

**Hand Book of  
Classified Employees  
Of the  
John Glenn School Corporation**

**Original Oct. 1995  
Revised 7/1/00  
Revised 3/12/03  
Revised 11/2/04  
Revised 12/7/06**

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**Dear Employee:**

**We believe that each employee contributes directly to the success of John Glenn School Corporation, and we hope you will take pride in being a member of our team.**

**This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with John Glenn School Corporation.**

**We hope that your experience here will be challenging, enjoyable, and rewarding.**

**Sincerely,**

**Superintendent & Board of Trustees  
John Glenn School Corporation**

CLASSIFIED STAFF  
JOHN GLENN SCHOOL CORPORATION

1. 12 Month Employees: 8 Hrs./Day - 2 Weeks Vacation
2. Full-time Employees: (During the 180 Day School Year)
  - a. Secretaries: 7+ Hrs./Day
  - b. Aides: 7+ Hrs./Day
  - c. Cooks: 6-½+ hrs. /Day
3. Daily Employees: (During the 180 Day School Year)
  - a. Those paid daily rate i.e. Bus Drivers
4. Part-time Employees: (During the 180 Day School Year)
  - a. All others considered part-time.

## PROBATIONARY PERIOD

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether or not the new position meets their expectations. John Glenn School Corporation uses this period to evaluate employee capabilities, work habits and overall performance.

All new and re-hired employees work on a probationary basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend a probationary period by the length of the absence. If John Glenn School Corporation determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance; the probationary period may be extended for a specified period.

Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

## PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify John Glenn School Corporation of any changes in personnel data. Personal mailing addresses, telephone numbers, numbers and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Administration Office.

## PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted before the end of an employee's initial period of hire, known as the probationary period. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Evaluation of all classified personnel will be done on or before December 1<sup>st</sup>.

## EMPLOYMENT APPLICATIONS

John Glenn School Corporation relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data

presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in John Glenn School Corporation's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

## TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. Federal and state laws require John Glenn School Corporation to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

## PAYDAYS

All employees are paid bi-weekly. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will be notified in advance of the revised payday.

## ADMINISTRATIVE PAY CORRECTIONS

The John Glenn School Corporation takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Administration Office so that corrections can be made as quickly as possible.

## EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are

examples of some of the most common circumstances under which employment is terminated:

RESIGNATION – employment termination initiated by an employee who chooses to leave the organization voluntarily.

DISCHARGE - employment termination initiated by the School Corporation.

LAYOFF - involuntary employment termination initiated by the School Corporation for nondisciplinary reasons.

MEDICAL TERMINATION – employment termination initiated by the employee or by the School Corporation when an employee is unable, for health reasons, to continue to work.

RETIREMENT – voluntary retirement from active employment status initiated by the employee.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### MEAL PERIODS

All full-time regular employees are provided with one meal period. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

#### SMOKING

In keeping with John Glenn School Corporation's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, students, and visitors.

#### PAY DEDUCTIONS AND SETOFFS

The law requires that John Glenn School Corporation make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. John Glenn School Corporation also must deduct Social Security taxes on each employee's earnings up to a specified limit that is

called the Social Security “wage base”. John Glenn School Corporation matches the amount of Social Security taxes paid by each employee.

John Glenn School Corporation offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Garnishment of wages are pay deductions taken by John Glenn School Corporation, usually to help pay off a debt or obligation to John Glenn School Corporation or others.

If you have any questions concerning why deductions were made from your paycheck or how they were calculated, the Administration Office can assist in having your questions answered.

## EMERGENCY CLOSING

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Corporation operations. In extreme cases, these circumstances may require closing the School Corporation. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When the Corporation is officially closed due to emergency conditions, the time off from scheduled work will be paid as follows: 12 month employees may use a vacation day or sick day in place of the day absent; full-time employees and daily employees will be paid when the day is made up. Employees with essential duties may be asked to work on a day when the corporation is officially closed. In these circumstances, employees who work will receive regular pay.

## USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee’s responsibility for maintenance and care of equipment or vehicles on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking

violations, can result in disciplinary action, up to and including termination of employment.

## BUSINESS TRAVEL EXPENSES

John Glenn School Corporation will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The immediate supervisor and superintendent must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed in compliance with the John Glenn School Corporation Travel Policy. Employees are expected to limit expenses to reasonable amounts.

Any employee who is involved in an accident while traveling on business must promptly report the incident to the John Glenn School Corporation Administration Office. Vehicles owned, leased, or rented by John Glenn School Corporation may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 30 days. Receipts for all individual expenses should accompany reports.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this Business Travel Expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

## MEDICAL LEAVE

Pursuant to the Family and Medical Leave Act of 1993, Classified employees may take an unpaid leave of absence of up to twelve (12) weeks for the following purposes:

- 1) for the care of the employee's child (birth, or placement for adoption of foster care);

- 2) for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition;
- 3) for a serious health condition that makes the employee unable to perform his/her job.

Accrued paid leave including sick leave, personal leave, and vacation time shall be used concurrently with FMLA time off, when available. This leave may be taken without jeopardy to re-employment, retirement and salary benefits or seniority rights. The Board shall continue paying for all health insurance benefits the employee receives, at the same level as prior to the leave. Employees will become responsible for their share of the costs of benefits if they wish coverage to continue.

As soon as eligible employees become aware of a need for a medical leave of absence, they should request a leave from their supervisor. A physician's statement must be provided verifying the medical disability and its beginning and expected ending dates. Any changes in this information should be promptly reported to the employer. Employees returning from medical leave must provide a physician's verification of their fitness to return to work.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities. The use of sick days is pro-rated with worker's compensation.

When a medical leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar position for which the employee is qualified. Except when legally required, John Glenn School Corporation cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the end of the medical leave, John Glenn School Corporation will assume that the employee has resigned.

## OTHER LEAVE

An employee may submit, in writing to the Superintendent, a request for non-paid leave. Such request must contain rationale for the leave, and be submitted sufficiently prior to the leave that the Board may act prior to the requested leave time.

Requests for a leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

If an employee fails to report to work promptly at the expiration of the approved leave period, the John Glenn School Corporation will assume the employee has resigned.

## MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by John Glenn School Corporation until the end of the month in which the military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, the John Glenn School Corporation according to the applicable plans will again provide benefits.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for re-employment in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

## EMPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, the John Glenn School Corporation expects employees to follow rules of conduct that will protect the interests and safety of all employees and the School Corporation.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

Inappropriate removal or possession of property

Falsification of timekeeping records

Working under the influence of alcohol or illegal drugs

Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

Fighting or threatening violence in the workplace  
Negligence or improper conduct leading to damage of employer-owned or personal property

Insubordination or other disrespectful conduct

Violation of safety or health rules

Sexual or other unlawful harassment

Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace

Excessive absenteeism or any absence without notice

Unauthorized absence from work area during the workday

Unauthorized use of telephones, mail system, or other employer-owned equipment

Unauthorized disclosure of confidential information

Violation of personnel policies

Unsatisfactory performance or conduct

#### DRUG AND ALCOHOL USE

It is John Glenn School Corporations desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on John Glenn School Corporation premises and while conducting business-related activities off John Glenn School Corporation premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol

or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community.

## SEXUAL AND OTHER UNLAWFUL HARASSMENT

John Glenn School Corporation is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Superintendent. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible sexual or other unlawful harassment should promptly advise the Superintendent, who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

## ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, John Glenn School Corporation expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on John Glenn School Corporation. In rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should

notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

## PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of employees and affect the image that the John Glenn School Corporation presents to patrons and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your supervisor if you have questions as to what constitutes appropriate attire.

## RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all John Glenn School Corporation property immediately upon request or upon termination of employment. Where permitted by applicable laws, John Glenn School Corporation may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. John Glenn School Corporation may also take all action deemed appropriate to recover or protect its property.

## RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with John Glenn School Corporation. Although advance notice is not required, John Glenn School Corporation requests at least two weeks' written resignation notice from all employees.

## SECURITY INSPECTIONS

The John Glenn School Corporation wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, John Glenn School Corporation prohibits the possession, transfer,

sale, or use of such materials on its premises. John Glenn School Corporation requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of John Glenn School Corporation. Accordingly, they, as well as any articles found within them, can be inspected by any other agent or representative of John Glenn School Corporation at any time, either with or without prior notice.

## LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. John Glenn School Corporation supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, John Glenn School Corporation will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. John Glenn School Corporation will take reasonable precautions to protect such information from inappropriate disclosure. Supervisors and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Administration Office for information and referral to appropriate services and resources.

## NON-DISCRIMINATION

No employee shall be appointed, promoted, demoted, dismissed or in any way favored or discriminated against with respect to employment because of religious opinions or affiliations, ethnic origin, race, color, sex, age or handicap condition (provided one can safely and effectively perform the job).

John Glenn School Corporation will make reasonable accommodations for qualified individuals with known disabilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Superintendent. Employees can raise concerns and

make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

## INSURANCE

### Comprehensive Major Medical Insurance

Full-time employees shall be eligible to participate on a voluntary basis in a group comprehensive major medical insurance program and dental insurance program by paying their portion of the annual premium for the single and family plan. The Corporation's share of the premium for Classified employees will be the same as for Certified employees. The employee will be requested to complete the necessary forms. Any employees hired after January 1, 2000 and electing to participate in the group health insurance plan must select coverage through a Preferred Provider Option (PPO) plan.

A qualified employee that retires between the ages of 55-64 with at least fifteen years consecutive service to the corporation (employees with fifteen years consecutive, combined service to SBCSC and JGSC are qualified), and qualifying for severance pay shall be eligible to continue health insurance until the employee becomes eligible for Medicare coverage. The employer will contribute \$1,520.00 annually toward the single health insurance plan and \$3,182.00 toward the cost of the family health insurance plan with the retiree paying the difference. Premiums must be paid one month in advance.

NOTE: The plans have deductible and co-insurance clauses.

### Group Life Insurance

12 month and full-time employees are eligible to participate with the Group Life Insurance program, \$50,000, by paying the first \$1.00 of the annual premium. At the attainment of age 65, the program will be in accordance with the Corporation insurance carrier's policy.

### Section 125

The benefits provided to employees by Section 125 of the Revenue Act of 1978 shall be made available to any employee so requesting. An amount not to exceed \$5,000.00 may be set aside by the employee for the selection of benefits including nonreimbursed medical and dependent care.

### Cobra Rights

This plan is consistent with and complies with the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986.

## Investment Plans

An annuity investment plan offered through the School Corporation, subject to the guidelines of a required minimum enrollment, shall be made available to Classified employees (full-time and 12 month employees) at the employee's expense.

### PAID HOLIDAY – (SUPPORT STAFF/NON-CERTIFIED EMPLOYEES)

New Year's Eve Day

### PAID HOLIDAYS – (12 MONTH EMPLOYEES)

New Year's Eve Day

New Year's Day

Memorial Day

Good Friday (1/2 day -- provided school not in session)

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

All holidays are subject to change annually based on the actual school calendar for any given year. Holidays falling on weekends may be taken on Friday prior or Monday following said weekend at the determination of the Corporation. State and federal law and annual school calendar determine scheduled holidays. The Superintendent will make adjustments of specific dates for holidays.

Those employees eligible for holiday pay must work the last regularly scheduled day before the holiday and the first regularly scheduled day after the holiday in order to receive pay for the holiday. Any deviation from this will require approval from the Principal/Superintendent.

### SICK LEAVE

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence.

Employees who are unable to report to work due to illness or injury should notify their supervisor before the scheduled start of their regular workday.

Before returning to work from a sick leave absence or injury related accident of five or more calendar days, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from the state disability insurance, workers' compensation or John Glenn School Corporation provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

#### Sick Leave Benefits Available Per Year:

12 month employees = 8 days

Full-time = 7 days

Part-time employees = 3 days

Daily employees = 3 days

Sick days may be used for personal or family illness.

Accumulated sick days, sick and personal business days may accumulate to a total of 120 days.

Fringe benefits shall be continued on the same basis as for a regular working employee during approved illness or injury, while that employee is using allotted sick days.

Fringe benefits can be continued while employee is on an unpaid approved leave of absence by paying the full cost of the premium. Premiums must be paid one month in advance.

#### PERSONAL BUSINESS DAYS

To take personal business days, employees should request at least one day in advance (except in case of emergency) approval from their supervisors. Requests will be reviewed based on a number of factors, including Corporation needs and staffing requirements.

Personal business days may not be used to extend a scheduled vacation except in case of an emergency. One unused personal day will be allowed to accumulate, beginning with the year 2005. Any other unused personal days will convert to sick days at the end of the year.

### Personal Business Days Available Per Year

12 month employees = 2 personal days – can accumulate up to 3 personal days

Full-time employees = 2 personal days – can accumulate up to 3 personal days

Part-time employees = 1 personal day – can accumulate up to 2 personal days

Daily employees = 1 personal day – can accumulate up to 2 personal days

### BEREAVEMENT LEAVE

Bereavement leave of not more than seven (7) consecutive calendar days shall be granted without reduction in pay for reason of leave immediately following a death in the immediate family of an employee or of the employee's spouse. The immediate family will include only the spouse, children, mother, father, sister, brother, grandparent, grandchild or others in residence in the immediate household. In case of multiple fatalities, a maximum of seven (7) consecutive calendars may be taken. Those employees who are executors of a will involving the death of a member of the immediate family or who may have suffered the loss of a spouse may take their bereavement leave of five (5) school days in a non-consecutive manner. Emergency leave for a family death other than the immediate family may be granted for periods of not more than two (2) consecutive school days upon request in writing to and approval of the Superintendent.

### JURY DUTY

John Glenn School Corporation encourages employees to fulfill their civic responsibilities by serving jury duty when required.

School Corporation personnel serving on jury duty will be allowed to take a personal business day or an unpaid day. If a personal business day is taken, the employee will receive his/her regular earnings less the amount received for serving as a juror, provided evidence is received from the court bailiff as to the amount received for jury duty.

The Board shall not deprive an employee of his employment or employment benefits, or threaten him in his employment because the employee received a summons, responds thereto, serves as a juror, or attends court for prospective jury service.

### WORKER'S COMPENSATION

John Glenn School Corporation provides a comprehensive workers compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers'

compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Employees of the Corporation are covered by Indiana Worker's Compensation for on-the-job injuries. Compensation is provided under three categories:

- A. Medical costs as a result of such an injury.
- B. Compensation for loss of, or permanent impairment of, a part or parts of the body.
- C. Loss of employment due to such injuries. In this case, the employee is covered by Board sick leave regulations and the Worker's Compensation Law.

There is a seven (7) day waiting period before such compensation payments are issued. A copy of any monies received by the employee from worker's compensation coverage will be provided to the Corporation Administrative Office. Sick leave used will be charged against the employee's sick leave accumulation only for that part of the absence for which Corporation funds are used to compensate the employee. Days charged against sick leave shall be pro-rated based on earnings received.

## DUE PROCESS

Employees who are being recommended to have their employment terminated or who have been suspended may request in writing to the Superintendent a hearing before the Board of School Trustees.

## RETIREMENT

### I. Separation Benefits

- A. Employees who were employed by the John Glenn School Corporation prior to June 30, 2002 and who are retiring permanently will be eligible for a separation benefit equal to fifteen dollars (\$15.00) for each day of accumulated sick leave up to 120 days, plus twelve dollars (\$12.00) for each year of service in the John Glenn School Corporation prior to December, 2002, if the retiree is at least fifty-five (55) years of age and has a minimum of fifteen years of service in the John Glenn School Corporation by the time of retirement. Part-time employees of fifteen (15) years or more retiring after age fifty-five (55) will be paid ten dollars (\$10.00) for every unused sick day up to 60 days, plus eight dollars (\$8.00) for every year of service in the John Glenn School Corporation.

- B. Effective January 1, 2003, if the employee who was hired by the John Glenn School Corporation before December 31, 2002, has not reached age fifty-five (55) but has completed twenty (20) years of service with the John Glenn School Corporation, and if he retires permanently after December 31, 2002, then he shall receive fifty percent (50%) of the benefit determined in accordance with the above formula, IA.
- C. Any benefit earned under Section IA shall be credited to the pension plan described in section IIB within thirty (30) days after the employee's retirement date.
- D. A separation benefit attributable to sick leave days and years of service credited after December 31, 2002, and computed at the same rate as that outlined in IA, shall be reduced by the total amount contributed by the Corporation on behalf of the employee to the plan described in paragraph IIB. Employees hired after June 30, 2002, shall not be eligible for the benefits outlined in IA.
- E. When an active or retired employee dies and who was otherwise eligible to receive benefits, an amount equal to those benefits to which the employee was entitled shall be paid in a lump sum to his/her beneficiary as filed with the Indiana Public Employees Retirement Fund.

## II. Pension Plan

- A. The Corporation shall establish a defined contribution plan that is qualified under 401 (a) of the Tax Code. The 401 (a) Plan shall:
  - 1. Be subject to all applicable Internal Revenue regulations.
  - 2. Have no initiation fees charged to the employee.
  - 3. Have no annual administrative charges or fees payable by the Corporation.
- B. Effective January 1, 2007, the Corporation shall credit an amount to each employee's account under the Plan equal to one percent (1%) of the employee's base pay paid during the calendar year pay period.
- C. Vesting in the Plan shall be as follows: At least five (5) years but less than seven (7) years at thirty-three and one-third percent (33 1/3%); at least seven (7) years but less than ten (10) years as sixty-six and two-thirds percent (66 2/3%); ten (10) years or greater at one hundred percent (100%).
- D. If the employee leaves the Corporation, any amounts credited to him that are not vested shall be forfeited. Any forfeited amounts shall be held in a

suspense account under the 401 (a) Plan and used to reduce the contributions to the base accounts for each year.

### III. Retiree Health

- A. Health insurance coverage shall continue during the years of early retirement, until the employee becomes eligible for Medicare coverage. The employer will contribute one thousand five hundred twenty dollars (\$1,520.00) annually toward the single health insurance plan and three thousand one hundred eighty-two dollars (\$3,182.00) annually toward the family health insurance plan with the retiree paying the difference.

### IV. Indiana Public Employees Retirement fund (PERF)

- A. Twelve month and full-time employees shall be enrolled in PERF. The Corporation shall pay the cost of the employee's contribution to PERF.
- B. Upon the death of the employee who was eligible for retirement pay, the estate will be given the benefit in one final payment.

## LAYOFF PROCEDURE

The John Glenn School Corporation fully expects to abide by the tentative contract expiration date of December 31. Except in cases where circumstances dictate reduction of this position in whole or part, in which case such position may be eliminated on or about the beginning of the Fall Term. Employees will be notified in writing of any reduction of their position.

## VACATION BENEFITS

Vacation time off with pay is available to 12-month employees to provide opportunities for rest, relaxation, and personal pursuits.

- A. Two weeks vacation with pay after a full year of service in the Corporation.
- B. Three weeks vacation with pay after ten years of service in the Corporation.
- C. Four weeks of vacation with pay after twenty years of service in the corporation. No more than three weeks may be taken consecutively.
- D. Vacation time may be arranged by special leave request to the Superintendent as deemed feasible for the current season and

anticipated workload. All unused vacation days as of December 31 of the current year will accumulate toward sick days.

- E. New 12-month employees receive prorated vacation to which allowance is calculated to the nearest half day.
- F. Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.
- G. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Corporation needs and staffing requirements.
- H. The local school administrator and the Superintendent must approve vacations for 12 month classified employees in advance. Custodians and maintenance are to take their vacations during the period of June 1 through August 1, unless otherwise advised or approved by the Superintendent. Central office employees shall take vacations at the approval of the Superintendent.
- I. Years of service for vacation pay will be based upon a July through June work year. During the first year of employment, vacation days will be in proportion to days worked.

## SALARY SCHEDULE

Advancement on the experience schedule in a job classification will be based on days worked between January and December. In order to qualify for advancement the employee must work 120 days out of a 180-day job assignment. An employee with a 260-day job assignment must work 172 days during the year. Employees qualifying for experience advancement on the pay schedule will receive the increment increase effective January 1.

THE FOLLOWING SECTION CONTAINS THE EVALUATION FORMS USED BY SUPERVISORS AND PRINCIPALS TO RATE THE EMPLOYEE'S PERFORMANCE.

