

MT. VERNON

COMMUNITY SCHOOL CORPORATION



Classified Staff Employee Handbook

Updated July 1, 2016

(Note any changes in leave days including vacation days is effective July 1, 2016)

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NOTE: Mt Vernon Community School Corporation (MVCSC) has the right to administer, interpret and alter any Employee Handbook provision at any time as needed. This handbook does not create an employment contract. The employment relationship is and remains at will, subject to termination by the employer or employee at any time and for any reason. The administration and/or school board may skip any step in any discipline action as they deem appropriate. Mt Vernon Community School Corporation does not discriminate in practices or employment opportunities on the basis of an individual’s race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, marital status, disability or any prescribed category set forth in federal or state regulations.

Under the law of this federal circuit, MVCSC must advise you that anything you tell us during an investigation may not be used as a basis for criminal prosecution, a form of immunity. Once advised of that fact you have no 5th amendment right to refuse to answer questions about the matter being investigated and must respond to our questions or face loss of employment for refusal to respond. What you tell us will be considered along with any other circumstances we feel significant in making any decision about your employment with MVCSC. It is expected that all MVCSC employees read and abide by all MVCSC School Board Adopted Bylaws & Policies. A copy of those can be found on the corporation web site at www.mvcsc.k12.in.us Failure to do so may result in termination of employment.

ALL EMPLOYEES MUST ACKNOWLEDGE THAT THEY HAVE READ THIS HANDBOOK, THE PARTS THAT PERTAIN TO THEIR EMPLOYMENT RESPONSIBILITIES AND AGREE TO ABIDE BY ITS PROVISIONS. THIS ACKNOWLEDGMENT AND AGREEMENT ARE REQUIRED OF EACH EMPLOYEE AS A CONDITION OF CONTINUED EMPLOYMENT. SUCH ACKNOWLEDGEMENT WILL BE DONE EACH SCHOOL YEAR THROUGH THE SAFE SCHOOL’S PROGRAM ON THE SCHOOL CORPORATION’S WEB SITE.

GENERAL INFORMATION

AIDS in the Workplace

Employees who have Acquired Immune Deficiency Syndrome (AIDS) or the human immunodeficiency virus (HIV) will be treated the same as any other disabled employee. Employees may continue to work as long as they are able to perform the essential functions of their job with or without reasonable accommodation, and as long as the best available medical evidence indicates their continued employment does not present a direct health or safety threat to themselves, students, other employees, or persons with whom they come into contact. Any medical documentation submitted to MVCSC becomes a record, which will be treated confidentially. Officials who have a need to know the information for an appropriate administrative purpose will maintain the confidentiality of that information.

Bereavement Leave:

In the event of the death of an immediate family member, employees are entitled to be absent without loss of compensation for a period extending not more than a total of five (5) workdays beyond such death for the purpose of attending the burial rites and attending to other personal matters of the immediate family member provided; however, that said burial rites occur while said employee is performing duties as assigned by the school corporation, and that said burial rites do not occur during the time the employee is absent due to vacation, or leave of absence, or sick leave, or leave for personal business, which may have been previously granted or approved by the school employer. All bereavement leave days must be taken within thirty (30) calendar days of the death of the family members. School holidays falling in this period shall be counted as work days. "Immediate family" is interpreted as including father, mother, brother, sister, legal guardian, husband, wife, child, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, and same step-relatives. Any other person who at the time of death was living as a member of the employee's household will be considered as a member of the immediate family. The employee must be on paid time status for days in which they will be paid for any bereavement leave.

In case of death of a grandparent not living in the employee's household, the employee is entitled to be absent three (3) workdays without loss of compensation, and in the case of death of an uncle, aunt, first cousin, niece, or nephew, not living in the household of the employee, the employee is entitled to be absent one (1) day without loss of compensation, provided, however the employee does attend in person the burial rites of the said family member: that said burial rites do not occur during the time the employee is absent due to vacation, or leave of absence, or sick leave, or leave for personal business, which may have been previously granted or approved by the school corporation.

Business-Related Travel

If you are required to travel or use your personal auto as part of your job, MVCSC will reimburse you for all reasonable travel expenses. The travel must be approved in advance. The Board of Education has established a mileage rate. Please see your supervisor to obtain information regarding travel reimbursement.

Bulletin Boards

Bulletin boards are to be used for MVCSC business only. Bulletin boards may not be used for individual employee purposes. Employees who wish to post items of general interest must obtain prior approval from the building principal.

Change of Status

You must notify the Payroll Department if you have any changes in your address, marital status or the number of your dependents so the correct tax forms can be completed and your health insurance coverage can be changed. Also, consider whether or not you want to change the beneficiary for any of your benefits. New dependents cannot be added to dependent health coverage if you do not notify the Payroll Department of the change.

Compensation Time

“Comp Time” will not be provided to employees. All time worked will be paid time.

Dangerous Weapons

MVCSC will not tolerate the possession of weapons or any other device designed to inflict serious bodily harm by any staff member while on Corporation property, at a school-sponsored event, or on a school vehicle. Any staff member found possessing a weapon or other device designed to inflict serious bodily harm on Corporation premises, a school vehicle, or on property being used by the Corporation for school purposes may be charged with a felony. This restriction applies to staff members licensed to possess firearms unless serving as a law enforcement officer or a security officer. IC 35-47-5-2.5 prohibits any person from possessing a knife (pocket knife included) on school property without express authorization from the school corporation. Any employee who wants to be authorized to carry a knife such as a pocket knife must request authorization by submitting their request in writing to the assistant superintendent. If approval is granted by the school corporation, such will be given in writing to the employee.

Direct Deposit

Mt Vernon Community School Corporation requires direct deposit of paychecks and will provide direct deposit with any bank capable of said service for all employees. Use of direct deposit may be limited by the corporation’s accounting software, the capabilities of its depositories, and/or of the receiving banks and credit unions. Contact the school corporation’s payroll department for further information regarding direct deposit.

Emergency Closings

If it is necessary to close or delay the start of MVCSC due to inclement weather, power failure, or any other emergency, a designated administrator will notify the news media of the closing.

Listen to local radio stations for this information. Employees will also be notified via the corporation’s instant alert system.

Employment of Relatives

Although MVCSC does not prohibit the employment of relatives, MVCSC expects that the family relationship will not negatively affect work performance. An employee shall not be

transferred or hired to work in a position where he/she is under the direct supervision of a family member. Family members are defined as persons who are married, persons who have acted in the capacity of a parent during normal parenting years, grandparents, children, grandchildren, sisters, brothers, aunts, uncles, nieces, nephews, cousins, or any of the above relationships, which resulted from marriage.

Family Medical Leaves of Absence (FMLA)

In accord with Federal law, MVCSC shall provide up to twelve (12) workweeks of leave time to all support staff members working 1250 hours or more during the previous year for one of the following reasons:

1. The birth or care of a child;
2. The adoption or foster care of a child;
3. The care of a spouse, son, daughter, or parent if such individual has a serious health condition;
4. A serious health condition of the staff member which disables him/her from performing the functions of his/her position. Such a condition may be an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or requires continuing treatment by a health-care provider (M.D. or D.O.)

Such leave may not be taken intermittently or on a reduced-leave schedule in the event of the birth, adoption, or foster care of a child, unless the superintendent and the staff member agree. A staff member has the right, however, to take intermittent or reduced-leave schedule (half days) when medically necessary to care for a spouse, child, or parent who has a serious health condition, or if the staff member has a serious health condition. In both cases, the taking of such leave results in the total reduction of the twelve (12) weeks only by the amount of leave actually taken. Whenever the leave is necessitated by the serious health condition of the staff member or his/her family member, and is foreseeable based on planned medical treatment, the staff member shall provide the superintendent within thirty (30) days notice, except if such treatment requires earlier leave, and shall schedule the treatment so as not to disrupt the regular operation of the Corporation. The staff member is required to use accrued paid vacation leave, medical/sick leave, or personal leave during the family leave described in this policy. In cases in which the Corporation has employed both the husband and the wife, the total amount of family leave is twelve (12) weeks for the couple, except when the leave is due to the serious health condition of either the husband or the wife. In the case of a health condition of a family member, the superintendent, or his designee, will obtain medical certification from the physician of the staff member or his/her family member, including:

1. The date the serious health condition began;
2. The probable duration;
3. Appropriate medical facts regarding the condition;
4. A statement that the staff member is needed to care for the family member;
5. An estimate of the amount of time needed for such care

In the event of the staff member's own health condition, a statement from his/her physician will be required which states that the staff member is unable to perform the functions of his/her

position. MVCSC reserves the right to obtain, at its expense, the opinion of a second health provider and, in the event of conflict, the opinion of a third health provider whose decision shall be binding and final. Prior to returning to work, the staff member shall provide the Corporation with a statement from his/her physician that she/he is able to assume full-time responsibilities for his/her position. At the end of any leave described in this policy, MVCSC shall restore the staff member to his/her former position or to one that is equivalent in responsibility and compensation. During a family leave, the staff member's current coverage shall be maintained under the Corporation's health insurance program. Should the staff member elect not to return to work at the end of the leave for reasons other than the continuation, recurrence, or onset of the health condition that gave rise to the leave or for circumstances beyond the control of the staff member, the staff member shall reimburse the Corporation for the health insurance premiums paid by the Corporation during the leave period. Classified staff members must be employed for more than one calendar year to be eligible for Family Leave. The FMLA leave year is defined as one calendar year as of the date the employee submits their request for family medical leave under FMLA.

Travel While on Leave:

An employee is required to remain in the immediate vicinity of his/her home while on leave, except to receive medical treatment or to attend ordinary and necessary activities directly related to personal or family needs. An employee who feels he or she has a need to leave the immediate vicinity of his or her home while on leave pursuant to this Policy must submit a request for review by Human Resources. Human Resources will review the request and determine whether travel is warranted and will be approved.

Insurance

1. Health insurance is available for full time employees who qualify based on federal regulations. Employees may select from one of three plans. New classified employees may become active in the insurance programs the 1st day of the month after 45 calendar days after the start of their employment. Open enrollment is the first two weeks of November for an effective date of January 1st of every year. The premium is based on the plan selected by the employee.
2. All full time employees are eligible for \$50,000 of group life insurance at \$1 per year.
3. Full time employees who work at least 40 hours per week are eligible for long term disability at \$1 per year.
4. Full time employees who work over 30 hours per week are eligible for vision and dental insurance.

Single coverage for dental insurance and vision insurance is \$2 per year.

Family Vision Only \$1 per year

Family Dental Only \$1 per year

Family Vision and Dental \$2 per year

Jury Duty

An employee called for grand jury, petit jury or a subpoena response which serves the public interest or is in a job-related situation, shall, during the required period of absence from their assigned duty by the school corporation, be paid full regular salary provided the total amount per diem allowance (excluding reimbursement for out-of-pocket expenses) earned by the employee, if any, for such service is remitted to the school corporation. A copy of the documentation requiring jury duty or a subpoena must be submitted to the school corporation for verification of the absence. Should an employee wish not to be paid their regular salary from the school corporation for such service and keep the per diem payment they were paid for that service they need to submit that request in writing to the superintendent or his designee.

Layoffs of Classified Staff

MVCSC reserves the right in accordance with statute to abolish any existing position in whole or in part or to reduce the number of support staff in such positions based on the recommendation of the superintendent. All classified staff shall be selected for layoff in accordance with performance of the job. Upon layoff classified staff members do not have any rights of being re-employed and said re-employment is the sole discretion of the employer. Any classified staff member shall be notified if she/he is not to be re-employed in the following year.

Lobbying and Political Activity

Only MVCSC personnel who are authorized by the Board of Education may lobby on behalf of MVCSC with any elected body. This prohibition does not include matters of public concern. Employees who wish to work at the polls on Election Day may use a Personal Day to do so. Please request the Personal Day at least three (3) working days in advance.

Medicare Contribution

Part of the above contribution to FICA (Social Security) is designated by the Federal Government to pay for your Medicare Benefits when you become eligible.

Overtime

It is the intention of MVCSC to compensate non-exempt classified staff members for overtime work when such is previously approved and properly performed. No overtime shall be worked without the prior approval of the staff member's supervisor and no overtime will be paid without the prior approval of the Superintendent, or his designee. Overtime will be paid after 40 hours worked during a standard work week between the hours of 12:00 am Monday and 11:59 pm Sunday. Comp time will not be given in lieu of overtime worked.

Paid Leave Time

Employees who are granted paid leave time may use that time after it has been approved by their building principal or central office administrator. To use such time the employee must sign on to the employee's personal account on the MVCSC Skyward Financial web site. Sick days must be requested as soon as reasonably possible once the illness occurs. To use personal days the employee must request such days at least 3 days before the date requested. To use vacation days the employee must request such days at least one week before the first date of vacation

requested. Failure to request personal and vacation days with the designated timeline will result in those requests being denied unless specific approval is granted from the superintendent. Being absent without permission is considered an unexcused absence.

Personal Appearance and Cleanliness

MVCSC and its employees are in the public eye. Community members may make judgments about the effectiveness of MVCSC based on their observations of MVCSC employees. Therefore, it is very important that all employees project a positive image to visitors and students. We request that you dress appropriately for an educational environment.

Personal Electronic Device Usage

MVCSC limits the use of all personal electronic devices including cellphones, tablets, computers, etc during regular working hours. Classified employees may not use their personal electronic devices for any use outside the scope of their job requirements during their designated work hours. Personal texting, phone calls, instant messaging, etc is prohibited during regular working hours. Employees may use their personal electronic devices during a break or lunch period approved by their building principal or central office administrator.

Physical Examination

The School Board or superintendent reserves the right to require any employee or candidate, after a conditional offer of employment, to submit to an examination in order to determine the physical and/or mental capacity to perform assigned duties. Such examinations shall be done in accordance with the superintendent's guidelines. Reports of all such examinations or evaluations shall be delivered to the superintendent, who shall protect their confidentiality. Reports will be discussed with the employee or candidate and made a part of an employee's personal record. In the event of a report of a condition that could influence job performance, the superintendent shall base a non-employment recommendation to the Board upon a conference with a physician and substantiation that the condition is directly correlated to defined job responsibilities, and reasonable accommodation will not allow the employee or prospective employee to adequately fulfill those responsibilities. The Board shall assume any uninsured fees for required examinations.

Probationary Period

The first sixty (60) calendar days of employment for classified staff members is a probationary period during which employees will be monitored in the areas of attitude, attendance, behavior, and job performance. At the end of the probationary period, the employee's supervisor will recommend one of three options to the assistant superintendent. The options are: (1) regular employment status; (2) a sixty (60) day extension of the probationary period; (3) immediate termination of employment. After reviewing the supervisor's recommendation, the assistant superintendent will determine which option is appropriate. During the probationary period the employee will not receive any paid time off including holidays, vacation days, sick leave,

personal days, etc. Time worked as a substitute in any position will not count towards the sixty (60) day probationary period.

Public Representation

MVCSC prohibits employees from discussing with any member of the media or an elected body (such as a Town Council or the Indiana Legislature) any internal matter relating to MVCSC, including its policies, practices, business or activities unless it is a part of the employee's job description or the employee has been authorized by the superintendent. This prohibition does not include matters of public concern.

Reporting Child Abuse

If you have reason to believe a student may be a victim of abuse or neglect, you are required by law to report it immediately to Child Protective Services (800-800-5556) or local police. Reporting suspected child abuse will not jeopardize your employment. Failure to report suspected child abuse may result in criminal prosecution.

School Closing or Delay

Classified employees are expected to report for work on days when the start of school is delayed. If the delay is due to weather, employees are expected to report to work as close to their regular start time as reasonably possible while traveling in a safe manner.

For school closings, except for a county or state declared red travel emergency classified employees except as noted otherwise in this handbook are expected to report to work as close to their regular start time as reasonably possible while traveling in a safe manner. Bus drivers, bus assistants and food service employees will not report to work on a school closing. On a declared red alert travel emergency day classified employees will be paid for that day. All other closings for weather employees may take a personal or vacation day if they feel it is unsafe to travel to work. School year employees who lose a day due to a school closing will be given an opportunity to make up those days at the end of the school year with work prescribed by the superintendent or their designee. That make up work is optional for the employee and the employee must request to make up the time missed due to a school closing. Request to make up work for a school closing must be made to the assistant superintendent or superintendent.

Smoking at Work

Smoking and tobacco use is prohibited anywhere on MVCSC property. Employees should notify the building principal or their supervisor immediately, if they observe smoking or the use of tobacco on school property. It is the building principal's or supervisor's responsibility to handle such situations.

Social Security

All MVCSC employees are covered by the Federal Insurance Contributions Act (FICA), which is designed to provide retirement income and health care after an age defined by federal law. This is commonly referred to as Social Security, and it is paid for equally by MVCSC and our employees.

Staff Gifts

MVCSC considers the presentation of gifts to support staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of currying favor. Based on the foregoing premise, it is the policy of the Board that support staff members may accept gifts of nominal value from students or parents. The superintendent may approve acts of generosity to individual staff members in unusual situations. Upon the recommendation of the superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered outstanding service for an extended period of time.

Student Well-Being

Classified staff members may be confronted with situations which, if handled incorrectly, could result in liability to the Corporation and personal liability to the staff member. Classified staff must ensure the maintenance of the following standards:

1. Each classified staff member shall report immediately to the principal any accident or safety hazard she/he detects.
2. A classified staff member shall not send students on any personal errands.
3. Classified staff members shall not associate with students, particularly those of the opposite gender, at any time in a manner which gives the appearance of impropriety, including but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive, involve illegal substances such as tobacco, alcohol, or drugs. This provision should not be construed as precluding classified staff members from associating with students in private for legitimate/proper reasons.
4. Classified staff members shall not transport students in a private vehicle without the administrative approval.
5. A student shall not be required to perform work or services that may be detrimental to his/her health.
6. Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse. This does not affect the obligation to report suspected child neglect or abuse.

Time Clock Policy

Mt Vernon Community School Corporation utilizes a fingerprint time clock for its classified employees. This is the official time record for employee compensation unless otherwise approved by the superintendent. Time clocks are located in each of the schools for employee use. Employees should contact their supervisor should they find the time clock not working. To provide uniformity within the corporation, the following shall apply. Every employee has assigned working hours. Any deviation from the assigned working hours MUST be approved in advance by the building principal. Employees are expected to "clock-in" on or no more than 7 minutes before your "start time" and "clock-out" on or no more than 7 minutes after your "end time." Infractions of the 7 minute period resulting in overtime will be paid only when that overtime has been authorized. There is no grace period for clocking in after the designated start time or clocking out prior to the designated end time each day. Employees are expected to clock

in no later than the start time and clock out no earlier than the designated end time. Continual and/or repeat deviations from assigned working hours will be grounds for disciplinary action up to and including dismissal. These deviations include, but are not limited to, time changes that did not have prior approval, tardiness, and clocking in/out early or late. Any time an employee leaves school property for any reason other than official school business during the workday or scheduled work time the employee MUST notify their building principal or central office administrator prior to leaving the premises or their duty station. Falsification of records, documents or work time is a violation of policy and will result in the employee receiving disciplinary action up to and including suspension without pay and/or termination.

Unemployment Compensation

MVCSC pays unemployment insurance for every employee. Unemployment insurance benefits are designed to assist MVCSC employees in the event of termination through no fault of their own.

Universal Precautions

All new MVCSC employees are required by Indiana statute to receive training in Universal Precautions (AIDS education). Such training will be done online as designated by the school corporation.

Unpaid Leave/Loss of Pay Time Off

No one may take unpaid leave time or loss of pay time off unless that time is pre-approved by the superintendent or his designee. Requests for unpaid leave/loss of pay time should be submitted in writing to the superintendent one week prior to such leave/time being taken.

Use of MVCSC Property

All MVCSC property, including but not limited to buildings, vehicles, equipment, office supplies, materials, stationery, postage and stamps, telephones, copiers, tools, mowers, typewriters, computers, and audio-visual equipment are intended for MVCSC business use only. Unauthorized use of MVCSC property will result in discipline up to and including termination.

Volunteers and Parents

It is very common for parents, parent-volunteers, or other volunteers to be in our buildings or on our property. Most of us have jobs which require some degree of contact with these individuals. We expect employees to treat them with the same respect and professionalism that is given to coworkers. Concerns or problems with parents, parent-volunteers, or other volunteers should be reported to your supervisor.

Worker's Compensation

MVCSC purchases worker's compensation insurance, which provides for medical treatment and income assistance for MVCSC employees who may become injured or disabled because of a job

related injury or disability. The guidelines for medical treatment and income assistance are determined by regulations established by the Indiana General Assembly.

PROHIBITION ON THREATS AND VIOLENCE

It is the policy of MVCSC to strive to maintain a work environment free from intimidation, threats, or violent acts. MVCSC will not tolerate intimidating, threatening, or hostile behavior of any kind, including threats, physical abuse, stalking, vandalism, arson, sabotage, possession or use of weapons, carrying weapons of any kind onto MVCSC property, or any other act, which, in MVCSC's opinion, is dangerous or inappropriate to the workplace, other employees or any individual on MVCSC premises. Any object, regardless of its nature, is considered a weapon when used in a threatening or violent manner and will be taken into custody and will be turned over to the proper authorities. Employees who believe they have been subjected to any of the behaviors listed above or have knowledge of any violation of this policy should immediately report the incident to their supervisor. Complaints will be promptly investigated. When the results of an investigation indicate the necessity to do so, appropriate disciplinary action, up to and including discharge will be taken.

WORK STOPPAGE

MVCSC is obligated and committed to provide certain basic services to students residing in the School Corporation under its jurisdiction and as contracted. Therefore, if the schools are open and students are in attendance, those basic services will be provided. Classified staff members are required at all times to perform their normal duties as assigned by the Superintendent of Schools. Classified staff members who fail to perform their duties when so required will be subject to loss of pay and disciplinary measures in accordance with the policies of MVCSC, the laws of the State, and may be subject to termination.

RULES OF CONDUCT

Absenteeism

Absenteeism can be one of the most serious problems any organization can face. It is harmful to both employer and employee. MVCSC considers repeated or habitual absences to be unacceptable and may result in disciplinary action. However, we realize that there will be some exceptions, such as extended illness, that requires special consideration. It is important that employees be in attendance at the assigned start time each and every day. Employees who are sick and unable to come to work must contact their building principal at least two (2) hours before they are expected to be at work. If you are unable to reach the principal you must leave a message. A doctor's statement may be required for absences due to illness. Any paid absence other than for illness must be approved by your building principal or the assistant superintendent prior to the absence being taken or it will be considered unexcused.

The school corporation may require a doctor's statement verifying any absence of more than 3 consecutive days or for any absence if the employee is out of accrued sick days. If a doctor's statement is requested and not given to the school corporation within 3 days of request said absence(s) will be considered unexcused. The following progressive discipline plan will apply to cases of unexcused absenteeism:

- Step 1. The first (1st) unexcused absence during any six (6) month time period shall result in a verbal warning.
- Step 2. The second (2nd) unexcused absence during any six (6) month time period shall result in a written warning and a three (3) day suspension without pay. The written warning shall result in a six (6) month disciplinary probation period.
- Step 3. Any unexcused absence in the same six (6) month disciplinary probation period may result in termination of employment. An unexcused absence is any absence that is not excused pursuant to policy.

Tardiness

All employees are assigned specific start times, and it is anticipated that employees will honor their start times by being punctual. Certainly, there will be days when being late for work cannot be avoided, but the tardiness plan outlined below is intended to accommodate those few instances.

- Step 1. The second (2nd) tardy during any six (6) month time period shall result in a verbal warning.
- Step 2. The third (3rd) tardy during any six (6) month time period shall result in a written warning. The written warning shall result in a six (6) month disciplinary probation period during which successive instances of tardiness will be dealt with under Step 3 and Step 4.
- Step 3. The first (1st) tardy during this six (6) month disciplinary probation period shall result in a three (3) day suspension without pay and will constitute a final warning.
- Step 4. The second (2nd) tardy in the same six (6) month disciplinary probation period may result in termination of employment. An employee will not be paid for any time missed as a result of the employee being late for work.

ANTI-HARASSMENT POLICY

In order for all students, employees, volunteers, or vendors to enjoy an environment free from all forms of discrimination, MVCSC prohibits the harassment of any student, employee, volunteer, or vendor by any person. It is contrary to our policy for any student, employee, volunteer, or vendor to be subjected to harassment in the workplace or in a school setting because of sex, race, color, religion, national origin, age, or physical or mental disability. Harassment negatively affects morale, motivation, and job performance. It is inappropriate, offensive, and will not be tolerated.

1. Sexual Harassment- MVCSC strictly prohibits all forms of sexual harassment. No student, employee, volunteer, or vendor should be subjected to unsolicited and unwelcome sexual advances or conduct, either verbal or physical. Prohibited harassment may include, but is not necessarily limited to:
 - a. unwelcome verbal behavior such as comments, suggestions, jokes, or derogatory remarks which are based on sex. This would include verbal innuendoes, suggestive comments, off-color jokes, discussing sexual activities, commenting on physical attributes, offensive gestures or sounds, and repeated unwelcome flirtation
 - b. physical behavior such as pats, squeezes, grabbing, groping, intentionally brushing against someone's body, unnecessary touching, displaying sexually suggestive pictures, or impeding or blocking normal work or movement
 - c. unwanted sexual advances; and/or

- d. pressure for sexual favors. Sexual harassment consists of any unwelcome behavior of a sexual nature, which creates a hostile work environment. It is also sexual harassment when submission to sexual advances is a condition of a job benefit (e.g. employment, continued employment, fair treatment, promotions, etc.).
2. Other Forms of Harassment- MVCSC also prohibits harassment based on race, gender, color, religion, national origin, age, or disability. Such harassment may include, but is not necessarily limited to, threats, derogatory remarks, jokes, epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts which relate to these characteristics. It may also include offensive gestures or sounds, or displays of offensive pictures or cartoons related to any of these characteristics. Finally, it may also include physically intimidating behavior directed at persons because of such characteristics.
3. Complaint Procedure- Any student, employee, volunteer or vendor who believes that he or she has suffered sexual harassment or any other form of harassment should report the conduct to the assistant superintendent, or any other administrator as soon as possible so that prompt action may be taken. Further, any student, employee, volunteer or vendor who is aware of any instance of harassment concerning any other person should report the conduct to the assistant superintendent or any other MVCSC administrator as soon as possible. All harassment complaints will be investigated promptly and impartially, in as discreet and confidential a fashion as possible. However, complete anonymity cannot be guaranteed. While MVCSC will take reasonable steps to maintain the confidentiality of the complaint, a fair and effective investigation may necessitate the disclosure of names of complaining parties and witnesses. If harassment is found to have occurred, the complaining party may be given the opportunity to participate in the remedial process. However, MVCSC will make the final decision regarding disposition of the complaint. Any employee who has been found to have harassed a student, employee, volunteer, or vendor in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. Appropriate action will also be taken against non-employees.
4. MVCSC Prohibits All Forms of Retaliation- MVCSC strictly prohibits any form of retaliation against students, employees, volunteers, or vendors who exercise their rights to raise complaints about violations of this policy. No person will be adversely affected in their employment as a result of bringing good faith complaints of harassment or truthfully participating in an investigation. Any person who feels that he or she has been the subject of retaliation, or adverse or different treatment as a result of having complained about prohibited discrimination or harassment, or having participated in an investigation, should immediately bring the matter to MVCSC's attention through this same complaint procedure. We trust that employees of MVCSC will act responsibly to maintain a pleasant working environment, free of discrimination and harassment, allowing others to perform to their maximum potential. MVCSC encourages any employee to bring questions he or she may have regarding sexual harassment or other types of harassment to any supervisor or administrator.

ADA COMPLIANCE NOTICE POLICY STATEMENT

It is the policy of the Mt. Vernon School Corporation not to exclude qualified individuals with disabilities from participation in or benefiting from the services, programs, or activities of the school corporation. It is also the policy of this school corporation not to discriminate against a qualified individual with a disability in its job application procedures; the hiring, advancement or discharge of employees; employee compensation; job training, conditions and privileges of employment. It is the intention of this school corporation to comply with all applicable requirements of the Americans With Disabilities Act (ADA).

Members of the public, individuals with disabilities, and groups representing individuals with disabilities, are encouraged to submit suggestions to school corporation officials on how the Mt. Vernon Community School Corporation might better meet the needs of individuals with disabilities pursuant to this stated policy. Rights and Protections The ADA Affords Disabled Persons Any individual who believes he/she has received treatment inconsistent with the policies set forth above or any other requirement of the ADA may take any or all of the following steps:

1. Contact Mr. Mike Horton, designated school corporation ADA coordinator, at 317-485-3100, or stop by his office at 1806 West State Road #234, Fortville, IN 46040, to obtain additional information about the school corporation program, service, activity, or employment practice that is the basis for concern. The ADA coordinator will also provide information on how the corporation is attempting to meet the requirements of the ADA.
2. File a grievance with the ADA coordinator. The ADA coordinator will provide information on the school corporation's procedure for handling complaints based upon ADA rules and regulations.
3. Appeals of decisions or other actions of the ADA coordinator are permitted under the grievance procedures. If the ADA coordinator does not adequately respond to a grievance to the complainant's satisfaction, the grievance will be forwarded to the school corporation's ADA grievance committee for review and for appropriate action. Decisions of the grievance committee may be appealed to the Board of School Trustees of the Mt. Vernon Community School Corporation.
4. Individuals also have the right to initiate private lawsuits against the school corporation as a means for compelling school compliance with the requirements of the ADA.
5. An individual may file a complaint with the U.S. Department of Justice Office of Civil Rights alleging discrimination in violation of the ADA requirements. An individual may file a complaint alleging a violation of the ADA employment regulations with the Equal Employment Opportunity Commission.

Unrequested Leaves of Absence

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

A support staff member may be placed on unrequested leave of absence when the staff member is unable to perform assigned duties in conformance with statute with or without

accommodation. If the superintendent believes the staff member is unable to perform essential job functions, the support staff member will be offered the opportunity for a meeting to discuss these issues.

If a support staff member refuses to attend the meeting, the Board may order the support staff member to submit to an appropriate examination by:

1. a physician designated and compensated by the Board; or
2. a physician or institution of the support staff member's choice.

Where the physician designated by the Board disagrees with the physician designated by the support staff member, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the support staff member and whose medical opinion shall be conclusive and binding on the issue of ability to perform assigned duties with or without accommodation. The expenses of a third examination shall be borne by the Board.

If, as a result of such examination, the support staff member is found to be unable to perform assigned duties with or without accommodation, the support staff member may be placed on leave of absence for a reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year. Should a support staff member refuse to submit to the examination requested by the Board and the support staff member has exercised his/her rights under the provisions hereinabove set forth, such refusal shall subject the support staff member to disciplinary action.

RULES OF PROHIBITED CONDUCT

MVCSC has certain rules of conduct that must be followed if work is to be performed in an efficient and orderly way. MVCSC urges employees to familiarize themselves with the rules of prohibited conduct listed below. MVCSC recognizes that employees who violate the rules of prohibited conduct are rare exceptions. Based on common sense and good judgment, these rules are designed to protect employee rights. Violations of the following rules will, in the discretion of MVCSC, result in disciplinary action up to and including discharge: unsatisfactory work performance; theft, unauthorized removal of property or misappropriation of MVCSC property or funds; physical violence (or threats); sexual or other forms of prohibited harassment; child abuse; criminal conviction; verbal harassment or threats to anyone associated with MVCSC; smoking on school property; violation of the drug and alcohol policy; possession, consumption, or being under the influence of alcohol or drugs on MVCSC property or at MVCSC functions; committing unsafe acts; repeated behavior that is disruptive to the work of other employees; possession of a weapon on MVCSC property; failure to report a work-related accident; falsification of any MVCSC record, including applications and time sheets; falsification of any work-related form; insubordination (including disobedience to authority or failure to follow instructions); inappropriate use of MVCSC computers, including inappropriate use of the Internet system.

The above rules are not intended to be all inclusive. MVCSC reserves the right to take disciplinary action for other offenses not specifically listed here.

Discipline Procedure

In the event it is necessary to take disciplinary action as a result of an employee's work habits or prohibited conduct, MVCSC will make every attempt to observe the following steps:

- Step 1. Discussion with your supervisor (verbal warning);
- Step 2. Written warning;
- Step 3. Final warning/Suspension;
- Step 4. Discharge (termination).

The main purpose of having a disciplinary procedure is to give the employee an opportunity to correct and improve their work situation. In some instances, suspension or termination without prior warning may be imposed when the seriousness of any individual offense or the employee's cumulative record indicates that such action is required. Thus, MVCSC reserves the right to suspend or terminate any employee without prior notice, and without utilizing the step procedure outlined above.

SAFETY AND SECURITY

Safety in the workplace is everyone's business - even in an office environment. MVCSC is committed to the task of maintaining a safe and clean work environment. We expect everyone to share in this commitment. Specific safety matters, which may pertain to your work area will be discussed with you by your supervisor. It is your responsibility to report any unsafe or potentially unsafe situation or condition to your supervisor immediately.

1. Safety and Housekeeping Rules:
 - a. Keep a neat and orderly work area at all times.
 - b. Be familiar with fire and evacuation plans.
 - c. Only authorized and trained staff should use, adjust, and repair any piece of equipment with moving or hot parts.
 - d. Keep drawers and storage area doors closed.
 - e. Wear seat belts and observe all motor vehicle safety and speed regulations when operating a MVCSC vehicle or your own vehicle when driving on MVCSC business.
 - f. Report unsafe conditions immediately, especially in storage areas where stacked items may fall. If possible to safely do so, correct any unsafe conditions.
 - g. The use of heating devices must be approved by the building principal, and electrical heaters must be unplugged when not in use.
 - h. When working at a video display terminal (VDT), adjust your screen and chair in a manner to avoid eye and back strain. When operating moving equipment, make sure hair or clothing items cannot get caught in a moving part.
 - i. Be familiar with the location and operation of fire extinguishers in areas where you work.
 - j. Report immediately any automobile accident, which occurs while on MVCSC business.
 - k. Work-related auto accidents are included under the Indiana Occupational Health and Safety Act. Keep food in tightly sealed containers to reduce the possibility of bugs and rodents.
 - l. Wear appropriate shoes to protect feet and toes from falling objects.
 - m. Operate all equipment and machinery in a safe manner and according to the manufacturer's directions.
 - n. Follow directions carefully when using hazardous chemicals.

ACCIDENTS ARE NOT INEVITABLE. YOU CAN PREVENT THEM. YOUR OWN SAFETY ATTITUDE IS YOUR BEST PIECE OF PERSONAL PROTECTION!

Building Security

Your supervisor will advise you what hours your building is locked. If you have access to the building during "locked" hours, be sure that you follow all procedures for securing the building. Make sure the door is locked after you enter or when you leave. This is a security procedure we follow to protect our property as well as employees and volunteers who may be working outside of regular working hours.

The issuance of building keys is limited in order to maximize facility security. A record of all key holders is maintained. All key holders must keep their keys secure at all times. Key holders will be held responsible for any unauthorized use of the key or unauthorized duplication of the key. All employees are expected to wear their corporation issued identification badges at work in clearly visible manner except when performing job duties where such wear poses a safety issue. Employees must obey the requests of any security officer who may be working on MVCSC property either in the building or in a parking area. If you have a question or concern about the request of a security guard, notify your supervisor.

In Case of Personal Accident or Injury

Despite our good efforts to avoid them, accidents can still occur. We are equipped to handle routine cuts and abrasions, and first aid kits are located in our buildings. Everyone must utilize the "universal precautions" procedures when dealing with emergencies involving loss of blood or other body fluids. Disciplinary action may result if Universal Precautions are not utilized in appropriate situations. Employees who become injured at work, regardless of the severity of the injury, **MUST REPORT THE INCIDENT TO THEIR SUPERVISOR IMMEDIATELY AND FILL OUT THE ACCIDENT/INCIDENT REPORT FORM. WORKER'S COMPENSATION FORMS MUST BE FILLED OUT IMMEDIATELY EVEN IF YOU CHOOSE NOT TO VISIT A DOCTOR. MVCSC EMPLOYEES WHO ARE INJURED AT WORK MUST REPORT TO OCCUPATIONAL HEALTH AT 124 W MUSKEGON DR, GREENFIELD, IN (PHONE 317-318-7470) TO SEE THE DESIGNATED DOCTOR IN ORDER TO BE COVERED BY WORKERS COMPENSATION.** -A neglected injury - minor as it may seem - can become a serious problem if not treated promptly and properly. If you do not report the injury, there will be no documentation that the injury was work-related, and you could jeopardize your eligibility for work-related coverage under Indiana Worker's Compensation law. If your injury is of a serious nature, or if you should become unconscious at work, we will obtain emergency medical treatment or arrange for you to be taken to the nearest appropriate medical facility. Call 911 for an emergency vehicle.

Your cooperation is required in filling out accident reports. Complete and timely documentation is necessary to expedite claim processing and to assure a safe workplace.

Universal Precautions

All employees are directed to utilize the universal precautions outlined to prevent the transmission of dangerous communicable diseases, including Acquired Immune Deficiency Syndrome (AIDS) through blood or other body fluids.

In the event of a body substance spill:

1. Non-custodians at school immediately send for a custodian for clean up.
2. Keep all students away from any furniture or area that has been soiled with blood or other body fluids until custodian has completed the cleaning of the area.
3. Wear gloves when in contact with blood or other body fluids. To protect yourself, consider every student's or fellow employee's body fluids as potentially infectious. A good rule of thumb is, "If it's wet, wear gloves."
4. Take measures to ensure that any clothing or objects soiled with an individual's blood or other body fluids do not continue to come in contact with other individuals.
5. If an individual's blood or other body fluids come in contact with your skin, or that of other individuals, clean the skin immediately with alcohol or, if the situation allows, scrub the area with soap and water and then wash with alcohol.
6. Place all materials used in the clean-up in plastic bags and close tightly.
7. When an accident involves or causes an excessive spill of body fluids, an adult should accompany the student or fellow employee to the health room.
8. When all other procedures have been completed, remove gloves, place them in a plastic bag and seal tightly. Place contaminated materials in designated disposal areas. Then wash your hands using the following procedures:
 - a. Wet both hands, using a generous amount of soap. Work up a lather. This will help lift the bacteria from the skin.
 - b. Wash for a minimum of 20 seconds. A greater degree of contamination will require a longer washing time. Be sure to clean carefully under and around your fingernails.
 - c. Keep your hands down and rinse well with warm, running water.
 - d. Dry your hands with paper towels. Then use a towel to turn the water off. This protects your now clean hands from being contaminated by the potentially dirty fixtures.

Fire Extinguishers

Fire extinguishers are placed in locations throughout all buildings and are inspected regularly. Only employees who are trained to operate a fire extinguisher should do so to avoid possible injury from improper use.

Tornado and Fire Drills

MVCSC maintains weather alert stations throughout the district. The stations are monitored at all times by an assigned individual. Proper tornado and fire safety procedures and directions are posted throughout all buildings, and must be followed closely in the event of a disaster drill or actual evacuation. Please familiarize yourself with tornado and fire procedures and exits for your particular work area in your building.

Bomb Threats

Employees who receive bomb threats over the telephone should attempt to obtain as much information as possible from the caller including: location of the bomb, time of detonation, the sex/age/name of the caller, what the caller's voice sounded like (nervous, determined, other),

background noises, etc. Call the building principal immediately. The principal has specific instructions to follow in the case of a bomb threat.

Theft and Property Damage

If you become aware of any theft or damage to MVCSC property, advise your supervisor immediately so the appropriate reports can be completed and an investigation can be initiated.

If you have any suggestions, questions, or concerns about building security, housekeeping, or employee safety, please bring them to the attention of your supervisor. There is no question too minor or insignificant when it comes to safety or security.

DRUGS AND ALCOHOL

The School Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act and Drug-Free Schools and Communities Act. In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance, including alcohol, and any drug paraphernalia by any member of the Corporation's staff at any time while on Corporation property or while involved in any Corporation-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action.

Disciplinary Actions

A violation of MVCSC's Drug and Alcohol Policy may result in disciplinary action, up to and including termination of employment, at MVCSC's sole discretion. In addition to any disciplinary action, MVCSC may, in its sole discretion, refer the employee to a treatment and counseling program for drug and alcohol abuse. Employees referred to such a program by MVCSC must immediately cease any drug use, and must comply with all other conditions of the treatment and counseling program. MVCSC shall determine whether an employee it has referred for drug treatment and counseling should be temporarily reassigned to another position for safety reasons. MVCSC may terminate any employee who tests positive for drugs and/or refuses to submit to a drug screen, while undergoing treatment and counseling for drug abuse.

Testing Procedures

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing device (F-BT) operated by a trained breath alcohol technician (BAT). If the initial test indicates an alcohol concentration of 0.04 grams per 210 liters of breath or greater, a second test will be performed to confirm the results of the initial test. A confirmed alcohol test result of greater than 0.04 per 210 liters of breath will be considered a violation of MVCSC's Drug and Alcohol Policy and will result in disciplinary action up to and including termination of employment. Drug testing shall be conducted in a manner to assure a high degree of accuracy and reliability using techniques, equipment, and laboratory facilities which have been approved by the Substance Abuse and

Mental Health Services Administration (SAMHSA). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended. All test results will be reviewed by a Medical Review Officer (MRO). Throughout the testing process, the privacy of the employee will always be protected, the integrity of the test process will be maintained, and the test results will be attributed to the correct employee.

Reasonable Suspicion Testing

In the event MVCSC has reason to believe that an employee is under the influence of alcohol, illegal drugs or controlled substances, the employee shall be relieved of his or her duties and shall be placed on suspension without pay pending receipt of test results. Reasonable suspicion of drug use may be found in the following circumstances: (1) direct observation of drug use or possession; (2) physical symptoms of being under the influence; (3) a pattern of abnormal conduct or erratic behavior; (4) arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking; (5) information provided either by reliable and credible sources or independently corroborated; (6) newly discovered evidence that the employee has tampered with a previous drug test; or (7) after a reportable accident or incident, where the supervisor has reasonable suspicion to believe that drugs or alcohol may have contributed to the occurrence. The employee shall be required to submit to testing at the earliest possible time. An employee who (1) refuses to submit to testing in accordance with the provisions of this policy, or (2) refuses to fill out and sign the written consent form agreeing to submit to the medical examination and/or testing and permitting MVCSC to be apprised of the testing results, may be subject to immediate discharge. If the test results prove negative, the employee shall be reinstated with back pay for actual time lost including overtime. "Under the influence" is defined as unable to perform work in a safe and productive manner, being in a physical or mental condition, which creates a risk to the safety and well being of the affected employee, other employees, the public, or MVCSC property. A confirmed alcohol test result of greater than 0.04 per 210 liters of breath is considered "under the influence."

An employee who switches or adulterates any sample submitted for testing will be subject to immediate discharge. An employee who tests positive as a result of reasonable suspicion testing will be notified and will be given a chance to respond in writing to the test results. Employees who test positive may be subject to discipline, up to and including, discharge.

Drug and Alcohol Testing of CDL License Holders or Regular License Holders Who Drive a Corporation Vehicle.

MVCSC believes that the safety of employees or students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with Corporation vehicles must be mentally and physically alert at all times while on duty. For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply.

1. The term illegal drug means drugs and controlled substances, the possession, or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.

2. The term controlled substance includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions.
3. The term controlled substance abuse includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
4. The term safety-sensitive functions, includes all tasks associated with the operation and maintenance of Corporation vehicles.
5. The term CDL license holder means all regular and substitute bus drivers, other staff members who may drive Corporation vehicles or inspect, repair, and maintain.
6. The term while on duty means all time from the time the CDL or regular license holder begins to work or is required to be in readiness for work until the time she/he is relieved from work and all responsibility for performing work.

All CDL license holders are expected to comply with Board policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, all CDL license holders should be free of any influence of alcohol or controlled substance while on duty. Each regular and substitute bus driver, as well as any other staff member who holds a CDL license, shall be tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances: A. Marijuana; B. Cocaine; C. Opiates; D. Amphetamines; E. Phencyclidine (PCP). The drug tests are to be conducted in accordance with Federal and State regulations a.) prior to employment, b.) for reasonable cause, c.) upon return to duty after any alcohol or drug rehabilitation, d.) after any accident, e.) on a random basis, and f.) on a follow-up basis. Candidates may also be tested for the presence of alcohol in their system prior to employment. Any staff member who tests positive shall be prohibited from driving any school vehicle and be referred to the Corporation's Employee Assistance Program.

Employee Assistance Program

MVCSC is a subscriber to a professional diagnostic and referral service for employees. This service is provided by MVCSC so that employees may benefit from the early detection, care and handling of problems of drug abuse or alcoholism. Providing this service not only improves employee productivity and decreases errors and accidents on and off the job, but also improves the employee's personal life as well. More information about the Employee Assistance Program is available upon request.

In addition, on a one time only basis, any employee who voluntarily identifies himself/herself to the employer as having a drug or alcohol related problem will not be subject to discipline for volunteering that fact prior to the commission of any act subject to disciplinary action under this policy. MVCSC will refer the employee to the appropriate treatment and counseling services.

This is to be clearly understood as not a way to come forth to avoid discipline if a test appears imminent. Employees who have voluntarily participated in a rehabilitation program are not

eligible to "volunteer" a second time for a three (3) year period. There will be a lifetime maximum of two (2) times that an employee can participate in a rehabilitation program and be paid for by MVCSC insurance.

CLASSIFIED ASSISTANTS – SUMMARY OF BENEFITS

This summary is applicable to the positions of Instructional Assistants (IA), Media Center Assistants (MCA), and Nursing Assistants (NA). Note: All Instructional Assistants and Media Center Assistants hired after August 1, 2005 are required to meet the highly qualified standards as specified under No Child Left Behind prior to their employment.

Duties and Responsibilities

The duties and responsibilities of each assistant may vary according to the area and/or building to which they are assigned. The principal of the building is the immediate supervisor of the I.As and MCAs. and as such, he or she is primarily responsible for the development of the I.A.'s and MCA's job description as well as determining the I.A.'s and MCA's hours of employment. The principal will provide a written evaluation of each I.A.'s and MCA's job performance at least once each year.

The duties of the NA's will be determined by the Director of Nursing Services.

Leaves of Absence

1. Sick Leave:

A full-time assistant may be absent due to personal illness for eight (8) days each year during the term of this Agreement without loss of compensation. A day is defined as the employee's regularly scheduled work hours. After the completion of a sixty (60) day probationary period, an employee shall receive sick leave days pro-rated from the date of his/her hire. The full amount of all unused sick leave days will be awarded on July 1 following the date of employment. Sick days may only be used for personal illness of the employee or a member of the employee's immediate family. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused sick days beyond the date of receipt of resignation or termination.

Any unused sick leave days for a particular employee shall accumulate to a maximum of one hundred forty (140) days. A day is defined as the employee's regularly scheduled work hours.

2. Personal Business Leave:

Each full-time assistant shall be entitled to two (2) days to be absent without loss of pay for the transaction of personal business. A day is defined as the employee's regularly scheduled work hours. Each personal business day is to be applied for and approved in advance by the immediate supervisor.

If personal business days are not used, they shall be added to the employee's accumulated sick leave until the maximum accumulation of the sick leave days is reached.

Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination. After the completion of a sixty (60) day probationary period, an employee shall receive personal leave days pro-rated from the date of his/her hire. The full amount of all unused personal leave days will be awarded on July 1 following the date of employment.

Wages, Hours, and Fringe Benefits

1. Wages- Each employee's total compensation will be determined by the board of school trustees following a recommendation from the superintendent. Adjustments in the number of hours and/or days that an assistant is scheduled to work may be arranged by recommendation of the principal to the assistant superintendent. Principals must authorize all overtime work in advance of the work done.

2. Hours- Each employee will be expected to work the scheduled hours and number of days as determined by their supervisor with approval of the superintendent. When an employee takes sick time or personal time, the employee will receive pay in accordance with their regular work day schedule. Should an employee want to combine a half day of work and leave time, the employee must work at least one half of their regularly scheduled work day. All exceptions to that must be approved prior by the superintendent or assistant superintendent. There is no grace period for clocking in after the designated start time or clocking out prior to the designated end time each day. Employees are expected to clock in no later than the start time and clock out no earlier than the designated end time.

- A. Adjustments in the number of hours and/or days that a classified employee is scheduled to work must be arranged by recommendation of the principal to the superintendent or assistant superintendent, including workdays when students are not present.
- B. To be considered a full-time employee the employee must work a minimum of 30 hours per week.
- C. In the event school is canceled due to inclement weather IAs, MCAs and NAs will not be paid for the cancelled school day.
- D. A minimum of one hundred twenty (120) days of work shall be necessary for one (1) year of credit towards the school corporation's retirement benefits.

Note: Break times and/or meal times are at the sole discretion of MVCSC and may be changed and/or cancelled at any time.

3. Benefits

A. Classified Sick Day Bonus Program

Effective July 1, 1985, the following bonus program to improve attendance within the corporation will be implemented: IAs, MCAs and NAs will be paid at the end of the fiscal year at a rate of \$25.00 per day for unused sick days given for the previous year and if no unpaid leave days are taken during the previous year.

For example:

<u>Employee</u>	<u>Sick days per year</u>	<u>Sick days used</u>	<u>Bonus</u>
anyone	5	1 (4 x \$25.00)	\$100.00

Those eligible for bonus will receive their bonus money in their payroll check in July of each year. Unused sick days will accumulate as defined in Leaves of Absence: A. Sick Leave, stated earlier in this document.

C. School Year Employee Sick Bank

MVCSC has established a voluntary sick bank for classified school year employees. (Classified employees who are scheduled to work at least 180 days and not covered under any other MVCSC Sick Bank program). See the payroll department for forms to opt in or out of the program. The Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.

I. Membership:

- a. You must contribute 1 day to the bank for the first year of membership (at the beginning of the employee year).
- b. After the 2nd year you will not be asked to contribute anymore days unless the bank drops below 100 accumulated days.
- c. Extra days may be contributed at the start of each year before September 15.

II. Qualifications for Membership:

- a. Any full time classified employee, as described in the MVCSC policy manual, may join the Sick Leave Bank.
- b. Any classified employee who does not wish to participate in the sick leave bank must waive that right on bottom of the second page and return the waived document to the Administration Building.

III. Administration:

- a. Sick Leave Bank Committee will oversee the bank's operation. The committee will consist of two (2) persons appointed by participating members and (1) person appointed by the Superintendent.

IV. Application for Days:

- a. Any Member may apply for days from the bank after his (or) her own sick, personal, and vacation days have been exhausted and three consecutive unpaid duty days have elapsed within the year.
- b. Written application must be made no later than ten (10) days after the exhaustion of paid leave.
- c. Member must provide written certification from his (or) her physician sustaining his illness and certifying that his absence will continue at least ten (10) consecutive duty days following the exhaustion of all paid leave.
- d. The Maximum number of days awarded to a member will not exceed six (6) days per year of prior service to the corporation. If an employee owes the sick bank they may not receive more additional days that would make the total beyond what they would be eligible for under the Maximum number based on years of service.

V. Repayment:

- a. Once you draw from the sick bank, you automatically agree to repay the bank at the rate of three days per year, beginning the next school year until complete repayment is made.
- b. Repayment of borrowed days from SLB must be made by September 15th of the new school year.
- c. If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty(30) days of termination from employment.

D. Retirement Plan

Full time employees of age 55 and up who have a minimum of 10 years service to MVCSC shall receive forty (\$40.00) per year of service and thirty (\$30.00) per unused sick day as severance pay. Part time employees of age 55 and up who have a minimum of 20 years service to Mt. Vernon will receive seventeen (\$17) per year of service to Mt. Vernon and twelve (\$12) per unused sick day as severance pay. Full time or part time status shall be determined by the position held at the time of retirement. Employees who qualify for this retirement plan and have group health and/or life insurance may continue those programs at their own expense until they qualify for Medicare. Medical coverage for dependents is outlined in COBRA law.

SUB WAGES

Subs for all assistants will be paid at \$10.00 per hour

CUSTODIAL EMPLOYEES – SUMMARY OF BENEFITS

Duties and Responsibilities

The specific duties and responsibilities of each custodian may vary according to the area and/or building to which he/she is assigned. The principal of the building is the immediate supervisor of the custodian, and as such, he or she is primarily responsible for the development of the custodian's job description. The building principal will work in conjunction with the head custodian in their building in determining job responsibilities for each custodian. The principal or his designee will provide an evaluation of each custodian's job performance at least once each year.

Leaves of Absence

1. Sick Leave:

A full-time custodian may be absent due to personal illness for ten (10) days per year during the term of this Agreement without loss of compensation. Any unused sick leave days for a particular employee shall accumulate to a maximum of two hundred (200) days. After the completion of a 60 day probationary period, an employee shall receive sick leave days pro-rated from the date of his/her hire. The full amount of all unused sick leave days shall be awarded on July 1 following the date of employment. Sick days may only be used for personal illness of the

employee or a member of the employee's immediate family. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused sick days beyond the date of receipt of resignation or termination.

2. Personal Business:

A full time custodian shall be entitled to be absent for up to five (5) days without loss of pay for the transaction of personal business. Each personal business day must be applied for and approved in advance. If the personal business days are not used, they shall be added to the custodian's accumulated sick leave until the maximum accumulation of sick leave days is reached. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination.

After the completion of a 60 day probationary period, an employee shall receive personal leave days pro-rated from the date of his/her hire. The full amount of personal leave days shall be awarded on July 1 following the date of employment.

Wages, Hours, and Fringe Benefits

1. Wages

The employee's compensation shall be determined by the Board of Education following a recommendation from the superintendent.

2. Hours

Shift hours will be determined by the assistant superintendent and/or the building principal. Shift time for custodians will be determined by the building principal with approval of the assistant superintendent. Additional or reduction of normal working hours by all custodial staff will be determined by the assistant superintendent and/or the building principal in connection with increased or decreased building activities or emergencies.

On days where an employee takes personal leave or vacation time, the employee will be paid for eight hours for that day. Should an employee want to combine a half day of work and personal leave or vacation time, the employee must work four hours and receive four hours of personal leave or vacation time. If it is necessary for the employee to work more than four hours on such a day then that time must be approved by the building principal prior to the extra time being work. * Break times and/or meal times are at the sole discretion of MVCSC and may be changed and/or cancelled at any time.

3. Vacation and Holidays

A. Vacations (Given July 1 for the period July 1 to June 30 of the following year)

- I. After one year of successful service with the corporation, employees who work on a twelve (12) month basis shall receive ten days (10) vacation leave with pay. After seven (7) years of continuous service to the corporation, full-time classified employees employed for twelve (12) months per year will receive fifteen (15) days of vacation leave with pay. After fifteen (15) years of continuous service to the corporation, full-time classified, twelve month employees will receive twenty (20) days of vacation

leave with pay.

NOTE: ALL VACATION DAYS MUST BE USED DURING THE YEAR GIVEN AND WILL NOT ACCUMULATE. ANYONE WITH ACCUMULATED DAYS PRIOR TO JULY 1, 2016 WILL KEEP THOSE DAYS AND MAY USE THEM WHEN REQUESTED AND APPROVED.

New employees will not be allowed vacation leave until July 1 following their date of employment. New employees will earn 1/12 of vacation credit per month from the time of their first full calendar month of employment until the following July 1, at which time the new employee will be awarded the pro-rated vacation time earned, rounded to the nearest whole day, during their first partial year of employment. Employees will be awarded vacation leave days on each subsequent July 1 date as outlined above. Vacations shall be taken at a time approved by the immediate supervisor, assistant superintendent and/or business manager.

II. Part-time personnel will not receive any paid vacations.

B. Holidays

- I. The following are paid holidays for full-time 12 month personnel: New Year's, Martin Luther King Day , President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas and New Year's Eve. If school is in session on Martin Luther King Day and/or President's Day then custodians will be expected to work those days but may take a pre-approved paid day off later but before July 1 of that year.
- II. If any of the above holidays fall on Saturday or Sunday, then the holiday is honored on either the Friday before or the Monday after as declared by the corporation.
- III. Part-time personnel will not receive any paid holidays.

5. Other Benefits

A. Classified Sick Day Bonus Program

Effective July 1, 1985, the following bonus program to improve attendance within the corporation will be implemented: classified personnel will be paid at the end of the fiscal year at a rate of \$30.00 per day for unused sick days given for the previous year and if no unpaid leave days are taken during the previous year.

For example:

<u>Employee</u>	<u>Sick days per year</u>	<u>Sick days used</u>	<u>Bonus</u>
anyone	5	1 (4 x \$30.00)	\$120.00

Those eligible for bonus will receive their bonus money in their payroll check in July of each year. Unused sick days will accumulate as defined in Leaves of Absence: A. Sick Leave, stated earlier in this document.

C. Classified Sick Leave Bank.

MVCSC has established a voluntary sick bank for classified employees. See the payroll department for forms to opt in or out of the program. A classified employee may request days from the bank under the following conditions:

- I. The Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.
- II. The employee may be granted days from the bank under the following conditions:
 - a. He/she must have chosen to participate in the program by contributing one (1) sick leave day to the bank during the annual enrollment period of August 15, through September 15, or within thirty (30) days of the beginning of employment, and said day contributed shall be non-returnable to the employee.
 - b. He/she must have utilized and exhausted all paid leave benefits of whatever nature, including his/her own accumulated sick leave, personal leave and vacation leave.
 - c. He/she must provide written certification from his/her physician substantiating the illness and certifying that his/her absence will continue during a period of at last ten (10) consecutive assigned duty days following the utilization and exhaustion of all said paid leave benefits as provided herein.
 - d. Written application must be made no later than ten (10) days after exhaustion of said paid leave benefits.
 - e. He/she must have been absent for at least three (3) consecutive duty days after exhaustion of said paid leave benefits.
 - f. Upon resumption of employment after using days from the sick bank he/she shall repay the number of days owed to the bank (number of days borrowed minus days contributed) at the rate of three (3) sick leave days per year.
 - g. Employees may be paid from the sick leave bank only for regular work days covered in a job description.
 - h. If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty(30) days of termination from employment.
 - i. Once the number of accumulated days in the bank falls below 100 days each member of the bank will contribute one day each to replenish said bank.
 - j. A three (3) member sick leave bank committee shall be established to receive written requests from employees and allot days from the bank according to the provisions herein and guidelines established by the committee. The committee shall be composed of two (2) employees appointed by the assistant superintendent or business manager from the employee group and the assistant superintendent or business manager. Days allotted by the committee to an individual employee shall be available for use beginning the fourth (4th) consecutive day of absence after exhaustion of that employee's paid leave benefits and such allotment by the committee shall not exceed the maximum established by the committee.
 - k. Any days granted by the committee shall terminate effective the earliest date as hereinafter provided, 1. The day after the last day of allotted number of days

granted by the committee or 2. The first day of return to employment subsequent to the granting of days by the committee

1. The Maximum number of days awarded to a member will not exceed six (6) days per year of prior service to the corporation. If an employee owes the sick bank they may not receive more additional days that would make the total beyond what they would be eligible for under the Maximum number based on years of service.
- m. Sick leave bank days cannot be granted once the employee qualifies for the long term disability benefit.

D. Retirement Plan

Full time employees of age 55 and up who have a minimum of 10 years service to MVCSC shall receive fifty (\$50.00) per year of service and thirty (\$30.00) per unused sick day as severance pay. Part time employees of age 55 and up who have a minimum of 20 years service to Mt. Vernon will receive seventeen (\$17) per year of service to Mt. Vernon and twelve (\$12) per unused sick day as severance pay. Full time or part time status shall be determined by the position held at the time of retirement. Upon retirement, full time employees shall receive an amount equal to their daily pay rate for each unused vacation day as severance.

Notes:

1. Custodians assigned to work additional activities i.e. auditorium functions of outside groups or the renting of our facilities will be compensated at their regular overtime rate Monday through Friday.
2. Custodians assigned to work additional activities/special events of outside groups on Saturday will be compensated at a rate of \$27.00 per hour and \$37.00 per hour on Sundays.
3. Subs for classified staff will be paid \$10.00 per hour.

FOOD SERVICE EMPLOYEES – SUMMARY OF BENEFITS

Duties and Responsibilities

The duties and responsibilities of each food service employee may vary according to the building and/or area to which they are assigned. The food service director and kitchen manager will provide a written evaluation of each employee's job performance once each year. Development of the employee's job description and the determination of hours of employment will be coordinated by the food services director with input from the kitchen manager in each building.

Leaves of Absence

1. Sick Leave:

A full-time food service employee may be absent due to personal illness for seven (7) days each year during the term of this Agreement without loss of compensation. A part-time employee may be absent due to personal illness for two (2) days per year during the term of this Agreement without loss of compensation. A day is defined as the employee's regularly scheduled work

hours. After the completion of a sixty (60) day probationary period, an employee shall receive sick leave days pro-rated from the date of his/her hire. The full amount of all unused sick leave days will be awarded on July 1 following the date of employment. Sick days may only be used for personal illness of the employee or a member of the employee's immediate family. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination.

Any unused sick leave days for a particular employee shall accumulate to a maximum of one hundred forty (140) days. A day is defined as the employee's regularly scheduled work hours.

2. Personal Business Leave:

Each full-time employee shall be entitled to two (2) days to be absent without loss of pay for the transaction of personal business. A day is defined as the employee's regularly scheduled work hours. Each personal business day is to be applied for and approved in advance by the immediate supervisor. If the days are not used, they shall be added to the employee's accumulated sick leave until the maximum accumulation of the sick leave days is reached. Each part-time employee shall be entitled to one (1) day to be absent without loss of pay for the transaction of personal business. A day is defined as the employee's regularly scheduled work hours. Each personal business day is to be applied for and approved in advance. If the days are not used, they shall be added to the employee's accumulated sick leave until the maximum accumulation of the sick leave days is reached. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination.

Wages, Hours, and Fringe Benefits

1. Wages

The employee's compensation shall be determined by the Board of Education following a recommendation from the superintendent.

2. Hours

Each employee's hours of employment will be set by the director of food services Adjustments in an employee's hours worked per day and/or per week shall be made as needed and circumstances dictate. To be considered a full-time employee, in the food service discipline only, the person must work a minimum of thirty (30) hours per week. Full-time employees working more than 6 hours per day must participate in PERF (Public Employees Retirement Fund). There is no grace period for clocking in after the designated start time or clocking out prior to the designated end time each day. Employees are expected to clock in no later than the start time and clock out no earlier than the designated end time.

Note: Employees receiving notification of a school day cancellation who appear will not be paid for any hours worked. Employees will be expected to work the make-up day whenever it is held.

Note: Break times and/or meal times are at the sole discretion of MVCSC and may be changed and/or cancelled at any time.

3. Benefits

A. Sick Day Bonus Program

Effective July 1, 1985, the following bonus program to improve attendance within the corporation will be implemented: Classified personnel will be paid at the end of the fiscal year at a rate of \$25.00 per day for unused sick days given for the previous year and if no unpaid leave days are taken during the previous year.

For example:

<u>Employee</u>	<u>Sick days per year</u>	<u>Sick days used</u>	<u>Bonus</u>
anyone	5	1 (4 x \$25.00)	\$100.00

Those eligible for bonus will receive their bonus money in their payroll check in July of each year. Unused sick days will accumulate as sick days.

D. School Year Employee Sick Bank

MVCSC has established a Sick Bank for classified school year employees. (Classified employees who are scheduled to work at least 180 days and not covered under any other MVCSC Sick Bank program). See the payroll department for forms to opt in or out of the program. The Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.

I. Membership:

- a. You must contribute 1 day to the bank for the first year of membership (at the beginning of the employee year).
- b. After the 2nd year you will not be asked to contribute anymore days unless the bank drops below 100 accumulated days.
- c. Extra days may be contributed at the start of each year before September 15.

II. Qualifications for Membership:

- a. Any full time classified employee, as described in the MVCSC policy manual, may join the Sick Leave Bank.
- b. Any classified employee who does not wish to participate in the sick leave bank must waive that right on bottom of the second page and return the waived document to the Administration Building.

III. Administration:

- a. Sick Leave Bank Committee will oversee the bank's operation. The committee will consist of two (2) persons appointed by participating members and (1) person appointed by the Superintendent.

IV. Application for Days:

- a. Any Member may apply for days from the bank after his (or) her own sick, personal, and vacation days have been exhausted and three consecutive unpaid duty days have elapsed within the year.
- b. Written application must be made no later than ten (10) days after the exhaustion of paid leave.
- c. Member must provide written certification from his (or) her physician sustaining his illness and certifying that his absence will continue at least ten (10) consecutive duty days following the exhaustion of all paid leave.
- d. The Maximum number of days awarded to a member will not exceed six (6) days per

year of prior service to the corporation. If an employee owes the sick bank they may not receive more additional days that would make the total beyond what they would be eligible for under the Maximum number based on years of service.

V. Repayment:

- a. Once you draw from the sick bank, you automatically agree to repay the bank at the rate of three days per year, beginning the next school year until complete repayment is made.
- b. Repayment of borrowed days from SLB must be made by September 15th of the new school year.
- c. If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty(30) days of termination from employment.

4. Retirement Plan

Full time employees of age 55 and up who have a minimum of 10 years service to MVCSC shall receive forty (\$40.00) per year of service and thirty (\$30.00) per unused sick day as severance pay. Part time employees of age 55 and up who have a minimum of 20 years service to Mt. Vernon will receive seventeen (\$17) per year of service to Mt. Vernon and twelve (\$12) per unused sick day as severance pay. Full time or part time status shall be determined by the position held at the time of retirement. Employees who qualify for this retirement plan and have group health and/or life insurance may continue those programs at their own expense until they qualify for Medicare. Medical coverage for dependents is outlined in COBRA law.

Notes:

1. Food service workers assigned to work additional activities/special events for outside groups renting MVCSC facilities will be compensated at \$25.00 per hour Monday through Saturday.
2. Food service workers assigned to work additional activities/special events for outside groups renting MVCSC facilities will be compensated at \$35.00 per hour from July 1, 2015 through June 30, 2016 for working those hours on Sunday.
3. Food service managers will receive 25 cents more per hour if they have current CPR and First Aid Certification. CPR and First Aid Certification must be presented to the Food Service Director prior to receiving the additional hourly wage.
4. Subs for classified staff will be paid \$8.40 per hour.

CLASSIFIED, TWELVE MONTH, POSITIONS
SUMMARY OF BENEFITS

General Conditions

The term employee(s) in the remainder of this summary shall refer to all classified, twelve (12) month hourly or salaried personnel.

Duties and Responsibilities

The duties and responsibilities of each employee may vary according to the area to which they are assigned. The Business Manager is the immediate supervisor of all classified, twelve month, salaried secretaries. He/She is primarily responsible for the development of the secretary's job description as well as determining the secretary's hours of employment. The business manager will provide a written evaluation of each secretary's job performance once each year.

The assistant superintendent is the immediate supervisor of all classified, twelve month, salaried maintenance employees. He/She is primarily responsible for the development of the maintenance employee's and transportation supervisor's job description(s) as well as determining the maintenance employee's and transportation supervisor's hours of employment.

The assistant superintendent will provide a written evaluation of each maintenance employee's and transportation supervisor's job performance once each year.

Leaves of Absence

1. Sick Leave

An employee may be absent for up to ten (10) days per year during the term of this agreement without loss of compensation. After the completion of a sixty (60) day probationary period an employee shall receive sick leave days pro-rated from the date of his/her hire. The full amount of the unused sick leave days shall be awarded on July 1 following the date of employment. Any unused sick leave for a particular employee shall accumulate to two hundred (200) days. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused sick days beyond the date of receipt of resignation or termination.

2. Personal Business

Each employee shall be entitled to be absent for up to five (5) days without loss of pay for the transaction of personal business. Each personal business day is to be applied for and approved in advance. If the personal business days are not used, they shall be added to the classified, twelve month, salaried employee's accumulated sick leave until the maximum accumulation of sick leave days is reached. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination.

After the completion of a 60 day probationary period, an employee shall receive personal leave days pro-rated from the date of his/her hire. The full amount of personal leave days shall be awarded on July 1 following the date of employment.

Wages, Hours, and Fringe Benefits

1. Wages

The employee's compensation shall be determined by the Board of Education following a recommendation from the superintendent.

2. Hours

- A. Each employee's hours per day and number of days worked will be determined by the superintendent or his/her designee.

- B. Adjustments in the number of hours and/or days that an employee is scheduled to work may be arranged by recommendation of the assistant superintendent and/or business manager.
- C. A minimum of one hundred twenty (120) days shall be necessary for one (1) year of credit for the corporation retirement program.

3. Vacations and Holidays

A. Vacations (Given July 1 for the period July 1 to June 30 of the following year)

1. After one year of successful service with the corporation, employees who work on a twelve (12) month basis shall receive ten (10) days vacation leave with pay. After seven (7) years of continuous service to the corporation, full-time classified, employees employed for twelve (12) months per year will receive fifteen (15) days of vacation leave with pay. After fifteen (15) years of continuous service to the corporation, full-time classified twelve month employees will receive twenty (20) days of vacation leave with pay. New employees will not be allowed vacation leave until July 1 following their date of employment. New employees will earn 1/12 of vacation credit per month from the time of their first full calendar month of employment until the following July 1, at which time the new employee will be awarded the pro-rated vacation time earned, rounded to the nearest whole day, during their first partial year of employment. Employees will be awarded vacation leave days on each subsequent July 1 date as outlined above. Vacations shall be taken at a time approved by the immediate supervisor, assistant supervisor, and/or business manager.

NOTE: ALL VACATION DAYS MUST BE USED DURING THE YEAR GIVEN AND CAN NO LONGER ACCUMULATE. ANYONE WITH ACCUMULATED DAYS PRIOR TO JULY 1, 2016 WILL KEEP THOSE DAYS AND MAY USE THEM WHEN REQUESTED AND APPROVED.

2. Part-time personnel will not receive any paid vacation.

B. Holidays

1. The following are paid holidays for full-time 12 month personnel: New Year's, Martin Luther King Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas and New Year's Eve. If school is in session on Martin Luther King Day and/or President's Day then custodians will be expected to work those days but may take a pre-approved paid day off later but before July 1 of that year.
2. If any of the above holidays fall on Saturday or Sunday, then the holiday is honored on either the Friday before or the Monday after as declared by the corporation.
3. Part-time personnel will not receive any paid holidays.

4. Other Benefits

- A. Classified Sick Day Bonus Program Effective July 1, 1985, the following bonus program to improve attendance within the corporation will be implemented: Classified personnel will be paid at the end of the fiscal year at a rate of \$30.00 per day for unused sick days given for the previous year and if no unpaid leave days are taken during the previous year.

For example:

<u>Employee</u>	<u>Sick days per year</u>	<u>Sick days used</u>	<u>Bonus</u>
Anyone	5	1 (4 x \$30.00)	\$120.00

Those eligible for bonus will receive their bonus money in their payroll check in July of each year. Unused sick days will accumulate as sick days.

- B. Classified Sick Leave Bank.

MVCSC has established a voluntary sick bank for classified employees. See the payroll department for forms to opt in or out of the program. A classified employee may request days from the bank under the following conditions:

1. The Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.
2. The employee may be granted days from the bank under the following conditions:
 - a. He/she must have chosen to participate in the program by contributing one (1) sick leave day to the bank during the annual enrollment period of August 15, through September 15, or within thirty (30) days of the beginning of employment, and said day contributed shall be non-returnable to the employee.
 - b. He/she must have utilized and exhausted all paid leave benefits of whatever nature, including his/her own accumulated sick leave, personal leave and vacation leave.
 - c. He/she must provide written certification from his/her physician substantiating the illness and certifying that his/her absence will continue during a period of at least ten (10) consecutive assigned duty days following the utilization and exhaustion of all said paid leave benefits as provided herein.
 - d. Written application must be made no later than ten (10) days after exhaustion of said paid leave benefits.
 - e. He/she must have been absent for at least three (3) consecutive duty days after exhaustion of said paid leave benefits.
 - f. Upon resumption of employment after using days from the sick bank he/she shall repay the number of days owed to the bank (number of days borrowed minus days contributed) at the rate of three (3) sick leave days per year.
 - g. Employees may be paid from the sick leave bank only for regular work days covered in a job description.
 - h. If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty(30) days of termination from employment.

- i. Once the number of accumulated days in the bank falls below 100 days each member of the bank will contribute one day each to replenish said bank.
- j. A three (3) member sick leave bank committee shall be established to receive written requests from employees and allot days from the bank according to the provisions herein and guidelines established by the committee. The committee shall be composed of two (2) employees appointed by the assistant superintendent or business manager from the employee group and the assistant superintendent or business manager. Days allotted by the committee to an individual employee shall be available for use beginning the fourth (4th) consecutive day of absence after exhaustion of that employee's paid leave benefits and such allotment by the committee shall not exceed the maximum established by the committee.
- k. Any days granted by the committee shall terminate effective the earliest date as hereinafter provided, 1. The day after the last day of allotted number of days granted by the committee or 2. The first day of return to employment subsequent to the granting of days by the committee
- l. The Maximum number of days awarded to a member will not exceed six (6) days per year of prior service to the corporation. If an employee owes the sick bank they may not receive more additional days that would make the total beyond what they would be eligible for under the Maximum number based on years of service.
- m. Sick leave bank days cannot be granted once the employee qualifies for the long term disability benefit.

6. Retirement Plan

Full time employees of age 55 and up who have a minimum of 10 years of service to MVCSC shall receive fifty dollars (\$50.00) per year of service and thirty (\$30.00) per unused sick leave day as severance pay. Upon retirement, full time employees shall receive an amount equal to their daily pay rate for each unused vacation day as severance. Part time employees of age 55 and up who have a minimum of 20 years service to Mt. Vernon will receive seventeen (\$17) per year of service to Mt. Vernon and twelve (\$12) per unused sick day as severance pay. Full time or part time status shall be determined by the position held at the time of retirement.

TRANSPORTATION ASSISTANT – SUMMARY OF BENEFITS

Duties and Responsibilities

The specific duties and responsibilities of each transportation assistant/clerk may vary according to the area to which they are assigned. The Assistant Superintendent is the immediate supervisor of the transportation assistant, and as such, he or she is primarily responsible for the development of the transportation assistant's job description. The Assistant Superintendent will provide a written evaluation of the transportation assistant's job performance at least once each year.

Leaves of Absence

1. Sick Leave:

A full-time transportation assistant/clerk may be absent due to personal illness for ten (10) days per year during the term of this Agreement without loss of compensation. Any unused sick leave days for a particular employee shall accumulate to a maximum of one hundred forty (140) days. After the completion of a 60 day probationary period, an employee shall receive sick leave days pro-rated from the date of his/her hire. The full amount of all unused sick leave days shall be awarded on July 1 following the date of employment. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused sick days beyond the date of receipt of resignation or termination.

2. Personal Business:

Each employee shall be entitled to be absent for up to five (5) days without loss of pay for the transaction of personal business. Each personal business day is to be applied for and approved in advance. If the personal business days are not used, they shall be added to the secretary's accumulated sick leave until the maximum accumulation of sick leave days is reached. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination.

Wages, Hours, and Fringe Benefits

1. Wages

The employee's compensation shall be determined by the Board of Education following a recommendation from the superintendent.

The transportation assistant's hours per day and number of days worked will be determined by the superintendent..

- A. Adjustments in the number of hours and/or days that an employee is scheduled to work may be arranged by recommendation of the assistant superintendent and/or business manager.
- B. School Cancellation Employees receiving notification of school cancellation who appear, will not be paid for any hours worked. Employees will have the option of a personal day or day without pay.
- C. Employees must work hundred twenty (120) days to receive one year's credit for the corporation retirement program.

2. Other Benefits

A. Classified Sick Day Bonus

Effective July 1, 1985, the following bonus program to improve attendance within the corporation will be implemented: Non-certified personnel will be paid at the end of the fiscal year at a rate of \$25.00 per day for unused sick days given for the previous year and if no unpaid leave days are taken during the previous year.

For example:

<u>Employee</u>	<u>Sick days per year</u>	<u>Sick days used</u>	<u>Bonus</u>
anyone	5	1 (4 x \$30.00)	\$120.00

Those eligible for bonus will receive their bonus money in their payroll check in July of each year. Unused sick days will accumulate as sick days

C. Classified Sick Leave Bank.

MVCSC has established a voluntary sick bank for classified employees. See the payroll department for forms to opt in or out of the program. A classified employee may request days from the bank under the following conditions:

1. The Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.
2. The employee may be granted days from the bank under the following conditions:
 - a. He/she must have chosen to participate in the program by contributing one (1) sick leave day to the bank during the annual enrollment period of August 15, through September 15, or within thirty (30) days of the beginning of employment, and said day contributed shall be non-returnable to the employee.
 - b. He/she must have utilized and exhausted all paid leave benefits of whatever nature, including his/her own accumulated sick leave, personal leave and vacation leave.
 - c. He/she must provide written certification from his/her physician substantiating the illness and certifying that his/her absence will continue during a period of at last ten (10) consecutive assigned duty days following the utilization and exhaustion of all said paid leave benefits as provided herein.
 - d. Written application must be made no later than ten (10) days after exhaustion of said paid leave benefits.
 - e. He/she must have been absent for at least three (3) consecutive duty days after exhaustion of said paid leave benefits.
 - f. Upon resumption of employment after using days from the sick bank he/she shall repay the number of days owed to the bank (number of days borrowed minus days contributed) at the rate of three (3) sick leave days per year.
 - g. Employees may be paid from the sick leave bank only for regular work days covered in a job description.
 - h. If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty(30) days of termination from employment.
 - i. Once the number of accumulated days in the bank falls below 100 days each member of the bank will contribute one day each to replenish said bank.
 - j. A three (3) member sick leave bank committee shall be established to receive written requests from employees and allot days from the bank according to the provisions herein and guidelines established by the committee. The committee shall be composed of two (2) employees appointed by the assistant superintendent or business manager from the employee group and the assistant superintendent or business manager. Days allotted by the committee to an individual employee shall be available for use beginning the fourth (4th) consecutive day of absence after exhaustion of that employee's paid leave benefits and such allotment by the committee shall not exceed the maximum established by the committee.

- k. Any days granted by the committee shall terminate effective the earliest date as hereinafter provided, 1. The day after the last day of allotted number of days granted by the committee or 2. The first day of return to employment subsequent to the granting of
- l. The Maximum number of days awarded to a member will not exceed six (6) days per year of prior service to the corporation. If an employee owes the sick bank they may not receive more additional days that would make the total beyond what they would be eligible for under the Maximum number based on years of service.
- m. Sick leave bank days cannot be granted once the employee qualifies for the long term disability benefit.

5. Retirement Plan

Full time employees of age 55 and up who have a minimum of 10 years service to MVCSC shall receive forty-five (\$45.00) per year of service and thirty (\$30.00) per unused sick day as severance pay. Part time employees of age 55 and up who have a minimum of 20 years service to Mt. Vernon will receive seventeen (\$17) per year of service to Mt. Vernon and twelve (\$12) per unused sick day as severance pay. Full time or part time status shall be determined by the position held at the time of retirement.

TRANSPORTATION EMPLOYEES

SCHOOL BUS DRIVERS DRIVING RECORDS

To help insure safety and to help maintain the lowest possible operational costs, the following will be observed in the probation, dismissal or mid-term termination of contracts for bus drivers:

1. Accidents – Subject to review by the Transportation Supervisor, Assistant Superintendent, Superintendent and the Board of Trustees. All accidents (no matter how minor) will be entered into the driver’s permanent record and may result in one or more of the following:
 - A. No additional action;
 - B. In case of an accident, a driver may be suspended for an indefinite period of time, pending completion of an investigation of the incident. (Suspension may be with or without pay.)
 - C. The driver may be placed on probation for a minimum of one calendar year.
 - D. The driver may be dismissed immediately.
2. While on probation the driver:
 - A. Will be closely supervised;
 - B. May be expected to complete a retraining program;
 - C. May be expected to complete the CDL-Skilled Driving course test given by a State of Indiana Tester, or,

D. May be required to complete other improvements as established by the Transportation Supervisor, Assistant Superintendent, Superintendent and the Board of School Trustees and the communicated expectations of the school administration.

3. Driving Summary Policy:

Indiana State law requires Mt. Vernon Community School Corporation to obtain from the Bureau of Motor Vehicles a summary of the driving record for the last seven years for each bus driver. This summary must be obtained prior to employment of a bus driver. MVCSC recognizes the importance of hiring safe, law-abiding bus drivers. It is therefore the policy of MVCSC that all bus drivers meet the following criteria in order to drive a school bus.

Any person who exceeds the maximum active points* allowed by the School Corporation for each offense/category, or a total of 10 points for all categories, will not be allowed to continue or be re-employed for pay or other bus driver benefits. Re-employment will be at the discretion of the School Board, but in no case prior to the removal of the active points to a number at or below the corporation maximum and/or reinstatement of the driver's license.

Any driver dismissed because of excessive points will be allowed to appeal his/her dismissal to the School Board.

<u>Offense/Category</u>	<u>Maximum Points</u>
Reckless Driving	4
Exceeding Speed Limit	6
Disregarding Automatic Signal	4
Disregarding Stop Sign	4
Hazardous Moving Violation	4
Other Traffic Violation	4

*Active points are points accumulated in the current two year period.

Suspension of driving privileges, for any reason, will result in automatic dismissal.

EMERGENCY PROCEDURES

1. Procedures for School Bus Drivers for Severe Thunderstorms or Tornadoes

If severe weather disturbances are threatening near school dismissal time, consideration might be given, in cooperation with school administrators, to retaining students in safe areas at school or other nearby buildings until threat has diminished.

A. A Tornado Watch.....is issued by the Weather Service when conditions which may produce tornadoes are expected to develop. Continue normal activities during the watch, but be aware there is a possibility of tornadoes. Keep listening to your radio and television and watch and listen for tornadoes. Take shelter if you see or hear a tornado or threatening conditions approaching. If a watch is in effect in your area during school dismissal time, careful discretion should be used when deciding to release or retain students.

B. A Tornado Warning.....will be broadcast when a tornado has been detected. The warning will tell you the last known location of the tornado, and if possible, its speed and direction of movement. Persons close to the tornado should take cover immediately. Those farther away should take cover immediately. Those farther away should take cover if a tornado or threatening conditions approach. If a warning has been issued in

your area during a school dismissal time, it is strongly advised that students be retained in school in the designated safe areas of the buildings.

- C. Investigate and become thoroughly familiar with all roads adjoining regular routes in the event they would be needed to seek shelter.
 - D. Determine any buildings, homes with basements, ditches, hills, culverts, or other places along routes where children might be evacuated and provided safety.
 - E. Discuss with students, the procedures you expect to be followed under tornado emergencies. This should be developed in cooperation with school officials realizing that the ultimate decision will, by necessity, be based on a driver's sound judgement.
 - F. Never try to outrun a tornado. No one can predict the path, and tornadoes can skip from one area to another.
 - G. If a school bus is caught in the open when a tornado is approaching, the children should be evacuated from the bus and escorted to a nearby ditch, ravine, building, home basement, or place which might provide more protection than the bus. If they go to a ditch or ravine, they should be made to lie face down, with hands over head. They should be far enough away so the bus cannot topple on them.
 - H. Remember-Tornadoes are only one of a thunderstorm's killer elements. Lightning is a major killer; heavy rains cause flash floods. Very strong winds can cause heavy damage. Large hail can be very damaging.
2. Procedures After Emergency
 - A. Listen to radio for the "all clear" signal before leaving shelter. There may be several tornadoes in your area.
 - B. Check for injuries and seek medical aid if necessary.
 - C. After the emergency, be extremely cautious and alert for weakened structures, trees, power lines, and other storm damage which may impede travel or constitute a hazard for students.

GUIDELINES FOR SCHOOL BUS CRISIS SITUATIONS

1. Guns/Weapons – The following is a procedure for dealing with a situation where guns/weapons are concerned:
 - A. If a gun is seen on the bus, calmly radio the information to the Transportation Assistant or Asst. Superintendent and give ETA to school, or to the stop where the student lives who is in possession of the weapon/gun.
 - B. Transportation Assistant will notify the Asst. Superintendent who will notify the proper authorities and assistance will be sent immediately.
 - C. If necessary, "waste time" driving so as to give the authorities time to get to the bus.
 - D. Do the "paper work" regarding the incident as soon as possible, while facts are still fresh in mind. Turn in copy to Asst. Superintendent and appropriate law enforcement agencies, as required.
2. Should a weapon be seen at or near a bus stop:
 - A. Calmly radio details to the Asst. Superintendent.
 - B. Driver should distance the bus from the weapon as much as possible. If the incident occurs at a bus stop, check on using alternative routing the next day.
 - C. File a report as soon as possible, while facts are still fresh in mind.

- 3 Fighting on the Bus:
 - A. Pull the bus off to the side of the road.
 - B. Radio the Transportation Assistant or Superintendent's Office.
 - C. Use verbal intervention to inform those fighting to stop. (Try to keep from physical intervention if possible.)
 - D. Be observant (names, clothing descriptions, what is happening, witnesses)
- 4 Hostage Situation on the Bus:
 - A. Follow the instructions of the hostage taker.
 - B. Do not try to disarm the hostage taker. Neither you, as the driver, nor any of your students should try to be a hero or a heroine.
 - C. Be Calm! Inform students to remain seated and calm.
 - D. Do not radio for assistance, unless you are instructed to do so by the hostage taker. Quick or erroneous moves on your part could endanger your students.
 - E. Administration Office will notify parent(s) at earliest possible time.
 - F. Have a "common code word" that is used, if the driver is permitted to relay a message to the Asst. Superintendent (Code word: RED).
 - G. If the hostage taker allows certain students to get off of the bus, write down their names and where they got off.
 - H. Do not offer yourself as a hostage in exchange for any favors from the hostage taker.
 - I. Do not try to negotiate with the hostage taker. If and when hostage negotiators arrive, trust them and listen to them.
 - J. The Administration Office should notify other drivers to avoid location.

In Case of Accident or Injury

1. Bus Accident Procedures

In the event of a bus accident do the following:

- A. Check everyone to see if anyone is injured. Hold all students until released by the police or school administration. Students may be released to parents after being released by the police or school administration. If no one is injured and bus is drivable then proceed with the route once students have been released.
- B. Radio or call the administration office for help if needed. Someone from the administration office will determine if an administrator needs to come to the scene of the accident. If after work hours or on a weekend contact the transportation director or transportation assistant to report the accident after calling local authorities for assistance.
- C. Call the police to report the accident if they have not been contacted at this point.
- D. Do not admit fault for the accident.
- E. Exchange information with the other people involved in the accident.
- F. Write down the details of the accident.
- G. Make a list of names of all passengers on the bus.
- H. If a camera is available take pictures of the accident scene including any persons and damaged items involved. Submit all pictures, written details and list of names to the administration office.
- I. If students are on the bus the driver will be required to have a drug and alcohol screening test in accordance with Federal Department of Transportation rules.

TRANSPORTATION EMPLOYEES – SUMMARY OF BENEFITS

Duties and Responsibilities

The specific duties and responsibilities of each transportation employee may vary according to the route he or she is assigned by the superintendent or assistant superintendent. **NO ROUTES MAY BE CHANGED INCLUDING TRANSFERRING STUDENTS TO OTHER ROUTES WITHOUT THE PERMISSION OF THE SUPERINTENDENT OR ASSISTANT SUPERINTENDENT. DRIVERS ARE EXPECTED TO DRIVE THEIR ROUTES ON THE DAY BEFORE AND AFTER ANY SCHEDULED SCHOOL HOLIDAY AND THE LAST DAY OF THE SCHOOL YEAR.**

The assistant superintendent or their designee is the immediate supervisors of the bus drivers; and as such, they are responsible for the assignment of each driver's duties.

The MVCSC permits school buses to be used only for the transportation of students, staff, and chaperones to and from school and to and from school sponsored activities when extracurricular or field trips are requested. The assistant superintendent or his/her designee shall assign drivers for those activities.

Bus routes will be determined, altered, or reassigned at the discretion of the assistant superintendent or superintendent.

Attendance at the DOE annual safety meeting is compulsory by statute of the State of Indiana.

In addition drivers are expected to attend state required bus inspection, inservice meetings, and any other meetings that are announced by the assistant superintendent and/or transportation supervisor. The superintendent or assistant superintendent shall make decisions involving employment, promotion, transfer, suspension, or dismissal of any transportation department employee.

After all students are unloaded for any regular route, field trip, extracurricular trip or any other time the bus is used to transport students the driver MUST walk to the back of the bus and check each seat to make sure no one is still on the bus before the bus driver leaves the bus. FAILURE TO PERFORM THIS DUTY IS GROUNDS FOR IMMEDIATE TERMINATION. Drivers are required to keep a daily written log with times on when this procedure is performed. Logs will be turned into the transportation assistant on the last day of the month for which the bus is driven.

If a bus route has an assigned bus assistant it is the responsibility of the bus driver for that route on a given day to inform Rita Osborn, the assistant superintendent or the superintendent should the bus assistant not be on the bus at any point of the assigned route. Every effort will be made to have a sub assistant should the regular bus assistant not be present.

Leaves of Absence

1. Sick Leave

Transportation employees may be absent due to personal illness for seven (7) days each year during the term of this Agreement without loss of compensation.

Any unused sick leave days for a particular employee shall accumulate to a maximum of one hundred forty (140) days. Sick days may only be used for personal illness of the employee or a member of the employee's immediate family. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused sick days beyond the date of receipt of resignation or termination.

After the completion of a sixty (60) day probationary period, an employee shall receive sick leave days pro-rated from the date of his/her hire. The full amount of all unused personal leave days shall be awarded on July 1 following the date of employment.

Sick Leave days may not be used by drivers in order to avoid loss of pay for their regular route when taking school field trips.

2. Personal Business

Each Transportation Employee shall be entitled to two (2) days to be absent without loss of pay for the transaction of personal business. Each personal business day is to be applied for and approved in advance. Apply to the assistant superintendent or their designee. If the days are not used, they shall be added to the employee's accumulated sick leave until the maximum accumulation of the sick leave days is reached. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination.

Wages, Hours, and Fringe Benefits

1. Wages

A. Regular Route

The driver's compensation for a daily route shall be an hourly rate as determined by the superintendent and approved by the school board. Drivers who have up to date CPR training will receive an additional \$0.30 per hour added to their hourly rate. The established hourly rate will be paid based on GPS readings from the bus they drive on a given day to transport students to and from school on an established school day. Drivers who are assigned to pick up students from another route will be paid their hourly rate based on the GPS reading for that day. (NOTE: For the 2016-2017 school year a driver's hourly rate is based on the established pay scale or an average hourly rate based on their previous daily rate divided by the average daily hours driven to transport students based on GPS readings for the bus route driven during the 2015-2016 school year. The higher of these two options will become the hourly rate for returning bus drivers)

Hourly wage scale: 0 - 10 years experience MVCSC \$23.00 per hour, 11-20 years MVCSC experience \$28.00 per hour and 21+ years MVCSC experience \$33.00 per hour. Bus assistants will be paid on an hourly rate determined by the superintendent and approved by the school board.

B. Days Per Year

Regular route drivers and assistants will work the number of days school is in session and students are in attendance in the schools. Drivers will not work on days where school is cancelled and are expected to work when those days are rescheduled. If days are not rescheduled the drivers will not be paid for those which are not rescheduled. If students are not transported at least 180 days for the school year then drivers will be given the option of additional duties after the school year ends to work days that would make up for the lost days up to the 180 for the school year. Such work will be determined by the superintendent or their designee and pay will be in accordance with regular pay of the driver with 5 hours equal to one day of driving.

C. Overnight Trips

Drivers will be paid for overnight trips from the time they leave MVCSC until arrival at their accommodations for the night. The driver's overnight accommodations shall be provided by the group sponsoring the trip. The sponsoring organization shall also provide the driver with per diem of up to \$25.00. Drivers will be paid for any shuttle service provided to the group during the stay and for the return trip. Drivers will not be paid for non-driving time while waiting to return.

D. Cleaning Buses

As part of employment drivers are required to keep their buses clean. It is expected that windows be kept clean, the bus is swept each week or more often if needed (including driver's area and steps) and that the driver's area be kept clean of trash and debris. Driver's must not sweep the dirt and trash from their bus out onto the bus lot but rather need to dispose of it properly in waste receptacles. Drivers will be paid a flat rate of \$25 upon completion of a cleaning checklist at the end of each school year. The checklist must be given to George Rafert and he will turn it in for payment. Note the year end cleaning includes washing the bus, dusting and cleaning the dashboard area and all of the aforementioned items done at weekly cleaning.

2. Fringe Benefits

A. Classified Sick Day Bonus Program

Effective July 1, 1985, the following bonus program to improve attendance within the corporation will be implemented: classified personnel will be paid at the end of the fiscal year at a rate of \$25.00 per day for unused sick days given for the previous year and if no unpaid leave days are taken during the previous year. For example:

Employee	Sick Days Per Year	Sick Days Used	Bonus
anyone	5	1 (4 x \$25.00)	\$100.00

Those eligible for bonus will receive their bonus money in their payroll check in July of each year. Unused sick days will accumulate up to 140 days.

B. CDL License Reimbursement

The corporation will reimburse bus drivers up to \$50 for the costs of obtaining and the renewal of their CDL license and reimburse drivers up to \$150.00 toward their physical exams.

1. New bus drivers will be reimbursed also for the skills test after completion of one year of sub driving for the corporation. Reimbursement checks for the skills test will be issued after school board approval at a regularly scheduled school board meeting.

Such reimbursement will not exceed \$150.

2. Reimbursement fees will be paid on the second payroll of January and July. It will be the responsibility of the driver to notify the administration office of any or all of the above to fill out a claim to have copies made for their file to qualify for payment.

C. Classified Employee Sick Bank

MVCSC has established a Sick Bank for classified school year employees. (Classified employees who are scheduled to work at least 180 days and not covered under any other MVCSC Sick Bank program). See the payroll department for forms to opt in or out of the program. The Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.

I. Membership:

- a. You must contribute 1 day to the bank for the first year of membership (at the beginning of the employee year).
- b. After the 2nd year you will not be asked to contribute anymore days unless the bank drops below 100 accumulated days.
- c. Extra days may be contributed at the start of each year before September 15.

II. Qualifications for Membership:

- a. Any full time classified employee, as described in the MVCSC policy manual, may join the Sick Leave Bank.
- b. Any classified employee who does not wish to participate in the sick leave bank must waive that right on bottom of the second page and return the waived document to the Administration Building.

III. Administration:

- a. Sick Leave Bank Committee will oversee the bank's operation. The committee will consist of two (2) persons appointed by participating members and (1) person appointed by the Superintendent.

IV. Application for Days:

- a. Any Member may apply for days from the bank after his (or) her own sick, personal, and vacation days have been exhausted and three consecutive unpaid duty days have elapsed within the year.
- b. Written application must be made no later than ten (10) days after the exhaustion of paid leave.
- c. Member must provide written certification from his (or) her physician sustaining his illness and certifying that his absence will continue at least ten (10) consecutive duty days following the exhaustion of all paid leave.
- d. The Maximum number of days awarded to a member will not exceed six (6) days per year of prior service to the corporation. If an employee owes the sick bank they may not receive more additional days that would make the total beyond what they would be eligible for under the Maximum number based on years of service.

V. Repayment:

- a. Once you draw from the sick bank, you automatically agree to repay the bank at the rate of three days per year, beginning the next school year until complete repayment is made.

- b. Repayment of borrowed days from SLB must be made by September 15th of the new school year.
- c. If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty(30) days of termination from employment.

D. Retirement Plan

full time employees of age 55 and up who have a minimum of 10 years service to MVCSC shall receive forty (\$40.00) per year of service and thirty (\$30.00) per unused sick day as severance pay. Employees who qualify for this retirement plan and have group health and/or life insurance may continue those programs at their own expense until they qualify for Medicare. Medical coverage for dependents is outlined in COBRA law.

E. Open Routes

All current bus drivers will have an opportunity to request assignment to an open route when a bus route vacancy occurs. The best interest of the school corporation will be the determining factor used when assigning new routes.

Notes:

1. Extracurricular trips will be paid \$12.36 per hour effective Jan 1, 2016.
2. Substitute pay for regular routes is \$20 per hour effective July 1, 2016.
3. All drivers will be paid \$12.36 per hour for any meeting or training session called by the assistant superintendent or superintendent.
4. Drivers will receive a stipend of \$20.00 annually if their diesel bus is plugged into a warmer at their home on a regular basis.
5. Drivers will be paid \$12.36 per hour based on 15 minute increments when they are asked by the assistant superintendent to watch bus tapes for security, accidents or student discipline reasons.

BUILDING SECRETARIAL – SUMMARY OF BENEFITS

Duties and Responsibilities

The specific duties and responsibilities of each secretary may vary according to the area to which they are assigned. The principal of the building is the immediate supervisor of the secretary, and as such, he or she is primarily responsible for the development of the secretary's job description. The principal will provide a written evaluation of each secretary's job performance at least once each year.

Leaves of Absence

1. Sick Leave:

A full-time secretary may be absent due to personal illness for eight (8) days per year during the term of this Agreement without loss of compensation. Any unused sick leave days for a particular employee shall accumulate to a maximum of one hundred forty (140) days. After the completion of a 60 day probationary period, an employee shall receive sick leave days pro-rated from the date of his/her hire. The full amount of all unused sick leave days shall be awarded on July 1 following the date of employment. Sick days may only be used for personal illness of the employee or a member of the employee's immediate family. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused sick days beyond the date of receipt of resignation or termination.

2. Personal Business:

Each employee shall be entitled to be absent for up to two (2) days without loss of pay for the transaction of personal business. Each personal business day is to be applied for and approved in advance. If the personal business days are not used, they shall be added to the secretary's accumulated sick leave until the maximum accumulation of sick leave days is reached. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination.

After the completion of a 60 day probationary period, an employee shall receive personal leave days pro-rated from the date of his/her hire. The full amount of personal leave days shall be awarded on July 1 following the date of employment.

Wages, Hours, and Fringe Benefits

1. Wages

The employee's compensation shall be determined by the Board of Education following a recommendation from the superintendent.

2. Hours

- A. Each employee's hours per day and number of days worked will be determined by the superintendent with approval of the board of school trustees.
- B. Adjustments in the number of hours and/or days that an employee is scheduled to work may be arranged by recommendation of the assistant superintendent and/or business manager. To be considered a full-time employee in the secretarial discipline only, a person must work a minimum of thirty (30) hours per week.
- C. School Cancellation Employees receiving notification of school cancellation who appear, will not be paid for any hours worked. Employees will have the option of a personal day or day without pay.
- D. A minimum of one hundred twenty (120) days shall be necessary for one (1) year of credit for the corporation retirement plan..
- E. Break times and/or meal times are at the sole discretion of MVCSC and may be changed and/or cancelled at any time.

3. Other Benefits

- A . Classified Sick Day Bonus Program

Effective July 1, 1985, the following bonus program to improve attendance within the corporation will be implemented: Classified personnel will be paid at the end of the fiscal year at a rate of \$25.00 per day for unused sick days given for the previous year and if no unpaid leave days are taken during the previous year.

For example:

<u>Employee</u>	<u>Sick days per year</u>	<u>Sick days used</u>	<u>Bonus</u>
anyone	5	1 (4 x \$25.00)	\$100.00

Those eligible for bonus will receive their bonus money in their payroll check in August of each year. Unused sick days will accumulate as sick days up to 150 days.

C. Classified Employee Sick Bank

MVCSC has established a Sick Bank for classified employees. See the payroll department for forms to opt in or out of the program. The Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.

I. Membership:

- a. You must contribute 1 day to the bank for the first year of membership (at the beginning of the employee year).
- b. After the 2nd year you will not be asked to contribute anymore days unless the bank drops below 100 accumulated days.
- c. Extra days may be contributed at the start of each year before September 15.

II. Qualifications for Membership:

- a. Any full time classified employee, as described in the MVCSC policy manual, may join the Sick Leave Bank.
- b. Any classified employee who does not wish to participate in the sick leave bank must waive that right on bottom of the second page and return the waived document to the Administration Building.

III. Administration:

- a. Sick Leave Bank Committee will oversee the bank's operation. The committee will consist of two (2) persons appointed by participating members and (1) person appointed by the Superintendent.

IV. Application for Days:

- a. Any Member may apply for days from the bank after his (or) her own sick, personal, and vacation days have been exhausted and three consecutive unpaid duty days have elapsed within the year.
- b. Written application must be made no later than ten (10) days after the exhaustion of paid leave.
- c. Member must provide written certification from his (or) her physician sustaining his illness and certifying that his absence will continue at least ten (10) consecutive duty days following the exhaustion of all paid leave.
- d. The Maximum number of days awarded to a member will not exceed six (6) days per year of prior service to the corporation. If an employee owes the sick bank they may not receive more additional days that would make the total beyond what

they would be eligible for under the Maximum number based on years of service.

V. Repayment:

- a. Once you draw from the sick bank, you automatically agree to repay the bank at the rate of three days per year, beginning the next school year until complete repayment is made.
- b. Repayment of borrowed days from SLB must be made by September 15th of the new school year.
- c. If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty(30) days of termination from employment.

4. Retirement Plan

Full time employees of age 55 and up who have a minimum of 10 years service to MVCSC shall receive forty(\$40.00) per year of service and thirty (\$30.00) per unused sick day as severance pay. Part time employees of age 55 and up who have a minimum of 20 years service to Mt. Vernon will receive seventeen (\$17) per year of service to Mt. Vernon and twelve (\$12) per unused sick day as severance pay. Full time or part time status shall be determined by the position held at the time of retirement.

Note: 1. Subs for classified staff will be paid \$10.00 per hour.

TECHNOLOGY ASSISTANTS – SUMMARY OF BENEFITS

Duties and Responsibilities

The specific duties and responsibilities of each technology assistant may vary according to the area to which they are assigned. The director of technology is the immediate supervisor of technology assistants, and as such, he or she is primarily responsible for the development of the technology assistant's job description. The director of technology will provide a written evaluation of each technology assistant's job performance at least once each year.

Leaves of Absence

1. Sick Leave:

A full-time technology assistant may be absent due to personal illness for ten (10) days per year during the term of this Agreement without loss of compensation. Any unused sick leave days for a particular employee shall accumulate to a maximum of two hundred (200) days. After the completion of a 60 day probationary period, an employee shall receive sick leave days pro-rated from the date of his/her hire. The full amount of all unused sick leave days shall be awarded on July 1 following the date of employment. Sick days may only be used for personal illness of the employee or a member of the employee's immediate family. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused sick days beyond the date of receipt of resignation or termination.

2. Personal Business:

A full time technology assistant shall be entitled to be absent for up to five (5) days without loss of pay for the transaction of personal business. Each personal business day is to be applied for and approved in advance. If the personal business days are not used, they shall be added to the technology assistant's accumulated sick leave until the maximum accumulation of sick leave days is reached. Upon receipt of resignation or date of termination of employment for any reason other than qualification for retirement from MVCSC the employee will NOT be compensated for any unused personal business days beyond the date of receipt of resignation or termination.

Wages, Hours, and Fringe Benefits

1. Wages

Each employee's wage will be determined by the board of school trustees following a recommendation of the superintendent.

2. Hours

- A. Adjustments in the number of hours and/or days that an employee is scheduled to work may be arranged by recommendation of the assistant superintendent and/or Director of Technology. To be considered a full-time employee in the technology associate discipline only, a person must work a minimum of thirty (30) hours per week.
- B. School Cancellation Employees receiving notification of school cancellation who appear, will not be paid for any hours worked. Employees will have the option of a personal day or day without pay.
- C. A minimum of one hundred twenty (120) days shall be necessary for one (1) year of credit for the corporation retirement program.

3. Vacation and Holidays

- A. Vacations (Given July 1 for the period July 1 to June 30 of the following year)
 - 1. After one year of successful service with the corporation, employees who work on a twelve (12) month basis shall receive ten days (10) vacation leave with pay. After seven (7) years of continuous service to the corporation, full-time non-certified employees employed for twelve (12) months per year will receive fifteen (15) days of vacation leave with pay. After fifteen (15) years of continuous service to the corporation, full-time non-certified, twelve month employees will receive twenty (20) days of vacation leave with pay.

NOTE: ALL VACATION DAYS MUST BE USED DURING THE YEAR GIVEN AND CAN NO LONGER ACCUMULATE. ANYONE WITH ACCUMULATED DAYS PRIOR TO JULY 1, 2016 WILL KEEP THOSE DAYS AND MAY USE THEM WHEN REQUESTED AND APPROVED.

- 2. New employees will not be allowed vacation leave until July 1 following their date of employment. New employees will earn 1/12 of vacation credit per month from the time of their first full calendar month of employment until the following July 1, at which time the new employee will be awarded the pro-rated vacation time earned, rounded to the nearest whole day, during their first partial year of employment. Employees will be awarded vacation leave days on each subsequent July 1 date as

outlined above. Vacations shall be taken at a time approved by the immediate supervisor, assistant superintendent and/or business manager.

3. Part-time personnel will not receive any paid vacations.

B. Holidays

1. The following are paid holidays for full-time 12 month personnel: New Year's, Martin Luther King Day , President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas and New Year's Eve. If school is in session on Martin Luther King Day and/or President's Day then custodians will be expected to work those days but may take a pre-approved paid day off later but before July 1 of that year.

1. If any of the above holidays fall on Saturday or Sunday, then the holiday is honored on either the Friday before or the Monday after as declared by the corporation.
2. Part time personnel will not receive any paid holidays.

4. Other Benefits

- A. Effective July 1, 1985, the following bonus program to improve attendance within the corporation will be implemented: Classified personnel will be paid at the end of the fiscal year at a rate of \$30.00 per day for unused sick days given for the previous year and if no unpaid leave days are taken during the previous year.

For example:

<u>Employee</u>	<u>Sick days per year</u>	<u>Sick days used</u>	<u>Bonus</u>
anyone	5	1 (4 x \$30.00)	\$120.00

Those eligible for bonus will receive their bonus money in their payroll check in July of each year. Unused sick days will accumulate up to 200 days.

C. Classified Sick Leave Bank.

MVCSC has established a voluntary sick bank for classified employees. See the payroll department for forms to opt in or out of the program. A classified employee may request days from the bank under the following conditions:

1. The Board of School Trustees of the Mt. Vernon Community School Corporation shall provide 100 days to open the sick leave bank.
- 2 . The employee may be granted days from the bank under the following conditions:

He/she must have chosen to participate in the program by contributing one (1) sick leave day to the bank during the annual enrollment period of August 15, through September 15, or within thirty (30) days of the beginning of employment, and said day contributed shall be non-returnable to the employee.

He/she must have utilized and exhausted all paid leave benefits of whatever nature, including his/her own accumulated sick leave, personal leave and vacation leave.

He/she must provide written certification from his/her physician substantiating the illness and certifying that his/her absence will continue during a period of at least ten (10) consecutive assigned duty days following the utilization and exhaustion of all said paid leave benefits as provided herein.

Written application must be made no later than ten (10) days after exhaustion of said paid leave benefits. He/she must have been absent for at least three (3) consecutive duty days after exhaustion of said paid leave benefits.

Upon resumption of employment after using days from the sick bank he/she shall repay the number of days owed to the bank (number of days borrowed minus days contributed) at the rate of three (3) sick leave days per year.

Employees may be paid from the sick leave bank only for regular work days covered in a job description.

If the member leaves employment of the MVCSC, the days owed the bank shall be reimbursed at the employee's current pay rate. The employee will be billed for the days owed to the bank and payment is expected within thirty(30) days of termination from employment.

Once the number of accumulated days in the bank falls below 100 days each member of the bank will contribute one day each to replenish said bank.

A three (3) member sick leave bank committee shall be established to receive written requests from employees and allot days from the bank according to the provisions herein and guidelines established by the committee. The committee shall be composed of two (2) employees appointed by the assistant superintendent or business manager from the employee group and the assistant superintendent or business manager. Days allotted by the committee to an individual employee shall be available for use beginning the fourth (4th) consecutive day of absence after exhaustion of that employee's paid leave benefits and such allotment by the committee shall not exceed the maximum established by the committee.

Any days granted by the committee shall terminate effective the earliest date as hereinafter provided, 1. The day after the last day of allotted number of days granted by the committee or 2. The first day of return to employment subsequent to the granting of

The maximum number of days used by one employee will not exceed six (6) days per year of prior employment to the corporation. The maximum number of days used by a first year employee shall be prorated based upon the month of initial employment at the time of the leave request.

Sick leave bank days cannot be granted once the employee qualifies for the long term disability benefit.

5. Retirement Plan

Full time employees of age 55 and up who have a minimum of 10 years service to MVCSC shall receive forty (\$50.00) per year of service and thirty (\$30.00) per unused sick day as severance pay. Upon retirement, full time employees shall receive an amount equal to their daily pay rate for each unused vacation day as severance. Part time employees of age 55 and up who have a minimum of 20 years service to Mt. Vernon will receive seventeen (\$17) per year of service to Mt. Vernon and twelve (\$12) per unused sick day as severance pay. Full time or part time status shall be determined by the position held at the time of retirement.

6. Technology assistants assigned to work additional activities for outside groups renting our facilities Monday through Friday will be compensated at their regular overtime rate.

7. Technology assistants assigned to work additional activities/events on Saturday will be paid \$25.00 per hour and \$35.00 per hour on Sunday for outside groups renting our facilities.