

# **Eastern Greene Schools**

## **Classified Employee Salary & Fringe Benefits Handbook**

**2015**

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# Classified Employee Salary & Fringe Benefits Handbook

## Calendar Year 2015

### PURPOSE

It is the intent of this handbook to assist the Classified Employee in better knowing and understanding the benefits provided, as well as the expectations of the employee by Eastern Greene Schools. This handbook does not create a contract and all employees governed by this handbook are employees at will. The terms and provisions of this handbook may be changed at anytime without notice to employees. Any questions regarding the clarification of any part of this handbook should be brought to the attention of your immediate Supervisor.

### I. DEFINITIONS

The terms listed below shall mean the following:

CORPORATION OR SCHOOL CORPORATION – means the Eastern Greene Schools.

CLASSIFIED EMPLOYEE – means all non-certified personnel. Classified employees are at will employees and may be dismissed at any time for any reason or no reason at all.

ADMINISTRATION – means the Superintendent, Director of Learning, Principals, or Dean of Students.

SUPERVISOR – means the department head in the classification that reports to the Administration.

CLASSIFICATION – means the department where that employee has been placed after hiring.

BOARD-means the Board of School Trustees of Eastern Greene Schools.

FULL TIME EMPLOYEE – an employee who is scheduled to work 260 days/40 hours per week.

SCHOOL YEAR EMPLOYEE – an employee who is scheduled to work 180 days/30 hours or more per week.

PART-TIME EMPLOYEE –An employee who works 28 hours or less per week.

CORPORATION BUS DRIVER - Daily or Hourly Wage, 5 sick days

## II. INSURANCE

Full-time Employees are eligible to participate in the Corporation's group insurance plans. Eligible employees who wish to enroll must do so during the first 30 days of employment with the Corporation. After that time, an eligible employee cannot make changes to his/her plan during that school year, unless a qualifying life event occurs. All provisions regarding health insurance are subject to change based upon policy terms, Board policy or applicable laws and regulations. \* Part-time employees are not eligible for any group insurance benefits.

TERM LIFE INSURANCE - The Corporation shall provide a \$50,000.00 term life insurance policy with accidental death benefits to all employees. The policy and summary plan description set out the terms and conditions of the term life insurance. Copies of these documents are available from the Central Office.

LONG TERM DISABILITY (LTD) INSURANCE – The Corporation shall provide a long-term disability insurance policy (a 90-day plan) to all employees who work at least 30 hours per week. The group insurance policy and the summary plan description set out the terms and conditions of the long-term disability plan. Those documents govern all issues relating to the long-term disability insurance. Copies of the documents are available from the Central Office.

DEPENDENT LIFE INSURANCE – An employee may have the option of purchasing term life insurance coverage for a spouse and/or dependent child(ren) at the employee's expense according to the underwriting and eligibility requirements of the school corporation's insurance carrier.

HEALTH, DENTAL AND VISION INSURANCE - The Corporation shall pay a percentage of the cost of the single plan and of the cost of the family plan(s) of health and hospital insurance, dental insurance, and vision insurance for each Full Time Employee who selects coverage under the Corporation plans provided by private carriers. The group insurance policy and the summary plan description set out the terms and conditions of the health insurance plan. These documents govern all issues relating to employee health insurance. Copies of the documents are available from the Central Office.

PREMIUMS AND EXTENDED ABSENCES – An employee who is off work for more than four (4) weeks without pay due to an extended absence, other than a workman's compensation injury or an approved FMLA leave, will be responsible for 100% of the monthly premium until he/she is able to return to work.

## III. EMPLOYMENT POLICY/PROCEDURES

JOB DUTIES AND RESPONSIBILITIES – Each classified employee's immediate supervisor is responsible for explaining job responsibilities and performance standards expected of a classified employee. A classified employee may also receive a general job description of his/her position setting forth the essential functions of the position. Please be aware that a classified employee's job responsibilities, however, may change at any time

during his/her employment. In addition, a classified employee may be asked from time to time to work on special projects or to assist with other work necessary or important to the operation of his/her department or the School Corporation as a whole. Each classified employee's cooperation and assistance in performing such additional work is expected. The School Corporation reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

GENERAL RULES AND REGULATIONS – The School Corporation believes that its employees are and will continue to be good citizens, both in the community and on their jobs, and that they ordinarily will not engage in acts contrary to the best interests of themselves, other employees, students, parents, patrons or the School Corporation. However, in instances in which employees do engage in conduct contrary to these interests, they will receive discipline appropriate for such misconduct. The degree of discipline in each case, up to and including discharge, will be determined by the severity of the situation involved.

If during the course of an employee's employment a performance problem is detected, his/her supervisor will attempt to discuss the problem with the employee and offer assistance needed to remedy the situation. If the performance problem continues, the Administration may take disciplinary action as it in its sole discretion deems appropriate, including but not limited to oral warnings, written warnings, written probation, unpaid suspension and termination of employment.

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged.

#### Performance Rules

1. Always make your best effort in performing your job duties.
2. You are expected to meet reasonable standards of efficiency, productivity and performance.
3. Do not leave your assigned work area during working hours without advance permission from your supervisor.
4. Always work until the end of your scheduled shift or the beginning of your meal periods.
5. Always be at your assigned work station ready to work at the start of your shift and at the end of your meal periods.

#### Behavior Toward Others

1. Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or Administrator, the use of abusive or threatening language toward such individuals, or any conduct that undermines supervisory authority.

2. Do not threaten, intimidate, coerce, provoke, interfere, or fight with employees, supervisors, Administrators, Board members, students, parents, school visitors or patrons at any time.
3. Do not make false or malicious statements about employees, supervisors, Administrators, Board members, students, parents, school visitors or patrons at any time.
4. The use of profane or abusive language is not permitted in any situation.

#### Property of Others

1. Do not abuse, misuse, damage, destroy, sabotage or steal School Corporation property, supplies, equipment, or the property of employees, supervisors, Administrators, Board members, students, parents, school visitors or patrons.
2. The use of School Corporation equipment and supplies for personal use is not permitted.

#### Honesty

1. Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, or other record of the School Corporation or its insurance carriers.
2. Do not alter, misuse, or remove from School property, without proper authorization, confidential information of any nature.
3. Do not falsify employee time records by recording hours as worked that are not actually worked. Likewise, all employees are expected to record all hours actually worked. Do not complete any employee time records other than your own.

#### Condition of School Property

1. Do not create or contribute to unsanitary conditions on School property; do not litter.
2. Keep your work area safe and clean at all times.

#### Other Rules

1. The possession of guns, knives or other lethal weapons on School property is strictly prohibited.
2. Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on School property at any time without appropriate authorization to do so.
3. Always report any mistake by yourself or another person that could affect the School Corporation's operations.

LUNCH – Classified employees will be granted a thirty (30) minute duty free meal period. Employees are completely relieved of all working duties and responsibilities

during their meal period and shall not perform any work duties or responsibilities unless authorized by their immediate supervisor.

HOURS – Hours are assigned by the Supervisor based on corporation needs.

SCHOOL CANCELLATION –A School Year Employee will not report to work, unless contacted to do so by the supervisor and approved by the Superintendent.

A Full Time Employee must notify the Supervisor if he/she is not able to report to work. The employee must use a personal or vacation day for this instance.

OVERTIME – The employee’s immediate Supervisor and the Superintendent must approve all overtime hours prior to the overtime hours being worked by the employee. No overtime may be worked by an employee unless specifically authorized in accordance with this policy. Any violations of this policy shall subject the offending employee to discipline, up to and including termination of employment.

Overtime will be compensated for any time worked after 40 hours in one work week. Overtime hours will be compensated at one and one-half times the employee’s regular hourly rate. Paid hours not actually worked (e.g., vacation, sick days, personal days, holidays, etc.) will not be counted toward the 40 per workweek required to receive overtime pay.

PAY SCHEDULE – School Year and Part Time Employees will have their payroll divided over 18 installments. Therefore, no payroll will be received during the summer months when the employee is not working.

CLASSIFIED SICK LEAVE BANK – Full Time Employees may participate in the Sick Leave Bank (*Admin Policy 4532, appendix 2*).

LAY-OFFS – If a reduction in force occurs, the Supervisor and/or Superintendent will determine the reason and the personnel to be laid off on an individual basis.

PAYROLL DIRECT DEPOSIT - All classified employees must have their payroll checks direct deposited. There will be no exceptions.

PERSONAL CONDUCT – The School Corporation respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the School Corporation. Nonetheless, employees should keep in mind that, even while off duty, they represent the School Corporation to the public and should strive to preserve the School Corporation’s reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee’s character and judgment and thereby influence his or her standing as a School Corporation employee. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the School Corporation, including termination of employment, if such conduct is determined by the Administration to be harmful to the School’s image, inconsistent with expectations of our employees, or otherwise adversely affects the School Corporation’s legitimate interests.

WORKPLACE APPAREL – We always are concerned with the impression we make on others as representatives of the School Corporation. In accordance with this concern, employees should strive at all times to ensure that their clothing and appearance are professional and contribute to a pleasant school atmosphere for both coworkers and visitors. Employees are encouraged to consult with their immediate supervisor whenever necessary regarding acceptable dress for their work areas.

ATTENDANCE POLICY – Punctual and regular attendance is an essential function of each employee's job at the School Corporation. Any tardiness or absence causes problems for fellow employees and supervision. When an employee is absent, his or her work must be performed by others.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized School business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. Absent extenuating circumstances, an employee must call in advance of his or her regular starting time on any day on which the employee is scheduled to work and will not report to work.

Chronic or excessive absenteeism may be grounds for discipline up to and including termination of employment.

INTERNET USAGE AND E-MAIL POLICY – Employees have a responsibility to maintain the School Corporation's positive public image and to be ethical and lawful in their use of the School Corporation's Internet access and e-mail system. Internet access is provided to many classified employees to benefit the School Corporation through connection to worldwide information resources. Internet access should not be used for personal gain, for advancement of personal, political, or religious views, or for the solicitation of non-School business. Further, employees' use of the Internet must not result in the disruption of the School Corporation's network operations or interfere with personal productivity at work.

Employees are responsible for the content of all text, audio, or images they place or send over the e-mail and Internet systems. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Employees are prohibited from transmitting, receiving, or storing any information that may violate applicable copyright laws and from using the School Corporation's e-mail system and Internet access for any illegal purpose.

All messages created, sent, or retrieved over the School Corporation's Internet and e-mail are the property of the School Corporation and should be considered public information. The School Corporation reserves the right to access and monitor all messages and files on the computer system at any time. All communications are subject to disclosure to law

enforcement officials or other third parties without prior consent of the sender or the receiver.

Any violation of this policy may result in disciplinary action up to and including termination, as well as referral to law enforcement authorities if appropriate.

#### IV. RETIREMENT PROGRAM

Due to new Federal Regulations all employees and substitutes (substitutes must make at least \$200 per year) are eligible to participate in the Corporation Annuity Retirement Program (C.A.R.P.). The Corporation's share shall be 3% of the participating employee's bi-weekly base pay during the first year of participation in the retirement annuity program and the employee must contribute the same amount. Upon the 1-year anniversary hire date, the Corporation's share shall be 6% of the employee's bi-weekly base pay and all succeeding years of participation thereafter. The employee share after the 1 year anniversary date may remain at 3% or increase to no more than the IRS annual limits. An employee is vested after completion of five consecutive years of service. *All provisions regarding the retirement program are subject to change based up policy terms, Board policy or applicable laws and regulations.*

#### V. HOLIDAY SCHEDULE

Full Time Employees shall receive 8 paid holidays per year as follows:

- Labor Day – September
- Thanksgiving Day & Day after Thanksgiving – November
- Christmas Eve & Christmas Day – December
- New Year's Day – January
- Memorial Day – May
- Independence Day – July

***NOTE:*** In the event a holiday falls on a Saturday or Sunday, the employee will be entitled to take either the Monday after the holiday or the Friday before the holiday, as determined by the Superintendent and/or Board. The employee must work the last work day before the holiday and the first work day following the holiday to receive holiday pay.

#### VI. LEAVE DAYS

An employee will receive prorated sick and personal days for the school year after a thirty (30) day probation period.

## SICK DAYS

Sick days will be credited to the employee during the month of August. An employee will receive prorated sick days after they have been board approved. An employee may use sick days for the following:

- Illness of self
- Illness of spouse
- Illness of child(ren)
- Illness of any relative or dependent living in the employee's home
- Illness of parent/parent-in-law (up to 5 days)

School Year Employees and Part-Time Employees: Receive 8 sick days in August. Unused sick days may accumulate up to a maximum of 100 days.

Full Time Employees: Receive 9 sick days per year in August. Unused sick days may accumulate up to 100 days.

If an employee terminates employment (either voluntarily or involuntarily) and has any accrued but unused sick leave days, then the employee shall not receive any pay for those days.

An employee who is absent for three (3) or more consecutive work days for illness must present a doctor's statement upon his or her return to work.

## PERSONAL DAYS

Full Time Employees shall be granted 4 personal business days in August and prorated from the date they are board approved. Unused personal business days shall accumulate up to and including 6 days. In August any personal business days over the limit of 6 will be converted to accumulated sick leave days. Employees may use no more than 6 personal business days during any one school year. Employees must apply in writing for personal days with their immediate Supervisor.

Personal business days may not be used to extend school vacation, break, and/or recess periods unless approved by the Superintendent.

If an employee terminates employment (either voluntarily or involuntarily) and has any accrued but unused personal business leave days, then the employee shall not receive any pay for those days.

## BEREAVEMENT DAYS

In the event of a death, an employee shall be entitled to

Five (5) days for a:

- Spouse
- Natural, adopted, foster, or stepchild
- Parent, Step-Parent, or Parent-in-law

Three (3) days for a:

- Sibling
- Brother-in-law
- Sister-in-law

- Grandparent
- Grandchild

One (1) day for a(n):

- Uncle
- Aunt
- Niece
- Nephew

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

**\*\*\*Your relationship to the deceased must be stated on your staff absence report.\*\*\***

*A newspaper article or funeral home announcement must be attached to your staff absence report. If paperwork is not provided, a personal day may be deducted from the employee.*

#### JURY DUTY

The School Corporation will grant employees time off for mandatory jury duty. A copy of the court notice must be submitted to the Superintendent's office to verify the need for such leave. The employee will receive the difference between jury duty pay and his or her normal salary or wage for each day of jury duty. The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor informed about the amount of time required for jury duty and to provide documentation to the Superintendent's office regarding the amount of jury duty pay received in order to receive the School-provided compensation supplement.

#### WITNESS DUTY

The School Corporation will grant employees time off for witness duty when such time off has been approved by the Administration and/or the employee has received a subpoena to appear in court to testify as a witness. If the employee has received a subpoena, then a copy of the subpoena must be submitted to the Superintendent's office to verify the need for the leave. If the employee is serving as a witness at the request of the School Corporation, then the employee will receive the difference between any witness duty pay and his or her normal salary or wage for each day of witness duty. Employees shall not receive pay in cases that are initiated by the employee or in personal cases. The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor informed about the amount of time required for witness duty and to provide documentation to the Superintendent's office regarding the amount of witness duty pay received in order to receive the School-provided compensation supplement.

## VACATION DAYS

Full Time Employees who have met the guidelines stated below shall be granted the allotted amount of vacation days. Vacation days start accruing on the first day of employment and will be based on consecutive years of service to Eastern Greene Schools. An employee may not accumulate more than 15 vacation days and over 15 days shall be forfeited by the employee. Employees are not entitled to pay in lieu of taking time off for vacation, except that terminating employees are entitled to be paid for all earned, unused vacation days that have not been forfeited pursuant to this policy.

*The employee must submit requests for vacation days to his/her immediate supervisor for approval.*

- Effective January 1, 2012, a Full-Time Employee will be granted the following:
  1. Accrued from first date of employment not to exceed 5 days in 6 months.
  2. January following 2nd Anniversary Hire Date – 10 days vacation
  3. January following your 10<sup>th</sup> Anniversary Hire Date -15 days vacation.

## FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) is a federal law which in certain circumstances entitles an employee to a leave of absence upon written application to the Administration. The employee must meet the eligibility requirements of the FMLA before the terms of such leave will be granted by the Administration. If the leave is granted, it will comply with the current laws, rules and regulations of the FMLA which can be found at the following link from the United States Department of Labor <http://www.dol.gov/whd/fmla/>. Current information and forms for the FMLA are located in the Superintendent's Office. Some of the general provisions of the FMLA are set forth below, but the specific provisions of the FMLA do change from time to time and employees should check with Administration regarding the most current version of the FMLA. The most recent version of the FMLA applies to all FMLA employee matters and supersede the language set forth below if a conflict exists.

**FMLA Leave Eligibility:** An eligible employee under the FMLA is an employee who has been employed by the Corporation for at least 12 months and who has worked at least 1,250 hours in the past 12 months.

**Reasons for FMLA Leave:** An eligible employee may take FMLA leave for any one of five different reasons. Specifically, an eligible employee may take FMLA leave of:

- (1) up to 12 weeks per leave year to care for a newborn child, or a child newly placed in the employee's custody through adoption or foster care, for a period of up to one year after such birth or placement;
- (2) up to 12 weeks per leave year to care for the employee's spouse, child or parent who has a serious health condition;

(3) up to 12 weeks per leave year because of the employee's own serious health condition, if that condition renders the employee unable to perform his or her job functions;

(4) up to 12 weeks per leave year because of a qualifying exigency arising from the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation;

(5) up to 26 weeks within a single 12-month period to care for a covered servicemember who is the employee's spouse, daughter, son, parent, or next of kin who is (a) undergoing medical treatment, recuperation, or therapy, (b) is in outpatient status, or (c) is on the temporary disability retired list, for a serious injury or illness suffered in the line of duty.

Any leave taken by an eligible employee for one or more of these reasons will be counted against that employee's annual FMLA leave entitlement. An employee may not combine forms of leave to exceed the maximum entitlement under the law. In other words, an employee is only eligible for a total of 12 or 26 weeks of FMLA leave a year, as applicable, depending on the reason for the leave.

**Limits on Husband and Wife Leave:** A husband and wife who both work for the School Corporation will be limited to a combined total of 12 weeks of FMLA leave per leave year for the birth, adoption, or foster placement of a child or to care for a parent with a serious health condition or in the event of a qualifying exigency. Two spouses who both work for the School Corporation will likewise be limited to a combined total of 26 weeks FMLA leave during the single 12-month period to care for a covered servicemember.

## VII. RETIREMENT

RETIREMENT NOTICE: Notice of retirement must be given to the Corporation via the Superintendent in writing 1 month in advance. An employee's retirement notice is irrevocable upon receipt by the Superintendent's Office.

## VIII. TIME CLOCK PROCEDURES

Employee's time will be rounded up to the nearest quarter increment in order to calculate daily hours earned. According to the Fair Labor Standards Act, employees may clock in prior to their scheduled work time, but cannot participate in any work activities until their scheduled work time. All employees must clock in using electronic time clocks.

### Clock In Time

Employees may clock in 9-minutes before their shift officially starts.  
(example: shift begins at 7:45 – you may clock in at 7:36)

### Clock Out Time

Employees must clock out when their shift ends, but no more than 5-minutes after.  
(example: shift ends at 3:05 – you must clock out by 3:10)

### Not Clocking In or Out

- An employee who does not clock in or out on their scheduled workday (not including sick, personal, vacation and/or holiday time) will be notified verbally with documentation to follow. The Corporation has a legal obligation to maintain accurate timekeeping records for all hourly employees. Therefore, an employee's failure to clock in or out on his/her scheduled workday impedes the Corporation's ability to fulfill its legal obligations. Employees who fail to comply with the clocking in and out procedures may be subject to disciplinary action, up to and including termination of employment.

### Unauthorized Overtime

- Employees who work past their scheduled hours resulting in overtime pay (more than 40 hours per week) without advance approval by their immediate supervisor and the Superintendent will be reported to their immediate supervisor and may be disciplined up to and including termination of employment.
- The employee is responsible for clocking in and out at their regularly scheduled time.

## IX. RESIGNATION

Two weeks notice of resignation shall be required for all Classified Employees. A notice of resignation is irrevocable upon receipt by the Central Office.

## X. EQUAL OPPORTUNITY EMPLOYER

Eastern Greene Schools is an Equal Opportunity Employer and will not discriminate against anyone on the basis of sex, age, race, color, natural origin, disability or religion.

Any person who is aware of any alleged violation of this policy should report such concerns to his/her immediate supervisor or the Superintendent as soon as possible. The School Corporation will thoroughly investigate and promptly resolve all such complaints in strict compliance with all applicable laws. Any employee violating this policy or retaliating in any way against complainants under the policy will be subject to discipline, up to and including termination of employment.

## XI. SEXUAL HARASSMENT POLICY

It is the policy of the School Corporation to provide an environment free from sexual and sex-based harassment. It is against the policy of the School Corporation for any employee,

whether a supervisor or co-worker, to sexually harass another employee. Sexual harassment or sex-based harassment occurs when unwelcome conduct of a sexual nature becomes a condition of an employee's continued employment, affects other employment decisions regarding the employee, or creates an intimidating, hostile, or offensive working environment.

Sexual and sex-based harassment may include:

- Requests for sexual favors;
- Unwanted physical contact, including touching, pinching or brushing the body;
- Verbal harassment, such as sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions and threats;
- Non-verbal conduct, such as display of sexually suggestive objects or pictures, leering, whistling or obscene gestures; and
- Acts of physical aggression, intimidation, hostility, threats or unequal treatment based on sex (even if not sexual in nature).

Any employee who believes he or she has been sexually harassed should report the conduct immediately to the employee's immediate supervisor or to the Superintendent. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely a manner as possible. Any employee of the School Corporation who has been found, after appropriate investigation, to have sexually harassed another employee will be subject to disciplinary action up to and including discharge.

## ANTI-HARASSMENT POLICY

In providing a productive working environment, the School Corporation believes that its employees should be able to enjoy a workplace free from all forms of discrimination, including harassment on the basis of race, color, religion, gender, national origin, age and disability. It is the School Corporation's policy to provide an environment free from such harassment.

It is against the policy of the School Corporation for any employee, whether a supervisor or co-worker, to harass another employee. Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her race, color, religion, gender, national origin, age or disability, or that of the individual's relatives, friends, or associates, creates or is intended to create an intimidating, hostile, or offensive working environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- Epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to race, color, religion, gender, national origin, age or disability.
- Written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is placed on walls, bulletin boards, or elsewhere on the Corporation's premises, or that is circulated in the workplace.

Any employee who believes he or she has been harassed in violation of this policy should report the conduct immediately to the employee's immediate supervisor or to the Superintendent. No victim retaliation or discrimination will result from any good-faith complaint made under this policy.

A thorough and impartial investigation of all complaints will be conducted in as timely and confidential a manner as possible. Any employee of the School Corporation who has been found, after appropriate investigation, to have harassed another employee in violation of this policy will be subject to disciplinary action up to and including discharge.

Since August 2013, all classified pay increases have been frozen due to budget constraints. Any additions to pay (when possible) will be to the next level and may not reflect actual experience.

## Clerical Support Staff Personnel

### Wages and Hours Schedule

Title	Hours	Years of Experience						
		0	1	2	3	4	5	6
M.S. Athletic/Guidance Secy.	8.0	10.40	10.65	10.90	11.15	11.40	11.65	11.90
Principal's Secretary	8.0	10.65	10.90	11.15	11.40	11.65	11.90	12.15
H.S. Athletic/Guidance Secy.	8.0	10.75	11.00	11:25	11.50	11.75	12.00	12.25
Corporation HR/Adm. Asst.	8.0	10.75	11.00	11.25	11.50	11.75	12.00	12.25
Corporation ECA Treasurer	8.0	12:00	12.25	12.50	12.75	13.00	13.25	13.50
Corporation Payroll/Benefits	8.0	13.00	13.25	13.50	13.75	14.00	14.25	14.50
Corporation Treasurer	8.0	15.00	15.25	15.50	15.75	16.00	16.25	16.50

Clerical employees that complete DOE Student Enrollment Reports will be paid an additional .25 cents an hour. Employees that are eligible for insurance and choose not to take the insurance will be paid an additional .25 cents an hour.

## Corporation Bus Driver Personnel

### Wages and Hours Schedule

Title	Years of Experience						
	0	1	2	3	4	5	6
Bus Mechanic	12.25	12:50	12:75	13.00	13.25	13.50	13.75
Reg. Route Bus Driver	70.00/Day						
Vocational/Bedford Bus Driver	13.50						
Alternative School Bus Driver	13.50						
Bus Monitor	9.15	9.40	9.65	9.90	10.15	10.40	10.75

Substitute Driver Rate: \$13.00/hour

Substitute Monitor Rate: \$9.50/hour

Corporation Drivers will work all student days (180 days) of the school calendar. Drivers are required to attend the “Annual Driver Meeting” at the beginning of each school year and any other meetings as called by the Transportation Supervisor and/or Superintendent

## Custodial/Maintenance Personnel

### Wages and Hours Schedule

Title	Days	Hours	Years of Experience						
			0	1	2	3	4	5	6
Custodian (Days)	185/260	8.0	10.80	11.05	11.30	11.55	11.80	12.05	12.30
Custodian (Nights)	260	8.0	10.90	11.15	11.40	11.65	11.90	12.15	12.40
Asst. Maintenance	260	8.0	12.50	12.75	13.00	13.25	13.50	13.75	14.00

Substitute Rate: \$10.00/hour

\*Lunch time ½ hour, unpaid (effective July 1, 2000)

- Custodians will receive the hourly rate of a bus driver when driving a bus and their custodial rate of pay when not driving a bus.
- A CDL may be required for day time maintenance/mechanic and custodial positions.

## Teaching Assistant Personnel

### Wages and Hours Schedule

Title	Days	Years of Experience						
		0	1	2	3	4	5	6
Library Assistant	180	10.40	10.65	10.90	11.15	11.40	11.65	11.90
Teaching Assistant	180	9.90	10.15	10.40	10.65	10.90	11.15	11.40
Art and P.E. Facilitators	180	13.25	13.50	13.75	14.00	14.25	14.50	14.75

Substitute Rate: \$9.50/hour

## APPENDIX 1 CLASSIFIED SALARY & FRINGE BENEFITS HANDBOOK

### **Policy 2460** **COMPENSATORY TIME OFF**

Hourly employees may receive compensatory time off in lieu of monetary overtime compensation in accordance with Section 7(o) of the Fair Standards Act. All work beyond regular hours must have prior approval of the immediate supervisor and the Superintendent.

Compensatory time off will be earned at a rate of one and one-half hours for each hour actually worked over forty (40) hours in the established workweek. All compensatory time off must be used within thirty (30) days of the time it was earned. Compensatory time off may not be accumulated. Any amount not used within the thirty (30) day period will be paid at time and a half.

Use of earned compensatory time off must be approved by the immediate supervisor. If the time requested is not possible, time off will be granted within a reasonable period normally within thirty (30) days, unless the requested time off would unduly disrupt school operations. Compensation based on the regular pay rate in effect will be given when the compensatory time off is actually taken, if compensation is due.

Eastern Greene Schools may elect to substitute monetary overtime pay for earned compensatory time off, either at the time overtime is actually worked or in any later period. Monetary overtime compensation will be based on the regular pay rate at the time of payment.

Eastern Greene Schools may also elect to apply earned compensatory time off to hours that have been missed due to personal absence, short workweeks, layoffs, or leaves of absence, including medical leaves if not covered by sick or disability pay, etc.

In the event of leaving employment for any reason, employees will be paid for earned compensatory time off at either the average regular rate received by such employee during the last 3 years of the

employee's employment, or the final regular rate of pay received by such employee, whichever is higher.

Any earned compensatory time should be taken on or before June 30 before the succeeding period of July 1 through June 30.

APPENDIX 2  
CLASSIFIED SALARY & FRINGE BENEFITS HANDBOOK

Policy 4532  
EASTERN GREENE SICK LEAVE BANK - - S. L. B.  
CLASSIFIED EMPLOYEES

**MISSION STATEMENT**

It is the intent of the Eastern Greene Classified Sick Leave Bank to assist in the financial needs of any Eastern Greene Sick Leave Bank member during a severe illness or leave. The Sick Leave Bank is not to be used to replace wages lost during the time of illness or leave. The Bank may aid the member financially until he/she can return to work or other monetary assistance is obtained.

**POLICIES AND PROCEDURES**

I. MEMBER ENROLLMENT

A. Only current members of the Eastern Greene SLB may draw from the Bank.

II. QUALIFYING EVENT

- A. When a SLB member has used all of his/her accumulated sick, personal, and/or vacation days, he/she may request in writing to the chairperson of the Committee to withdraw days from the Bank.
- B. When a SLB member has been out of work for more than five (5) consecutive days, the Committee may ask for confirmation of the employee's condition from the member's attending physician.

Eastern Greene Classified Sick Leave Bank

- C. The Committee will review and act upon any request for additional days that fall outside the scope of categories listed in *Section III-A & B*. The granting or rejection of additional days will be based on the information provided by the member and at the discretion of the Committee.
- D. Days will not be granted if the member is receiving other monetary assistance such as workmen's compensation, long-term disability, or social security assistance.
- E. The member will receive his/her regular daily rate based on the number of hours he/she is regularly scheduled to work. For example, if a member works only when school is in session, they would not be paid for days that school is not held.

- F. The Chairperson or someone appointed by the Chairperson will notify the member of the Committee's decision and/or request for additional information.

### III. ILLNESS AND LEAVE DESCRIPTIONS

- A. Major Illness or Leave\* (14 days or more of consecutive absence)  
Maximum of 15 Days Granted

- 1. Hospitalization
- 2. Incapacitating injury
- 3. Emotional Distress

\*Once the member has received days from the Committee and additional days are required, the member must submit a letter of request each time for more days.

- B. Minor Illness or Leave\*\* (5 to 13 days of consecutive absence)  
Maximum of 5 Days Granted

- 1. Out-Patient Surgery
- 2. General Illness or Injury

\*\*The member may apply for a once a school year Minor Illness or Leave Request. A member that is out of work for more than five (5) days, but less than thirteen (13) days consecutively and is supported by a physician's statement, the Committee may grant the member a maximum of three (3) sick leave bank days.

- C. A normal pregnancy would not be approved for Sick Leave Bank days. However, serious complications to the pregnancy may qualify.

### IV. KEEPING RECORD OF BANK DAYS

- A. Employees who resign or are terminated may not donate their unused days to the Sick Leave Bank.

- B. Employees cannot donate their days to any individual employee or member.

An employee will not be granted more than 30 sick leave bank days in a five year period.

- C. The Committee will be updated at the start of each school year as to the balance of the Sick Leave Bank.

- D. The Sick Leave Bank will no longer exist upon depletion .

V. COMMITTEE MEMBERS AND ELECTION

- A. The Superintendent shall appoint five (5) members from the active classified members participating in the Sick Leave Bank. Members shall be selected from the following employee classifications:
1. Building Clerical
  2. Central Office Clerical
  3. Maintenance
  4. Custodial
  5. Teaching Assistant
- B. The Administrative Assistant/HR Clerk shall serve in an advisory capacity on the Committee to aid in the process of any payroll or leave day questions or concerns.
- C. The Administrative Assistant/HR Clerk will be responsible for all record keeping in connection with the Sick Leave Bank. The Clerk will update the Committee periodically or as needed. The Clerk will be responsible for acquiring all nominations and ballots for elections and notifying members of the new Committee members

VI. SUPERINTENDENT

- A. Any member who does not agree with the decision of the Committee may appeal in writing to the Superintendent. A final decision will be rendered once the Superintendent has spoken with the member and the Committee.

APPENDIX 3

Fair Labor Standards Act, Part 785, Subpart D, Paragraph 785.48

**§ 785.48 – USE OF TIME CLOCKS.**

(a) *Differences between clock records and actual hours worked.* Time clocks are not required. In those cases where time clocks are used, employees who voluntarily come in before their regular starting time or remain after their closing time, do not have to be paid for such periods provided, of course, they do not *engage* in any work. Their early or late clock punching may be disregarded. Minor differences between the clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise a doubt as to the accuracy of the records of the hours actually worked.

(b) *“Rounding” practices.* It has been found that in some industries, particularly where time clocks are used, there has been the practice for many years of recording the employees’ starting time and stopping time to the nearest 5 minutes, or to the nearest one-tenth or quarter of an hour. Presumably, this arrangement averages out so that the employees are fully compensated for all the time they actually work. For enforcement purposes this

practice of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all the time they have actually worked.

