

OREGON-DAVIS
SCHOOL CORPORATION

NON-CERTIFIED HANDBOOK

ADOPTED ON JUNE 11, 2018

I. Introduction

The purpose of this handbook is to provide classified/non-certified employees a basic outline of policies, services and benefits. All Oregon-Davis School Corporation classified/non-certified employees are at-will employees and as such an at-will employee may be terminated from employment at any time and with no advanced notice.

II. General

A. Employment Categories

1. Regular Full-Time Employee

A regular full time employee is an individual that has completed their 60-90 day probationary period and are regularly scheduled to and complete work on a year round, 200 days or more contract, minimum of 37.5 hours per work week. Generally they are eligible for the School Corporation's benefit package, subject to the terms, conditions, and limitations of each benefit program.

2. Regular Part-Time Employee

A regular part-time employee is an individual that has completed their 60-90 day probationary period and are regularly scheduled to work less than the full-time work schedule, but at least thirty (30) hours per week and 180 days per year. Generally they are eligible for some benefits sponsored by the Corporation, (such as Social Security and worker's compensation insurance) subject to the terms, conditions, and limitations of each benefit program.

3. Part-Time Employee

A part-time employee is an individual that has completed their 60-90 day probationary period and are scheduled less than thirty (30) hours per week. Generally they are eligible for some benefits sponsored by the Corporation, (such as Social Security and worker's compensation insurance) subject to the terms, conditions, and limitations of each benefit program.

4. Probationary Employee

A probationary employee is an individual that is in the process of having their performance evaluated to determine whether further employment with the School Corporation is appropriate. Employees who have completed the probationary period will be notified in writing of their new employment classification. The probationary period is 60-90 days in length beginning on the day the employee begins new employee orientation.

5. Temporary Employee

From time to time, temporary positions may be established to serve immediate needs. A seasonal employee may be employed by the Oregon-Davis School Corporation on a short term, temporary and/or daily basis. Seasonal employees do not receive benefits. Salary will be set according to the position.

B. A classified employee is paid only for the days and time actually worked. Lunch hour is not included in hours worked.

C. If a school is closed on a regularly scheduled school day (e.g. weather / health / mechanical related reason) the employee does not receive pay for the day, because missed student days are required to be made up. Personal and sick days cannot be used during these school closing days.

D. Payday for classified employees will occur every two (2) weeks on schedule.

E. All non-certified employees will be governed by the Federal Wage and Hour Requirements and must turn in signed time sheets.

F. All new employees are hired on a 60-90 day probation period.

G. All temporary non-certified employees assigned to work as a substitute or as needed basis for Oregon-Davis School Corporation will be paid a minimum rate established by the Board with no fringe benefits.

H. All new employees will be subject to an Extended Criminal Background check at the cost of the employee.

I. In the event that the school corporation has a delay or early release (2 hour, etc.), employees will be required to report to their respective school to work as regularly scheduled. If unable to report as scheduled due to safety concerns, etc., the employee will only be compensated on the hours worked. Unlike school closings, those days are not made up at the end of the school year. Not reporting to work on delays is considered “ghost employment” which means receiving compensation without providing a service. The ONLY exception would be local officials advising against anyone traveling, etc.

J. Employees are entitled to a duty-free lunch.

K. The administration has the right to place any non-certified employee in any working position within the School Corporation so long as the job has the same pay, working hours and days.

L. Compensatory time or “comp” time is NOT allowed. No one is to accumulate any time off by working over for any reason. Work schedules may be adjusted for special events (centralized registration, etc).

M. Overtime for any reason is discouraged. If possible, work schedules may need to be adjusted to avoid overtime payments. All overtime must be approved by the employee’s immediate supervisor and/or Principal.

N. Absence and Tardiness – employees who find it necessary to be absent must notify their immediate supervisor prior to the start of the work shift. The supervisor must be notified daily (the day before if possible) when an employee is late or will not be able to report at all. Failure to do so will result in disciplinary action. All personnel must be at their assigned station, ready and able to work, on time, on a daily basis. Failure to be on time will result in disciplinary action. All employees must have permission to leave the job during work hours. Permission must be obtained from the supervisor.

O. Volunteer Fire Fighters - employees who are volunteer fire fighters may respond to a fire if the fire occurs before the beginning of an employee’s assigned daily duty. Employees will be given an opportunity to make up their work for the time missed. Employees may respond to a fire during an assigned workday with permission from their supervisor, the Building Principal, and/or the Superintendent and be given the opportunity to make up work.

P. Employees who are military reservists and are called for active duty may return to their previous or similar position upon release from military assignment. Time spent in military service shall be counted toward years of service in the school corporation. This service to our country shall provide the employee with the same rights and benefits as if she/he had remained continuously employed with the school corporation.

III. Insurance and Retirement

A. Participation in the Indiana Public Retirement System (INPRS) is mandatory for all full-time employees who work at least 600 hours per year. It is important that your record be properly established at the time of your employment or re-employment. Employees age sixty (60) or over must be a part of PERF. The Corporation will contribute the employee’s share of three percent (3%). Any employee who chooses to terminate his/her employment, or is terminated and is not eligible for a monthly benefit, may withdraw his/her contributions plus interest. Contact the Superintendent’s Office for the withdrawal form.

B. Any full-time eligible employee may participate in school corporation-sponsored health insurance. The corporation’s share of the available health plans is determined annually by the school board.

C. The School Corporation carries worker's compensation insurance. A seven (7) day waiting period is required prior to collecting benefits. If an employee is injured on the job, it is imperative that the employee's immediate supervisor complete an accident form *immediately* and send it to the Superintendent's Office. The lack of completion of an accident form may result in the denial of a worker's compensation claim. Notice of Injury forms are available in each school and the Superintendent's Office.

D. Long-Term Disability insurance is provided at no cost for eligible employees working a minimum of 17.5 hours per week. The monthly benefit is 66 2/3% of the employee's monthly salary up to a maximum of \$4,444.44. The elimination period is ninety (90) days. Claims must be filed within thirty (30) days after the employee receives personal treatment from a doctor, NOT at the end of the elimination period.

E. The current law concerning unemployment does not allow school employees to draw unemployment compensation benefits during the summer or during school vacations. All employees will be required to complete the "Reasonable Assurance" form annually.

IV. Employee Conduct

The following is a list of actions that may lead to disciplinary action. Infractions may result in suspension without pay or termination of employment. This list is not limited to all the activities which will lead to discipline, but is intended to be indicative of infractions that may result in disciplinary action.

- ❖ Possession of school property without authorization
- ❖ Falsification of any school record or employment application
- ❖ Destruction of personal property of another school employee located on school property
- ❖ Destruction of school property
- ❖ Conduct or behavior resulting in personal injury or injury to others
- ❖ Fighting or causing physical harm to another employee
- ❖ Threatening or intimidating other school employees during working hours or on school property
- ❖ Possessing, using, selling, or buying any alcoholic beverages, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, or other intoxicants during working hours or on school premises; or reporting for work under the influence of any of the above. Medicine prescribed by the employee's physician is exempt from this rule
- ❖ All tobacco use on school property, in school buildings or in corporation vehicles
- ❖ Possession or use of any firearm or other object that could reasonably be considered to be dangerous weapon during working hours

- ❖ The use of threatening or abusive language to supervisors, other employees, parents or students
- ❖ Excessive waste of school materials or abuse of school equipment
- ❖ Immoral conduct or indecency
- ❖ Tardiness or absenteeism
- ❖ Sleeping during working hours
- ❖ Use of profanity
- ❖ Failure to promptly report an accident or injury, in which the employee is involved, occurring on school property or during working hours
- ❖ Leaving assigned work station for non-work related reasons without permission
- ❖ The placing or receiving of non-emergency phone calls during work hours
- ❖ Falsification of hours worked on time sheets or time cards
- ❖ Insubordination; not following instructions from the Building Principal or immediate supervisor
- ❖ Inappropriate use of corporation technology (internet, email, etc.)
- ❖ Harassment

Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. All employees, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in employment with the employer as a result of bringing complaints of unlawful harassment.

- ❖ Sexual Harassment

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the employer's computer system for the purpose of viewing, displaying, or disseminating material that is sexual in nature may also constitute harassing behavior. **NOTE: Any employee who knowingly files a false complaint of sexual harassment, or who knowingly provides false information to or intentionally misleads those who are investigating a complaint of alleged sexual harassment, is subject to disciplinary action, up to and including discharge.**

- ❖ Any other offense deemed by the Corporation to be detrimental to the best interest of the Corporation, staff or students

V. Misconduct Procedures

The following procedure will be followed in the event an employee is found in violation of the handbook. If the violation is minor, steps 1 through 4 will be followed. If the violation is major, as documented by his/her immediate supervisor, the employer may waive steps 1, 2, and 3

See Appendix for conference form.

1. At the first instance of a violation, a conference is held with an explanation of the rule and purpose of it. A verbal reprimand will be given to the employee.
2. The second instance of a violation will result in another conference and a written reprimand placed in the employee's file.
3. At the third instance of a violation, the employee will be suspended without pay for one (1) day and a written record of the event is placed in the employee's file. The employee may return after one (1) day with the understanding that the fourth time, a violation occurs, s/he will be terminated.
4. At the fourth occurrence of a violation, the employee will be terminated.

VI. Classified staff at Oregon-Davis School Corporation is divided into the following categories

- A. Custodial / Maintenance
 1. Head of Maintenance
 - 260 day position
 - 8 hrs / day
 - Salaried position
 2. Asst. Maintenance / Custodian
 - 260 day position
 - 8 hrs / day
 3. Custodian
 - 260 day position
 - 7 or 8 hrs / day
 4. Grounds
 - As needed
 5. Building Checks
 - \$20.00 / day

B. Instructional Assistants (Aides)

1. Prime Time Aide
2. Title I Aide
3. Special Ed. Aide
4. Library Aide
5. Career Specialists Aide

All aides are employed on a 180-day contract for up to 7.50 hours per day depending upon the job and need.

C. Secretarial / Clerical

1. Building Level Secretaries
 - 203 day position
 - 8 hrs / day
2. Guidance Secretary
 - 203 day position
 - 7.5 hrs. / day
3. ExtraCurricular Bookkeeper / Secretary
 - 203 day position
 - 7.5 hrs / day
4. Corporation Nurse
 - 185 day position
 - 8 hrs / day
 - Salaried position
5. Corporation Treasurer
 - 260 day position
 - 8 hrs / day
 - Salaried position
6. Corporation Payroll-Purchasing
 - 200 day position
 - 8 hrs / day
7. Corporation Administrative Assistant
 - 260 day position
 - 8 hrs / day

D. Bus Drivers

1. Regular Route Drivers
2. Special Education Driver
3. Transportation Assistant

Bus drivers are employed on a 181-day contract and assigned to drive a specific route at the direction of the Superintendent.

E. Cafeteria

1. Food Services Director / Head Cook
 - 220 day position
 - up to 8 hrs / day
2. Head Cook
 - 200 day position
 - 7 hours/day
3. Cooks
 - 182 day position
 - 5.5 hours/day
4. Cashier
 - 182 day position
 - 5 hours/day
5. Dishwashers
 - 182 day position
 - 2 or 4 hrs. / day
6. Cafeteria Aide
 - 182-day position
 - 25 hours/week

Additional hours / days of service may be necessary (from time to time) in the above staffing categories to best serve the needs of the school district and students. (i.e. registration / enrollment of students.)

The number of positions for each category may change from year to year depending upon need and mandatory requirements.

- F. Building Level Technology Technician
 - 260-day position
 - 8 hrs. / day

- G. Classified Staff Substitute / As needed / Part-Time
 - No benefits

VII. Positions vary in salary related fringe benefits in accordance to the length of days worked. The three (3) work agreements are 12 month (approximately 260 days), 10 month (approximately 200 days), and 9 month (approximately 180 days)

A. 12 Month Employees (Maintenance, Custodians, Technology)

A. Leaves

1. Sick Leave

- a. Sick leave shall be credited annually on July 1st and/or upon return to work.
- b. Seven (7) days shall be credited to the employees account on July 1st at the start of each new school year.
- c. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to a maximum of one hundred (100) days.

2. Bereavement Leave

- a. An employee will be entitled to be absent without loss of compensation not to exceed five (5) days in the event of the death of a wife, husband, mother, father, sister, brother, son (in-law), daughter (in-law), step-parents, step-children, father-in-law, brother-in-law, mother-in-law, sister-in-law, significant other or an individual residing in the employee's home. Upon the approval of the Superintendent, a teacher may request an additional two (2) days absence without loss of compensation.
- b. An employee will be entitled to be absent without loss of compensation not to exceed three (3) days in the event of the death of a grandparent, grandchild, and other persons living in the same household.
- c. An employee will be entitled to be absent without loss of compensation not to exceed two (2) days in the event of the death of an employee's or their spouse's uncle, aunt, niece, nephew, and spouses' grandparents.
- d. The entitlement of days above shall be for each qualifying occurrence of death. These days do not have to be consecutive, but must be taken in a reasonable amount of time (2 months and/or reasonable amount of time).

3. Personal Leave

The employee will be entitled to three (3) non-accumulative personal leave days per year, which would be transferred to sick leave if not used by June 30th.

B. Vacation

1. Persons employed one year - five (5) days paid vacation.
2. Persons employed one year to nine years - ten (10) days paid vacation.
3. Persons employed over ten (10) years - twenty-five (25) days paid vacation.
4. Corporation Treasurer will receive 25 days to be used as paid vacation or personal days.

C. Medical / Life

The employees will be entitled to the same insurance coverage that is provided in the teachers negotiated contract.

D. Paid Holidays

Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Years Eve
Thanksgiving Day	New Years Day
Day after Thanksgiving	

President's Day or Good Friday in accordance with the school calendar (if school is in session this will be a floating holiday).

Note: When a holiday falls on Saturday, the employee will be given the Friday prior off with pay. When the holiday falls on Sunday, the employee will be give the Monday immediately following off with pay.

E. Salary

Established by the Board of School Trustees.

F. Retirement Benefits

The Oregon-Davis School Corporation will enroll the employees who meet the minimum standards of Indiana Public Retirement System, in its retirement plan.

B. 10 Month Employees (Secretarial, Clerical)

A. Leaves

1. Sick Leave
 - a. Sick leave shall be credited annually on July 1st and / or upon return to work.
 - b. Six (6) days shall be credited to the employee's account on July 1st at the start of each new school year.
 - c. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to a maximum of one hundred (100) days.

2. Bereavement Leave

The employee will be entitled to the same bereavement leaves that are provided in the teachers negotiated contract. (See A.2. under 12-month employees.)

3. Personal leave

The employee will be entitled to two (2) non-accumulative personal leave days per year, which would be transferred to sick leave if not used by June 30th.

B. Vacation

Ten (10) month employees are not entitled to paid vacation.

C. Medical / Life

The employee will be entitled to the same insurance coverage that is provided in the teachers negotiated contract provided they work 30 hours or more per week.

D. Paid Holidays

Non-applicable.

E. Salary

Established by the Board of School Trustees.

F. Retirement Benefits

The Oregon-Davis School Corporation will enroll the employees who meet the minimum standards of Indiana Public Retirement System, in its retirement plan.

C. 9 Month Employees (Instructional Assistants, Cafeteria, Bus Drivers)

A. Leaves

1. Sick leave

a. Sick leave shall be credited annually on July 1st and / or upon return to work.

b. Five (5) days shall be credited to the employees account on July 1st at the start of each new school year.

c. The total unused portion of the annual sick leave allowance shall be permitted to accumulate to a maximum of sixty (60) days.

2. Bereavement Leave

The employee will be entitled to the same bereavement leaves that are provided in the teachers negotiated contract. (See A.2. under 12-month employees.)

3. Personal Leave

The employee will be entitled to two (2) non-accumulative personal leave days per year, which would be transferred to sick leave if not used by June 30th.

B. Vacation

Nine (9) month employees are not entitled to paid vacation.

C. Medical / Life

The employee will be entitled to the same insurance coverage that is provided in the teachers negotiated contract provided they work 30 hours or more per week.

D. Paid Holidays

Non-Applicable

E. Salary

Established by the Board of School Trustees.

F. Retirement Benefits

The Oregon-Davis School Corporation will enroll the employees who meet the minimum standards of Indiana Public Retirement System, into a retirement plan.

VIII. Evaluations

A. Purpose of an evaluation -

1. Help the employee understand his/her quality of work.
2. Allow the employee and the supervisor to set goal(s) and measure progress made toward the goal(s).
3. Encourage the employee to set goals for self-improvement.
4. Acknowledge employee positive work record.
5. Provide the Superintendent's Office with a record of the employee's work performance.

B. Process for an evaluation -

1. All employees will be evaluated annually. The Building Principal and/or Immediate Supervisor will conduct on-the-job visitations plus general observation(s). New employees will be evaluated within the first three (3) months of hire and then annually thereafter.
2. Each immediate supervisor or building principal shall determine the amount of time necessary for adequate evaluation and observation.
3. An employee may request a written evaluation during the school year.
4. After the first evaluation, an additional evaluation may be requested by the employee.

5. Annual employee evaluations shall be completed using the method of “Highly Effective”, “Effective”, “Improvement Necessary” or “Ineffective”. Those employees that are considered ineffective, shall be placed on a improvement plan - not to exceed six (6) months. If at the end of the specified time no improvement has been made, the employee may be recommended for dismissal.

(See Appendix for Evaluation Form)

Appendix

Oregon-Davis School Corporation Classified Employee Compensation

<u>Administration</u>		<u>Present</u>	
Business Manager (Treasurer)		\$42,114.90	per year
Transportation Director		\$14.93	per hour
Maintenance Director		\$21.87	per hour
<u>Clerical</u>			
Corp. Assistant Treasurer		\$15.73	per hour
Corp. Administrative Assistant	\$15.73		per hour
School Secretary	starting at 10.13/hour		
School ExtraCurricular Treasurer		\$10.66	per hour
<u>Technology</u>			
Technology Director		\$46,500	per year
Technology Assistant		\$42,500	per year
<u>Food Service</u>			
Food Service Director		\$15.00	per hour
Head Cook	starting at 10.50/hour		
Cook	starting at 9.50/hour		
Cashier	starting at 9.50/hour		
Dishwasher	starting at 8.75/hour		
Substitute		\$8.53	per hour
<u>Custodial</u>			
Custodian	starting at \$9.33/hour		
Grounds	starting at \$9.33/hour as needed		
Substitute		\$8.53	per hour
<u>Nursing</u>			
Nurse		\$36,250.30	per year
<u>Instructional Assistant</u>			
No Degree		\$8.53	per hour
Associates Degree		\$9.84	per hour
Four Year Degree/Teaching Degree		\$10.66	per hour
<u>Transportation</u>			
Mechanic		\$25.00	per hour
Bus Driver - no insurance		\$74.63	per day
Bus Driver - single Insurance		\$59.71	per day
Bus Driver - family Insurance		\$53.31	per day
Special Ed. Bus Driver - no insurance		\$103.42	per day
	+ \$10 for every 1-30 minutes over normal route per day		
Substitute Driver		\$74.63	per day

Field Trip	\$39.98 + 8.00/hour for time over 5 hours
Athletic Trips (all day/Athletic Tourney)	\$58.64
Athletic Trip	\$47.98

NOTE: Normal school day routes pay may be adjusted by the Superintendent based on time and distance traveled. The adjusted pay must be approved by the School Board.

Classified Employee Evaluation Form

Employee: _____ Date of Evaluation: _____

Position: _____ Supervisor/Evaluator: _____

Please use the following scale when ranking each item.
(Documentation shall written in the comments section for each score of 2 and below.)

	Ineffective (1 pt.)	Improvement Necessary (2 pts.)	Effective (3 pts.)	Highly Effective (4 pts.)	Score
<i>Follows directions of supervisor.</i>	Frequent reminders of expectation are needed/directives are completed with negativity.	Minimum expectation & directions are followed. Occasional prompting is needed.	Consistently follows all expectations and directions without need for prompting.	Consistently follows all directives; positively assists supervisor to ensure others follow directives as well.	
<i>Attendance & punctuality.</i>	Non-attendance or tardiness is problem; consistently causes issues.	Frequent absence or tardiness has caused problem for team.	Consistently present and punctual.	Models and positively influences the attendance and punctuality of others.	
<i>Ability to function as a team.</i>	Cannot function as a team – negative presence.	Limited contributions to the team.	Frequently contributes positively to the team.	Frequently contributes and assumes positive leadership roles.	
<i>Communication skills.</i>	Lacks written and verbal communication skills.	Often errors in grammar or written communication.	Able to communicate clearly and effectively.	Exceptional skills in written and verbal communication.	
<i>Interpersonal relations.</i>	Interpersonal relations are often inappropriate and evoke negative responses from others.	Interpersonal relations are periodically lacking and may evoke negative responses from others.	Interpersonal relations are effective, sincere and improve the overall climate of the corporation.	Models interpersonal relations that are exemplary; influences others to improve the overall climate of the corporation.	
<i>Demonstrates initiative.</i>	Reluctantly completes additional responsibilities only when asked.	Completes additional responsibilities only when asked.	Consistently seeks out additional responsibilities to assist the corporation.	Voluntarily assumes leadership roles and positively empowers others to take additional action.	
<i>Adheres to corporation policy.</i>	When convenient, corporation policy is not followed.	May unknowingly not follow corporation policy.	Consistently adheres to corporation policy; assist others in following policy as well.	Consistently adheres to corporation policy; assists others in following policy; when necessary respectfully advocates for change.	
<i>Demonstrates pride and ownership in completing responsibilities.</i>	Responsibilities are not completed consistently.	Responsibilities are completed but often times at an unacceptable level of quality.	Responsibilities are completed consistently at a high level of quality.	Responsibilities are completed consistently at a high level of quality; additional opportunities are routinely sought.	
<i>Presents a professional demeanor.</i>	Consistently immature/inappropriate.	Demeanor is periodically unprofessional.	Consistently presents highly professional demeanor.	Consistently models and influences high professional standards.	

Job knowledge.	Insufficient level of knowledge to complete minimal responsibilities/no help has been sought to learn.	Help has been sought but additional growth is needed to complete minimum responsibilities.	Level of knowledge allows for completion of responsibilities at a high level.	Expert level of knowledge – consistently a resource to others.	
				Total Points	

Written comments by supervisor/evaluator:

_____ **Highly Effective:** I recommend continued employment (35+ pts.).

_____ **Effective:** I recommend continued employment (28-34 pts.).

_____ **Improvement Necessary:** I recommend probationary employment. A determination of continued employment shall be made upon the completion of an improvement plan* followed by a second evaluation (21-27 pts.).

* _____ **Insufficient Progress on Improvement Plan:** I do not recommend continued employment.

_____ **Ineffective:** I do not recommend continued employment (less than 20 pts.).

Signature of Supervisor/Evaluator

Date

I have seen and reviewed this performance evaluation with my immediate supervisor/evaluator. I understand my signature does not constitute agreement or disagreement with the evaluation.

Signature of Employee

Date

Acknowledgment of Receipt and Reading of the Classified Employee Handbook

I have been directed to read and review the Oregon-Davis School Corporation Classified Employee Handbook. This handbook outlines my responsibilities as an employee and the responsibilities of the School Corporation.

I have read the information contained in the handbook. If I have any questions, I should contact my Building Principal or immediate supervisor. I understand that the handbook is not an employment contract, but does provide the organizational employment procedures by which I am governed.

I agree to comply with the guidelines and procedures of the Oregon-Davis School Corporation. I understand that my employment with the School Corporation is on an “at will basis” and that I am not entitled to any form of job tenure. However, I understand that in the event my job performance is not satisfactory to the School Corporation, I will be given an opportunity to improve my performance prior to any job action.

Please return this signature page to the Superintendent’s office annually.

Employee Printed Name

Assignment and/or Position

Signature of Employee

Date

