

# ***PORTER TOWNSHIP SCHOOL CORPORATION***



## ***CLASSIFIED EMPLOYEE HANDBOOK***

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## ***WELCOME***

The Board of School Trustees welcomes you as an employee of Porter Township School Corporation. You join those who share the vision and mission of the School Corporation.

Our mission at Porter Township School Corporation (PTSC) is to prepare our children to realize their fullest potential as lifelong learners and vibrant contributors to our community through programs, staff, and systems of the highest quality. We desire for EVERY student, EVERY day, to reach his/her fullest potential.

We believe:

- There is more than one way to learn and teach.
- School must be a safe and caring environment.
- Decisions are made in the best interest of students.
- Education develops good citizens who exhibit civic responsibility, exhibit high character, and contribute to their community.
- The entire district must be focused on what students need to be successful.
- Students should contribute to the design of schoolwork for understanding and be accountable for their work.
- A cooperative relationship between the home, school, and community is vital for effective teaching and learning.
- Trust is vital. Trust bonds staff, students, family, and community.

Though your positions and responsibilities differ, you are all called to form an effective School Corporation characterized by respect for others and the commitment to giving your best effort to discharge those responsibilities associated with your position.

Each of you is a vital part of the educational process at Porter Township School Corporation, allowing you to influence students with whom you come in contact with. Therefore, you must always conduct yourself in a manner expected of someone with the responsibility of educating children.

Your personal commitment to excellence in your work, to dedication in your service, and to a friendly and helpful disposition adds a dimension that distinguishes Porter Township School Corporation. As an employee of Porter Township School Corporation, you join a team that takes genuine pride in their individual jobs and the service they provide to meet the needs of the school community.

This handbook contains guidelines within which we all work. If at any time you have questions about the content of this handbook or other aspects of your employment, your immediate supervisor or the administrative team is available to assist you.

## ***INTRODUCTION***

This Employee Handbook provides general information about certain policies, procedures, conditions of employment, and benefits that govern the employment relationship between Porter Township School Corporation and its classified employees. It is possible that there may be procedures that apply to specific job categories that are not included in this handbook. The Board of School Trustees of Porter Township School Corporation as well as the administration and supervisory personnel believes in and supports these policies and practices.

The policies and practices contained in this handbook are set forth to help you understand your responsibilities and benefits as an employee of Porter Township School Corporation. All policies herein may be modified, suspended, revoked, terminated or changed. Changes to the policies and practices contained in this handbook shall be communicated to you through an update in the Employee Handbook and through your supervisor.

As an employee of Porter Township School Corporation, you are expected to read and understand the contents of this Employee Handbook, along with other policies and guidelines referenced below. You have been asked to sign an Employee Handbook Acknowledgment Statement. At any time during your employment, should you have questions concerning policies or practices, contact your immediate supervisor.

**It is the sole responsibility of the employee to maintain and keep your copy of the Employee Handbook updated. A copy of this handbook can be found on the School Corporation website ([www.ptsc.k12.in.gov](http://www.ptsc.k12.in.gov)) under the Human Resources tab and a hardcopy can be found in the main office of each building.**

## ***EMPLOYMENT-AT-WILL***

The employment relationship between Porter Township School Corporation and any classified employee is one of employment-at-will (i.e., the relationship may be terminated at any time by Porter Township School Corporation with or without cause and with or without notice for any reason that is not unlawful).

This Employee Handbook, Board Policies and Administrative Guidelines, administrative or human resources policies, and various communications to employees and applicants are not intended to represent and are not, in whole or in part, either an implied or written employment contract.

No employee, director, or other agent of Porter Township School Corporation, other than the Board of School Trustees of Porter Township School Corporation has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this policy.

## ***EMPLOYEE RELATIONS STATEMENT***

The Board of School Trustees of Porter Township School Corporation as well as its administrators and supervisory personnel are committed to working with employees in a fair, consistent, and equitable manner and sincerely believes in recognizing and respecting each employee as an individual. We also believe in open and direct communications which permits resolution of employee problems in an atmosphere of mutual trust and responsiveness to individual circumstances.

The Board of School Trustees of Porter Township School Corporation as well as the administration and supervisory personnel will vigorously strive to preserve an environment which nurtures the fulfillment of these principles.

## ***BYLAWS AND POLICIES***

All employees are expected to review and abide by the policies of Porter Township School Corporation which can be found online at <https://go.boarddocs.com/in/ptsc/Board.nsf/Public> as well as any administrative guidelines and procedures communicated to employees.

## ***STAFF EXPECTATIONS***

PTSC has a number of expectations for staff members as individuals which are in addition to any requirement specified in the job description for the position held. These expectations are not to be construed as limitations on a staff member's individual rights, but are a guide on aspects of ethical behavior. All staff members have a responsibility to be familiar with and abide by Indiana state laws and board policies. It is important for each staff member to conduct his/herself in a manner that reflects positively on the school district and serves as a positive role model for students to emulate. Staff members are also expected to maintain confidentiality of student and staff information consistent with, among others, Policy 8330.

Staff members should be good citizens in the community and while on the job. In instances in which staff members do engage in conduct unbecoming of a PTSC employee, disciplinary actions will be taken. The degree of discipline will be determined by the severity of the situation and could include termination.

## ***SECTION I***

### ***EMPLOYMENT PRACTICES***

#### ***EQUAL EMPLOYMENT OPPORTUNITY***

Porter Township School Corporation is an equal opportunity employer which believes and practices that all persons are entitled to equal employment opportunities both in the hiring process and in all phases of employment. In adhering to applicable state and federal statutes, Porter Township School Corporation does not discriminate on the basis of race, color, religion,

national origin, sex, age disability, or military status, ancestry or genetic information providing the person is qualified and meets the established requirements of the position.

### ***DISCRIMINATION AND HARASSMENT***

Porter Township School Corporation does not tolerate harassment of or discrimination against its job applicants or employees. Any form of harassment or discrimination related to the above mentioned classifications protected by State or Federal law is a violation of this policy and will be treated as a disciplinary matter. All reported or suspected occurrences of unlawful harassment or discrimination will be promptly and thoroughly investigated in confidence. Where unlawful harassment or discrimination has occurred, PTSC will take appropriate disciplinary action, including, without limitation, suspension and/or termination. [Refer to Policy 4122 and Administrative Guideline 4122 for additional information including how to report a complaint.]

### ***SEXUAL HARASSMENT***

Porter Township School Corporation is committed to providing a work environment that is free from sexual harassment. Sexual harassment can include any unsolicited verbal or physical conduct of a sexual nature which is unwelcome, which interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Impermissible harassment or discrimination can involve a situation where submission to such conduct is an explicit or implicit condition of employment or where submission to or rejection of such conduct is used as the basis for employment decisions. Sexual harassment may include actions such as:

- sexually oriented verbal "kidding" or abuse;
- subtle pressure for sexual activity, either verbally or through physical contact, such as pinching, or repeated brushing against another's body, or any unwanted touching;
- demands for sexual favors accompanied by implied or direct promises of special treatment or threats of unfavorable actions.

An employee who believes he or she is being sexually harassed is encouraged to report the harassment promptly to the immediate supervisor or the superintendent of schools. All information disclosed will be kept confidential except as necessary to properly investigate. If the complaints of sexual harassment are found to be true, appropriate disciplinary action will follow. [Refer to Policy 4122 and Administrative Guideline 4122 for additional information including how to report a complaint.]

Any School Corporation employee serving in a management or supervisory capacity who is aware of sexual harassment in the work place is responsible for reporting such cases to the superintendent so that it can be addressed.

### ***CONFIDENTIALITY OF PERSONNEL RECORDS***

It is necessary for the orderly operation of the School Corporation to prepare a personnel information system for the retention of appropriate files bearing upon an employee's duties and responsibilities to the School Corporation and the School Corporation's responsibilities to the employee.

The Board of School Trustees requires that sufficient records exist to ensure an employee's qualifications for the job held, compliance with Federal, State, and local benefit programs, conformance with School Corporation rules, and evidence of completed evaluations. Such records will be kept in compliance with the laws of the State of Indiana. It is the responsibility of the Superintendent's Office to keep and maintain the official personnel files of all employees.

Employees' personnel files are considered confidential and, as such, access to the files are limited to administration and supervisory personnel who, in the course of their management activities, may need to review the material in order to make appropriate decisions affecting Porter Township School Corporation. In addition, certain information is subject to disclosure under the Indiana Access to Public Records Act. The administration will make an effort to notify a staff member of a request to disclose records contained in his/her personnel file prior to disclosure.

Individual employees may review their files and receive copies of their information as outlined in Policy 8320 and Administrative Guideline (Personnel Files).

### ***NEPOTISM – EMPLOYMENT OF RELATIVES***

The employment of a current employee's immediate relative or significant other is permitted provided it is in the best interest of the School Corporation and will not cause a possible conflict of interest.

A relative or significant other, for the purpose of this policy, is defined as any individual related to the employee through blood or marriage, or having a relationship with the employee.

Conflicts of interest include but are not limited to:

Related employees or significant others having supervisory authority over the other.

Related employees or significant others having opportunity to influence or affect the employment status of the other.

Related employees or significant others working in conjunction or close association with one another, such as on the same shift and in the same work area.

Exceptions to the above may be made with the approval of the Superintendent if the separation of one of the individuals would cause an undue hardship on the work area.

### ***EMPLOYEE SELECTION***

It is the responsibility of the administrators and supervisory personnel to recruit, screen and refer qualified applicants for positions with Porter Township School Corporation. The administrators and supervisory personnel have the ultimate responsibility for selection of a



candidate. The superintendent, or his designee, will make the employment offer to the final candidate after completing the necessary employment verifications. Selected candidates are subject to the successful completion of all employment requirements and final approval of the Board of School Trustees of Porter Township School Corporation.

### ***POSITION POSTING – PROMOTIONAL TRANSFER OPPORTUNITIES***

Porter Township School Corporation attempts to make the best use of the skills and abilities of each employee and promotes employee advancement. This is accomplished through the School Corporation's centralized posting of open positions. Occasionally, an open position may not be posted throughout the School Corporation if a current employee within the same location in which the opening exists can fill the job.

Open position postings are accessible online at Porter Township School Corporation's website at [www.ptsc.k12.in.us](http://www.ptsc.k12.in.us) and at each building. Open positions are posted until the position is filled or until the deadline listed on the posting.

The job posting system allows an employee to be considered for promotion to a more responsible position, a lateral move or a move to a job with less responsibility. An employee interested in making a job change into an open position is required to timely submit an application for that position with the administrator or supervisory personnel charged with the supervision of that position. The following conditions must be met for a promotion or transfer to be considered:

- satisfactory job performance in the current position and good employment record; and
- possession of the qualifications required for the open position.

An employee transferring into a new position and a new category may have a change in his/her employment status for the purposes of salary review date, performance review date, job seniority, etc. An employee selected to transfer into another position will, in most cases, be held in the current position a minimum of two (2) calendar weeks before the transfer will occur to allow for proper transition of duties in the best interest of PTSC. This time may be extended or reduced by mutual agreement among the supervisors involved.

### ***EVALUATION PROCESS***

Each employee will be evaluated at a minimum of one (1) time per year. All evaluations become part of the employee's personnel file. The evaluation process is to encourage communication between the employee and the supervisor.

### ***CORRECTIVE ACTION PROCESS***

A corrective action process exists to ensure the consistent administration of the School Corporation's policies, rules and regulations. The corrective action process will be documented on the Porter Township School Corporation Corrective Action Form. The



corrective action process exists to allow the administrator and supervisory personnel to work with the employee to better understand his/her responsibilities, to correct or modify inappropriate behavior and to improve job performance for continued employment when possible. A copy of the Corrective Action Form may be found in the Appendix.

Performance of employees placed on a corrective action plan will be monitored by their supervisor for twelve (12) months from the start date of the plan. Provided an employee's performance / behavior reaches and maintains a satisfactory level for a period of twelve (12) months from the start date of the plan, the corrective action plan will be considered complete. A copy of the completed plan will be maintained in the employees' file at Central Office.

## ***CORRECTIVE ACTIONS***

There are various forms of discipline including verbal warning, written warning, suspension without pay, and termination. The administration of corrective action by the supervisor toward an employee may embrace all of these discipline forms in a progressive manner or may include only one of them such as termination depending upon the gravity of the offense. All disciplinary action taken is at the discretion of the supervisor and the Superintendent. Corrective action issued to an employee shall be documented with a copy retained by the supervisor and the original sent to Central Office for inclusion in the employee's personnel file.

An employee who engages in unacceptable behavior or is not performing adequately in his/her position, may be suspended from work pending a decision regarding termination. An employee may be terminated without advance notice. In all cases, PTSC reserves the right to suspend an employee without pay to investigate circumstance involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, the employee may be terminated or reinstated.

### ***VERBAL WARNING***

Verbal warning is a form of corrective action, which is appropriate to correct one or more minor instances of misconduct. A verbal warning will be documented on a Porter Township School Corporation Corrective Action Form and discussed with the employee.

### ***WRITTEN WARNING***

Instances of employee misconduct, which are not so serious as to warrant suspension or termination, may be addressed through a written warning. The warning will be documented on a Porter Township School Corporation Corrective Action Form, discussed with the employee and may be reflected in the employee evaluation.

### ***SUSPENSION***

Suspension is forced absence from work without pay. A supervisor with prior approval of the Superintendent will use this form of corrective action. This form of discipline allows the School Corporation time to review the circumstances of misconduct and/or to correct instances of serious misconduct. Generally, after an employee receives a second written warning for any type of related or unrelated misconduct, he/she is subject to suspension, but an employee may be subject to suspension at any point, based on the seriousness of the

infraction. A suspension will be documented on a Porter Township School Corporation Corrective Action Form, discussed with the employee, and may be reflected in the employee evaluation. The length of the suspension will vary depending upon the seriousness of the infraction.

### ***TERMINATION***

Termination may be based upon a single violation of a School Corporation policy or position expectation or may be based upon a series of violations, or, alternatively, may be effected in the best interest of the operations of the School Corporation. A supervisor with the prior approval of the Superintendent will use this form of disposition. Termination of an employee will be documented on a Porter Township School Corporation Corrective Action Form and discussed with the employee.

### **PERSONAL BACKGROUND CHECKS AND MANDATORY REPORTING OF CONVICTIONS AND ARRESTS**

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the School Board of Trustees as a United States citizen or a qualified alien. The applicant's eligibility to work will be verified using the E-Verify database maintained by the Federal government.

Prior to employment, applicants must submit to an expanded criminal history check along with an expanded child protection index check as required by Indiana law, as amended from time to time, along any other background checks deemed appropriate by PTSC. Employment prior to the School Corporation's receipt of all background check information shall be conditional. Any costs associated with obtaining background checks are borne by the applicant. The Board may deny employment to an applicant whose background check information indicates a conviction or other disposition of concern to the position sought or the best interests of PTSC, depending upon the offense and other relevant factors.

Each employee, during the course of his/her employment with the School Corporation, shall be required to report his/her arrest or the filing of criminal charges against the employee to the Superintendent within two (2) business days of the occurrence. The Superintendent shall review each reported conviction and arrest and shall take appropriate action considering the risk to members of the school community presented by the continued employment of the employee. [Refer to Policy and Administrative Guideline 4122 for additional guidance.]

### ***EMPLOYEE CODE OF CONDUCT***

Employees of Porter Township School Corporation are expected to exhibit behavior that exemplifies and supports the Mission Statement of the School Corporation. Behavior that does not demonstrate this mission or commitment will result in appropriate discipline.

Termination may or may not follow the first offense, depending upon the seriousness of the offense and the employee's past employment record. Listed below are some but not all of the more serious infractions for which termination may result. An employee may be subject to termination for offenses including any of the following:

- Divulging medical, financial, or other confidential information about a student, employee or the School Corporation to unauthorized persons or organizations.
- Falsifying records, including but not limited to, medical, time cards, absence requests, official documents and/or employment records.
- Misappropriating or stealing property from the School Corporation, students or employees.
- Sleeping during working hours.
- Reporting to work or working under the influence of alcohol and/or controlled substances or drugs.
- Possessing, selling or using illegal drugs, controlled substances or alcohol on School Corporation premises or while on duty.
- Immoral and/or indecent acts or conduct, including but not limited to the use of obscene or foul language or inappropriate gestures.
- Unauthorized possession of weapons on school corporation property is prohibited.
- Insubordination: Refusal to comply with directives or instructions of supervisor or other designated authority during working hours.
- Absence or reporting to work late without properly notifying the supervisor.
- Excessive absenteeism or tardiness.
- Absence from assigned work area during working hours without permission; walking off the job.
- Gross Negligence: Failure to apply common sense precautions or to exercise reasonable judgment that results in poor or careless work which jeopardizes students, employees, visitors or school property; negligent or willful conduct which endangers the welfare of students, visitors, fellow employees, school property, or creates an undue hardship on co-workers, or poses a threat to co-workers, students or visitors, or school property.
- Improper conduct such as fighting, verbal abuse or loud and boisterous conduct; assault or threat of any individual on School Corporation premises.
- Destruction, abuse, improper or unauthorized use of School Corporation property and/or equipment.

- Discourteous, abusive or inconsiderate treatment of students, visitors, or other employees.
- Signing into or out of work for another employee or allowing another employee to sign in/out your time card.
- Conviction of a criminal charge.
- Falsification of employment application or materials or information contained therein.
- Duplicating, distributing any written material of a personal nature without the express permission of the author of such written material.
- Harassment of any individual (sexual or otherwise) on School Corporation property

It is important to note that the above listed code of conduct contains only examples of conduct that may subject an employee to discipline, up to and including termination. This list is not all inclusive of behavior that warrants discipline. The discipline that an employee receives, including termination is determined in the discretion of the employee's supervisor and the Superintendent.

### ***REPORTING CHILD ABUSE***

Indiana is a mandatory report state. This means that any staff member who has a reason to believe a child is a victim of abuse or neglect has a duty to make a report to the Department of Child Services (DCS) or the police. Each staff member employed by PTSC shall be responsible for reporting immediately every case, whether observed, known or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means. Each staff member must *immediately* report the information to the Department of Child Services (DCS) at 1-800-800-5556 or the Porter County Sheriff's Department at (219) 477-3000. After making the report, the staff member shall notify the principal of the school. It is not your duty, nor should you attempt to, conduct an investigation into the abuse. DCS and / or the Sheriff's Department are the appropriate agencies qualified to conduct investigations in these matters. Your responsibility is to report the suspected abuse or neglect **IMMEDIATELY**. Failing to report suspected child abuse or neglect is a crime in Indiana and will also result in discipline up to and including termination of your employment. Simply telling another employee at a school is not enough to protect yourself from criminal charges or employment action. You must ensure that DCS or the Porter County Sheriff's Department has been notified.

### ***INTERNET USAGE***

Staff members are provided with access to PTSC computers and other devices, as well as the district's network for performance of their job functions. Staff members have no legitimate expectation of privacy when using PTSC computers, devices or the district's network. Staff members are responsible for and expected to exhibit good behavior on PTSC computers and network. Communications on the internet are public. General school rules for behavior and

communication apply. PTSC does not sanction any use of the internet that is not authorized by or conducted strictly in compliance with Policy 7540.04—Staff Network and Internet Responsible Use and Safety. Staff members who disregard this policy and its accompanying guidelines may have their internet use privileges suspended or revoked and disciplinary action taken against them. Staff members granted access to the internet through PTSC computers and network assume personal responsibility and liability, both civil and criminal, for uses of the internet not authorized by this policy and its accompanying guidelines.

### ***CONFIDENTIALITY***

Employees are privileged to work with and around the children of the Porter Township School community as well as a great team of employees. With this privilege comes an awesome responsibility to protect confidential student information and confidential information about co-workers and the operations of the schools. Employees can be exposed to confidential student information both as part of their job responsibilities and from general observation of activity while on duty, for instance, by processing a student's free and reduced lunch meal plan, overhearing a parent discussing an on-going custody battle involving a student, or observing that a particular student is receiving special services or counseling at school by seeing him/her enter a particular room. They may also learn of situations involving co-workers that are confidential through paperwork passing across your desk that reflects that a particular employee has violated a school policy and received discipline. School employees are also trained to react to emergency situations including security protocols. School employees are prohibited from disclosing any of this sort of information, by any means, to anyone outside of the school or to others within the school who do not have a legitimate need to know for performance of their own duties. However, it seems that today, with introduction of social media into almost all aspects of life, the risk of or opportunity for inadvertent, or intentional, disclosure of confidential information is greater than ever.

### ***SOCIAL MEDIA CONDUCT***

The School Corporation expects all employees to take steps to prevent their social media conduct from interfering with their ability to appropriately conduct their job responsibilities. Such interference can be the result of disclosure of confidential information, a public post about personal matters which can be seen by students or a public post about a disagreement with a co-worker to name a few. All employees are expected to review and abide by Policy 4213 (Student Supervision and Welfare). Among other things, these guidelines recommend that employees check the privacy settings of their social media accounts to control access to those accounts. Employees should keep in mind that social media sites change the access rules and this necessitates constant monitoring by the employee. Personal social media, including off-hours use, has the potential to result in disruption at school and can be a violation of School Board Policy.

Additionally, employees are expected to understand that none of the student privacy laws or school policies, nor the exceptions to these laws or policies, grants any staff member the right to photograph or make a video or audio recording of students and to post such photos or recordings on his/her own social media site. An employee's access to students is solely in

his/her capacity as an employee. Employees are prohibited from photographing and/or recording (audio and/or video) students during the school day, on school property, and during an employee's work day for personal use.

Employees who are confused or have questions about these expectations have the responsibility to promptly contact their direct supervisor, building administrator, and/or department director for assistance and clarification. Absent such efforts, employees who deviate from the expected standards of conduct will be subject to disciplinary action up to and including a recommendation for termination.

### ***FAIR TREATMENT PROCEDURE***

It is the goal of Porter Township School Corporation to handle all employee relations in a fair, open and equitable manner. Occasionally, questions, misunderstandings or dissatisfaction arises. If an employee's concerns cannot be resolved through the everyday communication channels that are available, then the Fair Treatment Procedure is available for employee use. That is, it is expected that the employee will make a good faith attempt to resolve the problem(s) at the lowest level, starting with the employee's immediate supervisor. Each instance of the use of the Fair Treatment Procedure must be initiated by the employee at the first step within five (5) working days after the occurrence or knowledge of the occurrence causing the concern, or recourse under the Fair Treatment Procedure shall be considered waived. All time frames referred to throughout the procedure are weekdays (Monday through Friday) and are exclusive of recognized employee holidays.

This procedure is available to all non-supervisory classified employees. Before initiating the procedure, an employee must make every effort to discuss and resolve the issue with the person with whom the problem exists. The first step may be waived only if the supervisor has no involvement with the situation.

#### ***STEP 1:***

**Employee** – The employee completes the Fair Treatment Form, obtained from the building administrator and presents it to his/her immediate supervisor. The employee and the supervisor then meet to discuss the problem within three (3) working days of the supervisor's receipt of the Form. (See form in Appendix)

**Supervisor** – It is the responsibility of the supervisor to act on the concern and respond verbally to the employee within three (3) working days after the formal meeting is conducted. The supervisor must also complete the appropriate section on the Fair Treatment Form and return it to the employee within three (3) working days after the formal meeting.

#### ***STEP 2:***

**Employee** – If the concern is not resolved to the employee's satisfaction, it is the employee's responsibility to present the completed Fair Treatment Form to the next level of supervisor\* within three (3) working days after receipt of the written Step 1 response. That supervisor and employee shall meet within three (3) working days of receipt of the Form to discuss the matter.

*\*Note: In some cases, depending on the applicable levels of supervision, the*

*matter may be advanced directly to the Superintendent at Step 3.  
If intermediate supervisors exist Step 2 must be repeated until all intermediate supervisors have had an opportunity to respond to the concern.*

**Supervisor** – It is the responsibility of this person to act on the concern and respond to the employee in writing within three (3) working days after the formal meeting is conducted. This supervisor must complete the appropriate section of the Fair Treatment Form and return it to the employee within three (3) working days after the formal meeting.

### **STEP 3:**

**Employee** – If the concern is not resolved to the employee's satisfaction at Step 2, it is the employee's responsibility to present the completed Fair Treatment Form to the Superintendent within three (3) working days after Step 2 or any other subsequent steps are completed. The Superintendent and employee shall meet within three (3) working days of the Superintendent's receipt of the Form to discuss the matter.

**Superintendent** - It is the responsibility of the Superintendent to act on the concern and respond to the employee in writing within three (3) working days after the formal meeting is conducted. The Superintendent will complete the appropriate section of the Fair Treatment Form and return it to the employee within three (3) working days of the formal meeting. If the concern **DID NOT** involve disciplinary suspension or termination, the Superintendent's response will constitute the final decision.

### **FINAL STEP:**

If after exhausting the prerequisite steps the employee remains dissatisfied with the response received regarding a disciplinary suspension or termination, he/she may appeal to the Board of School Trustees of Porter Township School Corporation by submitting a written notice and a copy of the completed Form to the Board President (at Central Office) within three (3) working days of receipt of the Superintendent's decision. The Board may ask for a meeting with the employee or it may simply review the Fair Treatment Form to render its decision. The Board's decision will be given to the Superintendent by the later to occur of: ten (10) working days after receipt of the employee's appeal of the Superintendent's decision or immediately following the Board's next regularly scheduled meeting.

## **CLASSIFICATION OF EMPLOYEES**

### **Full-Time 52 Week Employee**

Employees who are regularly scheduled to work forty (40) hours per week, fifty-two (52) weeks per year.

### **Part-Time A Employee**



Employees who may be regularly scheduled to work up to forty (40) hours per week, at least ten (10) months per year.

#### **Part-Time B Employee**

Employees who are regularly scheduled to work fewer than thirty (30) hours per week, at least ten (10) months per year.

#### **Part-Time C Employee – Food Service**

Food service employees who are regularly scheduled to work fewer than thirty (30) hours per week, at least ten (10) months per year.

#### **Seasonal Employee**

Employees who work only on an “as needed” basis. These employees are hired for a specified, designated period of time.

**THE ABOVE DEFINITIONS ARE FOR DESCRIPTIVE PURPOSES ONLY AND ARE NOT A GUARANTEE OF THE MINIMUM NUMBER OF SCHEDULED HOURS.**

### ***STAFFING ADJUSTMENTS***

Porter Township School Corporation reserves the right to adjust staffing levels and hours of work in response to anticipated work load. The administrator or director will determine the work schedules, shift assignments, hours of work, days off, meal periods, and rest periods based upon the needs of the department. Generally, this will be done on a daily basis.

### ***EMPLOYEE ACCESS TO PERSONNEL RECORDS***

An employee may review his/her personnel file at Central Office by contacting the Superintendent’s secretary and scheduling an appointment. The appointment will be scheduled within twenty-four (24) hours of the request. The file must be reviewed in the presence of the Superintendent or his / her designee. Personnel files cannot be removed from Central Office. Copies of specific information contained in the file will be provided upon written request and payment of the applicable copy fee (Refer to Policy 8320).

### ***WORKFORCE REDUCTION***

Should the need arise, any reduction in workforce shall be on the basis of ability, skills, and flexibility to perform the required duties, positional seniority, School Corporation seniority, and job classification as determined in the discretion of the administration.

### ***RESIGNATION/TERMINATION***

All resignations must be submitted in writing to the employee’s supervisor. The resignation letter must specify reason for separation and the anticipated last day of work. Employees are required to give a minimum of two (2) weeks’ notice. Accrued time off may not be used in lieu of the required resignation notice period. Any employee leaving without giving sufficient

notice will be considered ineligible for rehire. Regardless of the reason for separation (resignation, termination, retirement) employees are required to return all School Corporation property prior to receiving their final paycheck. Final paychecks will be due on the regular payday of the pay period of the date of separation of employment.

### ***SAFE SCHOOLS TRAINING***

Upon employment an employee will be issued login information for the Safe Schools online training system. Employees are assigned specific safety and training videos based on their position. All employees must complete and pass the online courses assigned to them within thirty (30) days of their initial employment. Employees may work with their supervisor to arrange times to complete the courses during their regular work shift.

### ***KEYS / ELECTRONIC IDENTIFICATION BADGES***

Upon employment, an employee may be issued keys and/or an electronic identification badge for use in his/her assigned department. It is the employee's responsibility to keep these items secure and never let another individual use them. Keys and ID badges allow employees access to a building and necessary rooms inside a building. Employees are authorized to access a building outside of normal work hours only as appropriate and necessary for performance of work, and must have an alarm code and know the correct location of the alarm keypad to disarm the building alarm. If an employee disarms the building alarm, it is his/her responsibility to ensure that the alarm is armed when exiting the building. Employees are expected to meet with their supervisor before accessing a building outside of normal work hours to receive an alarm code and location of key pads. Keys given to employees shall not be duplicated for any reason. Employees are prohibited from accessing a building for reasons unrelated to appropriate and necessary performance of work as approved by their supervisor. All keys and electronic identification badges must be returned to the supervisor upon separation from employment. **Lost or stolen keys or electronic identification badges must be reported immediately to the supervisor.**

Employee identification badges contain a picture and the employee's name. The identification badge must be displayed at all times while the employee is working an assigned shift or is performing work in a building outside of an assigned shift.

### ***RIGHT OF INSPECTION***

When deemed reasonably necessary by the administration, authorized administrators will have the right to search and inspect both school property and personal items brought onto school property. An employee's refusal to cooperate in a search, inspection or investigation will result in disciplinary action up to and including termination of employment and, potentially, referral to law enforcement. Employees have no reasonable expectation of privacy in lockers, desks or other containers or areas owned by the School Corporation and provided to an employee for the purpose of performing work.

### ***EMPLOYEE VALUABLES***

Employees are requested to not bring valuables, large sums of money, or other personal items with them to work. Porter Township School Corporation is not responsible for the loss or theft of such items.

## **SECTION II**

### ***WAGE AND SALARY ADMINISTRATION***

Porter Township School Corporation attempts to utilize a wage and salary program that is fair, equitable and flexible. Each position within the School Corporation has a job title and a corresponding job description. The rate of pay for each position is reviewed through a job evaluation system.

#### ***DIRECT DEPOSIT***

Direct deposit of payroll is mandatory for all Porter Township School Corporation employees. Employees are required to provide necessary information along with an authorization form during their initial intake process. Porter Township School Corporation deposits funds directly into a financial institution of each employee's choice electronically.

#### ***PAY PERIOD***

Payroll is issued on the 5<sup>th</sup> and 20<sup>th</sup> day of each month. If the 5<sup>th</sup> or 20<sup>th</sup> day of a month falls on a weekend or holiday, payroll will be deposited the next business day.

#### ***PAY ADVICE***

The building administrator or the director of the department will distribute a pay advice on or around the 5<sup>th</sup> and 20<sup>th</sup> day of each month. If an employee has a question concerning his/her payroll, such as an error in the amount, incorrect deductions, etc., the employee should notify the Payroll Department at Central Office immediately.

#### ***PAYROLL DEDUCTIONS***

The deductions as listed below are required by law. Other deductions may occur based upon the various benefit selections made by the employee and as otherwise directed in writing by the employee.

Deductions required by law:

**Social Security:** Porter Township School Corporation participates in the Federal Social Security program, Old Age Survivor Insurance (OASI) which provides employees with a retirement income and other benefits. Every pay period Social Security tax is deducted from each employee's gross earnings. Additionally, every pay period PTSC contributes a matching dollar-for-dollar amount that is also credited to the employee's social security account.

**Federal Income Tax:** A deduction is made from each pay for Federal income tax in accordance with tax tables supplied by the Internal Revenue Service and the elections made by the employee on his/her W-4 form.

**State Income Tax:** A deduction is made from each paycheck for Indiana income tax in accordance with tax tables supplied by the Indiana Department of Revenue.

**County Tax:** County tax is deducted when applicable.

### ***ASSIGNMENT TO WORK LOCATION***

There may be instances when an employee will be assigned to a new location within the district. The decision to reassign will be made by an administrator or director based on the overall needs of the school district to provide the best services for students and staff. A reassignment may be temporary or permanent. Porter Township School Corporation will not require an employee to accept a promotion he/she does not want; however, if the employee's current position will be eliminated, the employee will be subject to termination.

### ***RECORDING WORKED TIME***

Accurately recording **time worked** is the responsibility of every employee. Federal and State laws require PTSC to maintain an accurate record of time worked in order to calculate employee pay and, where applicable, benefits. The OnTheClock time card web based program is Porter Township School Corporation's official record of hours worked. Each employee is responsible for ensuring that the time recorded on his/her OnTheClock time card is an accurate reflection of the **TIME WORKED**; therefore, each employee must sign in and out him/herself when actually beginning the work shift and when actually completing the work shift.

It is a serious violation of expected conduct if when an employee signs in or out on the OnTheClock time card as the official time worked and has not worked the time indicated on the OnTheClock time card; an employee allows someone else to sign in or sign out on his/her OnTheClock time card; or an employee signs in or signs out on someone else's OnTheClock time card.

An employee shall not sign in any earlier than ten (10) minutes prior to the scheduled starting time and shall not sign out any later than ten (10) minutes beyond the scheduled ending time. An employee not signing in and ready to begin work by the scheduled start time is considered late for work. An employee who is more than ten (10) minutes late for starting work shall have his/her paycheck docked, as appropriate.

Each employee is provided individualized login information for the program along with training on how to use the program. Each employee is expected to know how to properly record time in the system. Any questions on use are to be directed to the employee's immediate supervisor.

If an employee fails to sign in or out of OnTheClock on a workday, the employee must immediately notify his/her supervisor so that an adjustment may be made to their time card to accurately reflect the amount of time worked. If an employee notices any other irregularity in the time recording, he/she must immediately notify his/her supervisor of the concern so that appropriate adjustments may be completed.

### ***AUTOMATED TIME CARD MANAGEMENT***

The OnTheClock time card management system allows for the ability to automatically sign employees out upon completion of a set number of hours after the employee signs in. Depending on the position, an employee may be enrolled in this portion of the program. The employee is still responsible for signing in at his/her assigned time, but OnTheClock will automatically sign the employee out after the specified, scheduled number of hours. Employees enrolled in this portion of the program will be notified prior to enrollment, and will be required to sign a statement stating that they understand the process. Please see your supervisor if you have any questions.

### ***OVERTIME***

Non-exempt (hourly) employees will be paid overtime for hours in excess of forty (40) hours in a workweek. In the supervisor's discretion, if an employee works more than eight (8) hours in one (1) day, the employee's work schedule for the remainder of the work week schedule may be adjusted so that the total hours worked in one (1) week do not exceed forty (40). The overtime rate will be calculated at a rate of one and one-half (1.5) times the employee's regular hourly base rate of pay. All benefit pay is included in the calculation of overtime (e.g., the hours related to a paid holiday or an approved paid vacation day will count toward the employee's *worked* hours for the workweek for purposes of determining eligibility for overtime pay).

All overtime must be authorized in advance by the supervisor and recorded appropriately outside of the OnTheClock time card system. Employees working overtime must obtain a paper time card from their supervisor and fill out the appropriate amount of overtime worked. The time card must be submitted to the employee's supervisor upon completion of the two (2)-week pay period in which the overtime was worked. An employee will be subject to discipline under the School Corporation's progressive discipline procedure if he/she does not obtain appropriate authorization to work hours that will result in overtime pay.

### ***MEAL PERIODS***

Employees receive an unpaid, duty free thirty (30) minute meal period each day as scheduled by the applicable supervisor. To ensure continuous staffing or service, meal periods may be staggered within the department. Each employee should leave his/her designated work area (desk) to ensure this duty free time, as well as to not disturb working employees. It is each employee's responsibility to take a meal period at the scheduled time. **The OnTheClock system will automatically deduct your thirty (30) minute meal period from your total hours worked on a daily basis.**

## ***BREAK PERIODS***

To provide a brief break from regular duties, employees may take two (2) fifteen (15) minute rest periods in every eight (8) hour shift, or one (1) fifteen (15) minute rest period for every four (4) hours worked so long as they do not interfere with operations of the department. Supervisors will schedule these rest periods. Such rest periods are not to be cumulative, added to scheduled meal times or taken at the beginning or end of the shift. Employees are asked to not abuse this privilege by overstaying the allotted time. If such abuse takes place, rest periods could be removed or disciplinary action may be taken.

## ***EMERGENCY CLOSING / DELAY***

Porter Township School Corporation is grateful for the effort of employees who report to work on days when inclement weather or other unavoidable emergencies require the School Corporation to cancel or delay school. Below are for procedures regarding closings and delays based on employment classification.

### **CUSTODIANS / MAINTAINENCE PERSONNEL**

The Facility Director will make special assignments for all custodians and maintenance personnel when inclement weather is anticipated. This may include arriving to work before the normally scheduled start time or possibly working an extended shift beyond an eight (8) hour work day.

### **FULL TIME 52 WEEK EMPLOYEES**

On days when schools are closed due to inclement weather or an emergency, employees are expected to report to work at their assigned location as soon as safety will allow. Employees will be paid based on the number of hours worked. Employees who are unable to report to work on a scheduled work day in which the School Corporation has cancelled school due to unsafe conditions may use a personal or vacation day in order to be paid for that day.

Employees who arrive late to work (on days that school has been cancelled or delayed) due to waiting for safe conditions for travel, may work with their direct supervisor to make up the missed time during the same work week. Employees who do not wish to make up the missed time will be paid based on the actual hours worked.

### **PART-TIME A / PART-TIME B / PART-TIME C (FOOD SERVICE) EMPLOYEES**

On days when schools are closed due to inclement weather or an emergency, employees should not report to work unless they receive approval from their direct supervisor.

When PTSC declares a virtual inclement weather day (students work virtually from home and there will not be a student make up day later in the year), employees may choose from the following:

1. Take an unpaid day
2. Use a personal business day to receive the pay for the day

3. Receive permission from direct supervisor to come into work and complete required amount of work hours
4. Arrange an extra work day at the end of the school year (if applicable) with the approval of direct supervisor.

If PTSC does not declare a virtual inclement weather day, employees shall not report to work and will be responsible for reporting to work on the appropriate student make up day later in the school year.

When school is delayed due to unsafe travel conditions, employees are expected to report to their assigned work location as soon as safety will allow. Employees will be paid based on the number of hours worked. Employees who arrive late to work (on days that the start of school has been delayed) due to waiting for safe conditions for travel, may work with their direct supervisor to make up the missed time during the same work week. Employees who do not wish to make up the missed time will be paid based on actual hours worked.

### ***HOLIDAY PAY***

The **School Corporation's** recognized holidays are: Labor Day, Friday of Fall Break, Wednesday before Thanksgiving Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, Memorial Day, the day before or after Independence Day (determined by Assistant Superintendent), and Independence Day.

**Eligible employees who are regularly scheduled to work on the day that is a recognized holiday will be paid holiday pay at their regular hourly rate for the number of hours normally scheduled to work.**

**Eligible employees** who are regularly scheduled to work and who actually work on **a recognized holiday** will receive holiday pay at a rate of one and one-half (1.5) times his/her regular hourly rate of pay for time worked. Any work completed on a holiday must be authorized in advance by the supervisor and recorded appropriately in the OnTheClock system or on a separate time card as directed by the supervisor.

### ***WAGE INCREASES***

Wage increases are provided to employees in recognition of successful and satisfactory work performance. Wage increases may be given annually as recommended by the Superintendent and approved by the Board of School Trustees of Porter Township School Corporation.

An employee's evaluation date and potential wage increase can be delayed and adjusted under certain circumstances. These circumstances include:

- A leave of absence that interrupts an employee's service beyond thirty (30) calendar days; or



- Substandard work performance as reflected in the employee's periodic performance evaluation.

### ***WAGE ASSIGNMENTS, GARNISHMENTS OR LEVIES***

An employee's personal financial obligations are his/her own concern and should be handled without involvement of Porter Township School Corporation. However, occasionally the School Corporation will receive a wage execution order. When this occurs Porter Township School Corporation is required by law to honor all writs of garnishment and other legal assignments upon employee wages.

Upon receipt of a garnishment or levy or other lawfully issued wage assignment, the payroll department will notify the employee. The employee is expected to take all responsible steps to settle the matter; otherwise, appropriate amounts will be deducted from payroll and directed to the issuing court until settled.

### ***SECTION III***

### ***BENEFITS***

#### ***PERSONAL CHOICE BENEFITS***

Porter Township School Corporation has designed a benefit program that allows employees to choose from available coverage options so as to meet the personal needs of the employee. The personal choice benefits are medical, dental, and vision insurance. The School Corporation may modify the benefits, coverages, contribution rates and eligibility factors from time to time.

Eligibility in these plans is dependent upon the employee's specific job classification and position. [Refer to the benefit chart beginning on the following pages classification-specific benefits]. Coverage in any of these benefits is not automatic but requires timely completion of enrollment forms that may be obtained from Central Office. Employees cannot change from their benefit plan selections during the plan year unless they have an eligible family status change. Contact the Human Resources Department in Central Office for details.

Employees on a leave of absence and continuing to receive compensation from Porter Township School Corporation can continue in these plans providing they make the necessary arrangements with Central Office to continue paying their portion of the plan costs. Employees on a leave of absence who are no longer receiving compensation from Porter Township School Corporation can also continue in the plans but on an after-tax basis and, depending upon the circumstances, at full cost. Failure to make the appropriate and timely payments for such benefits will result in loss of coverage. Terminating employees or employees who become ineligible due to change in employee status are covered in plans until the end of the month in which their termination or status change is effective, unless the employee continues coverage through timely elections under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Employees can choose from among available options with some options offering greater coverage and others offering less coverage, to best fits their personal needs.

#### ***MEDICAL***

Eligible employees may choose from three (3) medical insurance coverage levels: 1) single or family PPO (Plan 1) 2) one of two (2) high deductible plans; and 3) no coverage. An employee qualifies for participation in the School Corporation's medical insurance plan coverage if he/she is a Full-Time 52 Week Employee or a Part-Time A Employee. The cost of medical insurance coverage is shared by the eligible employee and the School Corporation on an 80/20 basis (i.e., 80% of the premium is paid by Porter Township School Corporation; 20% of the premium is paid by employee). The medical insurance plan is currently provided through the Porter County School Employees Insurance Trust.

#### ***DENTAL***

Eligible employees may choose from three (3) coverage levels for dental benefits: 1) single; 2)

family; and 3) no coverage. An employee qualifies for participation in the School Corporation's dental plan if he/she is a Full-Time 52 Week Employee or a Part-Time A Employee. The cost of dental insurance coverage is shared by the eligible employee and the School Corporation on an 80/20 basis (i.e., 80% of the premium is paid by Porter Township School Corporation; 20% of the premium is paid by employee). The dental plan is currently provided through the Porter County School Employees Insurance Trust.

### ***VISION***

Eligible employees may choose from two (2) vision insurance coverage levels: 1) single; and 2) no coverage. An employee qualifies for participation in the School Corporation's vision plan if he/she is a Full-Time 52 Week Employee. The cost of single coverage is paid by the School Corporation. The vision plan is currently provided through Vision Service Plan (VSP).

### ***LIFE INSURANCE***

Eligible employees are provided life insurance coverage as set forth on the benefit chart on the following pages. An employee qualifies for participation in the School Corporation's life insurance plan if he/she is a Full-Time 52 Week Employee or a Part-Time A Employee. The cost of life insurance coverage is shared by the eligible employee and the School Corporation with the employee paying \$1.00 per year.

### ***LONG TERM DISABILITY INSURANCE***

Eligible employees are provided long term disability insurance that provides for a maximum benefit of two-thirds ( $\frac{2}{3}$ ) salary to age sixty-five (65). The elimination period is one hundred and twenty (120) days. An employee qualifies for long term disability coverage if he/she is a Full-Time 52 Week Employee. The cost of long term disability insurance coverage is paid entirely by the School Corporation.

### **BENEFIT CHARTS**

	<b>Full-Time 52 Week Employees</b>
<b>Positions</b>	Employees who are regularly scheduled to work forty (40) hours per week, fifty-two (52) weeks per year.
<b>Benefit Days Start Date</b>	Benefit Days Begin January 1 <sup>st</sup> of Each Year <i>*Benefit Days will be Prorated from the Date of Hire for the First Year of Employment (See Table 1 on Page 29)</i>
<b>Sick Leave</b>	10 Days Per Year (Cumulative Up to 120 Days) <i>*See Acceptable Use of Leave Days Section on Page 30</i>
<b>Personal Business Leave</b>	3 Days Per Year (Unused Personal Business Leave Days Will be Converted To Accumulated Sick Leave Days)
<b>Bereavement Leave</b>	5 Days Per Year (Immediate Family) 3 Days Per Year (Extended Family) 1 Day Per Year (Cousin, Close Friend) (Non-Cumulative) <i>*See Acceptable Use of Leave Days Section on Page 30</i>
<b>Paid Holidays</b>	Labor Day, Friday of Fall Break, Wednesday Before Thanksgiving, Thanksgiving, Friday After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Presidents Day, Memorial Day, Independence Day, Day Before or After Independence Day (Determined Yearly by Assistant Superintendent)
<b>Vacation Leave</b>	Employees Are Eligible for 1-20 Vacation Days Dependent on Their Completed Consecutive Years of Work Experience with PTSC <i>* See Vacation Leave Section (Page 33) for Details</i>
<b>Medical / Dental Insurance</b>	PTSC Pays 80% of the Premium Employee Pays 20% of the Premium <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Vision Insurance</b>	Single Insurance Plan Provided at No Cost to Employee <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Long Term Disability Insurance</b>	Provided at No Cost to Employee <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Life Insurance</b>	Term Life Insurance in the Amount of \$50,000 at the Rate of \$1.00 Per Year Payable by the Employee <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Matching Annuity</b>	After One Year of Consecutive Service from Date of Hire, Employee May Participate in a 403B Matching Annuity Plan to a Maximum of 3% of Employee Salary <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Retirement</b>	Employees Eligible for Retirement After 15 Consecutive Years of Service Will Receive a Severance Package Along with the Option to Continue on the Current Group Insurance Plan by Paying 100% of the Premium Until Eligible for Medicare <i>*See Retirement Section for Eligibility Requirements and Severance Package Details (Page 34)</i>

	<b>Part-Time A 10 Month Employees</b>
<b>Positions</b>	Employees who may be regularly scheduled to work up to forty (40) hours per week, at least ten (10) months per year.
<b>Benefit Days Start Date</b>	Benefit Days Begin August 1 <sup>st</sup> of Each Year <i>* Benefit Days will be Prorated from the Date of Hire for the First Year of Employment if the Employee is Hired After August 1</i> <b>(See Table 2 on Page 29)</b>
<b>Sick Leave</b>	10 Days Per Year (Cumulative Up to 60 Days) <i>*See Acceptable Use of Leave Days Section on Page 30</i>
<b>Personal Business Leave</b>	3 Days Per Year (Unused Personal Business Leave Days Will be Converted to Accumulated Sick Leave Days)
<b>Bereavement Leave</b>	5 Days Per Year (Immediate Family) 3 Days Per Year (Extended Family) 1 Day Per Year (Cousin, Close Friend) (Non-Cumulative) <i>*See Acceptable Use of Leave Days Section on Page 30</i>
<b>Paid Holidays</b>	Labor Day, Friday of Fall Break, Wednesday Before Thanksgiving, Thanksgiving, Friday After Thanksgiving, Presidents Day, Memorial Day
<b>Vacation Leave</b>	None
<b>Medical / Dental Insurance</b>	PTSC Pays 80% of the Premium Employee Pays 20% of the Premium <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Vision Insurance</b>	None
<b>Long Term Disability Insurance</b>	None
<b>Life Insurance</b>	Term Life Insurance in the Amount of \$30,000 at the Rate of \$1.00 Per Year Payable by the Employee <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Matching Annuity</b>	After One Year of Consecutive Service from Date of Hire, Employee May Participate in a 403B Matching Annuity Plan to a Maximum of 3% of Employee Salary <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Retirement</b>	Employees Eligible for Retirement After 15 Consecutive Years of Service May Continue on the Current Group Insurance Plan by Paying 100% of the Premium Until Eligible for Medicare <b>*See Retirement Section for Eligibility Requirements on Page 34</b>

	<b>Part-Time B 10 Month Employees</b>
<b>Positions</b>	Employees who are regularly scheduled to work fewer than thirty (30) hours per week, at least ten (10) months per year.
<b>Benefit Days Start Date</b>	Benefit Days Begin August 1 <sup>st</sup> of Each Year <i>*Benefit Days will be Prorated from the Date of Hire for the First Year of Employment if the Employee is Hired After August 1</i> <b>(See Table 3 on Page 30)</b>
<b>Sick Leave</b>	10 Days Per Year (Cumulative Up to 60 Days) <i>*See Acceptable Use of Leave Days Section on Page 30</i>
<b>Personal Business Leave</b>	1 Day Per Year (Unused Personal Business Leave Days Will be Converted to Accumulated Sick Leave Days)
<b>Bereavement Leave</b>	5 Days Per Year (Immediate Family) 3 Days Per Year (Extended Family) 1 Day Per Year (Cousin, Close Friend) (Non-Cumulative) <i>*See Acceptable Use of Leave Days Section</i>
<b>Paid Holidays</b>	None
<b>Vacation Leave</b>	None
<b>Medical / Dental Insurance</b>	None
<b>Vision Insurance</b>	None
<b>Long Term Disability Insurance</b>	None
<b>Life Insurance</b>	None
<b>Matching Annuity</b>	None
<b>Retirement</b>	None

	<b>Part-Time C (Food Service) 10 Month Employees</b>
<b>Positions</b>	Food service employees.
<b>Benefit Days Start Date</b>	Benefit Days Begin August 1 <sup>st</sup> of Each Year <i>* Benefit Days will be Prorated from the Date of Hire for the First Year of Employment if the Employee is Hired After August 1 (See Table 4 on Page 30)</i>
<b>Sick Leave</b>	10 Days Per Year (Cumulative Up to 60 Days) <i>*See Acceptable Use of Leave Days Section on Page 30</i>
<b>Personal Business Leave</b>	1 Day Per Year (Unused Personal Business Leave Days Will be Converted to Accumulated Sick Leave Days)
<b>Bereavement Leave</b>	5 Days Per Year (Immediate Family) 3 Days Per Year (Extended Family) 1 Day Per Year (Cousin, Close Friend) (Non-Cumulative) <i>*See Acceptable Use of Leave Days Section on Page 30</i>
<b>Paid Holidays</b>	None
<b>Vacation Leave</b>	None
<b>Medical / Dental Insurance</b>	PTSC Pays 80% of the Premium Employee Pays 20% of the Premium <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Vision Insurance</b>	None
<b>Long Term Disability Insurance</b>	None
<b>Life Insurance</b>	Term Life Insurance in the Amount of \$30,000 at the Rate of \$1.00 Per Year Payable by the Employee <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Matching Annuity</b>	After One Year of Consecutive Service from Date of Hire, Employee May Participate in a 403B Matching Annuity Plan to a Maximum of 3% of Employee Salary <i>*Available to Employees Who Work More Than 30 Hours Per Week</i>
<b>Retirement</b>	Employees Eligible for Retirement After 15 Consecutive Years of Service May Continue on the Current Group Insurance Plan by Paying 100% of the Premium Until Eligible for Medicare <b>*See Retirement Section for Eligibility Requirements on Page 34</b>



### Seasonal Employees

Any employee hired as seasonal help (summer maintenance, summer custodial, summer food service, groundskeeper) receives no benefits or benefit leave days.

**TABLE 1 (Full-Time 52 Week Employees)**

Pro-rated sick / personal leave days are provided for the first calendar year of employment based on date of hire.

Month Hired	Sick Leave Days	Personal Business Leave Days
January	10	3
February	10	3
March	9	3
April	9	3
May	8	2
June	7	2
July	6	2
August	5	2
September	4	1
October	3	1
November	2	1
December	1	1

**TABLE 2 (Part-Time A 10 Month Employees)**

Pro-rated sick / personal leave days are provided for the first year of employment based on date of hire.

Month Hired	Sick Leave Days	Personal Business Leave Days
August	10	3
September	9	3
October	8	2
November	7	2
December	6	2
January	5	2
February	4	1
March	3	1
April	2	1
May	1	1

**TABLE 3 (Part-Time B 10 Month Employees)**

Pro-rated sick / personal leave days are provided for the first year of employment based on date of hire.

Month Hired	Sick Leave <u>Days</u>	Personal Business Leave Days
August	10	1
September	9	1
October	8	1
November	7	1
December	6	1
January	5	0
February	4	0
March	3	0
April	2	0
May	1	0

**TABLE 4 (Part-Time C (Food Service) 10 Month Employees)**

Pro-rated sick / personal leave days for first year of employment based on date of hire.

Month Hired	Sick Leave <u>Days</u>	Personal Business Leave Days
August	10	1
September	9	1
October	8	1
November	7	1
December	6	1
January	5	0
February	4	0
March	3	0
April	2	0
May	1	0

### **ACCEPTABLE USE OF LEAVE DAYS**

- \* Misuse of leave days will result in disciplinary action up to and including termination.
- \* No time shall count toward accumulation of benefits during an unpaid leave of absence and benefits earned shall be prorated for use the following year.
- \* All employees must complete, and submit to their supervisor, a staff absence form (available in each building main office) for all leave days.
- \* All leave days must be used in increments of no less than ½ day
  - One (1) full day = Eight (8) work hours
  - One-half (1/2) day = Four (4) work hours

## **UNPAID LEAVE DAYS**

The Porter Township School Corporation is committed to providing quality service by qualified staff in sufficient numbers. All employees play a crucial role in maintaining the smooth and efficient operation of our buildings. Regular attendance is essential to ensure that we provide a consistent and high-quality experience for our students and patrons. When an employee is absent, the service provided by the department is disrupted, and fellow employees may face an increased workload and undue hardship. Therefore, unpaid leaves of absence are not provided except as required by applicable law.

### **Requesting Unpaid Leave:**

In rare, extenuating circumstances, such as personal or family medical emergencies or once-in-a-lifetime events, employees may request the use of unpaid leave days.

### **Procedure:**

1. **Prior Discussion:** Prior to utilizing an unpaid leave day, an employee must meet with their supervisor to discuss the need for unpaid leave and complete a PTSC Classified Staff Request for Unpaid Day Form.
2. **Approval:** The supervisor may deny the request for unpaid leave. If denied and the employee is absent on the requested days, they may be recommended for termination.
3. **Eligibility:** Unpaid leave will not be granted if applicable paid leave days are available. The decision to grant unpaid leave will consider:
  - Length of requested leave
  - Length of service
  - Job performance
  - Past attendance
  - Past use of unpaid leave
  - Operational needs of the department

### **Loss of Eligibility for Compensation Increase:**

Employees are encouraged to manage their benefit days responsibly. Any classified employee who exhausts all paid benefit days and subsequently uses an unpaid day between August 1st and July 31st each year will be ineligible for a compensation increase in the following school year. Employees are encouraged to plan trips and vacations during times when school is not in session, as school calendars are available well in advance.

### **Exceptions:**

- Federally protected leave under the Family and Medical Leave Act (FMLA) is exempt from this policy.
- Other unpaid leaves for medical reasons may be considered at the Superintendent's discretion when determining eligibility for compensation increases for the following year.

## **STAFF ABSENCE FORMS**

Employees must fill out a staff absence form for all absences from work. Staff absence forms are available in the main office of all buildings and must be submitted to the employee's supervisor before the absence or, when the need for absence is unforeseen, no

later than the first day worked following an absence.

### SICK LEAVE

Sick leave days are credited to eligible employees as of the date of employment and may be used for absence from work, without loss of compensation, on account of the following:

- A. Personal illness ("Sick Leave")
- B. Emergency illness, surgery, or accident involving a member of the employee's immediate family (spouse, child, or parent) or member of the employee's family who resides with the employee necessitating the attendance of the employee ("Family Illness")

\* Sick leave days shall not be used for doctor or dentist appointments that could be scheduled outside the normal work day.

\*Sick leave days shall not be used for personal business or vacation.

- An employee absent for three (3) or more consecutive days for Sick Leave shall be required to produce to his/her supervisor on the day of return to work a physician statement of medical necessity for the absence.
- Upon request of an employee's supervisor, an employee absent for two (2) or more consecutive days for Family Illness shall provide a physician's statement verifying the nature of such illness, surgery, or accident.

\*Accumulated sick leave days, as provided in the Benefit Chart, are to be used for the employee's personal illness. The employee may petition the Superintendent in writing to use accumulated sick leave days for an illness/injury of a member of the employee's immediate family (spouse, child, parent) which shall be granted in his/her sole discretion.

\* Sick leave days must be used in increments of no less than one-half ( $\frac{1}{2}$ ) day.

\*Central Office maintains the official record of accumulated sick leave days.

\*Unless otherwise provided in this Handbook, unused sick leave days are not compensated upon separation from employment.

### PERSONAL BUSINESS LEAVE

Personal business leave days are credited to eligible employees as of the date of employment and may be used for absence from work, without loss of compensation, for the transaction of personal business and/or the conduct of civic affairs which cannot otherwise be completed outside of regular work hours. Personal business leave must be used in increments of no less than one-half ( $\frac{1}{2}$ ) day. Any unused personal business leave days will be converted to accumulated sick leave days. Central Office maintains the official record of personal business days. Unless otherwise provided in this Handbook, unused personal business leave days are not compensated upon separation from employment.

Employees must submit a written request to their supervisor to use their personal business

leave preferably at minimum three (3) days prior to the requested date of leave.

**Employees must submit a written request, and obtain prior approval from their supervisor at least five (5) work days before the requested date(s) if the requested date(s) are immediately before or after a school break or holiday. Based on staffing, building safety, and/or effective building operations, this request may be denied.**

### **BEREAVEMENT LEAVE**

Bereavement leave days are provided to eligible employees and may be used for absence from work, without loss of compensation, on account of the following:

- A. In the case of death within the immediate family (spouse, children, parents, sibling, parent-in-law, child-in-law, grandchild (all including step), or any person who at the time of death had established the employee's home as his/her permanent residence, the employee shall be granted a leave of five (5) work days.
- B. In the case of death of an extended family member (grandparent, aunt, uncle, niece, nephew, sibling-in-law), the employee shall be granted a leave of three (3) work days.
- C. In the case of death of the employee's cousin or close friend, the employee shall be granted a leave of one (1) work day.
- D. The Superintendent in his/her sole discretion may grant additional bereavement leave with or without pay.

Bereavement leave shall begin on a date within a reasonable time from date of death.

### **VACATION LEAVE**

Effective the first January 1<sup>st</sup> after the date of employment, an eligible employee will be credited with paid vacation days based on his/her date of hire as provided in Table A below. On each subsequent January 1<sup>st</sup> an eligible employee will be credited with paid vacation days based on consecutive years of employment with the School Corporation as provided in Table B below; however, an employee will be credited with a reduced number of days in proportion to any leave of absence in the prior calendar year. Vacation leave days must be used in increments of no less than one-half ( $\frac{1}{2}$ ) day. Employees may use their vacation days with the prior approval of their supervisor. Unused vacation days at the end of each calendar year may not be carried over to the next year.

**TABLE A**

<b>MONTH HIRED</b>	<b>VACATION DAYS CREDITED (1<sup>ST</sup> JANUARY 1<sup>ST</sup>)</b>
January	5
February	5
March	5
April	4
May	4
June	4
July	4

August	3
September	3
October	3
November	2
December	1

**TABLE B**

CONSECUTIVE COMPLETED YEARS OF EMPLOYMENT	VACATION DAYS
1	5
2-5	10
6-14	15
15 +	20

For purposes of determining consecutive years of employment for vacation benefits:

- An employee who is employed and works from January 1 – December 31 in a calendar year will be credited with one year of employment experience as of December 31<sup>st</sup>.
- Credit for initial year of employment:
  - An employee whose date of hire occurs in January - June will be credited with one year of employment experience as of the first December 31<sup>st</sup> of employment.
  - An employee whose date of hire occurs in July - December will not be credited with employment experience as of the first December 31<sup>st</sup> of employment. Such an employee will be first eligible as of the second December 31<sup>st</sup> of employment.

### ***SUMMER WORK SCHEDULE / 10 HOUR WORK DAY***

Porter Township School Corporation reserves the right to adjust staffing levels and hours of work in response to anticipated work load. In such event, and notwithstanding other provisions in this handbook to the contrary, the administrator or director will determine the work schedules, shift assignments, hours of work, days off, meal periods, and rest periods based upon the needs of the department.

Leave days during normal work schedules must be used in the increments listed below:

- One (1) full day = Eight (8) work hours
- One-half (1/2) day = Four (4) work hours

### **10 HOUR WORK DAY SCHEDULE**

With approval of the PTSC Board of Trustees, the work schedule during summer break may be adjusted to ten (10) hour work days, four (4) days per week. Employees are required to work all hours of their assigned schedule. Employees unable to work any part of their assigned schedule must seek approval for and use an appropriate leave day to account for missed hours of work.

### **NO COMBINING OF LEAVE DAYS**

Employees may not combine missed hours of work on separate days for use of a leave day (e.g., two (2) missed hours of work from Monday with two (2) missed hours of work from Tuesday to equal ½ leave day).

## **LEAVE DAY OPTIONS (10 HOUR WORK DAY SCHEDULE):**

1. Use 1½ leave days = ten (10) hours paid
2. Use 1 leave day = eight (8) hours paid
  - a. Employee requests to receive no pay for the two (2) hours of missed work
    - Supervisor must approve this request. The request may be denied and the employee may be required to make up the missed time based on the needs of the department.
  - b. Employee makes up the missed two (2) hours of work in the current two (2) week pay period as scheduled by the supervisor
    - If the leave day(s) occurs on the last day(s) of the pay period, the employee is unable to make up the missed time and will not receive pay for the two (2) hours
3. Use ½ leave day = four (4) hours paid
  - a. Employee MUST work six (6) hours during the day of absence

## **FULL WEEK VACATION**

An employee requesting to use vacation days for four (4) consecutive ten (10) hour scheduled work days will only be charged for five (5) vacation days. *The Independence Day holidays cannot be included in the four (4) consecutive days for the purpose of this calculation.*

## **JURY DUTY**

An employee called for jury duty shall receive full compensation but shall return to the School Corporation any pay he/she receives for jury duty. The employee is allowed to keep any mileage stipend received for serving on a jury. An employee summoned for jury duty must notify his/her supervisor immediately and provide updates as to status so that scheduling adjustments may be made.

## **RETIREMENT ELIGIBILITY**

To be eligible for the retirement severance package (Full-Time 52 Week Employees) and/or the ability to remain on the School Corporations then current group insurance plan (Full-Time 52 Week Employees and Part-Time A & C Employees), an employee must be 55 years of age or older at the time of retirement, have fifteen (15) consecutive years of completed work service in the Porter Township School Corporation in the Full-Time 52 week, Part-Time A or Part-Time C classification, and be in good standing.

## **SEVERANCE PACKAGE (Full-Time 52 Week Employees)**

Eligible employees who provide timely notice of retirement will receive a severance benefit as follows:

- The employee shall be paid one hundred (\$100) dollars per year for each year of service completed after fifteen (15) consecutive years of completed work service in the Porter Township School Corporation.
- The employee shall receive twenty dollars (\$20) for each accumulated sick day as of the effective date of retirement up to a maximum of sixty (60) days or, alternatively, an eligible employee completing twenty (20) consecutive years of completed work service in the Porter Township School Corporation, shall receive twenty-five (\$25)



dollars for each accumulated sick day as of the effective date of retirement up to a maximum of sixty (60) days.

- The employee may continue on the School Corporation's then current group insurance plans provided he/she timely pays 100% of the premium until he/she is eligible for Medicare. An employee must already be a part of all or some of the group insurance plan in order to participate the same plan after retirement. An employee may elect a reduced coverage tier but cannot increase tiers (e.g., an employee who participates in single medical coverage during active employment may not elect family coverage or add dental coverage during retirement).

### **PART-TIME A & C RETIREMENT INSURANCE BENEFIT**

The employee may continue on the School Corporation's then current group insurance plans provided he/she timely pays 100% of the premium until he/she is eligible for Medicare. An employee must already be a part of all or some of the group insurance plan in order to participate the same plan after retirement. An employee may elect a reduced coverage tier but cannot increase tiers (e.g., an employee who participates in single medical coverage during active employment may not elect family coverage or add dental coverage during retirement).

### **WORK EXPERIENCE GRANTED TOWARD RETIREMENT ELIGIBILITY / SEVERENCE PACKAGE**

For purposes of determining eligibility for the retirement/severance benefit:

#### **FULL-TIME 52-WEEK EMPLOYEES**

\*A year of work experience credit is granted when an employee works from January 1 - December 31.

\*Employees hired with a start date occurring in January - June shall have their initial year of employment count toward consecutive work experience credit.

\*Employees hired with a start date occurring in July- December shall not have their initial year of employment count toward their consecutive work experience credit.

#### **PART-TIME A 10-MONTH EMPLOYEES**

\*A year of work experience credit is granted when an employee works from August 1 - May 31.

\*Employees hired with a start date occurring in August - December shall have their initial year of employment count toward consecutive work experience credit.

\*Employees hired with a start date occurring in January- May shall not have their initial

year of employment count toward their consecutive work experience credit.

### ***WORKER'S COMPENSATION***

Porter Township School Corporation provides coverage for an employee who sustains an injury/illness, which arises out of and in the course of employment. In the event of a work-related injury/illness, immediate notification must be given to the employee's direct supervisor. All appropriate forms must be completely filled out before any worker's compensation claim may be submitted. These forms are available from the employee's immediate supervisor. [Refer to Section IV – Accidents/Injuries for more detailed information]

If a medical evaluation is requested, it must be initially rendered by an approved provider. Any employee who fails to report an injury/illness in a timely fashion, who seeks medical treatment without proper authorization, or is denied worker's compensation benefits may be held responsible for the costs of such treatment.

Worker's compensation benefits are administered according to the Indiana law. Benefits awarded through worker's compensation begin on the eighth (8<sup>th</sup>) full calendar day of disability.

### ***TAX SHELTERED ANNUITY PROGRAM***

Employees of Porter Township School Corporation are eligible to participate in a variety of tax sheltered annuity programs. This is a voluntary program that enables employees to invest pre-tax dollars in approved investment programs. More detailed information is available from the Human Resource Department in Central Office.

### ***SECTION 125***

This plan offers the opportunity to pay for the following benefits on a tax sheltered basis: health insurance premiums for dependent coverage, personal accident insurance premiums, cancer care insurance premiums, unreimbursed medical, and voluntary indemnity plans.

Employees can also establish a medical reimbursement expense account and dependent care reimbursement account, but if insufficient claims for reimbursement are made, unused funds will be lost. This is often referred to as the "use it or lose it" rule.

Employees must sign up for this program within the first thirty (30) days of employment. There is also an open enrollment period in the fall, generally in August. During this open enrollment, employees may enroll in the Section 125 plan, or cancel pre-tax deductions for the next plan period. Employees wishing to continue participation in either of the reimbursement accounts must re-enroll every year during the open enrollment period. There is no allowance for late enrollment.

When payroll deductions are taken on a pre-tax basis, taxable earnings are reduced by the amount of these deductions for the purpose of computing income tax. If deductions are taken

on a pre-tax basis there may be a reduction in social security benefits, as the reduced taxable wages reduce social security tax paid. Because of this tax advantage, federal law restricts employees from making changes in their benefit elections except during the open enrollment period, to be effective the following plan period.

***This means an employee cannot add, drop, or change benefit elections at any other time except in cases of:***

- ***Change in family status such as marriage, birth, divorce, or death.***
- ***Inadvertent loss of coverage due to loss of employment, age, etc.***

### ***FAMILY AND MEDICAL LEAVE ACT (FMLA)***

By reference, Board Policy 4430 (Leaves of Absence) and Board Policy 4430.01 (Family and Medical Leaves of Absence [29 USC 2601, et seq.]) structure leaves under the Family and Medical Leave Act. It is important to read and understand the provisions provided within them.

An unpaid leave of absence of up to twelve (12) work weeks in duration in a twelve (12) month period may be granted to eligible employees for certain family or medical reasons. Employees are eligible for family and medical leave if they have completed at least one (1) year of service and have worked at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) months, measured backward from the start of the requested leave. Leave under the Family and Medical Leave Act will be granted should the need arise upon presentation of appropriate documentation by qualified employees for any of the following reasons:

- Birth of the employee's child, or the placement of a child for adoption or foster care with the employee;
- To care for the employee's spouse, child or parent who has a serious health condition; or,
- A serious health condition of the employee.

Leaves may begin before the birth of a child if a medical condition exists that makes the employee unable to perform her job, or prior to the placement of a child for adoption or foster care if circumstances require absence from work for the placement to proceed. An employee's entitlement to leave for the birth or placement of a child expires at the end of the twelve (12) month period beginning on the date of birth or placement.

The employee must provide thirty (30) days' notice if the need for the leave is foreseeable. Failure to provide thirty (30) days' notice for a foreseeable leave may cause the leave to be denied until thirty (30) days after the employee first provides the required notice and supporting documentation. If the need for the leave is not foreseeable, the employee must give notice to his/her supervisor as soon as practical.

The employee is required to provide medical certification to support the request for any leave based on a serious health condition. The employee may be required to submit to additional medical examinations in order to obtain second or third medical opinions (at the employer's

expense) to verify the need for the leave. The employee must provide the requested medical certification within fifteen (15) calendar days after the request was made. Failure to submit the required medical certification may result in the denial of the leave or denial of the continuation of the leave.

Fitness for duty certification must be provided prior to the employee's return to work following leave due to the serious health condition of the employee. Failure to provide the requested fitness for duty certification may result in the denial of reinstatement until the employee submits the required certification.

Twelve (12) month period is defined as the twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member). The employee does not have to exhaust all accrued leave before FMLA leave commences, but the employee will be required to substitute all paid accrued leave during the FMLA leave period.

During the family and medical leave, the employee's medical benefits will be continued at the same level as they existed prior to the leave. Employees will be required to pay their share of the premium payments in the following ways:

- If accrued sick leave days are substituted for all otherwise unpaid family and medical leaves, the employee's share of the premiums will be paid by payroll deduction.
- If the employee has exhausted all available paid benefit days, the employee must make payment at the same time as the employee's share of the premium payments would be made if by payroll deduction.

Failure to make payments in a timely manner may cause a lapse in coverage/benefits. The employer may recover the employee's share of any premium payments missed by the employee for family and medical leave during which the employer maintained health coverage by paying the employee's share. The employer may, in certain circumstances, also recover its share of premiums the employer paid during a family and medical leave from an employee if the employee fails to return to work after the employee's family and medical leave entitlement has been exhausted.

Any employee may be required to provide periodic reports on his/her status during the leave. Requested medical information must be provided within fifteen (15) days of the request.

Upon the employee's return from FMLA leave, the employee will be restored to his/her former position or an equivalent position with equivalent pay, benefits and other employment terms, if the employee has provided the required fitness for duty certification.

Refer to applicable Board policies and administrative guidelines for additional information regarding leaves under FMLA, including those related to service members and circumstances of qualifying exigencies.

## ***SECTION IV***

## ***EMPLOYEE RESPONSIBILITIES***

### ***ATTENDANCE AND PUNCTUALITY***

Every employee's job is important to the functioning of Porter Township School Corporation. Porter Township School Corporation commits to its students and patrons to provide quality service by qualified staff in sufficient numbers. Each employee commits to provide that quality service by reporting to work when scheduled. When an employee does not report to work when scheduled the welfare of Porter Township School Corporation is at risk, the service provided by the employee's department is disrupted, and fellow employees may have an increased workload and undue hardship placed upon them. Porter Township School Corporation expects prompt and regular employee attendance. Chronic absenteeism and tardiness, even for legitimate reasons, will not be tolerated.

When an employee's absenteeism begins to lower the productivity or performance of that individual's department, the supervisor will verbally counsel the employee about the problem. If the employee continues to fail to report to work as scheduled, the supervisor will take further action in the form of documented warnings or possible termination.

Tardiness is handled in the same manner as absenteeism. Employees are to be at their workstation and ready to begin work at the start of the shift. Any employee not adhering to the above is considered tardy for work.

Attendance and punctuality affect all future employment recommendations. When an absence or tardy is unavoidable, the employee is to notify the respective supervisor in advance. Supervisors will provide more detailed information on the process of reporting absence or tardy occurrences, in addition to submission of the staff absence form referenced above.

### ***SAFETY***

Creating and preserving safe working conditions is the responsibility of all employees. Employees can minimize the danger to life or property if each person performs his/her work safely. The Occupational Safety and Health Act (OSHA) provides the basis for Porter Township School Corporation's safety program. A safe working environment, however, can only be achieved through the conscientious efforts of all employees. Therefore, it is imperative that each employee report any unsafe equipment or working conditions immediately to his/her immediate supervisor.

### ***ACCIDENTS / INJURIES***

For the protection of each employee and for the protection of all fellow-employees, students, and patrons, all accidents involving injury or incidents resulting in property damage must be reported to the employee's supervisor immediately.

An employee injured while working must report the injury immediately to his/her supervisor. If the supervisor is not available, the injury must be immediately reported to department

director or building administrator. All supervisors and school nurses have the appropriate forms (First Report of Injury Form and Employee Accident Report Summary Form) that must be completed. If an employee needs medical attention beyond what the school can provide, the employee must seek treatment at the School Corporation's approved health care facility. Information about the facility and locations are available from supervisors and will be provided to an employee in the event of accident. Work related injuries may not be covered if the employee chooses to seek treatment at another doctor. If the injury requires immediate medical attention and takes place outside the normal business hours of the School Corporation's approved health care facility, the employee will be taken to the emergency room.

### ***SMOKE FREE ENVIRONMENT***

All buildings within Porter Township School Corporation have been declared a "smoke free environment." Employees, students, and patrons are restricted from smoking in any of the buildings or upon the grounds owned or operated by Porter Township School Corporation. All employees are asked to help monitor the no smoking policy. If someone is observed smoking in the buildings or upon the grounds, employees are asked to politely request the smoker to extinguish the smoking material.

### ***NON-SOLICITATION - NO DISTRIBUTION REGULATION***

Solicitation or distribution of any kind is not allowed during the working time. Working time includes the working time of both the employee doing the solicitation or distribution and the employee to whom it is directed. It does not include break, lunch or other duty-free periods of time.

### ***APPEARANCE AND PERSONAL HYGIENE - DRESS CODE***

An employee's appearance and personal cleanliness are extremely important to Porter Township School Corporation. An employee's appearance influences the impression students, patrons, and other employees have of the employee, their ability to do the job and Porter Township School Corporation. Professional and appropriate attire is required at all times. Based on the position held, supervisors will determine appropriate attire to ensure professionalism and employee safety. Employees who arrive to work in inappropriate attire may be sent home (without pay) to change clothes and disciplined for repeated violation.

Employees are required to maintain high standards with regard to personal hygiene, neatness of attire and cleanliness of apparel. If the employee is issued a uniform, he/she is required to wear that uniform during working hours.

### ***CHANGE IN EMPLOYEE STATUS***

All changes in employee status such as name, address, phone number, marital status and number of dependents, should be reported immediately to the Payroll Department at Central Office. If an employee's family status changes in a manner which affects the insurance or benefit coverage, the employee is responsible for contacting the Payroll Department at Central Office within fifteen (15) work days of the change to formally make the benefit

change.

### ***TELEPHONE USAGE***

The image an employee projects on the telephone directly affects the image of Porter Township School Corporation. All employees are asked, when answering a telephone, to always answer it promptly, courteously and to be attentive, helpful and accurate. The efficiency, warmth and compassion with which the telephone is answered directly affects how the caller views and will respond to the employee answering the phone.

Porter Township School Corporation telephones are to be used for the School Corporation's business only. Personal calls should be made during the employee's break or mealtime. Incoming personal calls should be limited to calls of an emergency nature only.

### ***MOTOR VEHICLE RECORD REVIEW (MVRR)***

A motor vehicle record review (MVRR) will be conducted all new employees required to drive a corporation vehicle and/or transport students as a requirement of their employment. Subsequent reviews will be conducted every five (5) years for current employees required to drive a corporation vehicle and/or transport students as a requirement of their employment. An employee whose position requires the operation of a corporation motor vehicle, and who is denied permission to operate a corporation vehicle based on the results of a MVRR, may be terminated. A copy of the MVRR form is located in the Appendix of this handbook.

# ***SECTION VI***

## ***APPENDIX***



# **FAIR TREATMENT FORM**

(for use by classified staff)

## **STEP 1**

**Employee Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

**Statement of Concern** *(describe nature of concern, date(s) and individuals involved, and resolution requested):*

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*(Attach additional sheets if necessary)*

**Supervisor Step 1 Response:** \_\_\_\_\_

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\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date provided to employee

## **STEP 2 (if applicable)**

**Date to Step 2 Supervisor:** \_\_\_\_\_

**Step 2 Supervisor Name:** \_\_\_\_\_

**Step 2 Supervisor Response:** \_\_\_\_\_

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\_\_\_\_\_  
Step 2 Supervisor Signature

\_\_\_\_\_  
Date provided to employee

## **STEP 3**

**Date to Superintendent:** \_\_\_\_\_

**Superintendent's Response:** \_\_\_\_\_

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\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date provided to employee

## **STEP 4 (if applicable)**

**Date to Board President:** \_\_\_\_\_

10/08 Revision Appendix - A-1

# *Porter Township School Corporation* *Classified Staff Corrective Action Form*

Employee: \_\_\_\_\_ Meeting Date: \_\_\_\_\_  
 Employee Title: \_\_\_\_\_ Start Date of Corrective Action: \_\_\_\_\_  
 Department: \_\_\_\_\_ **Corrective Action Plan Successfully Completed** ☐  
 Supervisor: \_\_\_\_\_ **Date of Completion:** \_\_\_\_\_

Level of Warning (Check One)	Reason for Warning (Check All That Apply)	Length of Suspension (If Applicable)
<ul style="list-style-type: none"> <li><input type="radio"/> Verbal Warning</li> <li><input type="radio"/> Written Warning</li> <li><input type="radio"/> Suspension Without Pay</li> <li><input type="radio"/> Recommendation for Termination</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> Substandard Job Performance</li> <li><input type="radio"/> Excessive Absenteeism and/or Tardiness</li> <li><input type="radio"/> Employee Code of Conduct Violation</li> <li><input type="radio"/> Safety Procedure Violation</li> <li><input type="radio"/> Other - (Describe) _____</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> 1 Day</li> <li><input type="radio"/> 3 Days</li> <li><input type="radio"/> 5 Days</li> <li><input type="radio"/> Other</li> </ul>
		Date(s) of Suspension

In specific detail, describe the employee's unsatisfactory performance / behavior.

**Action Plan:** Describe the steps the employee must take to correct the performance / behavior and the timeline.

**Previous related corrective action.** Describe the type, reason(s), and dates of any corrective actions that have taken place in the last 12 months.

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Asst. Superintendent / Superintendent

\_\_\_\_\_  
Date

I acknowledge that the above unsatisfactory performance/behavior **has been discussed with me**. I understand that either failure to improve my performance / behavior or additional incidence(s) of any unsatisfactory performance / behavior may result in further corrective action up to and including recommendation for termination. This corrective action form will be placed in my personnel file. If I believe this corrective action to be unjustified, I understand that I may submit a written rebuttal to my immediate supervisor within 5 business days. My rebuttal will be included in my personnel file. Provided my performance / behavior reaches and maintains a satisfactory level for 12 months from the date of this meeting, this corrective action plan will be considered complete. My signature below does not necessarily indicate agreement with the action taken.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



# Porter Township School Corporation

## Employee Motor Vehicle Record Review

(Review conducted for all new employees required to drive a corporation vehicle and/or transport students as a requirement of their employment)

Employee Name: \_\_\_\_\_

Date of Review: \_\_\_\_\_

### MVR REVIEW CRITERIA (TICKETS IN LAST FIVE YEARS FROM DATE OF REVIEW)

Violation	Number of:	Points assigned	Total
DUI/DWI		x 6	
Chemical test refusal		x 6	
Reckless/careless Driving		x 6	
Fleeing police		x 6	
Driver under suspended license		x 6	
Leaving the scene of an accident		x 6	
Speeding(>15mph over limit or over 75mph)		x 4	
Speeding (< 15 mph over speed limit)		x 2	
Improper/illegal lane change or turn		x 2	
Following too close		x 2	
Traffic signal offenses		x 2	
Failure to yield		x 1	
Failure to signal		x 1	
Operating a defective vehicle		x 1	
Other (points assigned at company's discretion)			
Total MVR Points			

Are there any at-fault accidents on the MVR? Yes \_\_\_\_ (2 Points) No \_\_\_\_

Any injuries? Yes \_\_\_\_ (3 Points) No \_\_\_\_

Any fatalities? Yes \_\_\_\_ (6 Points) No \_\_\_\_

Any tickets issued because of the accident? Yes \_\_\_\_ (3 Points) No \_\_\_\_

Total points =  

### PTSC Driver Eligibility Based on Total Points

6 +	<b>UNACCEPTABLE</b>	Employee is not permitted to operate any corporation vehicle
3-5	<b>MARGINAL</b>	Employee may be permitted to operate corporation with following stipulations: <ul style="list-style-type: none"> <li>- Supervisor will discuss driving record with employee</li> <li>- Employee will be advised of responsibility to drive in a safe and courteous manner in accordance with defensive driving principals</li> <li>- Employee may be required to complete additional training</li> <li>- Employee may be required to complete a driving test, demonstrating their ability to safely operate a corporation vehicle, with their supervisor or other corporation staff</li> </ul>
0-2	<b>ACCEPTABLE</b>	Employee may operate corporation vehicles

