

Delaware Community School Corporation



2023-2024 Classified Employee Policy Handbook

NOTICE...

This handbook is intended to give a general overview of the policies and procedures adopted by the Delaware Community School Board of Trustees. This handbook is not intended to create an employment contract or alter the at-will employment status of any at-will employee of Delaware Community School Corporation. The employer has the right to administer, interpret, and alter the handbook's provisions, as needed.

DELAWARE COMMUNITY SCHOOLS BOARD OF EDUCATION

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Assistant Superintendent
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Director of Special Education
Professional Dev. Dir./Data Manager
Deputy Treasurer
Maintenance Director
Director of Buildings & Grounds
Latchkey Director
Transportation Director
Technology Director
Corporation Treasurer
Food Service Director
Administrative Assistant/HR Generalist
Corporation Secretary

DIRECTORY OF SCHOOLS

Albany Elementary (K-5)

700 West State Street
Albany, IN 47320
Principal: Ryan Parrott
(765) 789-6102 Fax: (765) 789-6349
School Extension: 5000

Delta Middle School (6-8)

9800 N County Road 200 E
Muncie, IN 47303
Principal: Doug Marshall
(765) 747-0869 Fax: (765) 213-2131
School Extension: 3000

Royerton Elementary (K-5)

1401 East Royerton Road
Muncie, IN 47303
Principal: Amy Lewman
(765) 282-2044 Fax: (765) 288-3584
School Extension: 4000

Delta High School (9-12)

3400 East State Road 28
Muncie, IN 47303
Principal: Chris Conley
(765) 288-5597 Fax: (765) 288-8498
School Extension: 2000

Eaton Elementary (K-5)

200 North East Union Str., PO Box 497
Eaton, IN 47338
Principal: Chyenne Wilder
(765) 396-3301 Fax: (765) 396-3641
School Extension: 6000

Central Office

9750 N County Road 200 E
Muncie, IN 47303
(765) 284-5074 Fax: (765) 284-5259
School Extension: 1000

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Equal Employment Opportunity

Delaware Community School Corporation does not discriminate or tolerate harassment on the basis of a protected class including but not limited to race, color, national origin, sex, gender, age, religion, genetic information, pregnancy, or disability in the programs or activities which it operates or the employment therein or admission thereto. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school’s computer network.

The School Corporation has designated several staff members as coordinators of non-discrimination and anti-harassment. The identity and contact information for these staff members are listed below. The coordinators are responsible for monitoring and ensuring compliance with all non-discrimination and anti-harassment law. The coordinators shall document all reports of discrimination or harassment and establish a protocol for recordkeeping. Nothing in this procedure shall supersede or substitute an employee’s other mandatory reporting obligations including, but not limited to, reporting suspected child abuse and neglect and bullying.

Title VI Coordinator
(Race, color, national origin)

Assistant Superintendent
dgullion@delcomschools.org
9750 N CR 200 E
Muncie, IN 47303
765-284-5074

Section 504 Coordinator
(Disability)

Director or Special Education
alarrabee@delcomschools.org
9800 North CR 200 East
Muncie, IN 47303
765-747-0869

Title IX Coordinator
(Sex, including sexual harassment/sexual assault, gender discrimination)

Assistant Superintendent
dgullion@delcomschools.org
9750 N CR 200 E
Muncie, IN 47303
765-284-5074

Non-discrimination Coordinator
(All other forms)

Assistant Superintendent
dgullion@delcomschools.org
9750 N CR 200 E
Muncie, IN 47303
765-284-5074

Employment Classifications

All non-certified employees of Delaware Community School Corporation are at-will employees.

Full-time: Persons who regularly work 30 hours or more per week

Part-time: Persons who regularly work less than 30 hours per week

Full-time Bus Driver: Driver assigned a daily route or who reports to work daily

Sub Bus Driver: Driver reports on an as-needed basis

Public Employee Retirement Fund (INPRS)

Qualifying classified employees are required to participate in the Public Employees Retirement Fund. The participation begins on the date of employment and continues until termination of that employment or retirement of the employee.

The classified employee will be required to contribute 3% of their yearly compensation to PERF and the Corporation will contribute matching funds as required by the provisions of the membership in the Fund.

A member may contribute up to 10% more than the mandatory 3% to PERF. The form is available on the Corporation website or from the Administration Office.

Beneficiary information may be changed at any time. You may visit <https://www.in.gov/inprs/perfmbrforms.htm> for the appropriate form.

New Hire Period

Any sick, personal, and/or vacation days will be available after 30 calendar days from date of hire, unless otherwise approved by the Superintendent. New employees will be evaluated within 90 days from their date of hire.

Employees hired after July 1st will receive benefit days on a prorated basis.

Work Attire

Classified personnel are to present themselves in a clean and neat fashion. Clothing is to be appropriate to the nature of the work being done.

Employee Badges

The implementation of employee badges is to help ensure the safety of students and staff of the Delaware Community School Corporation.

The following are guidelines for employee identity badges:

- Employees of Delaware Community School Corporation should have their badge available during work hours.
- If an employee loses his/her badge, they should contact their building principal immediately.

- The photo ID badge will work as the employee pass into qualifying school events. The pass is valid for the employee and a guest; therefore, the employee must be present for the pass to be used.

Standard of Care and Supervision of Students (Policy D200)

All school employees and volunteers shall maintain the highest standards for supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff-student boundaries that are consistent with their legal, professional, and ethical duty of care for students.

The following expectations will be enforced:

- A. An employee shall *immediately* report to law enforcement or child protective services any suspected child abuse or neglect. All employees shall immediately report to a building administrator any knowledge of criminal organization (gang) activity, and will immediately report to the Title IX coordinator any report of student sexual harassment or assault.
- B. All employees and volunteers shall follow established school safety procedures and protocols.
- C. An employee or volunteer shall immediately report to a building administrator any accident, safety hazard, knowledge of threats of violence by students, employees, or volunteers, or other potentially harmful condition or situation she/he detects.
- D. An employee shall not fraternize or associate with students at any time in a manner that may give the appearance of impropriety or is not consistent with an employee's role as an exemplar, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive, includes profane language, or involves harmful substances such as illegal drugs, alcohol or tobacco. Further, staff members shall not communicate with students by electronic means (texting, social media messages, etc.) except on School-approved applications and sites, and such communications shall only pertain to educational matters. Social media platforms that purport to automatically erase communications should never be used. Communications exchanged via any electronic platform shall not be deleted by an employee unless first preserved and documented as an educational record in a method approved by the School. Any sexual or other inappropriate conduct with a student, including communicating in an inappropriately familiar or personal way (peer-to-peer-like manner), by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- E. If a student approaches a teacher or other employee to seek advice, to ask questions, or to discuss personal matters, including but not limited to friendships, social relationships, sexual behavior, substance abuse, mental or physical health, and/or family relationship, etc., the employee must be mindful of their responsibility to serve as a mentor and exemplar to the student and avoid communications of a peer-to-peer nature. Any employee who perceives that a student is in need of services from a certified or licensed professional for mental health assessment, diagnosis, and treatment of the student's stated problem shall report the matter to their supervisor. Under no circumstances should an employee attempt, unless properly licensed and authorized to do so, to provide counseling, assess, diagnose, or treat the student's problem or behavior, nor should any such employee inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.

- F. An employee shall not transport students in a private vehicle under any circumstances.
- G. A student shall not be required to perform work or participate in activities detrimental to his/her health or welfare.
- H. An employee or volunteer is prohibited from electronically transmitting any personally identifiable image of or information on a student(s), such as video, photographs, streaming video, and written posts and documents, by any means, unless such transmission has been pre-approved by School administration, and the student's parent, where applicable.
- I. Staff shall set a good example for students in actions, communications and behaviors. This includes, but is not limited to, refraining from use of profanity, demeaning statements, and any other communications that set an inappropriate example for students.

Employees who fail to follow this policy will be subject to discipline, up to and including termination, and volunteers who fail to follow this policy will be subject to revocation of volunteer privileges, and some violations may subject employees or volunteers to criminal prosecution.

Pursuant to the laws of the State and Board Policy, each staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse or neglect, and to the appropriate administrator any knowledge of gang activity or reports of student sexual harassment or assault.

FERPA/Confidentiality Requirements (see also Policy E175 and corresponding Administrative Guideline E175-R)

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person whom the Delaware Community School Corporation reasonably believes knows the identity of the student to whom the education record relates.

PII concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, PII concerning students shall not be left unprotected, shared or transferred from Corporation records to any place not within the control of the Corporation. This includes any laptop computer or portable storage medium.

Student records shall be available only to students and their parents, eligible students, and designated school officials, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Time Clock Procedures

Hourly employees must clock in within 6 minutes of the beginning of their shift and within 6 minutes of the end of the shift, unless overtime is involved. Overtime must have prior approval of the building principal and/or director. At the end of each week, an hourly employee is directed to approve or dispute their hours upon clocking out at the end of the shift.

Hourly employees who (with permission) leave the grounds during their work hours, for any reason other than work related, must clock out upon leaving and clock back in upon return.

Under the Fair Labor Standards Act (FLSA), “overtime” means “time actually worked beyond a prescribed threshold.” The normal FLSA “work period” is the “work week”—7 consecutive days – and the normal FLSA overtime threshold is 40 hours per work week.

Time actually worked over 40 hours in a work week is “FLSA overtime.”

Thus, under the FLSA overtime rules, “nothing happens” unless and until a nonexempt employee has actually worked more than 40 hours in a work week. Stated another way, if an employee’s total hours actually worked in a work week are not more than 40, the FLSA overtime rules are not triggered at all. No FLSA overtime pay is due. If, and only if, total hours actually worked exceed 40 in a work week, then the FLSA overtime rules may come into play. (<http://www.flsa.com/overtime.html>)

Delaware Community School Corporation has a past-practice of paying an overtime rate for hours over 40 hours in a work week for nonexempt employees in the following situation:

A holiday recognized and paid by the Corporation as a holiday occurred during the work week for the employee who is claiming overtime.

In addition, maintenance and custodial personnel performing “on call” duties and scheduled pool testing during the work week will be paid an overtime rate for the “on call” time.

School Delay and Cancellation Procedure

If school is delayed for any reason, employees should follow the procedures below:

- Year-round full-time employees (maintenance, mechanics, central office, administrative staff, custodians, transportation office personnel, year-round secretaries, etc.):
 - Report at regular scheduled times unless otherwise directed by your supervisor and/or building principal. Employees will be paid according to hours worked.
- Non-certified personnel (instructional assistants, secretaries, etc.):
 - Report on the delayed schedule unless otherwise directed by your supervisor and/or building principal. Employees will be paid according to hours worked.
 - If school is cancelled after a delay and an eLearning day is announced, the principal/supervisor may have the employee work the rest of the day, if needed. The employee will be paid only for time worked.
 - If school is cancelled and an in-person make-up day is scheduled, Non-certified employees will make up their hours on that make-up day.

- Food service employees:
 - Report as scheduled by the Food Service Director.
 - If school is cancelled after a delay has been announced and the food service employee is working, they will be paid for the time worked.
 - If school is cancelled and an in-person make-up day is scheduled, food service employees will make up their hours on that make-up day.
- Nurses:
 - Report on the delayed schedule.
 - If school is cancelled after a delay has been announced and a nurse is working, the principal/supervisor may have the nurse work the rest of the day, if needed.
 - If school is cancelled and an in-person make-up day is scheduled, nurses will make up their hours on that make-up day.

If school is cancelled after a delay has been announced, bus drivers are required by law to make up the day if it is rescheduled, even if they have reported to work.

Exceptions to the above may be made by order of the Superintendent of Schools.

Early Dismissal Procedure

If school is dismissed early for any reason, classified employees will be dismissed at the discretion of their building principal/supervisor and be paid for hours worked.

Weather-Related eLearning Day Procedure

When school cannot be conducted in-person due to weather, weather-related eLearning days will sometimes be utilized that same day in lieu of making a day up in-person at a later date. When this occurs, employees should follow the procedures below:

- Year-round full-time employees (maintenance, mechanics, central office, administrative staff, custodians, transportation office personnel, year-round secretaries, etc.):
 - Report at regular scheduled times unless otherwise directed by your supervisor and/or building principal. Employees will be paid according to hours worked.
- Non-certified personnel (instructional assistants, secretaries, etc.):
 - Will be afforded a window of time, determined by their building principal/supervisor, following any weather-related eLearning day to make up lost time. Making up lost time is voluntary.
 - Non-certified employees may be required to report to work in-person on a weather-related eLearning day.
 - If a non-certified employee is not required to report to work in-person on a weather-related eLearning day and has applied in advance for sick or personal leave, time will not be charged against these benefits unless compensation is requested, in writing, for the use of such days.

- Food service employees:
 - Report as scheduled by the Food Service Director.
 - Food service employees will be afforded a window of time, determined by their building principal/supervisor, following any weather-related eLearning day to make up lost time. Making up lost time is voluntary.
 - Food service employees may be required to report to work in-person on a weather-related eLearning day.
 - If a food service employee is not required to report to work in-person on a weather-related eLearning day and has applied in advance for sick or personal leave, time will not be charged against these benefits unless compensation is requested, in writing, for the use of such days.
- Nurses:
 - Report to work in-person on weather-related eLearning days as scheduled by their building principal/supervisor.

Exceptions to the above may be made by order of the Superintendent of Schools.

Absence Reporting

All employees absent from their daily duties should complete an absence form (available on the DelCom website or in the office) and submit it to their Supervisor/Director/Principal, utilizing one of the reasons below. It is also required that proper documentation be forwarded to Central Office, when applicable.

<u>Type of Day</u>	<u>Definition</u>
Sick (S)	Personal illness.
Family Illness (FI)	Illness of family member.
Personal Day (PB)	Based upon personal day request form.
Vacation (V)	Earned paid time off as approved by supervisor.
Professional (Prof)	Employee is absent from daily duties at the request of or approval of Board of Education, Superintendent, Administrative Assistant, Building Principal, and/or Supervisor, to attend a seminar, visitation, or meetings with other schools, programs, etc. (Documentation <u>must</u> be attached to corresponding payroll.) All professional days are to be notated whether a sub is needed or not.
Field Trip (FT)	All field trips are to be notated whether a sub is needed or not.
Lost Time (LT)	Unpaid time off.
FMLA (F-NP)	FMLA (Family and Medical Leave Act of 1993) leave after all sick, personal, and/or vacation days are exhausted.

Bereavement (Ber) All bereavement days must be notated with the employee's relation to deceased.

Direct Deposit

All employees are required to choose either direct deposit or an employee provided pay card. You may direct your paycheck to up to three (3) different bank locations. Forms are available on the DelCom website or in the office.

Employee Transfers/Promotions

Delaware Community Schools intend to post all job openings in our schools and at the Administration Building. A request by an employee for transfer/promotion to a posted position shall be made in writing to the Administration Office. The request shall set forth the reasons for the transfer/promotion, the school/position sought, and the applicant's qualifications. Decisions regarding whether to grant the transfer/promotion request shall be based on the best interest of the school system.

Performance Evaluations

Employees shall be evaluated by his/her immediate supervisor at least one time during the school year. New employees will be evaluated within 90 days from their date of hire.

All evaluations will be reviewed with the person being evaluated and shall be signed by both the evaluator and the employee. The signed evaluation form shall become a part of the employee's personnel folder. The person being evaluated may attach a written statement to the evaluation giving his/her opinion concerning the evaluation. Each employee shall receive a copy of the evaluation and may review his/her personnel folder upon request to the Superintendent.

Discipline Policy

Employees who violate any Corporation policy, may be subject to disciplinary action as determined by the Board of Trustees, up to and including termination.

As determined by the Superintendent, offenses may be dealt with using any of the following measures as appropriate:

- Conference with immediate supervisor and written warning. Conferences will be held with the appropriate supervisor and a written statement concerning the items discussed at the conference will be given to the employee. A copy of these documents (signed by the employee acknowledging that the items were discussed) will be placed in the employee's permanent personnel file.
- The Superintendent of Schools may recommend an employee be suspended without pay for one to three days, pending the decision of the Board at their next regular meeting. If the Board of School Trustees do not suspend the employee, the employee will be reinstated to service and will be paid for the time he/she was suspended.

- The Superintendent may recommend an employee be suspended without pay, pending a recommendation to the Board to terminate his/her employment at their next regular meeting. If the Board of School Trustees does not suspend the employee, the employee will be reinstated to service and be paid for the time he/she was suspended.

Holidays

Employees who work 6 hours or more per day receive paid holidays, as outlined below. If the holiday falls on a Saturday, the preceding Friday will be granted off with pay; if on a Sunday, the following Monday will be granted off with pay, unless otherwise stated by the Superintendent. Only approved vacation days will be allowed for the day before and/or after breaks, holidays, first day of school, and the last day of school. No approval shall be given for any other type of request for a day off before and/or after such days as listed below without the authorization of the Superintendent/Designee. If an employee submits a doctor's slip for the day before and/or after such days as listed above, this will be considered a sick day. Otherwise, it will be deemed an unexcused absence. If an employee takes an unexcused absence before or after any of the days listed below, this may be considered insubordination and the employee shall lose holiday pay. Only with the approval of the Superintendent/Designee, may this be overridden.

The Corporation recognizes certain federal holidays by closing facilities. These holidays may include:

- New Year's Day
- Memorial Day
- Juneteenth (only full-time, year-round employees)
- July 4th (only full-time, year-round employees)
- Labor Day
- Thanksgiving
- Day after Thanksgiving (only full-time, year-round employees)
- Christmas Eve
- Christmas Day
- New Year's Eve Day (only full-time, year-round employees)

The following days are holidays unless school is physically in session:

- Martin Luther King Day
- Presidents' Day
- Good Friday (only full-time, year-round employees)

Benefit Days

Consecutive work day absences (including vacation, personal, and family illness days), beyond 3, must be approved by the immediate supervisor and/or the principal. The principal and/or immediate supervisor will make a recommendation to the Superintendent for approval. All eligible benefit days must be exhausted before an employee can use lost time. Any sick, personal, and/or vacation days will be available after 30 calendar days from an employee's date of hire, unless otherwise approved by the Superintendent.

Sick Days

If eligible, sick days will be outlined on employee's individual benefit sheets. Sick days may be granted for personal illness, doctor/dentist appointments, and/or injury. Family illness days may be used for the illness of a member in your immediate family (spouse, children, parents, or other dependents living in the household). Any available sick leave days are available for family illness.

Sick days may roll over each year (roll over date is July 1) and accumulate up to the specified maximum listed on the Benefit Schedule. Any employee hired after July 1 will receive prorated sick days for that year. Sick days must be taken in increments of half day or whole day. Only with the approval of the Superintendent/Designee, may this be overridden.

If an employee submits a doctor's slip for the day before and/or after breaks, holiday, first day of school, and/or the last day of school, this will be considered a sick day. Without the authorization of the Superintendent/Designee or the doctor's slip, this will be deemed an unexcused absence. If an employee takes an unexcused absence before or after any of the days listed above, this may be considered insubordination and the employee shall lose holiday pay. Only with the approval of the Superintendent/Designee may this be overridden.

If an employee is not at work on a school day cancelled due to weather conditions and has applied in advance for "sick" or "personal" leave, time will not be charged against these benefits unless compensation is requested, in writing, for the use of such days.

Personal Days

If eligible, personal days will be outlined on employee's individual benefit sheets. Any employee hired after July 1 will receive prorated personal days for that year. Personal days may be granted for any personal reason as long as the absence is pre-approved by the appropriate supervising individual.

Unused personal days will be converted to sick days at the end of the year (July 1) and rolled into the accumulated sick leave each year and are still subject to the specified maximum listed on the employee's individual benefit sheet.

No approval shall be given for use of any personal business days before and/or after breaks, holiday, first day of school, and the last day of school without the authorization of the Superintendent/Designee. Otherwise, it will be deemed an unexcused absence. If an employee takes an unexcused absence before or after any of the days listed above, this may be considered insubordination and the employee shall lose holiday pay. Only with the approval of the Superintendent/Designee may this be overridden.

If an employee is not at work on a school day cancelled due to weather conditions and has applied in advance for "sick" or "personal" leave, time will not be charged against these benefits unless compensation is requested, in writing, for the use of such days.

Vacation Days

If eligible, vacation days will be outlined on employee's individual benefit sheets. Any employee hired after July 1 will receive prorated vacation days for that year. In addition, unused vacation leave may not be accumulated, and may not be used while students are in the building without permission of the Supervisor/Principal/Superintendent, and must be used in increments of ½ day or more. Please see the individual Employee Benefit Sheet to confirm total vacation days allowed.

Vacation time for all eligible full-time year-round, classified employees will accrue as follows:

Hire-In Year (available 30 days after hire date)	Prorated by month hired in: July – August: 5 paid days September – October: 4 paid days November – December: 3 paid days January – February: 2 paid days March – April: 1 paid day May – June: 0 paid days
1 st Full Year	5 paid days
2 nd Full Year	10 paid days
3 rd Full Year	15 paid days

Bereavement Leave

Five (5) consecutive work days for immediate family: spouse, children, parents, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother, sister, or other relatives domiciled in the same household with the employee. In the event of a death in immediate family, the employee may reserve up to two (2) days of the five (5) days granted for use in handling the affairs of the deceased. The day(s) reserved must be used within one year of the date of death.

Three (3) consecutive work days shall be granted for grandchild. Two (2) consecutive work days shall be granted for grandparents, brother-in-law, and sister-in-law. One (1) work day shall be granted for aunt, uncle, niece, nephew, and first cousin.

Bereavement leave may commence with the day following the day of such a death, but no later than five (5) work days after the death, unless approved by the Superintendent.

Benefit Schedule

DAYS WORKED PER YEAR	HOURS WORKED PER DAY	PERS DAYS	SICK DAYS	ACCUMULATED SICK DAYS	VAC DAYS	INSURANCE BENEFIT*	LIFE INS BENEFIT	
260	8	3	8	80	1 – 20	10,900	\$ 100,000.00	Directors
260	8	3	8	80	1-15	8080	\$ 45,000.00	Yr round
230	8	3	8	80	N/A	10,900	\$ 100,000.00	Fd Svc Dir
260	8	3	8	80	1 - 20	10,900	\$ 45,000.00	CO Staff
-								
225	8	3	7	65	N/A	5550	\$ 45,000.00	
220	8	3	7	65	N/A	5550	\$ 45,000.00	
215	8	3	7	65	N/A	5550	\$ 45,000.00	
210	8	3	7	65	N/A	5550	\$ 45,000.00	
205	8	3	7	65	N/A	5550	\$ 45,000.00	
200	8	3	7	65	N/A	5550	\$ 45,000.00	
-								
195	8	2	6	55	N/A	5550	\$ 45,000.00	
195	6	2	6	55	N/A	5550	\$ 45,000.00	
185	8	2	6	55	N/A	5550	\$ 45,000.00	
182	8	2	6	55	N/A	5550	\$ 45,000.00	
182	7.5	2	6	55	N/A	5550	\$ 45,000.00	
182	7.25	2	6	55	N/A	5550	\$ 45,000.00	
182	7	2	6	55	N/A	5550	\$ 45,000.00	
182	6.75	2	6	55	N/A	5550	\$ 45,000.00	
182	6.5	2	6	55	N/A	5550	\$ 45,000.00	
182	6.25	2	6	55	N/A	5550	\$ 45,000.00	
182	6	2	6	55	N/A	5550	\$ 45,000.00	
-								
182	5.75	0	0	0	N/A	0	\$ -	
182	5.5	0	0	0	N/A	0	\$ -	
182	5.25	0	0	0	N/A	0	\$ -	
182	5	0	0	0	N/A	0	\$ -	
180	5	0	0	0	N/A	0	\$ -	
TSP		1	3	28	N/A	D/V	\$ 45,000.00	

*Amount subject to change to meet Healthcare Reform requirements

HOURLY WAGE SCALE

<u>Job Classification</u>	<u>Hourly Pay Scale</u>
Secretary	\$16.70
Secretary/Treasurer	\$17.50
Instructional Assistant	\$13.74
IA classroom instruction	\$14.74
IA special needs severe/intense	\$14.74
Custodian	\$17.00
Elementary Head Custodian	\$18.04
Middle School Head Custodian	\$18.56
High School Head Custodian/Pool Operator	\$19.61
Sub Custodian	\$15.90
Seasonal Labor	\$15.90
Cafeteria (Non Sub)	\$14.74
Food Service Manager	\$18.56
Food Service Asst. Manager	\$17.00
Food Service Asst. Director	\$20.00
Cafeteria Sub	\$13.00
Computer Technician I	\$20.60
Computer Technician II	\$25.00
Maintenance	\$19.10 - \$24.04
Latchkey Supervisor	\$13.61
Latchkey Assistant Supervisor	\$11.28
Latchkey Aide	\$10.51
Full Time Bus Drivers	\$105.00
Sub Bus Drivers	\$105.00
Bus Aides/Sub Bus Aides	\$56.27
Summer Bus Cleaner	\$15.90 per hour
Latchkey Bus Driver	\$15.90 per hour
Bus Driver Trainee	\$25.00 per hour
Midday Bus Driver	\$35.00 per day
Midday Bus Aide	\$25.00 per day
Extended Run Driver	\$20.00 per day
Extended Run Aide	\$15.00 per day
Field Trip Driver (2 hours)	\$27.00 per trip (\$10.20 per hour for each additional hour)
Mechanic	\$24.43
Assistant Mechanic	\$21.79

*Beginning hourly/salary wages and benefits to be determined and recommended to the Board at the discretion of Superintendent of Schools

Severance Pay

Eligible non-certified employees, having at least five years of consecutive full-time employment in the corporation, who voluntarily separate their employment with the Corporation, will be paid out their accumulated sick days based on their Employee Benefit sheet. Appropriate notice must be provided of resignation, typically consisting of two weeks, and only the appropriate percentage of accumulated days will be paid. Employees who receive vacation days will be paid out vacation days in addition to their eligible severance pay. Beginning July 1, 2024, separation of employment from July 1st to October 31st will result in 50% of accrued vacation days paid out. Separation of employment from November 1st on will result in 100% of accrued vacation days paid out.

Family and Medical Leave Act (FMLA) (Policy D400)

Delaware Community Schools complies with FMLA, which requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are deemed eligible if they have worked for Delaware Community Schools for at least one year, and for 1,250 hours over the previous 12 months. All eligible benefit days must be exhausted before an employee can use lost time.

A copy of the FMLA information and forms are available on the Corporation website, or a copy may be requested from the Administration Office.

Should an employee need to request FMLA, they should contact the Administration Office.

Unpaid Leave of Absence

Unpaid leaves of absence can be requested in writing through an employee's immediate supervisor, director, and/or principal. Leaves are generally granted for periods not to exceed one (1) year. Requests should be made in advance and must be approved by the Superintendent and the School Board. All eligible benefit days must be exhausted before an employee can use lost time. Employees enrolled in health, dental, or vision insurance may be continued by the employee personally prepaying the total premium to the Business Office.

Jury Duty

Full-time employees will receive a regular day of pay while serving jury duty as long as they choose to relinquish to the Corporation any jury duty monies (minus mileage) paid to them. A copy of the summons is to be given to the principal and/or building secretary so the day may be documented for payroll.

Once an employee has received payment for jury duty, he/she is to forward their endorsed jury duty check to the Corporation Treasurer. This check may only be forwarded if mileage reimbursement is not included. If mileage reimbursement is included in the check's amount, the employee must write a personal check, minus the mileage, to Delaware Community School Corporation for the daily jury duty amount.

An employee should resume his/her regular work schedule immediately upon the conclusion of jury duty.

Military Leave

The Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Code of Federal Regulations (CFR), Part 1002 of Chapter 11 of Title 20, establish reemployment rights for employees who serve or have served in the uniformed services of the United States.

If you are a regular employee and interrupt your employment with us in order to serve with the United States Armed Forces or the Indiana National Guard, either on active or reserve training duty, you will be eligible for military leave with all the rights of re-employment established under federal and Indiana law. DelCom also complies with federal law in the event you are required to participate in annual training for your military reserve or National Guard obligation. As soon as a supervisor or director is informed or becomes aware that an employee is going to leave or has left for military service, or is requesting to return from military service, the supervisor or director must consult with the Corporation Central Office to insure Corporation compliance with USERRA regulations.

A military leave of absence without pay shall be granted for employees in positions other than those that are temporary. The regulations define temporary positions as those that exist for a brief, non-recurrent period with no reasonable expectation that the employment would have continued for a significant period.

Health/Dental/Vision Benefits

Part-time employees (less than 30 hours per week):

- Do not qualify

Full-time School Bus Drivers/Full-time School Bus Aides:

- Single or family dental and/or single or family vision insurance

Full-time employees (30 hours or more):

- Single or family health, dental, and/or vision insurance
- Specified benefit allotment by the Corporation to offset his/her cost (See Benefit Schedule)

If a new employee does not elect to take health, dental, or vision benefits within their first 30 days of employment, he/she is no longer eligible to elect benefits in the future unless he/she has a qualifying life event, or upon an Open Enrollment period at a specified period of time.

A new employee's health and/or dental and/or vision plans will begin the 1st of the month following his/her date of hire. For a terminating employee, coverage ends the last day of the month within which his/her last day of employment occurs.

For more information about benefit eligibility and options, please contact the Administration Office.

Life Insurance/Long Term Disability/AD&D

Any current part-time classified hourly employee on the life, LTD, and AD&D plan may remain on the coverage under their current specified benefit allotment by the Corporation until termination of employment. All eligible employees are covered under the Group Life Insurance/Accidental Death & Dismemberment coverage for the amount specified on their Employee Benefit Sheet. The cost of the life insurance, long term disability, and AD&D to the employee is \$2 per year.

Part-time employees (less than 30 hours per week):

- Do not qualify

School Bus Drivers/School Bus Aides:

- Life, LTD, and AD&D

Full-time employees (30 hours or more):

- Life, LTD, and AD&D

The effective date of such policies will be the first of the month following date of hire.

Beneficiaries for the insurance policy may be changed at any time by contacting the Administration Office for the appropriate forms.

Medical & Dependent Care Reimbursement Accounts

Eligible employees may elect to contribute to tax-sheltered reimbursement accounts for unreimbursed medical and dependent care expenses. These accounts allow an employee to save tax dollars by making contributions on a pre-tax basis each year for certain qualifying expenses. There are some risks involved with these accounts if an employee does not accumulate enough expenses to cover the balance elected, so employees should consider their individual situations carefully before enrolling in these accounts. A Section 125 representative will be on-site once a year for enrollment.

Worker's Compensation Procedure

All work related injuries are to be reported to your supervisor, building principal, nurse, Assistant Superintendent, and/or Superintendent **immediately**.

In the event of a work-related injury, contact Human Resources at the Administration Office as soon as possible. All employees seeking treatment are directed to Concentra, 4125 W. Clara Lane, Muncie, IN (765-288-8800) or WellNow, 1313 W. McGalliard Road, Muncie, IN (765-216-3115). You are required to have picture ID. Concentra is open from 8 a.m. to 7 p.m. Monday-Friday and 8 a.m. to 5 p.m. Saturday and Sunday. WellNow is open from 8 a.m. to 8 p.m., seven days per week. After 8 p.m. employees are directed to I.U. Ball Memorial Hospital Emergency Room.

Annuities

The following companies are the only corporation approved 403(b) plan providers for payroll deduction:

- AIG/Valic
- American Fidelity
- American United Life
- Foresters
- Lincoln National Life

Forms are available on the Corporation website or from the Administration Office.

HIPPA NOTICE

The HIPAA Privacy Rule requires health plans and covered health care providers to develop and distribute a notice that provides a clear, user friendly explanation of individuals rights with respect to their personal health information and the privacy practices of health plans and health care providers.

This notice is available on the Corporation website or a copy may be obtained from the Administration Office.

Responsible Use of Technology & Internet Use Policy (Policy A300)

Available on the Corporation website or a copy may be obtained from the Administration Office.

Personal Background Checks & Mandatory Reporting Policy (Policy D325)

Effective July 1, 1997, Indiana Code 20-26-5-11 requires that a school corporation, or an entity with which; 1) the school contracts for services; and 2) that has employees who are likely to have direct, ongoing contact with children within the scope of their employment, to notify the governing body of the school corporation if during the course of employment the individual is convicted in Indiana or another jurisdiction of an offense described in the code. (Listed below.)

A school corporation or entity may use information obtained under section 7 of the code as rounds not to employ or contract with the individual.

The offenses identified in Indiana Code 20-26-5-11 are as follows (as of 2022, and are subject to change based on legislative action):

1. Murder
2. Causing suicide
3. Assisting suicide
4. Voluntary manslaughter
5. Reckless Homicide
6. Battery (unless 10 years have elapsed)
7. Aggravated battery

8. Kidnapping
9. Criminal confinement
10. Sex offense under IC 35-42-4
11. Carjacking
12. Arson (unless 10 years have elapsed)
13. Incest
14. Neglect of a dependent (unless 10 years have elapsed)
15. Child selling
16. Contributing to the delinquency of a minor (unless 10 years have elapsed)
17. Offense involving a weapon under IC 35-47 or IC 35-47.5 (unless 10 years have elapsed)
18. Offense relating to controlled substances under IC 35-48 (unless 10 years have elapsed)
19. Offense relating to material or performance that is harmful to minors or obscene under IC 35-49-3 (unless 10 years have elapsed)
20. Offense relating to operating a motor vehicle while intoxicated under IC 9-35-5 (unless 5 years have elapsed)
21. Offense substantially equivalent to any of the above in which the conviction occurred in another jurisdiction (state)

Employees need to note that this law is not permissive. It is an employee's duty to report any of the above convictions to the governing body through the Superintendent of Schools.

Employees need to note the Corporation requires an expanded criminal history check be conducted for each employee every five (5) years.

The following policies are available on the Corporation website or a copy may be obtained from the Administration Office:

Nepotism, Conflict of Interest, Gifts & Use of Corporation Resources Policy (Policy A125)

Drug- Free Workplace Policy (Policy D275)

No Tobacco Policy (Policy A250)

Nondiscrimination and Anti-Harassment Policy (Policy A100)

Communicable Disease Policy (Policy A325)

AUTISM DOCUMENT

Section 2.IC 20-26-5-32.4 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS [EFFECTIVE JANUARY 10, 2010]:
Sec. 32.4 The Department of Education shall create a document explaining aspects of autism including behaviors that students with autism may exhibit. Said document is to be distributed to school corporations for distribution to noncertified employees (as defined in IC 20-29-2-11). This document has been created to fulfill this requirement.

As of December, 2009, the Centers for Disease Control and Prevention released the estimate that one in 110 children has autism. The CDC found that autism affects boys at a rate of about one in 70, while it affects girls at a rate of about one in 375. It is very likely that all school personnel know students with autism.

In a school setting, students qualify for special education services through a case conference committee decision based on the results of an educational evaluation. It must be determined by a case conference committee that the student's disability adversely affects the student's academic and functional performance. This determination may be different from a medical diagnosis. In Article 7, the Indiana Special Education Rule, autism is defined as follows:

511 IAC 7-41-1 Autism spectrum disorder

Sec. 1. (a) Autism spectrum disorder is a lifelong developmental disability that includes autistic disorder, Asperger's syndrome, and other pervasive developmental disorders, as described in the current version of the American Psychiatric Association's Diagnostic Statistical Manual of Mental Disorders. The disability is generally evident before three (3) years of age and significantly affects verbal, nonverbal, or pragmatic communication and social interaction skills and results in an adverse effect on the student's educational performance. Other characteristics often associated include the following:

- (1) Engagement in:
 - (A) repetitive activities; and
 - (B) stereotyped movements.
- (2) Resistance to:
 - (A) environmental change; or
 - (B) change in daily routines.
- (3) Unusual responses to sensory experiences.

(b) Unless the characteristics of autism spectrum disorder are demonstrated to a greater degree than is normally attributed to these disabilities, autism spectrum disorder does not apply if a student's educational performance is adversely affected primarily by: (1) an emotional disability; (2) blindness or low vision; (3) deaf-blindness; or (4) a cognitive disability.

Although this is the general description of this eligibility category, it is important to understand that this condition will look different from one student to another. For example, one student may be hypersensitive to loud sounds while another student may react strongly to a smell that most would not notice. Repetitive behaviors may include particular hand movements for one student while it might manifest as a more complex set of routine events for another student. A student may be fully compliant with a major change while becoming very anxious about something that seems inconsequential. Students with autism require different types and amount of assistance in the educational environment. A student may require minimal accommodations or may require support from an aide or assistant. To complicate matters, sensitivities and behaviors often change for students as they mature. For this reason, it is the expectation that all school personnel who work with a given student with autism have the knowledge and skills necessary to know how to appropriately respond to each student as an individual. Just memorizing the definition of autism is not enough.

511 IAC 7-42-6 Developing an individualized education program...

... (c) The CCC must also consider the following special factors when applicable:

- (1) Positive behavioral interventions and supports, and other strategies, to address any of the student's behaviors that impede the student's learning or the learning of others.
- (2) Any supports, under 511 IAC 7-35-2, necessary to provide public agency personnel with the knowledge and skills necessary to implement the student's IEP.

Each student with a disability must have a teacher of record identified. This licensed educator is responsible for providing support personnel with the information that they need in order to anticipate the needs of a student with a disability and respond appropriately when the student behaves in a way that requires a supportive response.

511 IAC 7-32-97 "Teacher of record" defined "Teacher of record" refers to the single special education teacher to whom a student with a disability is assigned. The teacher of record shall do the following:

- (4) Ensure the student's IEP is accessible to each of the: (A) student's teachers; (B) related services providers; and (C) other services providers; who are responsible for implementation of the IEP.
- (5) Inform each teacher and provider of his or her specific responsibilities related to implementing the student's IEP.
- (6) Ensure that: (A) supplementary aids and services; (B) program modifications; and (C) supports for school personnel; are provided in accordance with each student's IEP.
- (7) Serve as a consultant and resource person to all other personnel providing services to the student.

For additional information on autism, there are many helpful links including:

http://www.cdc.gov/ncbddd/actearly/pdf/parents_pdfs/AutismFactSheet.pdf

http://www.easterseals.com/site/DocServer/Autism_101_Fact_Sheet_1_3_.pdf?docID=83363

http://www.autism-society.org/site/PageServer?pagename=about_home

http://www.ninds.nih.gov/disorders/autism/detail_autism.htm

<http://www.autism.com/autism/index.htm>

