission and at the same time help employees achieve and maintain the highest standards of productive employment.

Disciplinary action, though, may be necessary for violation of the G-C CSC board policy. Conduct contrary to the G-C CSC Mission Statement, Rules of Conduct or other conditions of employment may also result in disciplinary action.

## Rules of Conduct

Rules are needed in any organization, and at G-C CSC the following rules exist because they are essential for the safety, welfare, morale, and general well-being of our students, co-workers, and ourselves, for the protection of property, and for the effective operations of G-C CSC. A violation of these rules may lead to a reprimand, suspension, or dismissal.

The following behaviors may subject you to immediate dismissal or other disciplinary action without previous warning:

- Falsifying employment application;
- Refusal to do the job assigned; willful disobedience of job instructions and or orders; willful restriction of efficiency and output; proven incompetence;
- Fighting, immoral behavior, or indecency;
- Intoxication or drinking on duty;
- Use, sale, or possession of controlled substances on the job or use of tobacco products is prohibited;
- Gambling on G-C CSC premises;
- Engaging in horseplay or other acts endangering self, other employees or violation of safety regulations;
- Deliberate or intentional release of confidential information;
- Willful and deliberate destruction, damage, or defacement of G-C CSC property or equipment;
- Use of obscene or abusive language;
- Theft;

- Intentional falsification of payroll records, or other G-C CSC records, recording time in or out on another employee's payroll record;
- Intentional or unintentional repeated failure to follow time record guidelines for non-exempt staff;
- Soliciting or accepting gifts other than those of small intrinsic value;
- Absent without notice or approval of supervisor;
- Excessive absenteeism or tardiness; unauthorized absence; failure to notify supervisor of absence, quitting early;
- A threat of any act that would endanger life or property;
- Threatening, intimidating, or coercing fellow employees or students;
- Discourteous, unethical, or insubordinate conduct with students, parents, visitors, co-workers, or supervisors;
- Sub-standard work performance; negligence; loafing or sleeping on the job; misuse of G-C CSC time;
- Any act or form of behavior not herein specifically listed which violates the intent of rules as stated in the above section;
- Failure to report job-related injuries;
- Posting unauthorized or controversial matter on the bulleting boards, or removing posted material without authorization;
- Intentional or unintentional repeated failure to follow the G-C CSC Acceptable Use Policy for technology;
- Failure to maintain current, job-required licenses, certificates, or registrations;
- Unauthorized soliciting, in any form of G-C CSC employees, students or visitors;
- Other acts, incidents, or conduct which may adversely affect the efficient operation of G-C CSC or in any way jeopardize the safety, welfare, morale, confidentiality, or general well-being of employees, students, or visitors.

The rules stated above are meant as a guide. Other conduct deemed contrary to the mission of G-C CSC, though not listed, may be grounds for disciplinary action or dismissal.

## IV. EMPLOYEE RECORDS

All employee records are confidential and are protected by Federal law and the policies of this school corporation. There is limited access to all records.

Employee records shall be available only to the employee and designated school officials and personnel supervising the employee.

Designated school officials are: the Superintendent, Assistant Superintendent, and other such individuals as authorized by law.

An employee may review the contents of his/her file by notifying the Central Office in writing. If the employee believes information is inaccurate, the employee may request a review for possible change or deletion. If such changes are not made, the employee will receive an explanation regarding such decision.

# V. EVALUATION PROCEDURES

Evaluations may be made of each employee by the supervisor(s) as deemed necessary. The supervisor(s) will review each evaluation with the employee, giving the employee an opportunity to discuss the evaluation with the supervisor.

An employee shall have the right to be informed and receive a copy of and respond in writing to any written evaluation. The evaluation shall be signed and dated by the employee to indicate that he/she has seen it; however, such signature does not indicate agreement with its contents. A copy of each evaluation and any employee's written response to the evaluation shall be placed in the employee's personnel file. Failure of the employee to respond in writing to any written evaluation does not mean that they agree with its contents.

# VI. LICENSES, CERTIFICATES AND REGISTRATIONS

Current licenses, certificates, or registrations, when required, must be shown prior to employment. Subsequent verification may be requested at any time. Verification must be on file in Central Office for additional amounts and/or payroll levels associated with additional pay.

# VII. EMPLOYEE TERMINATION

## Resignation

If an employee finds it necessary to terminate his/her employment with G-C CSC, a written notice of the resignation is expected ten (10) work days in advance of the last intended work day. Employees are expected to return G-C CSC property upon separation of service, to include badges, ECA passes, and keys/fobs. Employees will be paid for accrued vacation days, however, they will not be paid for accrued sick days, unless they meet the requirements for severance pay. Personal days may be given consideration.

## Severance Pay

Classified employees may be entitled to receive severance pay, if leaving the employment of the Corporation was voluntary, the employee had ten (10) years of service, and the employee is at the age of fifty-five (55) years or older. Severance pay is calculated by multiplying the employee's accumulated sick day amount, not to exceed 100 days, by the employee's current daily rate.

## Dismissal

The G-C CSC reserves the right to terminate employment immediately for the failure of the employee to perform his or her duties in a professional manner and/or for actions, that are considered detrimental to the school system.

Classified employees are considered Employees at Will. Any hiring is presumed to be "at will"; that is, the employer is free to discharge individuals for any cause.

Failure to report to duty without notice is cause for immediate termination.

# VIII. SAFETY AND ACCIDENT PREVENTION

## Employee Procedure for Job-Related Injury

- Report any job-related injury to your **Supervisor or Principal** As Soon As Possible.
- Complete an Injury Report with the building **Health Assistant**.
- If you are injured or have been exposed to a bloodborne pathogen and you need medical care between 8:00 AM and 5:00 PM: You will be referred to either **Hancock Regional Occupational Health Services** or to **Hancock Regional Hospital Emergency Department**, depending upon the severity of your injury.
- If you are injured or have been exposed to a bloodborne pathogen and you need medical care between 5:00 PM and 9:00 PM: Go to **Hancock Regional Prime Time Urgent Care** or to **Hancock Regional Hospital Emergency Department**. For a Medical Emergency: Call **911**.
- If you are injured or have been exposed to a bloodborne pathogen and you need medical care between 9:00 PM and 8:00 AM: Go to Hancock Regional Hospital Emergency Department. For a Medical Emergency: Call 911.

**ADDRESSES AND PHONE NUMBERS:**

| | | |
|---|---|---|
| Hancock Regional Occupation Health Services | 124 W. Muskegon Dr. | 317-318-7470 |
| Hancock Regional Prime Time Care<br>(Just west of State Road 9 and Ameriana Bank) | 124W. Muskegon Dr. | 317-468-4357 |
| Hancock Regional Hospital Emergency Dept. | 801 N. State St. | 317-462-5544 |

## Workers' Compensation Insurance and Report of Injury

Workers' Compensation Insurance covers all employees of the Corporation.

If an employee is injured while on the job, he/she shall immediately notify the supervisor/principal/designated person of that school/building where the injury/illness has occurred. If the injury occurred on a school bus, the bus driver shall notify the Transportation Director and/or the person designated by the Director. The form **First Report of Injury/Illness** must be completed and sent to G-C CSC Administration Office (***within 24 hours of injury/illness*****).**

If medical treatment is necessary the employee shall go to Hancock Regional Hospital's Occupational Health Services or to Prime Time Care or Emergency Department for treatment and/or evaluation of injury/illness. (See above Employee Procedure for Job-Related Injury.) An **Authorization for Treatment** form must be sent with the employee or the supervisor must call the treating facility to authorize treatment. If it is "after hours" and the supervisor cannot be reached, the employee *should not delay seeking treatment*; authorization can occur the next day. If the employee wishes to consult a physician of his/her choice ***after the initial evaluation of injury/illness***, he/she must contact the Indiana Insurance Claim Adjuster for prior approval; otherwise, the employee risks incurring liability for the additional medical expenses. For questions our insurance carrier Pence, Low & Shepherd may be contacted at 317-462-9204.

All hospitals and doctors involved must be advised that the employee is covered by and intends to use the Workers' Compensation Insurance.

Time off while on Workers' Compensation qualifies as an allowance towards FMLA (Family Medical Leave Act) unpaid leave.

Failure to report an incident within three (3) days may delay the proper reporting procedure to the State and forfeit the right to a claim by the employee. Failure to report may also result in disciplinary action.

# IX. PERSONAL INFORMATION

## Change of Personal Status

Employees are expected to notify, in writing, their immediate supervisor and payroll as quickly as possible if there is a change of name, address, telephone number or family status. New forms must be completed with the payroll department in order for an employee's paycheck to be processed correctly.

## Confidential Information

All information about students and/or employees should be treated with the strictest confidence. Disclosure of confidential information gained through employment is an act of prohibited conduct subject to formal disciplinary action. Any information concerning a student or employees' family, financial condition, or personal situations is strictly confidential and must not be shared.

## Dress and Appearance

Cleanliness and appearance are expressions of an employee's personal pride and reflect G-C CSC's high standards of good grooming. Employees are expected to show good taste, avoiding extremes of dress and personal grooming which might be unsafe or that interfere with job performance.

## Anti-Harassment Policy

In order for all students and employees to enjoy an environment free from all forms of discrimination, G-C CSC prohibits the harassment of any student or employee by any person. It is contrary to our policy for any student or employee to be subjected to harassment in the workplace or in a school setting because of gender, religion, race, color, national origin or ancestry, age, disability, and/or any other legally protected characteristic. Harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive and is therefore prohibited.

## Sexual Harassment

G-C CSC strives to maintain a learning and working environment that is free of all inappropriate conduct of a sexual nature. It will be a violation of this policy for any employee of the school corporation to harass another employee or student, or for any student to harass an employee or another student, through conduct or communications of a sexual nature.

## Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity for an individual where denial occurs directly because another employee or a student submits unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

## Examples of Sexual Harassment

Sexual harassment, as defined above, may include but is not limited to the following:

1. Verbal harassment or abuse;
2. Repeated remarks to a person with sexual or demeaning implications;
3. Unwelcome touching;
4. Pressure for sexual activity;
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, promotion, and/or salary increase.

## Enforcement Procedures

Any person who alleges sexual harassment by any employee or student in the school corporation may complain directly to his/her immediate supervisor, building principal, Assistant Superintendent or to the Superintendent of Schools. The reporting of alleged sexual harassment will not reflect upon the individual's status nor will it affect future employment, work assignments, or standing.

## Reporting Sexual Harassment

Reports of sexual harassment will be submitted in writing on forms supplied by G-C CSC. If a verbal complaint is made, the school official to whom the complaint was made should file a written report.

Reports must name the person(s) charged with sexual harassment and state all the facts of the situation known. All reports will be thoroughly investigated by G-C CSC officials. The report, the completed investigation, and the recommendation of the Superintendent will be presented to the Board of School Trustees. The board may take action as deemed necessary.

## Sanctions for Misconduct

A substantiated charge against an employee in the school corporation will subject the employee to disciplinary action, including but not limited to formal write-up, reassignment, suspension, or discharge, consistent with applicable statutory and contractual obligations.

## Reporting of Child Abuse

If you have reason to believe a student may be a victim of child abuse or neglect, you are required by law to report it immediately. Failure to report suspected child abuse may result in discharge and criminal prosecution.

## Reporting of Bullying

All employees are required to report in writing the alleged incident to the principal or designee within the same day that an incident was witnessed or information was received. Failure to report alleged bullying can lead to disciplinary action up to dismissal.

# X. ATTENDANCE

## Absence from Work

Acceptable attendance is required for effective completion of duties. As a member of the educational team, others are relying on you. If it is necessary to be late or absent for any reason, the building principal/supervisor should be notified in advance of the occurrence. Continued absence may result in disciplinary action. All absences shall be in increments of one half (1/2) day or one full day.

## Leave of Absence

A leave of absence, other than those mentioned in this policy, may be granted to employees, subject to the following:

1. Initial request must be made in writing, co-signed by the employee's supervisor, and received by the administration center at least thirty (30) days prior to the proposed start of the leave;
2. The request shall state the reason, necessity and amount of leave time needed not to exceed one (1) year. An extension may be requested through Central Office.
3. The Superintendent of Schools must approve the request;
4. Consideration for approval for all leaves of absence shall be in the best interests of the Corporation;
5. All leaves of absence are unpaid;
6. All benefits to be paid by the employer shall cease during the leave, but the employee may maintain certain benefits by personally paying the full expenses;
7. No time shall count toward the accumulation of any benefits during an unpaid leave of absence and shall be prorated for use during the following year in relation to the amount of leave time used;
8. Upon return from leave, the employee may be restored to his/her original or equivalent position, if a position is available.

## Military Leave

Unpaid military leave may be granted for up to fifteen (15) days in accordance with Indiana Code.

## Bereavement Leave

Employees may be allowed paid bereavement days per occurrence, due to the death in the immediate family. Immediate family is defined as: spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, grandparents, grandchildren, and each similar relationship established by marriage.

Notice shall be given as soon as possible to the employee's supervisor for such an occurrence.
*See Benefits Addendum for details.*

## Family and Medical Leave

Unpaid leave may be granted to an eligible employee for up to twelve (12) weeks in compliance with the Family and Medical Leave Act of 1993.

The employee is required to provide advance leave notice and medical certification according to the Family and Medical Leave Act of 1993. An employee must provide the employer at least 30 days advance 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 of a family member. If 30 days notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as possible.

## Illness and Family Illness

Notice shall be given as soon as possible to the employee's supervisor for such an occurrence. In the event an employee is off due to illness or injury for three (3) consecutive working days or more, he/she may be required to have a doctor's slip to verify that he/she is physically able to return to work. *A supervisor may request that the employee provide medical certification, in writing, of his/her absence regardless of the length of the absence*. This may be requested on a recurring basis during an extended illness or absence.

An employee may be allowed to use Sick Leave days per the Benefits Addendum for the illness of the following family members: father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, legal guardian, and legal dependent.
*See Benefits Addendum for details.*

## Sick Leave

Sick leave days may be allowed for employees annually. Notice shall be given to the employee's supervisor as soon as possible to arrange for alternate works plans. The employee's supervisor may require proof of illness or fitness to return to work by approved medical personnel.

*See Benefits Addendum for details.*

## Jury Duty

A leave of absence for jury duty or for subpoena into a court of law as a witness, other than a court case for/or against the employee, may be granted upon written request.

You should contact payroll before Jury Duty to make appropriate plans.

Pay for the leave shall be computed as the difference in pay by the court and the normal rate of pay for the employee.

The employee's supervisor shall be notified as soon as possible.

A certificate of attendance and proof of pay are necessary for the completion of payroll in order to be paid properly.

## Personal Leave

Personal leave days are allowed for the transaction of personal business and/or the conduct of personal or civic affairs. Any unused Personal Days will roll to Sick Days.

A written request shall be submitted to the supervisor one (1) week prior to the occurrence of a personal leave, setting forth the reason and necessity for such an absence. If an emergency exists, notice is to be given as soon as possible to the employee's supervisor.

*See Benefits Addendum for details.*

## Vacation

Paid vacations may be allowed for employees based upon and granted for the calendar year on January 1 of each year. Vacation does not roll over or accumulate. A request for vacation should be made to the employee's supervisor two weeks prior to the intended use for approval. The Corporation reserves the right to restrict the use of vacations in the best interests of meeting the needs of the Corporation. Employees should use vacation during times that students are not in attendance as our primary mission is to support the educational process.

- An employee earns vacation time from the year prior for his/her use in the given year.

  *See Benefits Addendum for details.*

## Holidays

Employees may be paid for the holidays identified in the Benefits Addendum and, unless otherwise notified, shall not be expected to report for regular work on the identified days.

For paid Holidays that fall on Saturday or Sunday, the holiday will be observed on Friday or Monday.

The employee must work the scheduled workday before and the scheduled workday after the holiday to receive holiday pay. The employee may use personal and/or vacation days in conjunction with holidays to receive holiday pay with the prior approval of the employee's supervisor.

# XI. COMPENSATION GENERAL PROCEDURE

## Pay Days and Pay Checks

Paydays are generally every other Friday. Please see the payroll schedule for specific dates.

Hourly employees' paychecks represent the workweeks of the previous payroll cycle. (See payroll schedule for more information). Whenever paydays fall on a holiday, an employee will generally receive his/her check on the previous day. Advances in pay are not permitted.

If an employee has any questions about his/her pay deductions, or check distribution, he/she should first contact his/her immediate supervisor. If the supervisor is unable to answer the employee's questions, he/she will direct the employee to the Payroll Department.

## Time Record Guidelines for Non-Exempt Staff

G-C CSC strives to maintain compliance with the Fair Labor Standards Act (FLSA). The FLSA is a strict federal law that protects employees from unfair pay practices and guarantees non-exempt / hourly paid employee's payment of minimum wage and overtime. The following guidelines have been established to insure compliance with FLSA.

1. Staff members must keep an accurate record of all hours worked using the time system provided. Actual hours, rather than expected hours worked each day must be reflected.
2. Staff members must review the accuracy of his/her time records before submitting them to his/her supervisor for processing. If a change needs to be made to a time record, the correction should be made before submitting the time record to payroll whenever possible. Upon signing and/or approving time, the staff member is certifying the records are complete and accurately reflect all hours worked.

3. Staff members are responsible for maintaining time records. Staff members should not allow another employee to sign in/out for them nor should they sign in/out for another staff member. Staff members should not tamper with any timekeeping equipment.
4. The exact time the staff member began and ended work must be reflected. All unpaid breaks must be reflected. Staff members are not expected to perform any work during unpaid breaks.
5. Staff members must obtain his/her supervisor's approval prior to working any hours outside his/her normal work schedule. This includes time incurred before or after a regular shift, during unpaid meal breaks, or after hours at your home or at another off-site location. If work is performed outside a staff member's regular shift, the time must accurately be reflected. Explanations of overtime hours worked must be provided to the supervisor and/or business office.
6. Time records should include time spent at mandatory, job-related training programs, lectures, or meetings on campus.
7. Time records must be submitted to the staff member's supervisor at the end of the pay period. Time records must then be compiled and submitted to Payroll by 10 a.m. on Monday following the end of the pay period. In the event a holiday falls on a Friday or at the end of a week, time records are due to the supervisor prior to leaving for the holiday.

## Defined Seven (7) Day Work Week

The defined seven (7) day work week begins Saturday morning through end of the day Friday.

All time that has been worked will be paid to the nearest quarter hour. Example: clocking in between 1:00-1:07 PM will revert to 1:00PM for wage calculations; clocking in between 1:08-1:15PM will revert to 1:15PM for wage calculations.

Overtime is all time worked over forty (40) hours of work in a work week. All overtime shall be paid at the rate of one and one-half (1 ½) times the regular hourly rate of pay.

All overtime must be approved by a supervisor before it is worked, except in emergency situations.

- Note: Only actual work time counts toward the forty (40) hours of work. Time-off for vacation, illness, family illness and personal business does not count toward the forty (40) hours of work.
- At G-CCSC a "Paid" Holiday in the work week counts towards "overtime".

## Bus Drivers

If a bus driver reports to a scheduled ECA event and finds that the event has been cancelled, the bus driver will be paid for two and a half (2.5) hours of pay, which is the minimum trip fee.

Bus drivers will be paid for an additional forty-five (45) minutes of service for any fieldtrip that last longer than two (2) hours.

## Call-In Pay

If an employee is called to work in response to an emergency situation the employee will be paid for the time worked or a minimum of two (2) hours of service, whichever is greater. Time worked will be calculated at the employee's regular rate of pay. If an employee is called back to work, he/she will be paid for travel time. Overtime compensation is applicable only when total hours worked exceed 40 hours in a workweek and only for non-exempt personnel.

## Substitutes for Classified Staff

Substitutes for classified staff members are paid at level zero (0) on the pay scale for the specific position for which he/she is subbing with the exception of health assistant substitutes, who are paid at level twelve (12). Substitutes for special needs instructional assistants receive an additional one dollar and fifty cents ($1.50) per hour.

*See Classified Wages Pay Scale for details.*

## Payroll Withholding

Withholdings for Federal Income Tax, Social Security, State Income Tax, and Local Option Taxes are made in accordance with the federal and state laws. If there is a change in dependency status or withholding levels, it is the employee's responsibility to advise the Payroll Office.

## Automatic Deposit

Employees of G-C CSC are expected to have his/her check automatically deposited into his/her personal bank. An employee wishing to initiate this process must complete an Automatic Deposit form at the Payroll Office. New employees should provide payroll the necessary information during the hiring process. There is a two-week waiting period before this process can begin.

## Annual Event Pass

Employees, the employee's spouse and dependent children may be issued an annual event pass for corporation events, not to include special events. This pass is only valid while employed.

## Cellular Phone Stipend

A staff member may be relied upon to address issues outside of his/her regular work day. To facilitate communication an employee may be provided with a cell phone stipend of thirty dollars ($30) per month. This must be approved by the Business Manager. The cellular phone stipend may be revoked at any time.

# XII. EMPLOYMENT BENEFITS

## Annuities

Employees may be eligible to participate in a tax sheltered annuity program through a payroll deduction program as allowed by the state and federal codes.

*See Benefits Addendum for details.*

## Health Insurance

Employees may be allowed to participate in a medical insurance policy. There is an enrollment period of thirty (30) days when an employee is first hired. If a new employee does not elect to take the corporation's health insurance during the enrollment period then he/she must have a HIPAA qualifying event to sign-up for the health insurance at a later date. HIPAA qualifying events include: birth, death, and other such events. Questions; contact Central Office.

G-C CSC will contribute the following amounts toward an approved medical insurance policy*:

A. An individual policy $3,847 per year**
B. A family policy $8,958 per year**

When an employee reaches the age of sixty (60) years or more, has been employed by G-C CSC for twenty (20) years or more and submits a written letter of retirement, the employee may be eligible to continue with the same medical insurance policy under the following conditions:

a) G-C CSC shall contribute $3,000.00 per year toward the premium of the approved policy,
b) The contribution shall continue until the retiree is eligible to enroll and be covered by the Medicare program.

* *No compensation shall be given to persons not participating in the program or toward health insurance policies not adopted by the School Board of Trustees.*

** *For 2014 only the employer rates will be $4,135.00 and $10,757.00.*

*See Benefits Addendum for details.*

## I.R.S. Section 125

An employee may be allowed to participate in this pre-tax benefit plan with all user fees paid by the Corporation, as adopted by the School Board of Trustees under the provisions of Section 125 of the Internal Revenue Code.

*See Benefits Addendum for details.*

## Retirement Fund

Employees may be able to participate in the Public Employees Retirement Fund (P.E.R.F.) as set forth by Indiana Statutes. The employee contribution shall be three percent (3%) of the gross wages.

G-C CSC pays an additional amount into the employee's P.E.R.F. account as established annually by P.E.R.F.

*See Benefits Addendum for details.*

## Term-Life Insurance

Active employees may be provided with a term-life insurance policy, as adopted by the School Board of Trustees.

*See Benefits Addendum for details.*

## Mileage Reimbursement

Reimbursement for authorized travel may be a rate established by the Internal Revenue Service. This may not be the most current rate. Mileage reimbursement requests must be timely; within 30 days of occurrence is considered timely.

To be eligible, the employee must have authorization through his or her supervisor prior to the occurrence.

## Uniforms

*See Benefits Addendum for details.*

## Job Share

*See Board Policy for Details.*

**Greenfield-Central CSC**
**Classified Benefits Addendum**
**January 2014**

| | Assistant Athletic Director | Bus Drivers | Custodial Personnel Full-time | Custodial Personnel Part-time | Custodial Personnel Full-time School Year |
|---|---|---|---|---|---|
| **Definitions:** | | | | | |
| **Term of Employment** | less than 5 hrs/day; 25 hrs/wk | (180 days) | 8 hrs/day; 40 hrs/wk (260 days) | less than 8 hrs/day; 40 hrs/wk | 8hrs/day; 40/wk<br>200 days |
| **Holidays: * Sat/Sun holiday** | | | | | |
| **New Year's Day** | without pay | without pay | Paid | Paid | Paid |
| **Memorial Day** | without pay | without pay | Paid | without pay | without pay |
| **Independence Day** | without pay | without pay | Paid | without pay | without pay |
| **Labor Day** | without pay | without pay | Paid | Paid | Paid |
| **Fall Break** (last 2 days of break) | without pay | without pay | Paid | without pay | without pay |
| **Thanksgiving** (2 days) | without pay | without pay | Paid | Paid | Paid |
| **Christmas Eve** | without pay | without pay | Paid | without pay | without pay |
| **Christmas Day** | without pay | without pay | Paid | Paid | Paid |
| **New Year's Eve** | without pay | without pay | Paid | without pay | without pay |
| *** Fri. before or Mon. after** | | | | | |
| **Personal Leave** | 2 days/year | 1 day | 3 days/year | 3 days/year | 2 days/year |
| **Accumulate to:** | 4 days | None | 6 days | 6 days | 6 days |
| **Sick Leave** | 4 days/year | 4 days/year | 10 days/year | 6 days/year | 6 days/yr |
| **Accumulate to:** | 80 days | 80 days | 100 days | 80 days | 80 days |
| **Bereavement Leave:** | | | | | |
| **Immediate family** | 5 days/occurrence | 5 days/occurrence | 5 days/occurrence | 5 days/occurrence | 5 days/occurrence |
| **Other relatives** | 1 day/occurrence | 1 day/occurrence | 1 day/occurrence | 1 day/occurrence | 1 day/occurrence |
| **Family Illness = (Sick Days)** | None | None | 2 days/occurrence; 5 days/year | 2 days/occurrence; 5 days/year | 2 days/occurrence; 5 days/year |
| **Jury Duty** | Paid difference in wages | Paid difference in wages | Paid difference in wages | Paid difference in wages | Paid difference in wages |
| **Vacation Days** | | | | | |
| **Year: 6 mo. - 1** | None | None | 2 weeks prorated | None | None |
| **Years: 2-10** | None | None | 3 weeks paid | None | None |
| **Health Insurance** | Not Available | Not Available | Participation allowed | Not Available | Not Available |
| **Dental / Vision** | Not Available | Not Available | Not Available | Not Available | Not Available |
| **IRS Section 125** | Not Available | Participation allowed | Participation allowed | Participation allowed | Participation allowed |
| **Term Life Insurance** | None | $45,000 | $45,000 | None | None |
| **Overtime** (comptime not used) | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hours | 1.5 x rate over 40 hours | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hours |
| **403b** | Available | Available | Available | Available | Available |
| **Severance Pay** | Not Available | ~~Not~~ Available | Available | Not Available | Not Available |
| **Retirement Fund** | Not Available | 3% TSA | P.E.R.F. | Not Available | Not Available |
| **Long Term Disability** | Not Available | Not Available | Available | Not Available | Not Available |
| **Uniforms** | Not Available | Not Available | Shirts only | Shirts only | Shirts only |

**Greenfield-Central CSC**
**Classified Benefits Addendum**
**January 2014**

| | Food Service | | Health & Library Assistants | Instructional, Bus Assistants, Registrar | |
|---|---|---|---|---|---|
| | **Full-time** | **Part-time** | | **Full-time** | **Part-time** |
| **Definitions:**<br>**Term of Employment** | 6 hrs/day; 30 hrs/wk (180 days) | less than 6 hrs/day; (180 days) | 7.5 hrs/day; 37.5 hrs/wk<br>(180 days) | more than 5 hrs/day; 25 hrs/wk<br>(180 days) | less than 5 hrs/day; 25 hrs/wk |
| **Holidays: * Sat/Sun holiday** | | | | | |
| **New Year's Day** | Paid | Paid | Paid | Paid | Paid |
| **Memorial Day** | without pay | without pay | without pay | without pay | without pay |
| **Independence Day** | without pay | without pay | without pay | without pay | without pay |
| **Labor Day** | Paid | Paid | Paid | Paid | Paid |
| **Fall Break** (last 2 days of break) | without pay | without pay | without pay | without pay | without pay |
| **Thanksgiving** (2 days) | Paid | Paid | Paid | Paid | Paid |
| **Christmas Eve** | without pay | without pay | without pay | without pay | without pay |
| **Christmas Day** | Paid | Paid | Paid | Paid | Paid |
| **New Year's Eve** | without pay | without pay | without pay | without pay | without pay |
| *** Fri. before or Mon. after** | | | | | |
| **Personal Leave** | 3 days/year | None | 3 days/year | 3 days/year | None |
| **Accumulate to:** | 6 days | None | 6 days | 6 days | None |
| **Sick Leave** | 6 days/year | None | 6 days/year | 6 days/year | None |
| **Accumulate to:** | 80 days | None | 80 days | 80 days | None |
| **Bereavement Leave:** | | | | | |
| **Immediate family** | 5 days/occurrence | None | 5 days/occurrence | 5 days/occurrence | None |
| **Other relatives** | 1 day/occurrence | None | 1 day/occurrence | 1 day/occurrence | None |
| **Family Illness = (Sick Days)** | 2 days/occurrence; 5 days/year | None | 2 days/occurrence; 5 days/year | 2 days/occurrence; 5 days/year | None |
| **Jury Duty** | Paid difference in wages | Paid difference in wages | Paid difference in wages | Paid difference in wages | Paid difference in wages |
| **Vacation Days** | | | | | |
| **Year: 6 mo. - 1** | None | None | None | None | None |
| **Years: 2-10** | None | None | None | None | None |
| **Health Insurance** | Not Available | Not Available | Not Available | Not Available | Not Available |
| **Dental / Vision** | Not Available | Not Available | Not Available | Not Available | Not Available |
| **IRS Section 125** | Participation allowed | Not Available | Participation allowed | Participation allowed | Not Available |
| **Term Life Insurance** | None | None | None | None | None |
| **Overtime** (comptime not used) | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hrs/wk |
| **403b** | Available | Available | Available | Available | Available |
| **Severance Pay** | Available | Not Available | Available | Available | Not Available |
| **Retirement Fund** | P.E.R.F. | Not Available | Not Available | Not Available | Not Available |
| **Long Term Disability** | Not Available | Not Available | Not Available | Not Available | Not Available |
| **Uniforms** | Shirts only | Shirts only | Not Available | Not Available | Not Available |

**Greenfield-Central CSC**
**Classified Benefits Addendum**
**January 2014**

| | Career Coordinator | Mail Courier | Secretarial Personnel Full-time School Year | Support Staff / Mechanic Full-Time Calendar | Technology Resource Full Time |
|---|---|---|---|---|---|
| **Definitions:**<br>**Term of Employment** | 8 hrs/day; 40 hrs/wk<br>(180 days) | less than 8 hrs/day (200 days) | 8 hrs/day; 40 hrs/wk<br>Elem 200 / Intermediate 200<br>Jr High 210 / HS 188-220<br>Food Service Asst. Director 210<br>Corporation Nurse 200 days | 8 hrs/day; 40 hrs/wk (260 days) | 8 hrs/day; 40 hrs/wk (210 days) |
| **Holidays: * Sat/Sun holiday** | | | | | |
| **New Year's Day** | Paid | Paid | Paid | Paid | Paid |
| **Memorial Day** | without pay | without pay | Paid | Paid | without pay |
| **Independence Day** | without pay | without pay | Without Pay | Paid | without pay |
| **Labor Day** | Paid | Paid | Paid | Paid | Paid |
| **Fall Break** (last 2 days of break) | without pay | without pay | Paid | Paid | without pay |
| **Thanksgiving** (2 days) | Paid | Paid | Paid | Paid | Paid |
| **Christmas Eve** | without pay | without pay | Paid | Paid | without pay |
| **Christmas Day** | Paid | Paid | Paid | Paid | Paid |
| **New Year's Eve** | without pay | without pay | Paid | Paid | without pay |
| *** Fri. before or Mon. after** | | | | | |
| **Personal Leave** | 3 days/year | None | 3 days/year | 3 days/year | 3 days/year |
| **Accumulate to:** | 6 days | None | 6 days | 6 days | 6 days |
| **Sick Leave** | 8 days/year | None | 10 days/year | 10 days/year | 6 days/year |
| **Accumulate to:** | 80 days | None | 100 days | 100 days | 80 days |
| **Bereavement Leave:** | | | | | |
| **Immediate family** | 5 days/occurrence | None | 5 days/occurrence | 5 days/occurrence | 5 days/occurrence |
| **Other relatives** | 1 day/occurrence | None | 1 day/occurrence | 1 day/occurrence | 1 day/occurrence |
| **Family Illness = (Sick Days)** | 2 days/occurrence; 5 days/year | None | 2 days/occurrence; 5 days/year | 2 days/occurrence; 5 days/year | 2 days/occurrence; 5 days/year |
| **Jury Duty** | Paid difference in wages | Paid difference in wages | Paid difference in wages | Paid difference in wages | Paid difference in wages |
| **Vacation Days** | | | | | |
| **Year: 6 mo. - 1** | None | None | None | 2 weeks prorated | None |
| **Years: 2-10** | None | None | None | 3 weeks paid | None |
| **Health Insurance** | Not Available | Not Available | Participation allowed | Participation allowed | Participation allowed |
| **Dental / Vision** | Not Available | Not Available | Not Available | Not Available | Not Available |
| **IRS Section 125** | Participation allowed | Not Available | Participation allowed | Participation allowed | Participation allowed |
| **Term Life Insurance** | None | None | $45,000 | $50,000 ($45,00 Mechanic) | None |
| **Overtime (comptime not used)** | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hrs/wk | 1.5 x rate over 40 hours | 1.5 x rate over 40 hrs/wk |
| **403b** | Available | Available | Available | Available | Available |
| **Severance Pay** | Available | Available | Available | Available | Available |
| **Retirement Fund** | Not Available | Not Available | P.E.R.F. | P.E.R.F. | Not Available |
| **Long Term Disability** | Not Available | Not Available | Available | Available | Not Available |
| **Uniforms** | Not Available | Not Available | Not Available | Shirts Mechanic only | Not Available |

# Greenfield-Central CSC
# Classified Wages
# 2013 Pay Scale

| Pay Level | Custodial and Clerical | Instructional, Bus, Health, Library Assistants & Registrar | Food Service |
|---|---|---|---|
| 0 | $9.21 | $8.11 | $8.77 |
| 1 | $9.32 | $8.30 | $8.92 |
| 2 | $9.48 | $8.43 | $9.07 |
| 3 | $9.63 | $8.60 | $9.22 |
| 4 | $9.79 | $8.77 | $9.39 |
| 5 | $9.96 | $8.92 | $9.57 |
| 6 | $10.14 | $9.08 | $9.75 |
| 7 | $10.35 | $9.25 | $9.92 |
| 8 | $10.57 | $9.43 | $10.13 |
| 9 | $10.77 | $9.60 | $10.33 |
| 10 | $11.00 | $9.78 | $10.56 |
| 11 | $11.23 | $10.00 | $10.76 |
| 12 | $11.46 | $10.25 | $11.00 |
| 13 | $11.70 | $10.48 | $11.25 |
| 14 | $11.94 | $10.72 | $11.48 |
| 15 | $12.19 | $10.97 | $11.72 |
| 16 | $12.48 | $11.18 | $11.94 |
| 17 | $12.80 | $11.45 | $12.20 |
| 18 | $13.16 | $11.72 | $12.48 |
| 19 | $13.51 | $11.98 | $12.73 |
| 20 | $13.85 | $12.25 | $13.02 |
| 21 | $14.13 | $12.50 | $13.37 |
| 22+ | $14.41 | $12.75 | $13.69 |

*Payscale reflects a 3.49% increase* *approved 11/11/13*

| ADDITIONAL HOURLY AMOUNTS | |
|---|---|
| Custodial Team Leader (per FTE) | **$0.25** |
| Food Service Manager (per FTE) | **$0.25** |
| HS Food Service Assistant Manager | **$0.50** |
| Food Service Skilled | **$0.35** |
| Food Service Special Events | **$4.00** |
| "ServSafe" Certified | **$0.50** |
| Elementary Treasurer | **$1.50** |
| Jr. High School Treasurer | **$2.00** |
| High School Treasurer | **$2.50** |
| Health Services Assistant | **$1.00** |
| Library Assistant | **$1.00** |
| ParaPro Certified | **$0.50** |
| Special Needs-skilled / Bus Aides | **$1.50** |

| Other Rates | |
|---|---|
| **Accompanist** | **$15.00** |
| **Co-Curricular Support** | **$29.00** |
| **Security** | **$25.00** |

Pay Level is established at initial hiring and is based on education and role related experience.

We do not increment pay levels annually; all increase in pay is reflected in the pay scale.