
North Putnam
Community
School
Corporation

Support Personnel
HANDBOOK



Approved by the North Putnam Board of School Trustees
2026 - 2027

TABLE OF CONTENTS

GENERAL INFORMATION	2 - 6
Assignment	3
At Will Employment	2
Attendance	3
Attendance Reporting	4
Confidentiality	4
Dress	4
Employment Procedures	2
ID Badges	6
Inclement Weather	6
Leave Request Form	4
Physical Exams	3
Probationary Period	3
Qualifications	3
Resignation	6
Responsibilities and Duties	3
Salary/Benefit Year	4
Salary Deductions	6
Selection	3
Severance Pay	6
Supervision	4
Termination	6
Time Clocks	5
Transfers	4
EMPLOYEE CLASSIFICATIONS	7
Classification I	7
Classification II	7
BENEFITS	8 - 9
Hospital and Medical Insurance	8
Life Insurance	8
Long Term Disability Insurance	8
Matching 401(a) Plan	9
Public Employee Retirement Fund	8
Workers' Compensation Insurance	8
PAID LEAVES	9 - 13
Attendance Incentive	13
Bereavement Leave	12
Flexible Leave	10
Holidays	13
Jury Duty	12
Leaves of Absence	13
Personal Leave	11
Sick Leave	9
Sick Leave Bank	10
Vacations	12
MISCELLANEOUS POLICIES, PROCEDURES, AND NOTICES	14 - 18
AHERA Notification	18
Drug/Alcohol Free Workplace	18
Family and Medical/Military Leave Act of 1993	14
Family Medical/Military Leave Act (FMLA) Procedures	14
Harassment Policy	17
Tobacco Free Corporation	18

NORTH PUTNAM COMMUNITY SCHOOLS

OFFICE OF THE SUPERINTENDENT

The contents of this handbook are presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment. The North Putnam Community School Corporation reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language that appears in this booklet is not intended to create nor is it to be construed to constitute a contract between the North Putnam Community School Corporation and any one or all of its employees.

SUPPORT STAFF PERSONNEL HANDBOOK

This employment policy handbook shall apply to all support staff personnel of the North Putnam Community School Corporation unless otherwise specifically excluded in writing and shall include those employment policies deemed desirable by the Board of School Trustees and the Administration. This handbook shall remain in effect until changed by action of the Board of School Trustees.

It is recognized that matters may arise of mutual concern to the Administration and support staff personnel. It is in the interest of both parties to “meet and confer” regarding such mutual concerns. The North Putnam Community School Corporation does not, however, consent to engage in collective bargaining with specific representatives of the support staff personnel and retains full management rights to determine all conditions of employment of such employees.

Support staff personnel shall work under the supervision of their building principals or any other supervisory person as designated by the Superintendent.

Support staff personnel are subject to assignment to duty by the respective building principal or supervisor, as he/she deems advisable to complete the task at hand.

GENERAL REGULATIONS AND POLICIES FOR SUPPORT STAFF

Violation of the Corporation’s rules, regulations, policies and/or the contents of this handbook may result in disciplinary action, up to and including termination.

I. GENERAL

The North Putnam Community School Corporation will employ support staff to provide health, transportation, food, clerical, maintenance, instructional assistance, and custodial services to support and enhance the educational program.

- A. EMPLOYMENT-AT-WILL:** The North Putnam Community School Corporation is an at-will employer, and employment status can be terminated with or without notice at any time at the option of the North Putnam Community School Corporation or by you, notwithstanding any oral or written statements by the Corporation representative or employee prior to, or following the date of employment.

Representatives of the North Putnam Community School Corporation do not have the authority to modify this policy. The policies, procedures, customs and/or statements of the North Putnam Community School Corporation, whether written or oral, can change the status of the North Putnam Community School Corporation as an at-will employer.

Nothing contained in this Benefits Handbook should be relied upon to establish any specific promises concerning continuation of employment.

- B. EMPLOYMENT PROCEDURES:** Persons desiring to be employed by the North Putnam Community School Corporation in a non-certified capacity shall file an application online at www.npcougarnation.org.

- C. PHYSICAL EXAMINATIONS AND HEALTH TEST:** If a conditional offer of employment is made to an applicant, the Corporation may require physical examinations and/or health tests as prescribed by Indiana Code. All costs for those examination or tests will be borne by the employee. The costs of any additional health tests and/or physical examinations required by the Corporation shall be borne by the Corporation.
- D. EMPLOYMENT QUALIFICATIONS OF SUPPORT STAFF:**
1. Each employee must be trustworthy, of good moral character, and good physical health.
 2. Each applicant shall have been awarded a high school diploma, its equivalent, and/or pass a competency test.
 3. Where applicable, employees must be eligible for a valid license or certification and possess said license or certification prior to being officially employed.
 4. Members of the support staff must be cognizant of the educational program and their responsibility to the students.
 5. Office personnel who are employed as treasurers must be bonded in an amount to be determined and paid for annually by the Board of School Trustees.
 6. Each employee is required to complete a background check and once every five years thereafter.
- E. RESPONSIBILITIES AND DUTIES OF SUPPORT STAFF:** Support staff are vital in accomplishing the mission of the North Putnam Community School Corporation. They must represent themselves, the schools, and the community with dignity and honor and perform all tasks required of the position.
- To provide structure and guidance for employees, job descriptions defining responsibilities and duties, approved by the Superintendent, will be provided to each employee.
- F. SELECTION OF SUPPORT STAFF:** The building principals and/or supervisors shall screen candidates having filed applications for support staff vacancies and make recommendations for employment to the Superintendent.
- Screening of prospective employees may include oral and written inquiries, recommendations from past employers, and a careful analysis of qualifications required for the work to be performed.
- The Superintendent shall recommend employment of support staff to the Board of School Trustees.
- G. PROBATIONARY PERIOD:** All support staff employees shall serve a ninety (90) calendar day probationary period. No benefits will be granted to the employee during this probationary period. At least one week prior to the end of the probationary period, the probationary employee's supervisor shall submit to the Superintendent or his/her designee an evaluation of the probationary employee. Following a review of the evaluation, the Superintendent (designee) and the probationary employee's supervisor shall determine if the probationary employee will move to regular status or be released from employment.
- H. ASSIGNMENT OF SUPPORT STAFF:** The Superintendent shall assign support staff to a position after consulting with the building principal and/or immediate supervisor.
- I. ATTENDANCE:** Employees are hired to fill positions because there is a need to provide services to our schools. Those services cannot be provided if employees are not in attendance. Therefore, regular and prompt attendance is required. Excessive absences, tardiness, leaving early, and/or using more than one (1) deduct day will not be tolerated and will be grounds for disciplinary action, up to and including termination.

A doctor's note or supervisor's approval must be provided prior to all absences after one (1) deduct day is used. When a doctor's note is required under Corporation Policy, it must be submitted to Central Office within three (3) business days of the employee's return to work. Failure to submit the required documentation within the established timeframe may result in the absence being charged in accordance with Corporation Policy.

- J. ATTENDANCE REPORTING:** Employees are responsible for reporting all absences using the Corporation's approved attendance management system (Frontline), regardless of whether the absence is paid or unpaid. Employees unable to enter an absence before the system cutoff time (see Time Clocks) must immediately notify their supervisor or building office so appropriate arrangements can be made.

Submitting a Leave Request Form and entering an absence in Frontline are two separate requirements. Completion of one does not replace the other. Employees are responsible for completing both requirements for each absence.

Entering absences in Frontline is the responsibility of the employee. Employees should not assume that a supervisor, building office, or Central Office will enter an absence on their behalf unless system limitations or unexpected circumstances prevent them from doing so.

If an absence is no longer needed or needs to be changed, employees must immediately notify their supervisor or building office. Employees are responsible for ensuring the absence is removed or corrected in Frontline. Failure to remove or correct an absence may result in incorrect leave balances, K-Time records, or payroll processing.

K. LEAVE REQUEST FORM:

A completed Leave Request Form is required for each absence and must be submitted through the appropriate approval process. Leave Request Forms require the employee's signature, supervisor approval, and Superintendent's approval. Frontline is the official attendance record used to update leave balances, K-Time, and payroll. A Leave Request Form alone does not record an absence in Frontline and an absence entered in Frontline does not replace the required Leave of Absence Form. Lack of Frontline access does not remove the employee's responsibility and, if an account is needed or issues must be resolved, employees must notify the building office or supervisor. Failure to complete both requirements or to ensure attendance records are accurate may delay updates to leave balances, K-Time, and payroll processing.

- L. CONFIDENTIALITY:** Information about our students, parents, and staff is strictly confidential and is not to be discussed in public places. Discussing or revealing confidential information with individuals outside of the School Corporation or with individuals within the School Corporation who are not authorized to have such information will not be tolerated and will be grounds for disciplinary action, up to and including termination. We must respect the privacy of our students, parents, and staff.

- M. DRESS:** Employees not required to wear uniforms will be expected to adhere to the corporation's established staff dress code.

- N. TRANSFER OF SUPPORT STAFF:** Transfers may be made at the request of the employee or upon the initiative of the Superintendent or other supervisory personnel for any reasons, which, in the judgment of the Superintendent, shall serve the best interest of the School Corporation. Employees who are transferred from one support staff position to another support staff position shall be granted experience credit as determined by the Superintendent or his designee. The Superintendent's decision shall be final in a transfer case.

- O. SUPERVISION OF SUPPORT STAFF:** The support staff shall be provided supervision to promote effective job performance and improvement. In-service training may be conducted to improve job effectiveness and skills (public relation and others) necessary for each employee to represent the North Putnam Community School Corporation in a positive manner.

- P. SALARY/BENEFIT YEAR:** The beginning period for salary increases and benefits shall be July 1 in each year. All employees will be granted a year's experience on July 1, provided he/she has worked at least one-hundred twenty (120) days in the previous work year period (July 1 through June 30) in the employment of North Putnam Community School Corporation.

- Q. OVERTIME:** The workweek shall begin at midnight on Sunday and extend to midnight on Saturday. If hourly support staff is requested and authorized by their Supervisor to work in excess of forty (40) hours in any workweek, compensation will be paid at the rate of time and one-half. Employees must actually work 40 hours before any overtime is paid.

Employees requested and authorized by the Superintendent to work on paid holidays will be paid double-time. **Normal building checks will be paid regular holiday pay plus the hourly rate for the hours worked.** Failure to obtain prior approval for overtime could result in disciplinary action being taken.

- R. TIME CLOCKS:** The time clock record (K-Time) is the official record of working hours and attendance for support staff employees as required by federal and state laws to maintain an accurate record of all hours worked for each non-exempt employee. Payroll checks will be based on the information received from the daily print-off generated by the time clocks. It is extremely important that employees clock in and clock out on a daily basis. Employees who do not clock in for a scheduled workday will be considered absent until their work hours have been verified by their supervisor. If no corresponding absence has been entered into Frontline, the employee will receive zero (0) hours for that workday until the employee's work hours have been verified or corrected.

Employees are expected to:

- Accurately record all hours worked using the designated timekeeping system (K-Time).
- Review time entries at the end of each week.
- Review and approve their weekly time record in K-Time.
- Notify their supervisor immediately if they are unable to record their time or if they discover an error in their time record.

All payroll-related corrections and requests must be submitted to the Central Office by 12:00 p.m. (noon) on Tuesday of each payroll week. Requests received after the deadline may be processed on the following payroll.

Central Office cannot assume hours worked and will not process time record corrections based solely on an employee's email or verbal request. All time record corrections require a completed Work Verification Form signed by the employee's supervisor before any changes will be made.

CLOCKING IN AND CLOCKING OUT

1. Employees are to clock in and clock out each working day as well as anytime they leave the grounds for personal reasons.
2. Failure to properly clock in or clock out or repeated failure to follow timekeeping instructions will be grounds for disciplinary action, up to and including termination.
3. Falsification of a time clock record or clocking in and out for another employee is prohibited and will be grounds for disciplinary action, up to and including termination.

MEALS AND BREAKS

1. **BREAKS:** Employees WILL NOT be required to clock out and in for breaks because everyone is required to remain on school grounds in the event there is an emergency. Employees are allowed two breaks (optional) up to fifteen minutes each to be used mid-morning or early afternoon.
2. **MEALS:** Employees WILL NOT need to clock out and in for meals UNLESS THEY LEAVE THE GROUNDS FOR THE MEAL. If employees leave the grounds for their meal, they must clock out when leaving and clock in upon their return. Employees working more than four (4) hours in a day are provided a mandatory, unpaid meal break of thirty (30) minutes.

TIME CLOCK CORRECTIONS

1. Part of an employee's daily duties is to clock in and out every day and notify their supervisor of any errors in the time record. In the event an employee forgets, he/she must IMMEDIATELY notify his/her supervisor or principal. Repeated failure to clock in and out will result in disciplinary action being taken.
2. Employees are not authorized to make changes to their own time records or request changes directly to Central Office. All time corrections require supervisor verification using the Work Verification Form.
3. Work Verification Forms must be received by Central Office before the payroll deadline. If the required documentation is received after the payroll deadline, the verified hours will be included on the employee's next regular paycheck.

- S. **ID BADGES:** Each employee is issued and shall wear an ID badge at all times during working hours. If a badge is lost, the employee must IMMEDIATELY contact his/her supervisor or principal and arrange for a new card. There will be a replacement charge for each new card issued.
- T. **TERMINATION:** Employment with the North Putnam Community School Corporation is on an "at will" basis, and may be terminated by the North Putnam Community School Corporation at any time.
- U. **RESIGNATION:** A written resignation shall be submitted at least two (2) weeks prior to leaving employment.
- V. **SEVERANCE PAY:** If the staff member retires after serving a minimum of ten (10) consecutive years in the corporation, eligible support staff shall receive a one-time severance benefit as follows:

10-15 years: Fifty percent (50%) of base pay for each day of unused sick leave.

16-20 years: Sixty percent (60%) of base pay for each day of unused sick leave.

21 years and above: Seventy percent (70%) of base pay for each day of unused sick leave.

In order to be eligible for this benefit, the employee must provide to the Superintendent notice of intent to retire at least 60 days before the effective date of the retirement. If conditions exist which make it impossible or impracticable for the employee to provide the required notice in a timely manner, the Board, in its discretion, may waive the notice requirement.

- W. **INCLEMENT WEATHER:** On days when school is delayed or dismissed early, all hourly employees will be paid for the hours they work. When school is delayed, dismissed early, or closed due to inclement weather, some support staff may be required to report to work by the Superintendent, Assistant Superintendent, or building principal, and if so will be paid accordingly.

Hourly employees who work less than 12 months will not be compensated for the missed time unless it is made up.

To receive compensation for a missed day because of inclement weather, twelve-month employees must work, take a personal day or take a vacation day.

- X. **SALARY/DEDUCTIONS:**
Salary payments shall be according to the pay schedule issued annually by the Superintendent. Deductions will be made for all applicable taxes, retirement and F.I.C.A. Optional payroll deductions may be made for health insurance, tax sheltered annuity programs, and credit union associations in accordance to corporation policy.

- Y. **CHILDREN OF STAFF MEMBERS AND/OR INDIVIDUALS IN CHARGE OF NON-SCHOOL SPONSORED GROUPS IN BUILDINGS AND ON GROUNDS AFTER SCHOOL HOURS:** School employees and individuals in charge of non-school sponsored groups who are using school facilities from time-to-time allow their children to remain in the school buildings or school grounds in order to wait for a ride home with their parents. The Board of School Trustees provides the following guidelines which shall apply to all administrators, certified staff, support staff, coaches, lay coaches, sponsors, lay sponsors (referred to hereafter as "School Person"), and those individuals in charge of non-school sponsored groups who are using school facilities who choose to have their children wait for them:

1. No child shall be allowed by a School Person and those individuals in charge of non-school sponsored groups who are using school facilities to enter upon school grounds or at a school event, after school hours, without direct supervision at all times, and in all places of a School Person and/or those individuals in charge of non-school sponsored groups who are using school facilities; if that School Person has supervisory responsibilities that conflict with or impede such supervision of the child, then the presence of that child on school property shall be prohibited.
2. No child shall be in any area that contains confidential information or in any area where confidential information is being discussed.

3. No child shall be located in any private office unless they are directly supervised by their parent.
4. No child shall be allowed access to a computer assigned to a staff member or to any other computer in the building unless direct supervision is provided during the time the computer is being used.
5. Should the school building have an area set aside for said children that is where they shall be located. Supervision of this area shall be on a volunteer basis, arranged by the principal or his/her designee.

The School Person and/or the person in charge of non-school sponsored activities who are using school facilities, permitting the presence of their child on school property, shall be strictly liable for the actions of that child, and by authorizing such child upon school property, accepts such liability in full, and agrees to hold the North Putnam Community Corporation, its officers, directors, employees, agents and assigns, harmless from all damages or costs incurred by or due to the presence of that child on school property or at a school event, including attorney fees and costs.

II. EMPLOYEE CLASSIFICATIONS

- A. CLASSIFICATION OF SUPPORT STAFF:** The Superintendent shall be responsible for determining the job classifications of all support staff. In determining the classifications, the Superintendent shall take into consideration established policy, years of successful experiences, principal and/or supervisor's recommendation, job responsibilities, and the potential of the prospective employee to perform quality work.

Each position held by a support staff employee is placed into one of the following employee classifications. The Board, upon recommendation of the Superintendent, shall determine the categories, the positions, and the time requirements for each position.

B. CLASSIFICATION I

HOURLY EMPLOYEES

Corporation Administrative Assistant
to the Superintendent
Corporation Assistant Treasurer
Corporation Maintenance
Corporation Transportation Secretary
Corporation Bus Head Mechanic
Corporation Bus Assistant Mechanic

SALARIED EMPLOYEES

Corporation Assistant Superintendent
Corporation Business Manager
Transportation/Safety Director

C. CLASSIFICATION II

HOURLY EMPLOYEES

Corporation School Nurse
Hours per day: As Scheduled
Days per year: 184

High School Secretary/Treasurer/
Guidance Secretary /Athletic Director Secretary
Hours per day: As Scheduled
Days per year: 205

Elementary Secretary/Treasurer
Hours per day: As Scheduled
Days per year: 205

Middle School Secretary/Treasurer
Hours per day: As Scheduled
Days per year: 205

Receptionist/Health Aide
Hours per day: As Scheduled
Days per year: 190

Transportation Secretary
Hours per day: As Scheduled
Days per year: 210

Summer High School Secretary:
Hours per day: As Scheduled
Days per year: 5 Weeks, Up to 20 Hours

All Instructional Assistants
Hours per day: As Scheduled
Days per year: Full Student Days Attended in Person

D. DAILY RATE EMPLOYEES

School Bus Drivers

Hours per day: As Scheduled

Days per year: Student Days Attended in person + 1

III. BENEFITS

BENEFITS WILL FIRST BECOME AVAILABLE AFTER THE EMPLOYEE HAS SUCCESSFULLY COMPLETED THE 90-DAY PROBATIONARY PERIOD.

Salary and benefits of support staff shall be reviewed and determined annually by the Board of School Trustees upon recommendation of the Superintendent.

The Board of School Trustees may provide various types of insurance coverage in which qualified employees may participate. The Master Policy of any insurance plan governs benefits, enrollment qualifications, limitations and other considerations. Medical insurance coverage begins at the first of the month following the end of the probationary period.

The Board may provide (but is not limited to) the following kinds of coverage:

Group Hospital and Medical Insurance
Workmen's Compensation Insurance

Group Long Term Disability Insurance
Group Term Life Insurance

A. GROUP HOSPITAL AND MEDICAL INSURANCE: Those employees who are eligible for Medical Insurance must belong to one of the following groups:

1. Be a salaried employee who is employed for at least one hundred eighty (180) days in a calendar year;
2. Be a daily rate employee or an hourly employee (minimum of thirty (30) hours per week) AND be employed for at least one hundred eighty (180) days in a calendar year; or
3. Be regularly employed on an hourly basis and for a minimum of thirty (30) hours per week, AND be employed for at least two hundred (200) days in a calendar year;

The following family and single plans are currently available:

1. Health Savings Account

NOTE: THE COSTS OF THE VARIOUS PLANS AND THE PORTION PAID BY THE SCHOOL CORPORATION AND THE EMPLOYEE WILL BE PROVIDED TO EVERYONE AS SOON AS THEY ARE KNOWN TO THE SCHOOL CORPORATION. ALSO, THE CONTRIBUTION OF THE SCHOOL CORPORATION MAY CHANGE AT ANY TIME.

B. GROUP TERM LIFE INSURANCE: Employees who are employed for a minimum of ten (10) hours per week and who wish to participate will be provided term life insurance in the amount of Fifty Thousand Dollars (\$50,000.00).

C. GROUP LONG TERM DISABILITY INSURANCE: Employees who are employed for a minimum of ten (10) hours per week and who wish to participate will be provided long-term disability insurance.

D. WORKMEN'S COMPENSATION INSURANCE: An employee whose pay is interrupted because of injury or occupational disease is eligible to receive compensation according to benefits provided by the Workmen's Compensation Insurance Law of the State of Indiana. Employees must inform the Central Office of any on-the-job accident or injury immediately.

E. PUBLIC EMPLOYEES RETIREMENT FUND: The Board of School Trustees, upon the recommendation of the Superintendent, shall determine the employees who shall become members of the Public Employees Retirement Fund (P.E.R.F.). The Board shall contribute an amount equal to three percent (3%) of the eligible employee's salary to the P.E.R.F. program.

- F. MATCHING 401(a) PLAN (NOT AVAILABLE TO PROBATIONARY EMPLOYEES):** The Board of School Trustees will provide a matching 401(a) Plan. The amount of the matching contribution by the Board of School Trustees will be reviewed and determined annually upon recommendation of the Superintendent. The amount contributed by the Board to the matching 401(a) Plan shall be deducted from the amounts payable under the service portion of the individuals corporation severance benefit. Employee choices are Lincoln Financial Group or an approved provider for the 401(a).
(Refer to Section I, Letter T of this Handbook).

This handbook only identifies various benefits and does not set forth all the terms and conditions under which these benefits may be provided. Summary Plan Description booklets describe group health and group disability programs more fully. If there is any contradiction between the information appearing in this handbook and the Summary Plan Description Booklets, and the information that appears in the master plan documents, the master contract plan documents, the master contract plan documents shall always govern. The Corporation has the sole discretion to modify, end, or supplement any of these benefits at any time. Unless otherwise extended by law, all benefits coverage will end upon retirement or separation of employment. **It is the responsibility of the employee to keep track of when their ninety (90) calendar day probationary period becomes effective.**

- G. PAID LEAVES:** All leaves, if needed, may be used during the period that the employee is scheduled to work and under the conditions of that leave. Leave days belong to the School Corporation and are to be used only when needed. Using leave days for something other than for what they are intended will result in disciplinary action, up to and including termination.

1. SICK LEAVE (NOT AVAILABLE TO PROBATIONARY EMPLOYEES)

After successfully completing the ninety (90) calendar day probationary period, full-time (eight hours per day) support staff employees shall be granted sick leave days according to the following schedule:

*180 scheduled workdays to 190 scheduled workdays	12 sick leave days
*191 scheduled workdays to 200 scheduled workdays	13 sick leave days
*201 scheduled workdays to 220 scheduled workdays	14 sick leave days
*221 scheduled workdays to 240 scheduled workdays	15 sick leave days
*241 scheduled workdays to 260 scheduled workdays	16 sick leave days

*Sick leave may not be used the day preceding or following a school holiday. A school holiday is defined as a day when students are not in session. The exception to this would be on the first or last day of school to move a child or stepchild to/from college OR attend military graduation services for a family member as defined in Article VI Item E. If staff chooses to use a personal or sick day for purposes other than defined, within, the staff will be charged two (2) personal or sick days for every one (1) day used, unless a doctor's note is provided.

Sick leave for eligible employees shall accumulate to a maximum number as follows:

180 to 260 Day Employees	Ninety (90) days
--------------------------	------------------

Any unused leave will roll into disability.

Support staff who, at the end of their work year, have unused sick and personal days in excess of the maximum days they can accumulate (shown above) shall be paid 50% of their daily rate of pay for each unused sick and personal leave day over the accumulated maximum amount listed above. Said payment will be made directly to the staff member's 401(a) plan. If an employee misses three (3) consecutive days, a doctor's note is required and FMLA paperwork should be completed (if eligible).

The Administration may request documentation of the reason for the leave.

2. FLEXIBLE LEAVE (NOT AVAILABLE TO PROBATIONARY EMPLOYEES)

Beginning August 1, 2018, all employees that work less than an eight (8) hour position shall be granted five (5) flexible leave days per year NOT to accumulate or be used consecutively unless for a documented illness. Employees are entitled to their days accumulated prior to August 2016.

Flexible Leave Days will be granted in the following manner:

After successfully completing the ninety (90) calendar day probationary period, new employees will be granted five (5) flexible leave days on the first work day of each of the remaining months that they work for the School Corporation. Days will be prorated based upon hire date.

- Example:
- A. First work day of the first month after probation = one flexible day
 - B. First work day of the second month after probation = one flexible day + one from the previous month if not used = total accumulation of two flexible days
 - C. First work day of the third month after probation = one flexible day + two from previous months if not used = total accumulation of three flexible days

*Flexible leave may not be used the day preceding or following a school holiday. A school holiday is defined as a day when students are not in session. The exception to this would be on the first or last day of school to move a child or stepchild to/from college OR attend military graduation services for a family member as defined in Article VI Item E. If staff chooses to use a flexible leave day for purposes other than defined, within, the staff will be charged two (2) flexible leave days for every one (1) day used, unless a doctor's note is provided. Leave days must be exhausted before a deduct day is used.

3. SICK LEAVE BANK (NOT AVAILABLE TO PROBATIONARY EMPLOYEES)

- a. Purpose: The purpose of the Sick Leave Bank is to relieve support staff personnel from undue financial burdens due to absence from work on a long-term basis due to their illness, injury or incapacitation sufficiently severe that it would make their presence at work inadvisable.
- b. Structure:
 - 1) The Sick Leave Bank shall have a maximum of seventy-five (75) days.
 - 2) Days in the Sick Leave Bank shall be contributed in the following two (2) ways:
 - a) The School Board will initially contribute twenty-seven (27) days.
 - b) The support staff personnel shall have the opportunity to contribute, on a voluntary basis, not more than one (1) day each, until the maximum of seventy-five (75) days is reached. An enrollment period for support staff personnel to contribute shall be held during August and must be completed by September 30.
 - 3) When days are used from the Sick Bank, one-half (1/2) of the days used will be charged to the Board until the Board days have expired, one-half (1/2) of the days used will be charged to the support staff personnel until the days have expired.
 - 5) Support staff who wish to participate in the Sick Bank will need to contribute one (1) day each year.
- c. Administration: Supervision of this Bank shall be administered by the following:
 - 1) A committee composed of the following members:
 - a) Four (4) support staff personnel, none being from the building or job category of

the individual concerned, shall be selected by vote of the support staff personnel.

- b) Four (4) management representatives of the School Corporation, appointed by the School Board or its authorized representative, excluding the Building Principal involved.
 - c) In case of a tie vote on a support staff personnel request for use of the Sick Leave Bank, such request will be automatically denied. Any vote being taken shall be by secret ballot.
- 2) Vacancies on the Committee shall be filled before the next meeting in the following manner subject to the restrictions in 3 a. (1) and 3 a. (2) above: support staff vacancies will be filled by the remaining support staff members; management representative vacancies will be filled by appointment of the School Board or its authorized representative.
 - 3) The entire membership of the Committee shall select one (1) of their members to act as chairperson and one (1) to act as secretary for the duration of the year.
 - 4) The Committee will meet during the school year as needed.
 - 5) Special meetings may be called by the Superintendent at the request of any Committee member.
 - 6) A majority of committee members must be present to conduct official business.
 - 7) The Sick Leave Bank Committee may grant, deny, or suspend grants of sick days from the Bank. Their judgment or decision shall be final. Any grants shall be retroactive, except in hospitalization, nursing home or similar confinement, in which case, the Committee may grant days in advance when supported by appropriate medical evidence. Each applicant automatically consents to submit to medical examination and/or review of his/her medical history, if it is deemed necessary by the Sick Leave Bank Committee.
- d. Usage: Application for days to be used from the Sick Leave Bank will be as follows:
- 1) All sick leave and personal leave days previously accumulated by the individual must be exhausted.
 - 2) Applications shall be made in writing to the Superintendent and shall be accompanied by a physician's statement describing the nature of the disability, treatment being rendered, and prognosis for a return to work.
 - 3) Application for grant may be made by the personal representative in cases where the individual staff member is unable to do so.
 - 4) Application must be made within thirty (30) days of the individual's exhausted sick leave accumulation.
 - 5) Days awarded shall begin immediately upon the exhaustion of all individual sick and personal leave days.

4. PERSONAL LEAVE (NOT AVAILABLE TO PROBATIONARY EMPLOYEES)

After successfully completing the ninety (90) calendar day probationary period, full-time (eight hours per day) support staff shall be granted, upon request, two (2) days per year with pay, to conduct personal business. Unused personal leave shall be transferred to the accumulated sick leave and shall be included within the maximum accumulation stated therein.

Request for the use of these days shall be made, in writing on the prescribed form; at least two (2) workdays prior to the requested leave. In cases of emergency, the Superintendent may waive this requirement.

To accommodate employees, such leave may be requested in one-half (1/2) day increments.

*Personal leave may not be used the day preceding or following a school holiday. A school holiday is defined as a day when students are not in session. The exception to this would be on the first or last day of school to move a child or stepchild to/from college OR attend military graduation services for a family member as defined in Article VI Item E. If staff chooses to use a personal day for purposes other than defined, within, the staff will be charged two (2) personal days for every one (1) day used. Leave days must be exhausted before a deduct day is used.

5. BEREAVEMENT (NOT AVAILABLE TO PROBATIONARY EMPLOYEES)

After successfully completing the ninety (90) calendar day probationary period, support staff shall be granted a maximum of five (5) consecutive days within a seven (7) calendar day period with pay in event of a death as follows. The leave form must be completed.

Spouse, child(ren), parent, sibling, and step-child(ren) if domiciled in employee's home; IRS dependent, or court appointed dependent	5 days
Grandparent, grandchild, mother/father-in-law, brother/sister-in-law, daughter/son-in-law, step-parent, step-child(ren), step-sibling, or any other person domiciled in the employee's home	3 days
Any relative not listed above	1 day

6. JURY DUTY

Support staff, when requested, may serve on jury duty. The Board shall pay the difference between the employee's regular salary and remuneration received for Jury Duty (not including expenses.)

If the employee is called for jury duty and is released prior to the normal ending of his/her employment shift, he shall contact his/her supervisor to determine if he/she should report to work.

7. VACATIONS

ONLY TWELVE-MONTH EMPLOYEES ARE ELIGIBLE FOR VACATION LEAVE.

A. Vacation days are granted as follows:

- 1) Date of employment through June 30 --- .4167 days per month
Calculated to the lower half day.
- 2) July 1 through June 30 of the first full year of employment, five (5) vacation days per year.
- 3) July 1 of the second (2nd) full year of employment through June 30 of the tenth (10th) full year of employment, ten (10) vacation days per year.
- 4) July 1 of the eleventh (11th) full year of employment through June 30 of the twentieth (20th) full year of employment, fifteen (15) vacation days per year.
- 5) ** July 1 of the twenty-first (21st) full year of employment through June 30 of each full year of employment thereafter, twenty (20) vacation days per year.

B. July 1st shall be designated as the beginning date of the "vacation" year and each employee shall be granted vacation days earned for service during the previous year and due as of that date.

C. Vacation days are NOT credited during the employee's probationary period. Upon attaining regular status, the employee will be credited with the vacation days earned during the period of probation.

The employee will take his/her vacation days during the period following the year in which the days were earned and at a time mutually agreed to by the employee's immediate supervisor.

- D. Vacation days are to be taken at a time agreeable to the employee's immediate supervisor and approved, IN ADVANCE, by the Superintendent or designee. Copies of individual or building vacation schedules shall be filed with the Superintendent by June first. The immediate supervisor will resolve schedule conflicts.
- E. Support staff will be allowed to carry over three (3) vacation days. These days must be used by December 31st of the current year. Any vacation days exceeding the allowable carry over limit must be used by July 31st of the current year. Any unused carry over balance remaining after this date will be forfeited unless otherwise approved by the employee's supervisor.
- F. Final approval of vacations will be in writing.

8. HOLIDAYS

ONLY TWELVE-MONTH EMPLOYEES ARE ELIGIBLE TO BE GRANTED HOLIDAY PAY.

Eligible support staff members who meet the stated criteria are entitled to the following holidays with pay:

January 1	New Year's Day
*January	Martin Luther King Jr. Day
*February	President's Day
May (last Monday)	Memorial Day
July 4	Independence Day
September	Labor Day
November	Day before Thanksgiving Day
November	Thanksgiving Day
November	Day following Thanksgiving Day
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

*If students are in attendance, staff will be allowed to take a flexible holiday at another time.

The employee must be scheduled to work on the day the holiday falls in order to receive holiday pay. If a holiday falls on a Saturday or Sunday, the Superintendent shall determine which workday shall be designated as the paid day off.

In the event that a paid holiday is designated to be used as a make-up day for a day missed, the Superintendent will determine another day on which the paid holiday will be taken.

If an employee is requested to work on any of the above designated holidays, he or she shall receive double-time pay for their services. **Normal building checks will be paid regular holiday pay plus the hourly rate for the hours worked.**

- H. **ATTENDANCE INCENTIVE:** Non-Certified staff full or part-time will be eligible for an annual bonus of \$250 if a 98% attendance rate is achieved. Bus Drivers who return a bus in satisfactory condition at the end of the school year will receive a \$100 bonus.
- I. **REFERRAL INCENTIVE:** Any non-certified staff member, in good standing, who recommends a candidate for any non-certified position will receive a referral incentive. If the newly hired employee successfully completes their 90 day probationary period, the recommending employee would be awarded a \$100 stipend. Staff members must complete the appropriate form and have the supervisor and referred employee sign it for approval. The form will then be presented to payroll.
- J. **LEAVES OF ABSENCE:** A leave of absence shall not be granted for a period exceeding one (1) year. The Board of School Trustees on recommendation of the Superintendent may grant unpaid leaves of absence for reason of military service or legislative duty.

IV. MISCELLANEOUS POLICIES, PRODEDURES, AND NOTICES

- A. FAMILY AND MEDICIAL/MILITARY LEAVE ACT OF 1993:** School employees who have been employed by the school corporation for at least one year and who have worked at least 1,250 hours during the previous 12 months may find it necessary to take a leave of absence from work for certain family or medical reasons as provided in the Family and Medical Leave Act of 1993 (29 U.S.C. and 2001 et seq.). School employees shall have the right to both the applicable benefits provided by Board policy and the appropriate designated benefits provided by the Family and Medical Leave Act of 1993 (FMLA). Such leaves, if applicable, shall be taken concurrently. The school corporation will grant such an employee up to 12 weeks of unpaid, job-protected leave per year for the birth of a child or the placement of a child with the employee for adoption or foster care, for the employee's own serious illness, or for the serious illness of the employee's spouse, parent, or child. During an employee's family or medical leave (FMLA), the school corporation will continue to pay its share of the cost of the participating employee's health care coverage.
- B. FAMILY MEDICAL/MILITARY LEAVE ACT (FMLA) PROCEDURES:**
- 1. REASONS AND ELIGIBILITY FOR FMLA:** Employees who have worked for the North Putnam Community School Corporation for a least twelve (12) months and at least 1,250 hours during the prior twelve (12) months may take up to twelve (12) weeks of unpaid leave (FMLA leave) for the following reasons:
 - * Birth and/or care of a child of the employee;
 - * Placement of a child into the employee's family by adoption or by a foster care arrangement;
 - * Care of the employee's spouse, child or parent who has a serious health condition; or
 - * Inability of the employee to perform the functions of the employee's position due to a serious health condition.
 - 2. CALCULATION OF AMOUNT OF FMLA LEAVE:** For record keeping purposes, the twelve (12) month period for FMLA shall be measured forward from the date any employee's first FMLA leave begins.
 - 3. BIRTH, CARE, OR PLACEMENT OF CHILD:** The right to family leave for the birth, care and/or placement of a child into an employee's family may only be taken within the twelve (12) months after the date of the birth or placement of the child. In the case of unpaid leave for the birth, care or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and the North Putnam Community School Corporation agree. If both spouses are employed by the North Putnam Community School Corporation, the combined leave for either birth, care and/or placement of a child shall not exceed twelve (12) weeks. However, each employee may use the remainder of his/her individual FMLA leave for other allowable reasons.
 - 4. SERIOUS HEALTH CONDITION:** For purposes of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:
 - a. Any period of incapacity or treatment in connection with or consequent to in-patient care in a hospital, hospice or residential medical care facility;
 - b. Continuing treatment by a health care provider and one of the following:
 - 1) A period of incapacity greater than three (3) calendar days and that includes two or more treatments by a health care provider or those under the provider's supervision, or at least one treatment with a regimen of continuing treatment (such as taking prescription medication);
 - 2) Any period of incapacity due to pregnancy;
 - c. Prenatal care;
 - d. Any period for chronic serious health conditions. A chronic serious health condition is a condition which:
 - 1) Requires periodic visits for treatment by a health care provider or those under

- the provider's supervision;
- 2) Continues over an extended period of time; or
- 3) May cause episodic incapacity.
- e. A period of incapacity which is permanent or long term for an untreatable condition (e.g., Alzheimer's);
- f. Any period of absence to receive multiple treatments for restorative surgery or a condition, which in the absence of the treatment, would likely result in a period of incapacity for more than three days.

A serious health condition does not normally include the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraines, or routine dental, orthodontia or periodontal problems.

5. INTERMITTENT LEAVE: In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hour basis only if such leave is medically necessary. Where an employee requests intermittent leave or leave on a reduced hours basis due to an immediate family member's or the employee's own serious health condition, the North Putnam Community School Corporation has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job.

If the employee is an exempt salaried employee, the North Putnam Community School Corporation and the employee will document the employee's normal work schedule or average hours worked in a pay period. Any intermittent unpaid leave will be deducted on an hourly basis determined by dividing the payroll period's salary by either the normal work schedule or average hours worked.

If the employee is a nonexempt salaried employee, the employee may be converted to an equivalent hourly employee for the duration of the intermittent leave. Upon the end of that period, the employee will be restored to a nonexempt salaried position.

6. LEAVE AND FMLA LEAVE: Employees shall be required to use their available vacation time, if any, and/or available personal leave during the twelve (12) week family leave period. Available sick days shall also be used when family leave is taken because of serious health conditions.

NOTE: That portion, if any, of the family leave of absence which is vacation time, personal leave, or sick leave (**if taken because of serious health conditions**) will be with pay according to the North Putnam Community School Corporation policies regarding such leave time. All portions of the family leave of absence which are not covered by vacation time, personal leave, or sick leave will be without pay.

The employee will be notified orally, within two business days from the date the North Putnam Community School Corporation learns that a leave is for FMLA reasons, that the vacation time, personal leave, or sick leave, as available and appropriate, will be counted towards the twelve (12) weeks of family leave. The North Putnam Community School Corporation will confirm the oral notification by written notification by no later than the following payday (or the second payday if the period after the oral notification until the following payday is less than one week).

7. NOTIFICATION BY EMPLOYEE: When the necessity of leave is foreseeable due to the expected birth or placement of a child, the employee must provide the North Putnam Community School Corporation at least thirty (30) days notice of the employee's intention to take leave. If the date of birth or placement of a child requires the employee's leave to begin in less than thirty (30) days from the date of notice to the North Putnam Community School Corporation, the employee must provide such notice as soon as practical.

Where the necessity for leave is due to a family member's or an employee's own serious health condition and is foreseeable based on planned medical treatment, the employee must:

- a. Give at least thirty (30) days notice, or as soon as practical if treatment starts in less than thirty (30) days; and
- b. Consult with the North Putnam Community School Corporation and make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of the North Putnam Community School Corporation, subject to the approval of the care provider.

Where the need for leave is unforeseeable, the employee must give notice as soon as practicable. Any leave request based on a family member's or employees own serious health condition must be supported by certification from a health care provider. The employee must provide a copy of the certification to the North Putnam Community School Corporation in a timely manner. (Fifteen calendar days will be allowed to provide the certification). The North Putnam Community School Corporation will use Form WH-380 for certification from the health care provider. All appropriate information must be provided on the appropriate form. Failure to provide the certification in a timely manner will result in denial of the leave until the certification is provided. The North Putnam Community School Corporation will notify the employee if the certification form is incomplete and the employee must provide the additional information.

8. EMPLOYEE BENEFITS: During family leaves of absence, for those employees who are participants in the North Putnam Community School Corporation's health insurance plan, the North Putnam Community School Corporation will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee fails to pay the employee's share of health insurance premium, the employee will have a grace period of thirty (30) days. At least fifteen (15) days before the expiration of the period, the North Putnam Community School Corporation will mail a written notice to the employee informing the employee of the date the insurance will expire if the employee's share of the premium is not paid.

For all employee insurance coverages other than health insurance, the North Putnam Community School Corporation shall continue to pay its portion of all premiums and the employee must continue to pay his/her share, if any, of the premiums for such insurance coverages during the family leave. However, in no case shall the amount paid by the North Putnam Community School Corporation for the employee during the family leave exceed the amount which would have been paid by the North Putnam Community School Corporation for the employee had the employee not taken family leave.

9. ACCRUAL OF EMPLOYMENT BENEFITS: Employees on FMLA leave will accrue leave benefits (for example sick leave and vacation) during such FMLA leave only if they use paid leave concurrently with the FMLA leave. Medical insurance benefits will continue during all FMLA leave.

10. EMPLOYEE'S REPORTING REQUIREMENTS: The North Putnam Community School Corporation may require an employee on FMLA leave to report periodically on his/her status and the intention of the employee to return to work, and periodic recertification of the medical condition. The North Putnam Community School Corporation will notify the employee in writing of its initial requirement for medical certification. The North Putnam Community School Corporation will advise the employee of the need for additional medical certification either verbally or in writing. The interval for subsequent certification should be at least thirty (30) days, or beyond the initial period of incapacity set forth in the original medical certification, whichever is greater, unless circumstances have changed significantly or the North Putnam Community School Corporation receives information that casts doubt about the employee's stated reason for the absence. If the North Putnam Community School Corporation receives a complete medical certification, it will limit its inquiries to

the health care provider for clarification and authenticity. If the employee is covered by workers' compensation, the North Putnam Community School Corporation will follow workers' compensation procedures.

An employee taking leave due to the employee's serious health condition is required to obtain certification that the employee is able to resume work prior to the return from any FMLA leave.

11. RESTORATION OF EMPLOYEES RETURNING FROM FMLA LEAVE: Employees who return to work from family leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

12. PROCEDURE FOR ADMINISTRATION OF FMLA LEAVE: Applications for family leave of absence must be submitted in writing on the prescribed form and signed by the employee's immediate supervisor. Applications should be submitted at least thirty (30) days before the leave is to commence, or as soon as possible, if thirty (30) days notice is not possible. The signed forms should be submitted to the Superintendent or his/her designee to initiate a family leave. At the conclusion of any family leave, written notice should be sent to the Superintendent or his/her designee to return the employee to active status.

Each employee taking leave, which meets the requirements for FMLA leave, will be provided the "Employer Response to Employee Request for Family or Medical Leave". The North Putnam Community School Corporation will inform the employee of its response either to the employee's request for FMLA leave or upon learning that the employee's absence from work is for a FMLA reason. The response of the North Putnam Community School Corporation will be provided to the employee within two (2) business days. If the employee is not eligible for FMLA leave, the employee shall be informed of that fact in the North Putnam Community School Corporation's response.

All medical documents, including the medical certificates, shall be maintained in a separate, confidential medical file for each employee. All other documents shall be maintained in the employee's personnel file. The North Putnam Community School Corporation will keep a record of all FMLA leave on its payroll records for every hour of FMLA leave taken.

All employees shall be notified in writing of the provisions of this policy. All employees shall be supplied with the appropriate FMLA leave application forms upon request.

C. HARRASSMENT POLICY: The North Putnam Community School Corporation will not tolerate harassment in all protected areas under applicable state and federal law. Employees shall not engage in any form of harassment, and are furthermore directed to refrain from any-and-all verbal or physical conduct of a harassing nature while on the job. Victims of harassment are encouraged to file a written report on forms supplied by the School Corporation. The report shall be forwarded to one of the designated persons listed below:

1. Immediate Supervisor
2. Building Principal
3. Superintendent
4. President of the Board of School Trustees

Complete copies of harassment policies and the reporting forms can be found in the School Corporation's Policy Manual.

- D. DRUG/ALCOHOL FREE WORKPLACE POLICY:** Unlawful possession, use, or distribution of illicit drugs and/or alcohol on school premises or as a part of any of the activities associated with the North Putnam Community School Corporation is prohibited.

Disciplinary sanctions, which are consistent with local, state, and federal law, up to, and including termination of employment and referral for prosecution will be imposed on employees who violate the standard of conduct Sanctions. The seriousness of the offense could result in termination of employment.

- E. TOBACCO FREE CORPORATION POLICY:** The North Putnam Community School Corporation prohibits smoking and/or the use of tobacco products in all school buildings, athletic facilities, and in all school vehicles.

- F. AHERA NOTIFICATION:** Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, North Putnam Community School Corporation is required to annually notify all school building employees, building occupants or their legal guardians of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress.

In the past year the only AHERA related activities conducted have been the routine maintenance of building materials and the periodic six (6) month surveillance of all building materials. This was done to maintain current information on the condition of materials in the buildings, and to insure that the materials are in good condition.

In the coming years, the only planned activity is routine maintenance of building materials and the periodic six (6) month surveillance of all building materials.

The North Putnam Community School Corporation has complied with the AHERA by developing and implementing an Asbestos Management Plan for our facilities. Anyone wishing to view a copy of the Management Plan for an individual school building will find it available in the principal's office. The Management Plan for all of the facilities is available in the Administration Office.

Questions concerning the AHERA program should be directed to the Director of Operations. The Management Plan will be updated annually as response actions are completed or as periodic surveillance reveals a change in the condition of the asbestos material.