



# **EMPLOYEE HANDBOOK**

**Effective July 1, 2020**

**GREATER CLARK COUNTY SCHOOL CORPORATION**

2112 Utica-Sellersburg Road  
Jeffersonville, IN 47130  
(812) 288-4802

## **WELCOME TO GREATER CLARK COUNTY SCHOOL CORPORATION**

Whether you are a new employee or have been employed with Greater Clark County Schools (GCCS) for some time, GCCS is pleased to partner with you for the best education for our students. We are extremely proud of our school corporation and hope that you will share this pride as GCCS continues to work and grow in a pleasant and mutually beneficial relationship that puts our students first.

Your best performance in your job will make an important contribution to the continued success of our school corporation. Our dedicated employees are vital to our image of excellence. Our goal is to furnish our students with an excellent education, instill in them a passion for lifelong learning, and to be an employer of choice for our employees.

Although this handbook contains information about GCCS, its operations and its policies, questions may arise which are not covered by the handbook. Please do not hesitate to share your questions with your supervisor or the Human Resources Department. Again, we are pleased to have you with us. We hope you find your work interesting, challenging and rewarding. Best wishes to you as a GCCS employee.

### **MISSION**

Greater Clark County Schools' mission is for stakeholders to give 100 percent effort in meeting the academic and behavioral needs of each student ensuring acceptance to a post-secondary opportunity.

### **VISION**

Our vision is to become nationally recognized as a premier provider of education by serving as the bridge connecting stakeholders to ensure all students are college and career ready.

### **BELIEF STATEMENTS**

The Greater Clark County School System believes in:

- Acknowledging the ability of all children to learn and in challenging them to achieve at their highest level.
- Addressing the educational needs of our community as a proactive leader.
- Cooperating with the home and community to encourage positive character development.
- Learning as a lifelong pursuit.
- Making education the foundation that will develop productive members of society.
- Preparing students to function responsibly in a culturally diverse world.
- Promoting partnerships for education that are open and inclusive.
- Providing a safe and orderly environment that fosters quality teaching and learning.
- Providing students with a nurturing environment that encourages educational excellence.
- Using all available resources to support the educational process.

## **ABOUT THIS HANDBOOK**

This handbook is intended to provide information about Greater Clark County School Corporation operations, rules, and procedures. It is not intended to be a contract of employment or a promise of any kind, expressed or implied.

GCCS may change its operations, rules, and procedures from time to time, with or without notice to employees.

Although we hope that your employment with GCCS is mutually satisfactory and rewarding, your employment relationship with GCCS is an "at-will" relationship unless your position is covered by a Collective Bargaining Agreement. This means that either you or GCCS can terminate the employment relationship at any time, for any reason or for no reason, and with or without cause or notice.

No representative of GCCS, other than the School Board or its designee, has authority to make any agreement or promise of employment for any specified time or to change the at-will status of employment. Any agreement or promise changing the at-will nature of the employment relationship between you and GCCS must be in writing and must be signed by the School Board or its designee.

This handbook contains guidelines that correlate with the official school board policies. This version supersedes and revokes all previous practices, procedures, guidelines, and other statements of GCCS whether written or oral, that modify, supplement, or conflict with this handbook. In case of a discrepancy with respect to this handbook and an employment contract, the contract will prevail. This handbook may be amended at any time.

The entire listing of school board policies are listed on the Greater Clark County School Corporation website at <http://www.neola.com/greatclark-in/>

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## **HUMAN RESOURCES GUIDELINES**

- Nondiscrimination and Equal Employment Opportunity - Greater Clark County Schools will recruit and select for employment the best-qualified applicant for each position without regard to race, color, creed, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law.
- All employees are subject to a criminal history search. The search includes, but is not limited to, national and local criminal databases, sex-offender registries, driving records, and Expanded Child Protection Index (IC 20-26-5-10). There is a nonrefundable charge that will be paid by the employee for this service.
- The school corporation will require an expanded criminal history search on an employee every five (5) years. As of July 1, 2016, GCCS will conduct annual updated expanded criminal history checks and expanded child protection index checks for at least one-fifth (1/5) of the number of employees who are employed by the school corporation. (IC 20-26-5-10.) The cost will be paid by the corporation. No one should begin working without clearance from Human Resources.
- The Board, upon the recommendation of the Superintendent, shall approve each staff position. Once the position is approved, the Board delegates to the Superintendent the authority to employ staff for that position. Staff shall be assigned by the Superintendent or his designee.
- The Board recognizes that evaluation of staff is important. The Superintendent shall organize a schedule of evaluations for all staff.
- If an employee changes from one group to another group, the employee will be paid out for the previous position and will start being paid for the new position as required, and on the pay schedule for the new position. The employee will be paid out any unused vacation days immediately if the new position does not afford vacation days as a benefit. If an employee moves from a twelve (12) month to a nine (9) month position, the employee will be paid out any unused vacation days immediately. The employee must be aware of the pay schedule each position is paid from to determine if there will be payment made continuously or if a pay period may be skipped due to the new position being in a different group with a different pay schedule.
- Salary schedules and fringe benefits shall be reviewed annually. The Superintendent may recommend adjustment at that time. The Superintendent or designee shall notify staff of any changes.
- Employees are categorized by job class/group. Building location is not a means to categorize employees. As an example; custodial staff employees function as a job class/group no matter

in what building they are located. Assignment is at the discretion of the Department Supervisor, Building Administrator or Assistant Superintendent.

## **GENERAL WORK RULES**

The primary role for Greater Clark Staff is to support and enhance the whole school program. The Board believes that employees prefer to work where people respect each other and work together. The Board presumes that each employee knows the difference between right and wrong. Therefore, the Board expects each employee to use good judgment.

It is the responsibility of all corporation employees to conduct themselves in accordance with corporation policies and procedures which are consistent with the safety and rights of others. A key part of this is the employee's attitude toward his/her responsibilities and his/her co-workers.

- All employees of the corporation are recognized as mature and adult individuals and their personal attire and conduct should reflect the professionalism of the district and a role model for the pupils to follow as a part of the learning process. The use of vulgar and/or offensive language while at school or attending a school event is considered unprofessional and is not permitted.
- Employees shall observe parking and traffic regulations on corporation property.
- Employees shall contribute to sanitary conditions and promote good housekeeping on corporation property.
- Employees may only post, alter, or remove information from bulletin boards or from corporation property with approval from their building administrator or immediate supervisor.
- Employees shall operate, use or possess corporation machines, tools, or equipment only when they have been assigned to do so by their supervisor.
- Employees shall pursue their assigned responsibilities in an active and alert manner. Employees caught sleeping while on duty will be subject to discharge.
- Employees may only remove corporation owned property from school buildings or grounds with specific authorization from the building administrator or immediate supervisor.
- Employees may only leave their building or workstation during working hours with permission from the building administrator or their immediate supervisor unless an emergency situation exists.
- Employees shall not report to work under the influence or in possession of alcohol or illegal drugs. Furthermore, employees shall not be under the influence or in possession of alcohol or illegal drugs on corporation property. Violations of this work rule may result in discharge.
- Any solicitation for contributions or campaigns made within the corporation buildings must be approved by the Superintendent in advance.

- Any employee who accepts outside employment which interferes with his/her performance as an employee of the corporation may be discharged. Employment at Greater Clark County Schools must be considered primary employment.

The following rules include some of the offenses which may, at the corporation's discretion, subject employees to disciplinary action pending review of the circumstances, up to and including immediate discharge:

- An employee's breach in confidentiality.
- An employee's refusal to comply with instructions of his/her supervisor and or refusal to comply with corporation policy.
- An employee's abusive behavior towards students, staff members, parents or guests.
- Falsifying time or work records, or application for employment.
- Excessive absenteeism and or habitual tardiness.
- Low quality work or productivity.

The above mentioned rules are not intended to be all inclusive. Other types of misconduct or performance deficiencies which are not listed above can, at the corporations' discretion, result in discipline up to and including discharge. Any questions relative to the above rules should be addressed by your supervisor, building administrator, or the Human Resources Department.

## **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The school corporation does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the corporation's employment opportunities, programs, and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment.

The Superintendent shall appoint and publicize the name of the Compliance Officer who is responsible for coordinating the corporation's efforts to comply with applicable Federal and State laws and regulations, including the corporation's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public. Any sections of the corporation's collectively bargained contracts dealing with hiring, promotion, and tenure should contain a statement of nondiscrimination similar to that in the corporation's statement above. In addition, any gender specific terms should be eliminated from such contracts.

## **Compliance Officers**

The following persons are designated as the corporation's Compliance Officers and, as such, shall handle inquiries regarding the nondiscrimination policies of the corporation and address any complaint of discrimination:

Tricia Helton, Director of Human Resources  
2112 Utica-Sellersburg Road  
Jeffersonville, IN 47130  
(812) 288-4802, ext. 50146

April Geltmaker, General Counsel  
2112 Utica-Sellersburg Road  
Jeffersonville, IN 47130  
(812) 288-4802, ext. 50116

## **Reports and Complaints of Unlawful Discrimination and Retaliation**

Employees are encouraged to promptly report incidents of unlawful discrimination and/or retaliation occurring in the corporation's employment opportunities, programs and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs and activities, affecting the corporation environment to an administrator, supervisor, or other corporation-level official so that the corporation may address the conduct. Any administrator, supervisor, or other corporation-level official who receives such a complaint shall file it with a Compliance Officer within five (5) business days.

Employees who believe they have been unlawfully discriminated/retaliated against in the corporation's employment opportunities, programs and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs and activities, affecting the corporation environment are entitled to utilize the complaint process. Initiating a complaint, whether formally or informally, in the corporation and/or a concurrent criminal complaint will not adversely affect the complaining individual's employment status or opportunity. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

## **Complaint Procedures**

Any employee who believes that she/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated at the lowest possible administrative level and in a prompt and equitable manner.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process has begun, the investigation will be completed in a timely manner, ordinarily, within fifteen (15) business days of the complaint being received.

## **EMPLOYMENT GUIDELINES**

### **Employment of Staff**

The School Board recognizes that it is vital to the successful operation of the corporation that positions created by the Superintendent be filled with qualified and competent staff.

The Board shall approve the employment and establish the term of employment for each staff member employed by this corporation. No other representative of the corporation has the authority to enter into any agreement for employment for any specified period of time with a staff employee. All staff employees not covered by the terms of a negotiated agreement are "at-will" employees. Their employment can be terminated with or without cause at any time. Employee start date must be the actual date an employee begins work.

All applications for employment shall be referred to the Human Resources Department. The corporation will only accept electronic applications for employment through the Human Resources Information System.

Should the Board choose to employ a family member as herein defined, both the family member and the Board member must file a conflict of interest statement.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised or have an administrative relationship with the relative staff member.

### **Ninety (90) Day Orientation Period**

Employees who are hired in the corporation after July 1, 2016, are considered to be in a ninety (90) day orientation period and may be subject to a ninety (90) day evaluation (with the exception of employees covered by a Collective Bargaining Agreement). If the employee receives a satisfactory review from his/her supervisor, the employee will continue in his/her position. An unsatisfactory review may result in discharge. Benefits (if applicable) will take effect on the ninety-first (91<sup>st</sup>) day of employment (calendar days). Bereavement days are not subject to a waiting period.

### **Attendance**

Employees are expected to report for work on time, on a regular basis. Employees who are going to be late or absent for any reason, are expected to notify their building administrator or immediate supervisor as far in advance of their starting time as possible. Employees should explain why they are going to be late or absent and when they expect to return to work. It is the employee's responsibility to insure that proper notification is given. Asking another employee, friend or relative to give this notification is not considered proper, except under emergency conditions.

Employees who fail to give proper notice when absent may be subject to discharge. Unauthorized leave, such as abuse of sick leave or workdays missed without pay, is defined as non-performance of duties and responsibilities as assigned by the Superintendent and may result in the initiation of

dismissal procedures, loss of salary or such disciplinary action as may be recommended by the Superintendent.

Please note additional attendance guidelines may be distributed by building administrators or department supervisors.

### **Hours Worked and Overtime**

The Superintendent of Schools determines normal work hours.

Every employee is assigned to a regular job with regular hours unless illness, absence, vacation or other circumstances make it necessary to transfer an employee to a job other than his/her regular one.

Scheduled overtime is worked only when necessary and pre-approved by the Superintendent or designee. Emergency overtime is at the discretion of the immediate supervisor.

Overtime is calculated on hours worked each week in excess of forty (40). Paid holidays and paid vacation do not count as hours worked when calculating overtime pay. For calculating overtime the work week begins on Monday and ends on Friday. For custodians, the work week begins on Monday and ends on Friday unless otherwise specified in contract.

Vacation, sick and personal hours cannot be used with hours worked to exceed regularly scheduled daily work hours, unless otherwise specified.

### **Days Without Pay**

A day without pay occurs when an employee misses a regularly scheduled workday and has no appropriate leave time available to use on that day. When time without pay occurs, the employee will not receive compensation for that day and may be subject to the attendance policy.

Guidance for Attendance Issues:

<b>Number of Occurrence</b>	<b>Discipline</b>
1 <sup>st</sup> Unpaid Day/Occurrence	Letter of Expectation
2 <sup>nd</sup> Unpaid Day/Occurrence	Written Reprimand
3 <sup>rd</sup> Unpaid Day/Occurrence	Three (3) Day Suspension
4 <sup>th</sup> Unpaid Day/Occurrence	Five (5) Day Suspension
5 <sup>th</sup> Unpaid Day/Occurrence	Recommendation for Termination

## **Employee Time Records**

Verifying hours worked on the classified staff timesheet is mandatory. The numbers reported on each timesheet must reflect actual hours worked. Other symbols that may be used on the timesheet are as follows:

<b>D</b>	Death/Bereavement Leave*		<b>S</b>	Sick Day*
<b>F</b>	FMLA		<b>V</b>	Vacation Day*
<b>H</b>	Holiday (12 month employees)		<b>WC</b>	Worker's Compensation
<b>J</b>	Jury Leave*		<b>WCE</b>	Worker's Compensation Doctor Visit/Excused
<b>U</b>	Lost Time (Unpaid Leave)		<b>SWP</b>	Suspended Without Pay
<b>P</b>	Personal Day*			

Falsification of the classified staff timesheet is a serious violation of the terms of employment and may result in immediate discharge. Employees who have questions concerning the timesheets should contact their supervisor or the Payroll Department.

Overtime hours must have prior approval, must be documented on the timesheet, and must be signed by the immediate supervisor.

The State Auditors require that each employee sign his/her timesheet, so it is mandatory that each employee do so. This verifies that the reported hours are accurate.

If an error occurs on a timesheet due to the employee's oversight, the correction will be made the following payroll date.

## **Compensatory Time**

Compensatory time is not authorized by the school corporation. With the permission of the supervisor or the building administrator, an employee may arrange his/her work schedule within the current week to accommodate possible changes in hours worked on a particular day. Under no circumstances will hours or days be allowed to accumulate beyond a work week.

## **Direct Deposit of Pay**

All employees will have their pay electronically deposited into a banking account of their choice. Employees will sign up for an electronic deposit at time of hire with the Payroll Department. If an employee decides to close his/her direct deposit account, he/she must notify the Payroll Department at least two (2) weeks in advance. If pay is less than normal due to varying deduction amounts, amounts distributed to a secondary account may be affected. Pay is annualized, unless otherwise stated in an employee's document.

## **Employment of Personnel for Extracurricular Activities**

The School Board may find it necessary to employ on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Such part-time employees may be

members of the corporation's classified staff/support staff provided that the position does not conflict with the employee's regular employment, or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board. These candidates must have a criminal history background check on file.

All part-time employees selected as coaches or activity sponsors who are not members of the professional staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the corporation has the authority to enter into any agreement for employment for any specified period of time with such an employee. Refer to Board Policy 4120.08 for further information on certain positions for extracurricular activities.

## **TERMINATION AND RESIGNATION**

### **Termination**

A staff member may be suspended or terminated, upon a majority vote of the School Board, for violation of the policies of the Board or for any reasons not otherwise prohibited by law. In such cases, the Board shall provide the employee any required procedural due process.

### **Resignation**

Pursuant to State law, following submission of a resignation to the Superintendent, the employee may not withdraw or otherwise rescind that resignation. A notice of retirement is equivalent to a resignation and thus falls within the meaning of the word "resignation". The Superintendent shall inform the Board of the submission of that resignation at the next scheduled meeting. The Board may choose to accept that resignation, deny that resignation, or take any other appropriate action relating to the termination or suspension of employment of the staff member submitting the resignation. A resignation, once submitted, may not then be rescinded unless the Board agrees.

## **SCHOOL DELAYS AND CLOSINGS**

In cases of delayed start times and school closures the following will apply:

	9 Month Administrative Assistants/ Clerical	Cafeteria Managers and Workers	Bus Drivers and Bus Monitors	Maintenance Custodial	Administrators Clerical	Technology
School Delay	Begin work at delayed start	Direction of Supervisor		Direction of Supervisor	Regular starting time or as soon as is safe to do so	
School Closing	Do not work Leave Time Unavailable (Days will be made up)			Regular starting time or as soon as is safe to do so *Available leave time may be used		

\*Available leave time includes personal or vacation time.

Employee safety is the primary concern for travel during inclement weather. Please follow the emergency orders for your county. Hourly staff will be paid for the hours worked. Hours must be reported correctly on the timesheet. GCCS will follow the Indiana Department of Homeland Security county travel information listed below.

### **Indiana Department of Homeland Security – County Travel Levels**

#### **1. Warning**

- The highest level of local travel advisory indicates that travel may be restricted to emergency management workers only.
- During a "warning" local travel advisory, individuals are directed to comply with necessary emergency measures; cooperate with public officials and disaster services forces in executing emergency operation plans; and obey and comply with the lawful directions of properly identified officers.

#### **2. Watch**

- Conditions are threatening to the safety of the public. During a "watch" local travel advisory, only essential travel, such as to and from work or in emergency situations, is recommended, and emergency action plans should be implemented by businesses, schools, government agencies, and other organizations.

#### **3. Advisory**

- The lowest level of local travel advisory indicates that routine travel or activities may be restricted in areas because of hazardous situation, and individuals should use caution or avoid those areas.

## **EMPLOYMENT RECORDS**

### **Change of Employment Status**

When an employee is interested in a posted position, he/she must apply for the position within Skyward. Assignments will be made to best meet the needs of GCCS. When an employee changes job classifications and/or pay status, any changes in benefits will become effective as determined by the Human Resources Department. The employee will receive the new benefit information in writing. If there are any questions concerning benefits, employees should contact the Human Resources Department.

### **Change of Personal Status**

You must notify Human Resources if you have any changes in address, marital status, beneficiary, or in the number of dependents you claim. You may need to complete new tax forms, insurance change forms, and your health insurance coverage may change. All forms are available online in the Human Resources Live Binder. To access the binder, visit <http://www.livebinders.com/play/play?id=2190868> and use the access key: GCCSHR. For insurance purposes, you must report a change in status within **thirty (30) days** of the qualifying event.

Examples of status changes:

Marital Status:

- Marriage
- Divorce
- Death of a spouse

Change to Number of Dependents:

- Birth
- Adoption

Dependent Status Change:

- Dependent reaches age 26

Loss of Coverage:

- Employee loses other coverage (spouse's coverage ends or Medicaid/Medicare eligibility ends)

### **Personnel Files**

All employee records are confidential and are protected by Federal law. There is limited access to all records. Employee records shall be available only to the employee and designated school officials. An employee may review the contents of his/her file by notifying Human Resources in writing. To request a copy of a file, an employee must complete the Employee Records Request Form.

All forms are available online in the Human Resources Live Binder. To access the binder, visit <http://www.livebinders.com/play/play?id=2190868> and use the access key: GCCSHR.

### **AMERICANS WITH DISABILITIES (ADA)**

GCCS does not discriminate against qualified job applicants and workers who are or become disabled. Under terms of the ADA, an individual is disabled if the individual has a physical or mental impairment that substantially limits one or more of the individual's major life activities; has a record of such an impairment, or is regarded or viewed as having such an impairment. GCCS also does not discriminate against an applicant or employee because of that individual's association or relationship with individuals with disabilities. ADA defines a qualified disabled person as someone who, with or without a reasonable accommodation, can perform the essential functions of the job in question. GCCS will provide reasonable accommodations for disabled workers unless doing so would impose an undue hardship on the corporation. Employees with questions concerning ADA should contact the General Counsel or the Human Resources Department.

## **ANIMALS ON SCHOOL CORPORATION PROPERTY**

All animals, including service animals, admitted or housed on GCCS property or brought on GCCS property on a regular basis, must meet every health and inoculation requirement set forth in State law and local regulation or ordinance.

Animals shall be limited to those necessary to support special curriculum-related projects and activities. The building administrator may permit animals other than service animals to be present in a school to support a curriculum-related project or activity under the following conditions:

- A current satisfactory health certificate or report of examination from a veterinarian for the animal is provided
- Precautions deemed necessary are taken to protect the health and safety of students and other staff; and,
- Ensure humane treatment of the animal.

Other staff members and parents/guardians of students in areas affected by animals must be notified in writing, and adjustments made to accommodate verified health-related or other concerns.

## **BLOODBORNE PATHOGENS**

The Bloodborne Pathogens Exposure Plan of Greater Clark County Schools, adopted July 1992 and revised July 1994, determines in Section I that the following job classifications are those in which some or all employees have occupational exposure to bloodborne pathogens:

- School Nurses
- Health Assistants
- Custodians
- Teachers of Seriously Emotionally Handicapped Students
- Teachers of Multiple Handicapped Students
- Teachers of Severely Profoundly Handicapped Students
- Para Educators listed in those classes above
- Athletic Trainers
- Coaches
- Elementary Administrative Assistants
- School Administrators
- Industrial Arts Teachers
- Bus Drivers who transport disabled students
- Playground Monitors
- Others who document reasonable anticipation of exposure

Under Section 2 of the Bloodborne Pathogens Exposure Plan, Hepatitis B vaccinations will be made available at no cost to employees in the above listed job classifications. Employees with questions concerning occupational exposure and/or Hepatitis B vaccinations should contact the Health Services Coordinator or the School Nurse assigned to their building.

In-service on Universal Precautions will be conducted each school year for all employees through the Communications Department.

## **CRIMINAL HISTORY RECORDS**

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

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as a staff member, which shall include the following:

- An expanded national criminal history check (as defined by I.C.20-26-2-1.5).
- An expanded child protection index check (as defined by I.C. 20-26-2-1.3).
- A search of the national sex offender registry maintained by the United States Department of Justice.
- A search of the State child abuse registry.
- Telephone inquiry with each former employer.
- Explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred.
- Verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government, as required by I.C. 12-32-1.
- A detailed background history including all prior employment and volunteer positions.
- An Indiana Bureau of Motor Vehicles driver history, if the position involves driving.

Greater Clark County Schools will obtain a full criminal history on all regular employees following an offer of employment which is contingent upon a criminal records clearance. Those providing contracted services who have employees in "direct, ongoing contact with children" are required to provide copies of a limited criminal history for all of their employees within seven (7) working days of the offer of a contract; and to provide copies within seven (7) working days for any new employees. Indiana Code 20-26-5-11 states, in part, that schools may use conviction of any of the following listed offenses as grounds NOT to employ or to contract with an individual. Present employees shall notify the school corporation within two (2) business days of an arrest or the filing of criminal charges against the employee; or conviction of the employee for a crime; and substantiated report of any of the following occurrences:

- Murder
- Causing Suicide
- Assisting Suicide
- Voluntary Manslaughter
- Reckless Homicide

- Battery
- Aggravated Battery
- Kidnapping
- Criminal Confinement
- Sex Offense under I.C.35-42-4
- Carjacking
- Arson
- Incest; substantiated report of child abuse
- Neglect of a Dependent
- Child Selling
- Contributing to delinquency of a minor unless ten (10) years have elapsed
- Offense involving a weapon (under I.C.35-47)
- Offense relating to controlled substances under I.C.35-48 unless ten (10) years have elapsed
- Offense relating to material or performance that is harmful to minors or obscene under I.C.35-49-3 unless ten (10) years have elapsed
- Offense relating to operating a motor vehicle while intoxicated under I.C.9-30-5 unless five (5) years have elapsed
- Offense substantially equivalent to any of the above in which the conviction occurred in another jurisdiction (state).
- Theft

Indiana Code 20-27-8-1 requires that School Bus Drivers/Assistant Drivers and School Bus Monitors must:

- Be of good moral character
- Not use intoxicating liquor during school hours
- Not use intoxicating liquor to excess at any time
- Not be addicted to any narcotic drugs
- Be at least twenty-one (21) years of age

In addition to the above information, if a candidate falsifies his/her employment application in regards to the criminal history, the offer of employment shall be rescinded.

## **DISCIPLINARY ACTIONS AND DISMISSAL**

Inappropriate conduct of employees will not be tolerated by GCCS. However, the corporation shall strive to assist staff to perform their duties satisfactorily. Reasonable effort shall be made to avoid the necessity of dismissing employees at any level. The employment of an employee may be terminated for misconduct including but not limited to:

- Immorality;
- Insubordination, which means a willful refusal to obey the state school laws or reasonable rules adopted for the governance of the school building or the corporation;
- Justifiable decrease in the number of employment positions;
- Incompetence;
- Neglect of duty;
- A conviction for an offense listed in I.C. 20-28-5-8(c); or
- Other good and just cause.

In addition to the grounds set out above, the following list sets out examples of conduct that will subject any employee to disciplinary action, up to or including termination. This is not an exhaustive list of conduct that will subject an employee to disciplinary action; but, is set out merely as examples of unacceptable conduct.

- Reporting to work or working after consuming or being under the influence of alcoholic beverages or drugs.
- Bringing alcoholic beverages or illicit drugs onto school premises or to school sponsored events.
- Being arrested or having charges filed, with or without a subsequent conviction, depending on the circumstances of the underlying action that resulted in legal action being initiated against the employee, whether during the workday, at a school-related event or during the employee's personal time.
- Theft of school property.
- Falsification of employment application or time records.
- Threats and/or acts of violence.
- Repeated violations of school corporation regulations.

Employees who have been arrested for an alleged violation of a drug or alcohol shall, within five (5) calendar days after arrest, notify the Superintendent/Designee of such arrest. An employee's failure to provide such notification shall result in disciplinary action, up to and including suspension and/or termination of employment.

In keeping with the goal of the corporation to assist employees in maintaining employment, GCCS has established a system of progressive discipline geared to correct conduct rather than penalize

employees. At any time during the investigation of alleged misconduct, an employee may be placed on paid administrative leave in order to be able to fully investigate the situation or allegations. Discipline will be imposed after an investigation yields sufficient evidence of misconduct. Depending on the circumstances of the offense, discipline will include:

1. Letter of Expectations\*: A Letter of Expectations will be prepared by the employee's supervisor that sets out the work/conduct related expectations of the job being performed. A meeting will be held by the supervisor with the employee to review the expectations. The signed letter will be kept in the supervisor's building-level employee file. The Letter of Expectations will not be forwarded to the Human Resources Office for placement in the employee's official personnel file unless additional disciplinary action occurs.

\*After the document has been in the building administrator's file for 365 days or more, the employee may request that it be removed. The building administrator will remove the document upon request provided that no further disciplinary actions have been documented with respect to that issue.

2. Written Reprimand: A written reprimand is a formal notice of a performance problem of inability to follow established policy. A written reprimand serves as a warning that continued infractions will not be tolerated and may result in recommendation for discharge.
3. Suspension: For offenses warranting disciplinary consideration above the level of written reprimand, the supervisor will bring the matter to the appropriate Assistant Superintendent for evaluation. The Assistant Superintendent will consult with General Counsel and the Director of Human Resources. Depending on the severity of the offense a suspension may be invoked. If invoked, the suspension will be without pay.
4. Termination: For discipline resulting in a termination recommendation, a suspension without pay will continue until such time as the Board of School Trustees votes on the Superintendent's recommendation that the employee be terminated. In the event that the Board of School Trustees does not uphold the Superintendent's termination recommendation, the employee will be reinstated to his/her position or a similar position and will be reimbursed for the time off (suspension) without pay.

#### 5. Guidance for Progressive Discipline

<b>Number of Occurrence</b>	<b>Discipline</b>
1 <sup>st</sup> Occurrence	Letter of Expectation
2 <sup>nd</sup> Occurrence	Written Reprimand
3 <sup>rd</sup> Occurrence	Three (3) Day Suspension
4 <sup>th</sup> Occurrence	Five (5) Day Suspension
5 <sup>th</sup> Occurrence	Recommendation for Termination

## **DRUG FREE WORKPLACE**

It is the obligation of Greater Clark County School Corporation to protect the safety, health and well-being of its students and employees. Drugs and alcohol represent the largest social problem in the country and in recent years it has become increasingly obvious that they have entered the workplace, costing billions of dollars annually in accidents, productivity, absenteeism, health and medical costs.

As part of Greater Clark County Schools' obligation to ensure a safe work environment for all employees, guidelines on substance abuse have been established per Board of School Trustees Policies 3122.01/4122.01 - Drug Free Workplace and 3170/4170 - Substance Abuse. Given the risks that arise if employees are attempting to perform their duties while using or having used illegal or non-prescribed drugs or alcohol, GCCS restricts certain items and substances from being brought on or being present at any Greater Clark school corporation location, prohibits employees and others working at GCCS from reporting for work or working with illegal or controlled substances, alcohol, and other substances in their systems.

"School Corporation Location" is defined as any GCCS building, any GCCS property, any GCCS owned vehicle, or any other GCCS approved vehicle used to transport students to and from schools or school activities; off GCCS property at any school-sponsored or school-approved activity, event, or function such as a field trip, athletic event or performing arts activity, where students are under the jurisdiction of the school corporation or otherwise engaged in school corporation business.

Off-the-job illegal drug use that adversely affects an employee's job performance; leads to absenteeism, tardiness, or poor work, jeopardizes the safety of other employees or the public, or risks damage to GCCS equipment is proper cause for discharge.

An employee who is arrested for off-the job drug activity may be in violation of this policy. In deciding what action to take, GCCS will consider the nature of the charges, the employee's present job assignment, the employee's record with GCCS and other factors relative to the impact upon GCCS due to the employee's arrest.

As a condition of employment each employee shall abide by terms of Policy 3122.01/4122.01 - Drug Free Workplace, and shall notify his/her supervisor in writing of his/her arrest for any criminal drug statutes violation no later than five (5) calendar days after such arrest. In the event that said arrest results in conviction for any criminal drug statute violation, the employee shall notify his/her supervisor in writing no later than five (5) days after such conviction.

### **Prohibited Activities**

The use, purchase, transfer, possession, sale, distribution, offer to buy or sell, trafficking in, presence in the body of or transportation of the following on GCCS property, or while performing GCCS business is a dischargeable offense:

- Illegal or controlled substances, including non-prescribed drugs (meaning non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances).

- Equipment related to illegal or controlled substance use.

### **Prescription Medication**

Legally administered drugs in an employee's system will not constitute a basis for discharge; however, the legally administered drug must not exceed the prescribed amount, and if so, will constitute a violation. When a legal drug may affect the safety of the employee, the employee's job performance, or the safe or efficient operation of GCCS facilities, the employee must present a doctor's statement that the drug(s) can be used safely in the performance of the employee's job. However, GCCS reserves the right to make a final determination of an employee's fitness for duty based upon the advice of a GCCS physician.

### **Refusal to Submit**

The refusal of an employee to provide a testing sample for the illegal use of drugs or for alcohol impairment will result in the employee being immediately suspended from work without pay, and will be subject to further disciplinary action up to and including discharge.

A refusal to test or cooperate with either the drug or alcohol testing process will be treated the same as a positive result. The following is considered Refusal to Submit:

- Employee fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath;
- Employee fails to provide adequate urine for a controlled substance test without a valid medical explanation after he/she has received notice of the requirement for urine;
- Employee furnishes a sample that is adulterated, diluted, switched, or false; or
- Engages in conduct that clearly obstructs the testing process.

Note: The drug and alcohol collection/testing facility has the right to declare a Refusal to Submit if there is any indication of resistance to the collection/testing procedure. Resistance includes both verbal and non-verbal indications.

### **Consequences of Prohibited Conduct**

Upon receipt of a "positive" drug or alcohol test of an employee, GCCS may immediately discharge the employee.

Employees who are discharged for refusing to test or testing positive, or other terms of the drug and alcohol policy may be disqualified from receiving unemployment compensation benefits.

Employees will be granted access to a written copy of their test results upon request. To obtain a copy of the test results, an employee must submit to GCCS Human Resources Department a written request on the Request for Public Information form. A copy will be provided within five (5) business days.

## **DRUG/ALCOHOL TESTING PROCESS**

### **Pre-Employment Testing**

Those persons that GCCS intends to hire must be tested for drug and alcohol use prior to employment. All offers of employment are contingent upon a drug-free result. Bus driver testing must be compliant with US Department of Transportation regulations.

### **Random Testing (Bus Drivers Only)**

Random testing ensures that every bus driver at GCCS has an equal chance of being tested. Unannounced tests are not publicized. Employees covered under the provisions of the US Department of Transportation (DOT) regulations will be tested according to the US DOT regulations.

### **Reasonable Suspicion Testing**

Reasonable suspicion means that GCCS reasonably suspects that an employee may be affected by the use of alcohol and/or illegal drugs and that the use may adversely affect job performance or the work environment. The actions or observations of the employee must occur while the employee is on-duty, just preceding the work period, or immediately following the workday. A supervisor and/or GCCS official must observe the conduct, appearance, and/or actions of the employee.

In the case of suspected drug use, the employee must be taken immediately by a GCCS designee to a collection site and a urine sample must be obtained. In the case of suspected drug or alcohol use, the test must be done as soon as possible. The actual costs for drug and alcohol impairment testing required by GCCS of its employees will be paid by the corporation.

### **Searches**

GCCS may, without prior notice and where reasonable cause exists, search the person, any GCCS school corporation location, or any employee's personal property (including but not limited to vehicles, handbags, briefcases, jackets, etc.) that has been brought onto a school location of GCCS. Corporation property covered includes property owned, controlled or used by GCCS including but not limited to parking lots, offices, desks, file cabinets, lockers and vehicles. Any employee who refuses to cooperate with such search will be suspended immediately and will not be allowed to return to the workplace where the search was to take place. The employee may also be subject to discipline, up to and including discharge.

### **Right to Demand Re-Testing and Challenge the Results**

Any test subject who tests positive on a confirmatory test on any drug test required by GCCS may:

- Submit additional information to GCCS in a confidential setting, to explain the confirmed positive test results. GCCS must receive the explanation within five (5) working days after the test subject has been informed of the confirmed positive test result.

### **Confidentiality of Results**

GCCS will not disclose test results except as authorized, permitted, or required by applicable law.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The school corporation believes that early recognition and treatment of alcohol or drug abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

The corporation encourages the earliest possible diagnosis and treatment for alcoholism and drug abuse and supports sound treatment efforts. Whenever feasible, the corporation will assist staff members in overcoming their alcohol or drug abuse problems. However, the decision to seek diagnosis and accept treatment for alcohol or drug abuse is primarily the individual staff member's responsibility.

### **Self-Referral**

Staff members with personal alcohol or drug abuse problems should request assistance from the Employee Assistance Program - National Insurance Services at 866-451-5465. Assistance will be provided on a confidential basis and each staff member will be referred to the appropriate treatment and counseling services. Staff members who, in dealing with alcohol or drug abuse problems, voluntarily request assistance through the EAP may do so without jeopardizing their continued employment with the corporation subject to compliance with Board Policy.

### **Corporation Referral**

Staff members who test positive for alcohol and/or drug use/abuse and who are referred, at corporation request, for counseling or treatment will be limited to three (3) opportunities for counseling or treatment to cease the use of alcohol and or drugs free of charge. Then if further treatment is indicated, the services will be funded through the group health insurance plan.

### **Special Considerations**

All corporation requested staff member treatment and counseling will require, at a minimum, that the staff member immediately cease any alcohol and drug use/abuse and that the staff member be subject to periodic unannounced testing for a one (1) year period following enrollment in the program.

### **ANTI-HARASSMENT/BULLYING**

It is the policy of Greater Clark County Schools to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the corporation's employment opportunities, programs, and/or activities, or, if initially occurring off corporation grounds or outside the corporation's employment opportunities, programs, and activities, affecting the corporation environment. This commitment applies to all school corporation operations, employment opportunities, programs, and activities. All students, administrators, teachers, staff and other school personnel share responsibility for avoiding,

discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the corporation environment.

GCCS will vigorously enforce its prohibition against unlawful harassment based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information that are classes protected by Federal and/or State civil rights laws and encourage those within the corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in the corporation's employment opportunities, programs and/or activities.

An individual must give specific notice to the alleged harasser that such conduct is not welcome in order for any such subsequent conduct to be considered sexual harassment.

All corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment. The Board will investigate all allegations of unlawful harassment and, in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, up to and including termination of employment. Furthermore, corporation employees who fail to report any incident of alleged unlawful harassment the employee observes or which is reported to the employee, also are subject to appropriate disciplinary action, up to and including termination of employment.

### **Other Violations of the Anti-Harassment Policy**

The corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of unlawful harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made a term or condition of employment or,
- Submission or rejection of such conduct is used as a basis for employment decisions affecting the employee or,
- Such conduct has the effect of interfering with an individual's work performance or creating a hostile or offensive work environment.

Other unwelcome conduct directed at an employee or an applicant for employment because of his or her gender may also be deemed to be sexual harassment. Examples of conduct that may be sexual harassment include:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations
- Sexual violence, including physical and/or sexual assault
- Threats or insinuations that a person's employment, wages, promotion, assignment, or other conditions of employment may be adversely affected by not submitting to sexual advances
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work environment, which may embarrass or offend individuals
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history
- In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment
- Inappropriate boundary invasions by a corporation employee or other adult member of the corporation community into personal space and personal life
- Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or creates a hostile or abusive employment environment.

Sexual conduct/relationships with students by a corporation employee or any other adult member of the corporation community is prohibited, and any teacher, administrator, coach, other school authority or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination also may be guilty of the criminal charge of "sexual battery" as set forth in 1.C.35-42-4-8. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

## **Bullying**

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more employees with the intent to harass, ridicule, humiliate, intimidate or harm that/those employee(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture by anyone that is severe or pervasive enough to create an intimidating, hostile, or offensive working environment; cause discomfort or humiliation; or unreasonably interfere with the individual's work performance or participation; and may involve: teasing, threats, intimidation, stalking, cyberstalking, cyberbullying, physical violence, sexual violence, theft, sexual, religious, or racial harassment, public humiliation, or destruction of property. In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against an employee that:

- Places an employee in reasonable fear of harm to his/her person or damage to his/her property;
- Has the effect of substantially interfering with an employee's performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school corporation.

## **Anti-Harassment/Bullying Compliance Officers**

The following individuals serve as "Anti-Harassment Compliance Officers" for the corporation. They are hereinafter referred to as the "Compliance Officers".

Tricia Helton, Director of Human Resources  
2112 Utica-Sellersburg Road  
Jeffersonville, IN 47130  
(812) 288-4802, ext. 50146

April Geltmaker, General Counsel  
2112 Utica-Sellersburg Road  
Jeffersonville, IN 47130  
(812) 288-4802, ext. 50116

A Compliance Officer will be available during regular school/work hours to discuss concerns related to "unlawful harassment", to assist members of the corporation community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the employee.

## **Reporting Requirements**

If you believe that you have been subjected to a violation, you are encouraged to report that violation immediately to your supervisor, building administrator, directly to the Compliance Officer and/or the Superintendent or other corporation level employee. Managers and supervisors who receive reports of violations are required to inform the Compliance Officer immediately.

Any employee who becomes aware of any conduct that he or she believes may be harassment or retaliation has a similar obligation to report that conduct regardless of whether he or she is

personally involved in the conduct and regardless of whether the conduct involves other employees or clients, customers, vendors, or others in the work environment.

### **Investigation Procedures and Penalties for Harassment**

1. Whenever GCCS receives a report of conduct that may constitute harassment or retaliation, the corporation will promptly conduct an investigation to gather available facts and to determine whether or not prohibited conduct has occurred. GCCS will take prompt and appropriate action to stop any harassment that it finds has occurred and will take reasonable steps to prevent any further harassment. The corporation Harassment Grievance Procedure outlines the necessary steps to follow. Any employee found to be in violation will be subject to appropriate disciplinary action or other corrective action up to and including discharge. **Confidentiality of the victim and witnesses will be maintained to the extent possible and permitted by law.**

### **Retaliation**

Retaliation against any employee, or any applicant for employment, who has opposed any prohibited discriminatory practice or who has participated in any manner in an investigation or other proceeding about a prohibited discriminatory practice is also prohibited.

Specifically, GCCS will not discriminate/retaliate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice of unlawful harassment or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing pertaining to unlawful harassment, or because that individual exercised, aided or encouraged any other person in the exercise or any right granted or protected by Federal or State laws.

## **HEALTH AND WELFARE BENEFITS**

### **Workplace Lactation Break Policy**

**IC 22-2-14-2 Employer provide private location where employees can express milk; employer provide cold storage for expressed milk; employer not liable**

(a) To the extent reasonably possible, an employer shall provide a private location, other than a toilet stall, where an employee can express the employee's breast milk in privacy during any period away from the employee's assigned duties.

(b) To the extent reasonably possible, an employer shall:

(1) provide a refrigerator or other cold storage space for keeping milk that has been expressed; or

(2) allow the employee to provide the employee's own portable cold storage device for keeping milk that has been expressed until the end of the employee's work day.

**IC 5-10-6-2 Paid breaks for expressing breast milk**

(a) The state and political subdivisions of the state shall provide reasonable paid break time each day to an employee who needs to express breast milk for the employee's

infant child. The break time must, if possible, run concurrently with any break time already provided to the employee. The state and political subdivisions are not required to provide break time under this section if providing break time would unduly disrupt the operations of the state or political subdivisions.

(b) The state and political subdivisions of the state shall make reasonable efforts to provide a room or other location, other than a toilet stall, in close proximity to the work area, where an employee described in subsection (a) can express the employee's breast milk in privacy. The state and political subdivisions shall make reasonable efforts to provide a refrigerator or other cold storage space for keeping milk that has been expressed. The state or a political subdivision is not liable if the state or political subdivision makes a reasonable effort to comply with this subsection.

### **Worker's Compensation Insurance**

Employees regardless of work schedule are covered by worker's compensation insurance at no cost to the employee.

According to I.C. 22-3-3-7(a), when a compensable injury renders an employee unable to work, compensation for lost wages is paid starting on the eight (8<sup>th</sup>) day. However, if the employee is still disabled on the twenty-second (22<sup>nd</sup>) day after the injury, the employee will receive compensation for the first seven (7) days.

An employee injured while on duty that results from an accident arising out of their job assignment may be eligible for benefits from worker's compensation insurance. Greater Clark County Schools will determine the health care provider for medical services rendered for worker's compensation injuries.

Indiana Law shall control the payment of benefits for qualifying Worker's Compensation injuries.

In order to receive benefits from this insurance, an employee must submit a completed "Injury Report Form" to the Administrative Assistant in their building, without regard to position. Forms are available from building administrators, immediate supervisors or the Human Resources Department. The completed "Injury Report Form" must be submitted to the Human Resources Department within twenty-four (24) hours of the time of injury.

Scheduled follow up visits with the health care provider must be kept and documented. Documentation should be sent to the Human Resources Department. Failure to comply with the appropriate follow up visits and reporting could result in the claim being closed and the employee assuming the costs for the medical services. Employees should work with their supervisor to make sure their duties are covered. Employees should take time to go to the appointment and return to work afterwards unless otherwise specified by the doctor.

### **Light Duty/Return to Work**

If an employee is off work due to a worker's compensation injury and presents medical documentation from a certified medical provider of being capable of returning to work in a light duty capacity in any position available within the corporation for which the employee is capable

of performing, the employer will work with the employee to determine if light duty is available based on the medical restrictions presented. If a light duty position is available that can be performed by the employee, said employee will be allowed to return to work subject to the employer's right to be provided with continuing medical verification of the light duty status.

### **Insurance Benefits Eligibility**

Benefits will be given on the first day following ninety (90) days of employment unless otherwise stated in a negotiated agreement or salary and fringe benefits document.

Employees working thirty (30) hours or more may be eligible to participate in the health, dental, life, and long-term disability insurance and fringe benefit programs. Specific information is available in Human Resources and on the Greater Clark website.

### **Group Health Insurance**

Group health insurance may be available to eligible staff. The corporation will contribute a stipulated amount of the premium per month for each employee depending on the eligibility of the employee who has been assigned to work. The employee will pay the balance of the premium through payroll deduction in either eighteen (18) deductions (Cafeteria Workers) or twenty-four (24) deductions for employees working in other job assignments. Current premiums may be requested from the Human Resources Department/Benefits. Health insurance will be offered in compliance with federal guidelines.

### **Health Savings Account**

Health Savings Accounts are optional, however, employees must select the HDHP in order to be eligible for the health savings account.

### **Dental Insurance**

Dental insurance may be available to eligible staff. This is a voluntary benefit paid solely by the employee. The employee will pay the balance of the premium through payroll deduction in either eighteen (18) deductions (Cafeteria Workers) or twenty-four (24) deductions for employees working in other job assignments. Current premiums may be requested from the Human Resources Department/Benefits.

### **Group Term Life Insurance**

Group Term Life Insurance may be available to eligible staff. The corporation will pay for this coverage, except for one dollar (\$1.00) per year, which must be paid by the employee. Specific coverage amounts are listed in the individual employee documents.

Age Reduction Rule: Employee's life insurance shall reduce by fifty percent (50%) at age seventy (70). The reduction shall take effect on the first (1<sup>st</sup>) day of the calendar month in which the employee reaches age seventy (70). If an employee is hired during or after the month in which employee reaches age seventy (70), coverage will be based on fifty percent (50%) of the benefit amount.

\*The plan document of the insurance company establishes the terms and conditions of coverage.

### **Retirement Life Insurance**

Any employee who (a) has reached the age of fifty-five (55) (unless otherwise stated in contract) and (b) has been employed fifteen (15) continuous years (unless otherwise stated in contract) in the Greater Clark County School Corporation shall have the right to remain part of the group term life insurance program until age seventy (70) by paying the full applicable premium and subject to the Retirement Reduction Rule. The cost for continuing life insurance coverage at retirement is based on a calculation as set by the insurance company from the date of retirement until the employee reaches age seventy (70). That cost is charged to the employee and deducted from employee's final paycheck. An employee who is retiring must contact the Human Resources office to complete necessary paperwork to retain coverage under the Retirement Reduction Rule.

Retirement Reduction Rule: When an employee retires in accordance with Subsection above, life insurance will remain in force but shall be reduced as of the date employee retires (unless reduced prior due to age) to five thousand dollars (\$5,000.00) or ten thousand dollars (\$10,000.00) dependent upon employee group. Life insurance for a retired employee ceases at age seventy (70).

### **Liability Insurance**

Employees shall be covered by a General Liability Insurance Program, without any cost to the employee. Insurance shall include coverage for liability arising from bodily injury or property damage inflicted on the employee while functioning within the scope of his assigned duties.

In addition, an employee who has his/her eyeglasses damaged while functioning within the scope of his/her assigned duties shall be reimbursed for the replacement value of those eyeglasses by the school corporation.

### **Long-Term Disability Insurance**

The school employer shall offer each eligible\* school employee a long-term disability insurance plan\*\* with the monthly scheduled benefit amount to be a minimum of at least sixty percent (60%) of the normal monthly earnings to a maximum coordinated benefit of seven thousand dollars (\$7,000.00); and with a ninety (90) day qualifying period. The school employer shall pay all but one dollar (\$1.00) of the annual premium and the employee shall annually have one dollar (\$1.00) deducted from his/her paycheck. The effective date for this Group Long-Term Disability insurance is after successful completion of a ninety (90) calendar day orientation period.

\*An eligible employee is defined as one working thirty (30) or more hours per week.

\*\*The plan document of the insurance company establishes the terms and conditions of coverage.

### **Cancer/Intensive Care/Short Term Disability/Accident Insurance**

Various voluntary insurance policies may be available to eligible staff. The employee must pay the full monthly premium for this coverage. Contact the Human Resource Department/Benefits for more information.

## **Section 125 Flexible Benefit Plan**

Greater Clark offers voluntary participation in a Section 125 Flexible Spending Account to eligible employees.

Enrollment in the Section 125 Plan authorizes the employer to deduct the cost for the eligible plan premiums on a pre-tax basis from said employee's salary twenty-four (24) times during the school year.

It is the employee's responsibility to know the maximum amount that can be deducted for the pre-tax benefit. All other terms and conditions are set out in the Section 125 Flexible Spending Account Plan Document maintained in the Human Resources Department. If an employee chooses to contribute to HSA and also participate in the Section 125 FSA for medical expenses, the FSA becomes a limited account for vision and dental expenses only.

## **OUTSIDE ACTIVITIES OF STAFF**

The following guidelines are shared so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the corporation. If non-school activities threaten an employee's effectiveness within the school corporation, GCCS reserves the right to evaluate the impact of such activity upon the employee's responsibility to the corporation.

- Staff members should not give school time to outside activities when there is not valid reason to be excused from assigned duties.
- Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- Staff members shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office except on Election Day at election polls on school property.
- Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

## **PAID LEAVE BENEFITS**

### **Leave Time**

Paid leave time benefits may be effective and will be given on the first (1<sup>st</sup>) day of the month following ninety (90) days of employment (unless otherwise stated in the employees' negotiated agreements or salary and fringe benefits documents). Leave time will be issued based on standard hours worked per day. Leave may be taken in half day increments. Paid leave time includes annual sick leave, annual personal leave, accumulated sick time, vacation leave (if accrued), paid holidays, bereavement leave and jury duty. Paid days off are not given to anyone until they work at least one (1) day of the current school year. Employee's pay will be docked for any unpaid absence. For details on docking, please contact the Payroll Department.

### **Annual Days**

Employees may be granted annual sick days according to the negotiated agreement or salary and fringe benefits document for which their position is covered.

Employees new to the corporation shall receive pro-rated days based on their employment date.

Employees who are on a leave of absence at the end of a school year, or at the end of a work year and do not return to work the first day of the new school/work year, will receive new annual leave sick days upon return at a pro-rated amount.

Unused annual sick days may accumulate as accumulated sick days up to a maximum of ninety (90) days, unless otherwise noted in the employee's negotiated agreement or salary and fringe benefits document.

There is no payout of sick days upon employee termination/resignation unless otherwise noted in the employee's negotiated agreement or salary and fringe benefits document. Annual sick days may not be used on the employee's last day of work.

Employees must request annual leave in the electronic time off system.

There is no payout of annual days upon employee resignation/termination unless specifically stated in the employee's negotiated agreement or salary and fringe benefits document.

### **Accumulated Days**

Annual days not used during the current school year will be moved to accumulated time off at the close of the school year. These days will not be available for use during any given school year until annual and personal days are exhausted (unless specified in corporation leave policy).

Upon use of the fourth (4<sup>th</sup>) consecutive day of, or commencing with the fourth (4<sup>th</sup>) incidence of the use of accumulated leave days and each incidence thereafter within a school year, a medical verification statement is required.

## **Vacation Days**

Vacation Leave is granted only to employees per their negotiated agreement or salary and fringe benefits document.

Twelve (12) month employees new to the corporation shall receive pro-rated vacation days on the first (1<sup>st</sup>) day following ninety (90) days of employment.

Vacation leave is granted annually on July 1 according to the language in the employee's negotiated agreement or salary and fringe benefits document. Beginning July 1, 2020, vacation will be prorated annually. Employees must work at least one (1) day of the current year to receive vacation time.

Unused vacation days may accumulate to a maximum equivalent of thirty (30) days. Any additional vacation days will be lost.

Employees must request vacation days in the electronic time off system.

Earned vacation days will be paid upon resignation or termination. If an employee is reduced in force during a corporation lay off he/she will be paid accrued vacation days.

The procedure for requesting vacation days is as follows:

- Vacation days must be entered in the electronic time off system.
- Vacations days shall be coordinated by the supervisors/administrators of each department.

## **Paid Holidays**

Twelve (12) month employees shall be paid for the holidays according to their negotiated agreement or salary and fringe benefits document for which their position is governed. The following holidays are typical:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the Day After
- Christmas (Five Floating Holidays)
- New Year's Eve

Other employees may receive paid holidays per their negotiated agreement or salary and fringe benefits document for which their position is governed.

Employees must work the day before and the day after a holiday to receive holiday pay unless stated otherwise in their negotiated agreement or salary and fringe benefits document. Employees may use a vacation day before or after the holiday and still receive holiday pay.

Employees on approved paid Leave of Absence or FMLA are eligible for holiday pay unless stated otherwise in their negotiated agreement or salary and fringe benefits document.

### **Bereavement Leave**

Each employee shall be entitled to be absent from work without loss of compensation for a period not exceeding five (5) days for a death in the immediate family. Up to a maximum of two (2) of the five (5) days may be reserved for bereavement-related matters to be taken, if needed, within sixty (60) calendar days of the date of death. The remaining days, if needed, are to be taken within ten (10) calendar days of the date of death. Nothing in this language prevents the use of all five (5) days within ten (10) calendar days of the date of death. The immediate family shall be defined as current spouse, children, parents, grandparents (including great), grandchildren (including great), brothers, sisters, all by blood, marriage, or adoption, regardless of residence, or relatives living in the home of the employee at the time of death.

Each employee shall be entitled to be absent from work without loss or compensation for a period not exceeding one (1) day for the death of the employee's uncle, aunt, niece, or nephew related either by blood or marriage. That one (1) day shall be taken within the ten (10) calendar day period commencing with the day of the death.

In the event that more than one (1) such death occurs in the period of a school year, the above provisions shall apply in each instance.

For all bereavement leave, the employee must provide documentation to the employee's supervisor verifying the date of the death and relationship to employee. Examples of documents that satisfy the verification requirement: (a) obituary, if employee is named and date of death is indicated; (b) certificate from funeral home with date of death of decedent and employee's relationship, (c) written confirmation of meeting with financial institutions or legal counsel on matters related to estate matters.

### **Legal Leave/Jury Duty**

In the event an employee is called to jury duty or subpoenaed to appear as a witness in court during any workday, such employee shall submit proof of the days served and any check received for such services, excluding payment for meals and transportation to the office of the school district Treasurer in the Business Office, and a full payment shall be made to the school employee for any day(s) missed. If documentation of the jury duty and the check are not received, the employee will be charged an annual day (if available) or an unpaid day (if an annual day is not available). This section shall not apply to a legal proceeding filed by the Association or any agent of the Association arising from employment outside the school corporation or matters of a personal nature. Greater Clark reserves the right to verify any documentation submitted.

### **LEAVES OF ABSENCE**

Leaves of absences provide support staff members the opportunity to maintain their physical health and provide care for family members in time of need. This can be done by leave schedules which: a) encourage employees to take the necessary time to recuperate from illness; and, b)

provide a way for employees to arrange for absence in the event of family emergency or imperative personal business that cannot be accomplished on a non-school day.

All requests for leaves of absence (paid or unpaid) by staff members shall be presented to the School Board for approval.

All requests for extended leaves shall be considered by the Board of School Trustees on an individual basis with the best interest of the educational process as the ultimate reason for approval. The period of leaves, types of leaves and conditions will be limited to the provisions of the applicable negotiated agreement or salary and fringe benefits document.

A comparable position, but not necessarily the same position or location, shall be offered to the employee returning from an approved leave of absence. Employees will not receive their paid time off days until they work at least one (1) day of the current school year. The Board reserves the right to make changes in assignments based on staffing and budgetary factors.

All employees, when absent from duty for whatever reason, must notify their immediate supervisor, building administrator or designee of their inability to report to work. This notification must take place prior to the employee absence unless it is an extreme emergency. Unexcused absences will not be tolerated and will be considered sufficient cause for discipline. If an employee fails to notify his/her immediate supervisor, building administrator or designee of absence, deduction will be made from salary for the time lost or will be considered a no call/no show and be subject to disciplinary action, as applicable.

Any employee who does not report to his/her assigned place of work or who does not contact his/her immediate supervisor, building administrator, or designee for three (3) consecutive workdays will be considered to have voluntarily resigned. The effective date of his/her voluntary resignation will be the end of the normal workday on the third (3<sup>rd</sup>) consecutive day.

Greater Clark reserves the right to place an employee on an unpaid leave of absence after accumulated paid leave has been exhausted, if the employee's absences are significant or are detrimental to the operation of the school corporation based upon supervisor recommendation.

If an employee is returning from a leave of absence at the end of the school year, he/she must return to his/her position not later than the final two (2) weeks of student attendance.

Leaves of absence shall be limited to no more than two (2) continuous leaves in a twelve (12) month period. This twelve (12) month period is a rolling period from the first date of the first leave of absence. Any day an employee reports to work at the end of a leave will be a break in the continuous leave of absence.

Leaves of absences must be requested on the corporation "Request for Leave of Absence Form".

Random days absent without pay, even with a medical statement, are no longer considered excused.

The Board shall permit the staff member to continue his/her group health insurance coverage during a leave of absence. While on any period of unpaid leave of absence, payment arrangements

must be set up with the benefits department to ensure continued health care coverage as well as any other insurance policies which are normally paid by the employee through payroll deduction. While on unpaid leave of absence, with the exception of time covered by FMLA, the employer benefit is suspended and the employee is responsible for payment of the full health insurance premium. Upon return from a leave of absence, the employer will resume paying their portion of the premium in the first month the employee returns to work before the 16<sup>th</sup> of the month.

If an employee voluntarily drops coverage while on leave of absence, they cannot resume coverage or re-enroll until open enrollment.

During a continuous leave of absence, employees may not work in any capacity, including but not limited to extra duty assignments or homebound assignments.

### **Medical Leave**

The School Board, upon recommendation of the Superintendent, may grant a medical leave of absence for a period of up to one (1) year due to illness or other disability of the employee or employee's immediate family (spouse, parents or children, by blood or marriage). The medical leave must be certified by a medical provider. This period may be extended for one (1) additional year with medical certification, and upon recommendation of the Superintendent and approval of the Board of School Trustees. A two (2) year period will be the maximum limit for medical leave.

Any medical leave of absence must be in writing prior to the employee being absent except in an extreme emergency. The request must be made to the Director of Human Resources who will initiate the action. If the requested leave is valid, the Superintendent shall recommend the leave of absence to the Board of School Trustees for approval.

An employee must include medical certification for the need of a leave of absence from a qualified health care provider. If the Superintendent or his/her designee has reason to doubt the validity of the medical certification, the employee may be required to obtain a second opinion at school corporation expense. Should any variance between the two medical certifications exist, a third opinion, at school corporation expense, may be requested. This opinion shall be final and binding. Failure to submit the required medical certification may result in the denial of the leave or denial of the continuation of the leave.

If a medical leave of absence is approved, it shall be the responsibility of the employee to communicate any change or extension request to his/her supervisor, building administrator, or designee and the Human Resources Department as soon as the employee is aware of the change or extension. At the very least, the employee shall notify the above prior to continuing on a leave of absence. If an approved medical leave of absence ends and the employee does not notify the Human Resources Department, nor does he/she report to work, he/she will have resigned his/her position due to job abandonment upon the third (3<sup>rd</sup>) day after the end of the medical leave of absence.

All or any portion of this leave taken by an employee will be charged to his/her available annual leave and accumulated sick leave. After his/her available sick leave has been used, the employee may be absent, without pay for the remainder of one (1) year.

The employee may save one (1) annual day during a paid leave of absence.

Before the employee will be allowed to return to work, written certification must be provided by the physician stating that the employee has recovered sufficiently from the medical leave to resume his/her regularly assigned duties.

### **Fit for Duty Exam**

The corporation reserves the right to require a current employee or applicant for employment (after a conditional offer of employment), to submit to a fitness for duty examination by a qualified healthcare provider to determine the employee's or applicant's ability to meet the qualification standards and perform the essential functions of a position. The examiner shall be provided with specific essential functions of the position in question. The fitness for duty exam report and its contents will be protected as confidential information. The report of the examiner may be shared with the employee or candidate and made a part of employee's health record in the Human Resources Department. The cost of a fit for duty exam shall be paid for by the corporation. An employee shall be paid for the time required for the fit for duty exam.

### **Maternity Leave**

Any employee may continue in active employment as late into pregnancy as she desires, if she is able to fulfill the requirements of her position. Temporary disabilities caused by pregnancy shall be governed by the same provisions governing sickness and by the following: Any employee who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child, if, except in a medical emergency, she notifies the Director of Human Resources at least thirty (30) days before the date on which she desires to start her leave. She shall also notify the Director of Human Resources of the expected length of this leave, including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn, whichever is applicable. In the case of a medical emergency caused by pregnancy, the employee shall be granted a leave, as otherwise provided in this section, immediately upon her request and certification of the emergency from an attending physician.

All or any portion of leave taken by an employee because of a temporary disability caused by pregnancy will be charged to her available annual leave and accumulated sick leave. After her available sick leave has been used, the employee may be absent, without pay for the balance of the approved leave's term. The employee may save up to twelve (12) days of annual or accumulated day during a paid maternity leave.

### **Paternity Leave**

When a child is born to the spouse of a school employee, the employee is entitled to a leave of absence up to one (1) year if, except in a medical emergency, the employee notifies the supervisor, building administrator or designee at least thirty (30) days before the date on which he desires to start his leave. He shall also notify the supervisor/principal or principal designee and the Director of Human Resources of the expected length of this leave, including with this notice either a physician's statement certifying the pregnancy or a copy of the birth certificate of the newborn,

whichever is applicable. In the case of a medical emergency caused by pregnancy, the employee shall be granted a leave immediately upon his request and certification of the emergency from an attending physician.

All or any portion of this leave taken by an employee will be charged to his available annual leave and accumulated sick leave. After his available sick leave has been used, the employee may be absent, without pay, for the remainder of one (1) year.

The employee may save up to twelve (12) days of annual or accumulated days during a paid paternity leave of absence.

### **Adoption Leave**

A school employee may be entitled to, upon request, adoption leave without pay for a period not to exceed one (1) year, if, except in a medical emergency, said employee notifies the supervisor, building administrator or designee and the Director of Human Resources at least (30) days before the date on which the employee desires to start the leave. The employee shall also notify the supervisor, building administrator or designee and the Director of Human Resources of the expected length of this leave, including with this notice a certification of adoption and/or a copy of the birth certificate of the newborn, whichever is applicable. In the case of an emergency caused by the adoption procedure, the employee shall be granted a leave immediately upon a request and certification of the emergency from the agency handling the adoption or by an officer of the court where the adoption procedure is occurring.

All or any portion of this leave taken by an employee will be charged to his/her available annual leave and accumulated sick leave. After his/her available sick leave has been used, the employee may be absent, without pay for the remainder of one (1) year.

The employee may save up to twelve (12) days of annual or accumulated days during this leave of absence.

### **Reduction in Force Leave**

A school employee who is not to be laid off may request a leave of absence for one (1) school year in order to reduce the number of school employees who are or will be laid off. The request shall be written and submitted to the Superintendent. The leave will be called the Reduction in Force Leave and will be for one (1) school year. The leave may terminate before this time if the school corporation approves the earlier termination. The Reduction in Force Leave can be extended for another school year if the school employee on a Reduction in Force Leave submits a written request by April 1 of the school year for which the school employee is on leave and the school corporation is still in "Reduction in Force status".

### **Family and Medical Leave Act (FMLA)**

The federal Family & Medical Leave Act (FMLA) requires public school employers to provide eligible employees with unpaid leave. There are two types of leave available, including the basic Twelve (12) week leave entitlement (Basic FMLA Leave), as well as the military family leave

entitlements (Military Family Leave). Please contact the Human Resources department for additional information regarding FMLA. The official FMLA poster can be found in Appendix B.

### **Eligibility for Family and Medical Leave**

Employees are eligible for FMLA leave if they:

- Have worked for GCCS for at least twelve (12) months in the last seven (7) years; employment more than seven (7) years prior may count towards the twelve (12) months, if the break in service is the result of certain military service;
- Have worked at least 1250 hours for GCCS during the twelve (12) calendar months immediately preceding the request for leave; and
- Are employed at a work site that has fifty (50) or more employees within a seventy-five (75) mile radius.

Employees with any questions about their eligibility for FMLA leave should contact the Human Resources Department for more information.

### **Basic FMLA Leave**

Employees who meet the eligibility requirements described above are eligible to take up to twelve (12) weeks of unpaid leave during any twelve (12) month period for one of the following reasons:

1. To care for the employee's son or daughter during the first twelve (12) months following birth.
2. To care for a child during the first twelve (12) months following placement with the employee for adoption or foster care.
3. To care for a spouse, son, daughter, or parent ("covered relation") with a serious health condition.
4. For incapacity due to the employee's pregnancy, prenatal medical or child birth.
5. Because of the employee's own serious health condition that renders the employee unable to perform an essential function of his or her position.

**Married couples:** In cases where a married couple is employed by the Greater Clark County School Corporation, the two (2) spouses together may take a combined total of twelve (12) weeks leave during any twelve (12) month period for reasons 1 and 2 above, or to care for the employee's parent with a serious health condition.

FMLA does not run concurrent with paid time off. Anyone on FMLA may not hold any position outside Greater Clark and is not eligible for extra-duty pay while on leave.

### **Paid Time Off Used Prior to FMLA**

Greater Clark County School Corporation requires employees utilizing FMLA leave to have exhausted all annual personal leave, annual sick leave, accumulated sick leave, or other paid leave before using unpaid FMLA leave. Those taking maternity leave may save up to twelve (12) days

of annual or accumulated time. The substitution of paid leave time for unpaid FMLA leave time does not extend the twelve (12) or twenty-six (26) week leave period. Furthermore, in no case can the substitution of paid leave time for unpaid leave time result in the receipt of more than one hundred (100) percent of an employee's salary. Forms for requesting FMLA can be requested from the Human Resources Department.

Failure to make proper arrangements for a leave of absence with Board of School Trustees approval may result in the employee being dropped from his/her current group insurance plan(s).

### **Military Family Leave**

There are two types of Military Family Leave available.

1. Qualifying exigency leave: Employees meeting the eligibility requirements described above may be entitled to use up to twelve (12) weeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, daughter, or parent is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation. Qualifying exigencies may include:
  - Short notice deployment (up to seven [7] days of leave)
  - Attending certain military events
  - Arranging for alternative childcare
  - Care of the military member's parent who is incapable of self-care in certain circumstances
  - Addressing certain financial and legal arrangements
  - Periods of rest and recuperation for the service member (up to fifteen [15] days of leave)
  - Attending certain counseling sessions
  - Attending post-deployment activities (available for up to ninety [90] days after the termination of the covered service member's active duty status)
  - Other activities arising out of the service member's active duty or call to active duty and agreed upon by the GCCS and the employee
2. Leave to care for a covered service member: There is also a special leave entitlement that permits employees who meet the eligibility requirements for FMLA leave to take up to twenty-six (26) weeks of leave to care for a covered service member during a single twelve (12) month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has been rendered medically unfit to perform his or her duties due to a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is on outpatient status; or is on the temporary disability retired list. When both husband and wife work for Greater Clark County Schools, the aggregate amount of leave that

can be taken by the husband and wife to care for a covered service member is twenty-six (26) weeks in a single twelve (12) month period.

### **Political Leave**

The corporation may extend to any employee who is elected to a political office a leave of absence without pay for up to one (1) year.

### **Return from Leave**

After a staff member takes a leave of absence, the staff member shall be restored to:

- the position the staff member held before the leave, or
- a position equivalent to the position that the staff member held before the leave with equivalent benefits and terms of the negotiated agreement.

The Board shall permit the staff member to continue his/her health care benefits during the leave at the staff member's expense.

Any staff member granted a leave of absence shall be considered to have terminated all work with the corporation until completion of the leave. Employees are not permitted to work at all during a leave of absence. Exceptions may be made by the Superintendent in cases where the best interests of the corporation might be served.

### **Unrequested Leave of Absence**

It is the policy of Greater Clark County Schools to protect students and employees from the staff members who are unable to perform essential job functions with or without accommodation.

The Superintendent may place a staff member on unrequested leave of absence when the staff member is unable to perform assigned duties in conformance with statute and the assignment where the staff member is working with or without accommodation.

If the Superintendent believes the staff member is unable to perform essential job functions, the staff member will be offered the opportunity for a meeting to discuss these issues. If a staff member refuses to attend the meeting, the Board may order the staff member to submit to an appropriate examination by a physician designated and compensated by the Board.

Per Board Policy 3122.02/4122.02, the Superintendent shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

If, as a result of such examination, the staff member is found to be unable to perform assigned duties with or without accommodation, the staff member may be placed on leave of absence for a

reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year.

Should a staff member refuse to submit to the examination requested by the corporation, such refusal shall subject the staff member to disciplinary action.

## **RETIREMENT BENEFITS**

### **Voluntary Tax Deferred Plans - 403(b), 457(b), 501 Roth, 529 Savings Plans**

Employees are eligible to participate in voluntary retirement accounts. Enrollment periods are at the beginning of an employee's employment and in November (effective the following January 1<sup>st</sup>) and in May (effective the following July 1<sup>st</sup>) of each year. If you are interested in making voluntary contributions to a voluntary Tax Deferred Plan, please contact the Human Resources Department.

To qualify for an annuity payroll deduction, the annuity vendor must have on file with the school corporation a vendor agreement with approval of the School Board of Trustees and each employee participating in such annuity plan must have on file with the school corporation an employee deduction agreement.

If contributions are made by the employee, such contributions are non-forfeitable and immediately vested. In the event of death of an employee prior to withdrawal, the balance in the account will be payable to the designated beneficiaries or the employee's estate.

## **INPRS**

Indiana Public Retirement System is the state retirement entity for public employees. Please refer to the INPRS Member Handbook or the website [c](#) for an explanation of benefits. Membership in INPRS may begin with the first (1<sup>st</sup>) day of employment and represents TRF for certified employees and PERF for non-certified employees unless employee has a ninety (90) day orientation period. If an employee has a waiting period, membership in INPRS will begin on the first pay following their ninety-first (91<sup>st</sup>) calendar day of employment. Employees are encouraged to create a profile on the INPRS website. Important retirement information may be found on this site.

Employees who work at least three and a half (3.5) hours per day in a PERF or TRF covered position shall be covered by INPRS.

## **STAFF DRESS AND GROOMING**

GCCS believes that staff members are an important and integral part of the corporation. Also, since the staff is highly visible to the students and the public, GCCS believes the staff should be well dressed and groomed at all times. Staff members who understand this guideline and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

The corporation retains the authority to specify the following dress and grooming guidelines for staff. All the staff members shall, when assigned to corporation duty:

- Be physically clean, neat, and well groomed;
- Dress in a manner consistent with their responsibilities;
- Dress in a manner that communicates to others a pride in personal appearance;
- Dress in a manner that does not cause damage to corporation property.

## **STAFF GIFTS**

GCCS discourages the presentation of gifts to staff members by students and their parents because it could embarrass students with limited means and gives the appearance of currying favor.

It is the policy of the corporation that no staff member should expect or accept gifts for carrying out the terms of his/her assignment.

If a staff member has provided an unusual amount of extra help for a student, and the parents insist on showing appreciation, expression other than money may be accepted.

The corporation does recognize, though, that gift-giving to staff members at Christmas fits the spirit of the season and gift-giving at the close of an academic year is a part of tradition. At these times, gifts other than money may be accepted.

Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Staff members shall not accept any form of compensation from vendors that might influence their recommendations on or raise a conflict of interest with respect to the eventual purchase of equipment, supplies, or services. See also Board Policy #1130 - Conflict of Interest. Furthermore, staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the corporation or a vendor with whom the corporation is doing business, whereby an individual support staff member receives compensation in any form for services rendered.

Such compensation includes, but is not limited to cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a staff member receives such compensation, albeit unsolicited, from a vendor, the staff member shall notify the Superintendent, in writing, that s/he received such compensation and the compensation has been returned to the vendor.

## **SUBSTITUTES**

Schools may elect to fill positions with a substitute employee in the event a regular employee is ill or is not able to work. Substitutes are requested through a contracted company and are considered “as needed”. They are not considered employees of Greater Clark County Schools. Substitute time does not count as years of service for the school district or toward any type of retirement benefit.

Substitute hourly wage is set by the school corporation and can vary from year to year.

## **RESPONSIBLE USE/INTERNET SAFETY – TELECOMMUNICATIONS SERVICES**

The Greater Clark County School Corporation believes that information available through the Internet and other telecommunications services will provide valuable resources for our faculty and staff, resources that are simply not available through more traditional means of obtaining information. By offering this service, the goal is to promote learning through curriculum-based projects that take advantage of the unique resources available through Internet and other services.

The unprecedented access to computers and people from around the world provided through the Internet means that total control of staff access to resources is not possible. While every effort will be made to restrict employee access to inappropriate materials, a user intent on locating such materials may find them. Employees will have access to telecommunications services only upon receipt of a Telecommunications Network Use Agreement, signed by the employee.

The use of a school-sponsored account to any telecommunications network requires responsible, ethical, and legal use of the network resources. If a user of a school-sponsored account violates any of these guidelines, his or her access to an account will be terminated and future access denied. Additional penalties may be incurred as well, commensurate with the seriousness of the violation. Employees must sign a Telecommunications Network Use Agreement before receiving a user name and password and accessing Internet and email accounts. The signatures on the Telecommunications Network Use Agreement are legally binding and indicate that the signatories have read the terms and conditions carefully and understand their significance.

Failure to abide by these rules shall result in exclusion from Internet usage. The building principal or principal’s designee shall determine if exclusion is temporary or permanent.

The Technology Department is the contact for accounts, as this is part of the new hire process. To contact Information Technology directly, contact helpdesk through the helpdesk email system.

Please note: Security on any computer is a high priority, any violation will not be tolerated and may be subject to disciplinary action up to and including termination.

## **USE OF TOBACCO BY STAFF**

Greater Clark County Schools is dedicated to providing a healthy, comfortable, and productive environment for students, staff, and citizens. Moreover, the corporation recognizes and supports the positive impact and the importance of adult role modeling for students during their school

years in a smoke/tobacco free environment. I.C. 16-41-37 and Board of School Trustees Policies 3215/4215.

The corporation prohibits the use of all tobacco products within all corporation owned or leased buildings, in all corporation owned or leased vehicles, and on all corporation owned or leased grounds. This is in force twenty-four (24) hours a day for all events. For purpose of these policies, “Use of Tobacco” shall mean all uses of tobacco, including cigar, cigarettes, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic “vapor”, or other substitute forms of cigarettes.

## **CONTACT INFORMATION**

If you have questions or if you would like to examine any of the Greater Clark County Schools’ policies, laws of the state of Indiana and/or federal laws that govern these areas, please visit or contact:

Greater Clark County Schools  
2112 Utica-Sellersburg Road  
Jeffersonville, IN 47130  
(812) 288-4802  
(812) 288-4804 – Fax  
[www.gccschools.com](http://www.gccschools.com)

You may direct questions to the following administrators:

**Mark Laughner**, Superintendent

**Dr. Kimberly Hartlage**, Deputy Superintendent

**April Geltmaker**, General Counsel

**Laura Hubinger**, Chief Financial Officer

**Chad Schenck**, Chief Operating Officer

**Melissa Bower**, Director of Secondary Education

**Karen Wesley**, Director of Elementary Education

**Todd Givens**, Director of Facilities

**Tricia Helton**, Director of Human Resources

**Brooke Lannan**, Director of Special Populations

## **COVID-19 INFORMATION**

### **Safety in the Workplace**

While safety is the primary concern for all employees at all times, due to COVID-19, our safety regulations are frequently enhanced and updated more than normal. Please contact your building administrator regarding the safety plan for your building. District safety information will be shared via school messenger and email. Employees are responsible for staying informed of the contents of all district messages.

### **Telecommuting**

Telecommuting may be an option for some employee groups. Employees should consult with their immediate supervisor regarding requests or requirements pertaining to telecommuting. It is the responsibility of the employee to adhere to corporation policies with the use of technology and confidential information if telecommuting is permitted.

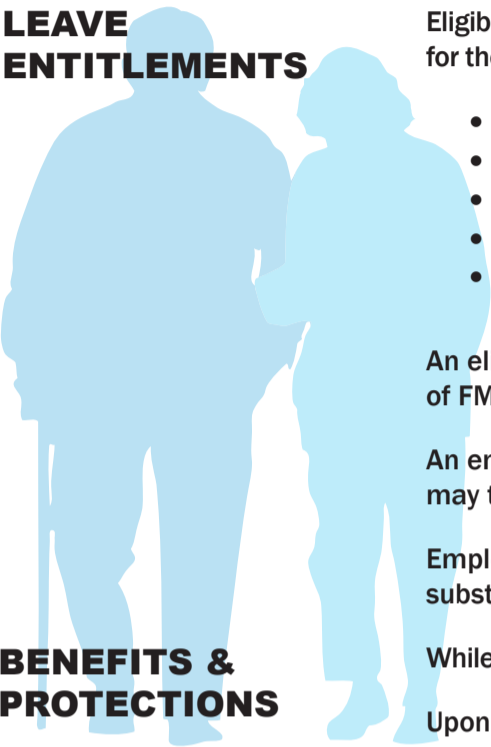
### **Families First Coronavirus Response Act (FFCRA)**

The FFCRA is a provision set up to assist employees with obtaining additional leave for COVID related reasons. For specific information regarding the FFCRA, please contact the Human Resources Department. The official FFCRA poster may be found in Appendix A.

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

An eligible employee who is a covered servicemember’s spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee’s worksite.

\*Special “hours of service” requirements apply to airline flight crew employees.

## REQUESTING LEAVE

Generally, employees must give 30-days’ advance notice of the need for FMLA leave. If it is not possible to give 30-days’ notice, an employee must notify the employer as soon as possible and, generally, follow the employer’s usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee’s need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division



# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

**Generally, employers covered under the Act must provide employees:**

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



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