

Spencer-Owen Community Schools
Classified Staff Policy & Handbook
2017-2018

CLASSIFIED STAFF PERSONNEL: Instructional Assistants, Office Staff, Food Service, School Nurse, Custodial, Maintenance, Transportation, Computer Technician, Interpreter, Library Assistant, Preschool Day-Care, Home/School Advisor, Athletic Director and Administrative Assistants.

The Classified Staff in Spencer-Owen Schools functions under guidelines provided by the Board of School Trustees, with program administration assigned to the Superintendent, Director of Curriculum, Business Manager, Technology Coordinator, and respective Principals and Assistant Principals.

The Classified Staff budget shall be planned and implemented by the Superintendent in cooperation with Business Manager, Principals, Technology Coordinator, and Director of Curriculum.

Should any components of this Classified Staff Policy and Handbook contradict SOCS School Board Policy, then the approved SOCS School Board Policy will be followed.

*To be employed you must complete a National Criminal History and DCS History. The National Criminal History will need to be completed every five years.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Classified staff will be employed on the basis of salary schedules adopted by the Board of School Trustees and paid one week in arrears on the pay dates established by the school corporation.
2. The hours of employment, job site, and job duties for food service, maintenance, custodial, school nurse, office staffs, technology personnel, transportation personnel, and any other Classified staff will be determined by the Superintendent, Director of Curriculum, Principals, Business Manager, Technology, Maintenance, Transportation, and Food Service Coordinators. The hours of employment, job site, and job duties for instructional assistants, interpreter, library assistant, preschool instructors, and home school advisors will be determined by the Superintendent, Director of Curriculum, and respective Principals.
3. Salary increments and raises (when financially possible) shall be effective January 1 of each year.
4. All full time classified employees shall take a 30 minute unpaid lunch. Written approval from supervisor is required to take lunch periods other than 30 minutes. Work breaks shall be 15

minutes for every four complete hours worked and shall be taken at a time approved by the supervisor.

5. A regular evening shift (starting at or after 2:00 PM) differential of \$.15/hr. will apply toward scheduled assignments. Differential pay applies to full eight-hour shifts as assigned and certified by the Business Manager or Superintendent and to employees who work 29 hours/week.

6. Abuse of personnel benefits and/or inability to perform the job as required may lead to disciplinary action or discharge.

Stipends

Stipends, when financially possible, shall be distributed according to the following guidelines:

- A. Individual staff must be in good standing according to evaluations conducted by the immediate supervisor. An employee placed on a “performance notice with a plan for improvement”, within the last 12 months, prior to when the School Board approves the stipend, is not eligible for the stipend.
- B. Eligible employees who have missed one (1) or more days, without pay, within the last 12 months, prior to when the School Board approves the stipend, are not eligible to receive a stipend.
- C. For Food Service Employees, who might be eligible for a stipend, and who do not receive leave time, who have missed more than one day a month, on average, without pay, within the last months, prior to when the School Board approves the stipend, are not eligible to receive a stipend.
- D. Any eligible employee, hired within the last months prior to when the School Board approves the stipends, will receive a pro-rated stipend.

Staff Organization/Employment

A. Classified Staff Employment

1. Classified Staff for Board approval:

- a. Maintenance personnel shall be recommended, supervised and evaluated by the

Maintenance Coordinator, Business Manager, Director of Curriculum, and Superintendent.

b. Transportation personnel shall be recommended, supervised and evaluated by the Transportation Coordinator, Director of Curriculum and Superintendent.

c. Custodial staff shall be recommended, supervised and evaluated by the Building Coordinator with consultation from the respective Building Principal, Maintenance Coordinator, Director of Curriculum and Superintendent.

d. The Building Coordinator shall be recommended, supervised, and evaluated by the respective Building Principal with consultation from the Maintenance Coordinator, Director of Curriculum and Superintendent.

e. Food Service personnel shall be recommended, supervised and evaluated by the Unit Leader, Food Service Coordinator and Business Manager with consultation from the respective Building Principal, Director of Curriculum and Superintendent.

f. Secretarial staff shall be recommended, supervised and evaluated by the respective Building Principal, Business Manager, Director of Curriculum and the Superintendent.

g. Instructional assistants, Library assistants, Interpreters, and Preschool Day Care shall be recommended, supervised and evaluated by the respective Building Principal, Director of Curriculum and the Superintendent.

h. Computer Technicians shall be recommended, supervised and evaluated by the Technology Coordinator, Director of Curriculum and the Superintendent.

i. Home/School Advisors shall be recommended, supervised and evaluated by the Director of Curriculum and the Superintendent.

Staff Relationships

Nothing can be allowed to override the primary goal of all Spencer-Owen employees, which is to put the students first and maintain a safe, efficient, and harmonious operation in each school. This duty extends to all classified staff members. Reaching this goal is only possible when all staff recognize the Building Coordinator and Principal as the prime coordinator within the building. While other supervisors may instruct Classified Staff from time to time, the Principal has primary authority in each building.

A listing of all proposed employees shall be presented to the School Board for consideration into initial employment status. Reference checks may include personal

contact, letters and interviews. Background checks are required by the State prior to final approval by the School Board.

No person may be hired on other than temporary basis prior to Board approval. The temporary or sub pay shall be \$7.75/hr except when that sub has been Board approved for a different position, in which case they shall be paid at their Board approved rate. The temporary period may not exceed 60 working days except when replacing employees on leave of absence.

Classified staff may be requested to pass a physical examination before employment. The examination, if required, would be paid for by the school corporation.

School Cancellation: Days when students are not in attendance.

A. Custodial and maintenance employees on 260 day basis are to report to work as scheduled by the Building Coordinator and/or Business Manager.

B. Only secretarial personnel on 260 day basis are permitted to report to work.

C. Food Service employees are not to report to work on days when school attendance for students has been cancelled because of inclement weather or similar reasons. When school is dismissed early or delayed in the morning, employees will be paid for those hours necessary to complete their work assignment as approved by the Food Service Coordinator and Business Manager.

D. Less than 260 day employees shall not report to work on days school is not in session.

Evaluation and Performance

All classified staff members shall receive at least one written formal evaluation per year, done by their respective supervisor. Employees deficient in performance may be evaluated at any time and may be put on a performance notice with a plan of improvement (see appendix #1). After adequate time to rectify performance, if no improvement is detected the employee may be dismissed from employment.

Reduction in Force

Should conditions necessitate a reduction in classified employees, the procedure below will be followed. These rights do not apply to temporary employees.

A. Position classifications are assigned to the classified staff. Each job classification shall have a senior order determined by the employee's length of service. Should a reduction in force be necessary, the principle of "Corporation Seniority by Job Classification" shall apply. Corporation Seniority is defined as the employee's length of service from his/her last employment date to the present time. The length of service for

less-than 260-day staff shall be pro-rated as per Section “B” Personnel Benefits. An employee occupying a position that is being eliminated shall have “bump” rights to the lowest senior person in that job classification. As the job classifications are corporation wide and not facility wide, the “bumping” rights may be in another facility of Spencer-Owen Community School system. Employees refusing to “bump” another person and/or transfer to another location forfeit their bump rights.

B. Employees who cannot bump the lowest senior person or at the lowest senior position in their job classification may also have “retreat” rights to the last job classification held within SOCS prior to the one they currently occupy. Again, senior order applies. Likewise, employees refusing to retreat to another position and/or transfer to another location forfeit their retreat rights.

C. When two or more persons have the same length of service, the person that was employed on the earliest date shall be considered senior. The employment date (start date) shall be the Board Approval date or Official transfer date. There shall be no seniority penalty for Board approved leaves. If two or more persons have the same employment date, the senior employee shall be determined by lot.

D. Persons who have been reduced or laid off because of reduction in staff shall be considered when vacancies occur for which they apply. A classified staff member who is laid off will remain on a callback list for a period of one year.

Terminations

Employment as classified staff with Spencer-Owen Community Schools is on an “At Will” basis as defined by Indiana Code. However, administrators recognize the important role of the classified staff in the education of the students. Therefore, employee performance concerns will be dealt with as detailed in section #13 above. Likewise, employees with discipline issues will be dealt with as detailed in Appendix #2. Under severe circumstances where discipline and performance issues cannot be resolved or there are flagrant violations, the employee may be terminated from employment.

Attendance

Employees will be scheduled at least two weeks in advance where at all possible. Schedules are made by supervisors and are not to be altered in any manner except by the supervisor.

If you must be absent inform your supervisor as soon as **reasonably possible**. Failure to comply may result in loss of pay and/or termination of your employment. A complete list of supervisor’s phone numbers will be given to you.

Examples of absence that we classify as justifiable are;

1. Death in the family
2. Illness
3. Jury Duty
4. Military obligations

Examples of absences that we classify as not justifiable are;

1. Fatigue
2. Hangover
3. Transportation problems
4. Sporting events
5. “The alarm didn’t go off”

Tardiness

The classified staff of Spencer-Owen Schools should be at work and ready to start when your shift begins. The work you do is vital to the success of the classified staff. If you must be late, call your supervisor. Chronic tardiness will result in a loss of pay and/or termination of your employment.

Equipment Use

In many positions you will be using equipment owned by the Corporation. This equipment is often very expensive and can be very dangerous. Rough treatment or unsafe usage will not be tolerated. You are responsible for checking the maintenance of equipment you use. No equipment is to be used without approval from your supervisor. Be observant for possible problems and report them to your supervisor immediately. Our equipment is purchased with public funds and we must maintain it as well as possible.

Safety

It is vital that your constant attention be given to safety. If you are not sure how to safely use equipment, ask your supervisor. Occasionally, situations will arise which may be unsafe. If time permits, contact your supervisor. If time does not permit you to call your supervisor, make your decision based on the fact that safety must be your first concern. *If it is not safe, don't do it!* Violation of safety standards may result in disciplinary action (see appendix #2).

Personal Conduct

The Classified Staff is employed as support for the education of the youth of Owen County. Your conduct must, at all times, be at a high standard. Use of tobacco, alcohol or illegal drugs in any form is strictly prohibited in the schools and will lead to immediate termination of employment. Profanity is forbidden around the students. Personal contact with students (which may in any way be seen as inappropriate) is prohibited. Personal use of any property or services owned or paid for by Spencer-Owen Schools is strictly prohibited. This includes, but is not limited to, Corporation tools, vehicles, equipment, phones, supplies, materials, and labor.

Policy 4121: During the course of his/her employment with the School Corporation, each professional employee and substitute teacher shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

Policy 8462 **Duty to Report Child Abuse and Neglect** Administrative Guidelines

Who should report? Indiana is a mandatory reporting state. Any person who has reason to believe a child is being abused or neglected shall make a report. Medical professionals, teachers & law enforcement officials have a higher duty to report abuse or neglect

How do you report suspected child abuse or neglect? Call the Indiana Child Abuse & Neglect Hotline, 24/7 (800.800.5556)

- If the thought, “Should I make a report”, enters your mind...The answer is “yes”.
- Don’t investigate, don’t try to make an assessment...Report
- If more than one staff member is aware of the suspected neglect/abuse, it is recommended you make the call as a group, to ensure the call is made
- When you become aware of suspected neglect/abuse, you must call immediately (as soon as is possible: end of class period; next several minutes, ect...)

Individuals making a report are kept confidential.

After the report has been made, the school employee shall notify the school building principal a report of suspected child abuse or neglect has been made to the Department of Child Services or to local law enforcement. School personnel will not contact parents to determine the cause of suspected child abuse or neglect, or otherwise investigate the suspected abuse or neglect.

You will occasionally deal with teachers, other classified employees, and members of the general public. Treat them with the same courtesy with which you would like to be treated. If you are asked a question, take the time to answer them politely. If you don’t know the answer, direct them to someone who does know the answer.

Code of Conduct

Gifts, entertainment and other hospitality, whether given or received should be of such a scale and nature as to avoid compromising the integrity or impugning the reputation of the supplier, student, employee, others, or Spencer-Owen Schools. Accordingly, gifts of any value, including gift services, should be actively discouraged and gifts given or received over \$25 are contrary to the policy of Spencer-Owen Schools. It is the policy of Spencer-Owen Schools that no items (records, food, equipment, etc.) are removed from school premises without written permission from the building administrator or Superintendent.

Resignations

A written resignation shall be signed on or before receipt of final compensation. Employees will be paid for earned vacation days.

PERSONNEL BENEFITS:

Years of service shall be pro-rated on a monthly basis. When an employee changes from a less than twelve-month position to a twelve-month position, their years of continuous service shall be pro-rated by month. (example: an employee who had worked four years

at nine months per year (36 months) will have three years (36 months). Any combination of twelve or less than twelve month service shall be pro-rated.

Vacation: Beginning January 1, 2001 and not being retro-active, full-time twelve month and 29 hour a week twelve month employees shall receive ten days of paid vacation after one year of service, fifteen days of vacation with pay after eight years of service, and twenty days of vacation with pay after thirteen years of service.

After **one** year of service, schedule of vacation must be within a period from January 1 to December 31, of the **next** calendar year. Years of service at full time positions (or pro-rated for changes after 1/1/98 as noted above) count toward earned vacation. Carry over of vacation days is not permitted without written approval of the Superintendent. All vacation schedules must be approved by the Superintendent (through the respective supervisor).

a. For the period between the **first** anniversary of employee's original hire date and January 1 of the year following the **first** anniversary of employee's original hire date, employees shall earn vacation days on a pro-rated scale, rounded to the nearest 1/2 day. These days may be used any time before the employee's new **2nd** anniversary date. At this time, January 1 becomes the employee's anniversary date for the purpose of assigning vacation days. This January 1 date will be their new **2nd** anniversary date for the purpose of assigning vacation days.

Vacation days do not roll-over into the next calendar year.

At the severance of employment all eligible classified employees will be compensated for vacation time earned on a pro-rated basis.

Holidays: Twelve month employees shall have the following paid holidays; Memorial Day, 4th of July, Labor Day, one employee day designated annually, Thanksgiving Day and the day following, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day. Less than twelve month employees shall have the following paid holidays; Labor Day, Thanksgiving Day and the day following. Christmas Eve, Christmas Day, New Year's Day, and Memorial Day.

Effective 6/13/02 each eligible classified employee will receive one additional floating holiday (paid at their Board Approved hours per day), July 1, each year and must be used by June 30, of the following year. Unused floating holidays will be lost. Employees are required to arrange use of these days through their supervisor. **Effective 7/1/2013 – new nine and twelve month employees hired after July 1, 2013 are not eligible to receive floating holidays.**

Sick Leave: One day of sick leave will be granted for each month of service. An employee must work 90% of the month to be granted a day of sick leave. After five consecutive days of absence from work, the employee is required to present a doctor's

release to work. A doctor's statement may be required after one day of absence if abuse is suspected. Unused sick leave may be accumulated to the total number of days an employee works in a year.

Voluntary Sick Leave Bank

1. The purpose of the sick leave bank is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to illness, injury or incapacitation sufficiently severe that it would make their presence at work for the Corporation inadvisable. Membership is strictly voluntary.
2. The Board will not contribute any days to the sick leave bank. Only member's actual days may be contributed to create the bank.
3. Membership in the bank will be open to all full-time classified employees and non-certified administrators. A member shall be defined as a classified school employee who has made contribution of one sick day to the bank at the time of enrollment, which shall be prior to October 1 annually. Upon enrollment, the member's name will be placed on a seniority list of sick leave bank members, which shall be kept current by the Administration Office.
4. When the number of sick days is depleted, each member according to the seniority list will contribute one (1) day, unless a day has been contributed during that school year.
5. The sick leave bank may only be used for the illness of its members. No family privileges will be extended beyond those stated in the Board's sick leave policy.
6. Employees are eligible for consideration for 1/2 day of from the sick leave bank for each consecutive month employed (after enrollment in sick bank) by Spencer-Owen Schools. An individual member may not use more than one hundred twenty (120) days and use shall not extend beyond one year.
7. An individual member wishing to use the bank must wait at least five (5) working days without pay, before use of the bank will be authorized under any of the above conditions; these days are not reclaimable from the bank.
8. Each use of the sick leave bank must be supported by a written request for its use from the member and a physician's statement substantiating the absence from work.
9. All other leave days (sick, vacation, personal, floating holidays) shall be depleted before drawing from the sick leave bank.
10. Sick leave bank days shall not be used during normal days off.
11. Days contributed cannot be reclaimed.

12. At the conclusion of each calendar year, the bank's unused days will be carried over to the next calendar year.

13. The sick leave bank shall be administered by the Business Manager and a committee of two (2) members appointed by the Superintendent.

Illness in Family: Accumulated sick leave, not to exceed ten (10) days annually, may be used for absence caused by the serious illness of a member of the immediate family of a staff member or a member of the household in which the staff member resides. The immediate family is defined as the father, mother, wife, husband, son, daughter, brother, sister, father-in-law, mother-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent or grandchild of the staff member, or a member of the household in which the staff member resides. Illness in the family days will start July 1 of each year and end June 30 of each year. Emergency illness leave beyond ten (10) days may be requested in writing to the Superintendent and School Board and handled on an individual basis.

Unpaid Emergency Leave: Employees may request unpaid leave when approved by their supervisor and only when all other leave days (vacation, personal, floating, sick) are exhausted. Unpaid leave shall not be used as vacation leave or to extend a Holiday period. Proper use of unpaid leave would be situations such as extending bereavement leave beyond corporation allotment. An employee may also be granted leave (unpaid) for illness in the immediate family for a period of one (1) year, if the employee notifies the Superintendent (through the respective supervisor) of Spencer-Owen Schools at least thirty (30) days (unless an emergency) prior to the start of the employee's leave. The immediate family is defined as the father, mother, wife, husband, son, daughter, brother, sister, father-in-law, mother-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent or grandchild of the staff member, or a member of the household in which the staff member resides.

Family Leave: Up to twelve (12) weeks, without pay, **per calendar year**, may be granted as provided by the Family and Medical Leave Act of 1993, 29 USC 2601. Employers are required to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year and for 1,250 hours over the previous twelve (12) months.

Military FMLA: January 28, 2008 Amendments to FMLA (Section 585 of the National Defense Authorization Act for FY 2008) - Among other things, amends FMLA to permit a spouse, son, daughter, parent, or next of kin to take up to 26 workweeks of leave to care for a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness."

Reason for Taking Leave : Unpaid FMLA leave must be granted for any of the following reasons: (1) to care for a child after birth or placement for adoption or foster care; (2) to care for a spouse, son or daughter, or parent, who has a serious health condition; or (3) for a serious health condition that makes an employee unable to perform his/her job. Certain kinds of paid leave may be substituted for unpaid leave. Employees may not elect to take unpaid leave for reasons other than noted above.

Advanced Notice and Medical Certification: Employees will be required to provide advanced leave notice and medical certification. Leave may be denied if the requirements are not met. (1) You must provide 30 day advanced notice when the leave is “foreseeable.” (2) Medical certifications required to support the request for leave because of a serious health condition and second or third opinions may be required (at employee’s expense). A fitness for duty report to return to work may be required.

Job Benefits and Protection: (1) for the duration of family leave health coverage will be maintained at the employee rate. (2) Upon return from family leave, employees shall be restored to their original or equivalent position with equal pay, benefits, and other employment terms. (3) The use of family leave cannot result in the loss of employment benefits that accrued prior to the start of family leave

Unlawful Acts by Employers: It is unlawful for any employer to: (1) Interfere with, restrain, or deny the exercise of any right provided under family leave: (2) Discharge or discriminate against any person for opposing any practice made unlawful by family leave laws or for involvement in any proceeding under or relating to family leave. For additional information contact your personnel office or The Education Center. Eligible employees may appeal a supervisor’s denial for family leave to the Superintendent or to The U.S. Department of Labor, or by bringing a civil action against the employer for violations. Appeals must be filed in writing in accordance with fixed time limits.

Death Leave: An employee may be absent seven consecutive calendar days beyond the day of death of an immediate family member. The immediate family is defined as the father, mother, wife, husband, son, daughter, brother, sister, father-in-law, mother-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent or grandchild of the staff member, or a member of the household in which the staff member resides. In addition the day of funeral or memorial services may be used for aunt, uncle, niece, or nephew that does not reside in the household in which the staff member resides. A death notice or obituary may be requested to verify relationship of the deceased to the employee.

Personal Leave: Twelve month employees shall have four personal days per year. Effective July 1, 2013, all new twelve month employees hired after July 1, 2013 are not eligible for personal days, **unless you work 37.5 hours or more a week**. Nine Month 29 hour a week employees who have been grandfathered as of July 1, 2013, shall have three personal days per year. Personal leave days shall start on July 1 and end on June 30 of each year. Requests for such leave shall be made in writing to the immediate supervisor and channeled through the Business Manager, Building Principal, and

Superintendent. Unused personal leave may accumulate as sick leave up to the number of days an employee works in a year. Each employee is entitled to use four (4) accumulated sick leave days per year as emergency leave. The emergency leave days must be requested in writing prior to taking such leave and must be approved by the School Board. Emergency leave shall not be used for circumstances or events by other leave provisions contained in this document.

Pregnancy Leave: Any employee who is pregnant is entitled to a leave of absence any time between the commencement of her pregnancy and one (1) year following the birth of the child, if she notifies the Superintendent (through the respective supervisor) at least thirty (30) days in advance of the date on which she desires to start her leave. She shall also notify the Superintendent of the expected length of this leave including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn, whichever is applicable. Temporary disabilities caused by pregnancy shall be governed by the same provisions governing sickness.

HEALTH INSURANCE

The following will apply for employees who work 30 or more hours a week:

Spencer-Owen Community Schools will provide Hospital/Major Medical insurance coverage, as limited below, for all classified staff members and their dependents. As of January 1, 2014, Spencer-Owen Community Schools became part of the Wabash Valley West Central Indiana School Trust. At this time, the only plans offered to classified employees are Plan 6 HSA and Plan 7 HSA. Eighty-five (85%) of the monthly premium will be paid by the school corporation. Please note: If a leave of absence extends beyond 12 consecutive weeks, the employee is responsible for the full cost of insurance.

Long Term Disability : Long term disability insurance is corporation paid.

Dental Insurance : Dental insurance shall be available at a group rate for classified staff. The school corporation will provide up to \$100 toward the purchase of this benefit.

Life Insurance : The school corporation shall provide a \$40,000 life insurance policy for each eligible full time employee. (who work 30 or more hours a week). The cost of this benefit shall be paid by the school corporation, except for \$1.00 per year.

Public Employee's Retirement Fund (PERF): PERF is a personnel benefit that applies to full time employees. The school corporation shall pay the 3% employee PERF contribution for all eligible 30 hours or more per week (including 29 hour a week employees who are grandfathered as of July 1, 2013) employees, effective 1/1/93. Effective July 1, 2013, all new employees that work 29 hours or less per week will not be eligible for corporation contribution to PERF.

Continuation of Medical Benefits after Retirement: Eligible employees may continue insurance coverage under the Corporation policy at their own expense. To be eligible employees must have ten (10) or more years creditable service under PERF and be at least 55 years of age.

Retirement Severance Pay : Retirement severance pay will be computed at the rate of \$50 per day for unused sick leave with a maximum of the number of Board approved days per year for the employee's position, plus \$50.00 per year of service to the Spencer-Owen Community Schools, with a maximum of 40 years. In order to be eligible for this benefit an employee must have worked a minimum of ten years for the school corporation. The computation is based on the employee's number of sick days available at the time of retirement.

JOB RELATED TRAINING

In the interest of improving the performance and capabilities of the Classified Staff, training costs will be paid by the Corporation for employees with acceptable performance records, subject to the following guidelines:

1. Funds must be available in the appropriate budget to cover the expense of training. Requests are to be made at least one month prior to registration.
2. Training must be recommended by the immediate supervisor as being of job improvement value to both the Corporation and the individual.
3. All requests must be approved by the Business Manager and Superintendent.
4. All courses must be offered by an acceptable institution or agency and be taken for a grade or equivalent.
5. All job-related training not required by the Corporation shall be on the employee's own time.
6. Time off will be permitted if the course is job-related, subject to approval of Business Manager.
7. A maximum of one hour per day or three hours per week will be permitted away from the job.
8. The Business Manager/**Superintendent** will approve how and when the time is to be made up. If an employee is asked by management to take the course, make-up time is not required. Otherwise, the options are prior to normal working hours, after normal working hours, weekends or other scheduled days off.
9. The Corporation will pay 100 percent of all course fees up to a maximum of \$300 per course. The fees will be prepaid by the Corporation.

10. At the completion of the course and issuance of grades, employee agrees to reimburse the Corporation according to the following scale:

ACHIEVED GRADE (final)	REIMBURSEMENT RATE
A	0%
B	0%
C	0%
D	50%
F, incomplete, drop	100%

Spencer-Owen Community School Corporation
Classified Staff
Job Related Training Application

Name: _____ Date: _____

Position: _____ School/Department: _____

Course: _____

School/Agency Offering Course: _____

Dates of Course: _____ Course Cost: _____

What benefit will be immediately available in relationship to your job?

applicant's signature

supervisor's signature

Business Manager signature

Superintendent's signature

Final Grade: _____

Reimbursement: _____

Definitions, provisions, procedures as approved;

1. The classification of jobs is based on responsibility levels. The classification is a responsibility level, plus minimum and maximum pay levels within each classification.
2. Pay levels are based on experience after this method of classification was adopted. These pay scales are ranges of pay and all employees may not fit exactly into the scale due to shift differentials. However, all procedures for the use of the codes apply to all positions.
3. When an employee changes classifications in the form of a promotion, they start at the beginning of the scale, or at a point at least 4% higher than their present wage, whichever is higher.
4. When an employee chooses to change classifications to a position with a lesser responsibility level, they start at the same level in the scale of the new position as they were in their old position. Employees do not carry their wage forward to the new position.
5. When an employee is demoted by the corporation, they start at the same level in the scale of the new position as they were in their old position. Demoted employees do not carry their wage forward to the new position.
6. The class codes and pay scales will be examined by the administration each year and efforts made to keep them current with cost of living increases, within budgetary constraints.

** Present Public Employee Retirement Fund classifications will not change

SPENCER-OWEN COMMUNITY SCHOOLS

TELEPHONE NUMBERS

SES Office 829-2253

OVHS Office 829-2266

OVMS Office 829-2249

PES Office 859-4525

GES Office 879-4694

MCES Office 828-6000

All Transportation or Maintenance - Central Office 829-2233

I have received a copy of the Classified Employee Policy;

employee-date

EMPLOYEE COPY

A copy of this policy shall be provided to each person hired or promoted.

SPENCER-OWEN COMMUNITY SCHOOLS

TELEPHONE NUMBERS

SES Office 829-2253

OVHS Office 829-2266

OVMS Office 829-2249

PES Office 859-4525

GES Office 879-4694

MCES Office 828-6000

All Transportation or Maintenance - Central Office 829-2233

I have received and read a copy of the Classified Employee Policy;

employee-date

CORPORATION COPY

APPENDIX #1

SPENCER-OWEN COMMUNITY SCHOOLS

CLASSIFIED EMPLOYEE

Performance Notice and Plan of Improvement

Name _____

School/Dept. _____

Position _____

____ First written notice

____ Second written notice

Performance Deficiencies : _____

For employee to be effective improvement steps are : _____

Timeline to correct deficiencies : _____

How will improvement be measured : _____

Failure to correct Deficiencies may result in termination of employment or other job action.

Signature of Supervisor _____

Signature of Employee _____

Date _____

APPENDIX #2

OFFENSE	FIRST OFFENSE RANGE OF REMEDIES	SECOND OFFENSE RANGE OF REMEDIES	THIRD OFFENSE RANGE OF REMEDIES
<u>ATTENDANCE</u>			
Unexcused tardiness	Verbal to Written Reprimand	Written Reprimand to 1-day suspension	3-day Suspension to Termination
Unexcused absence	Verbal to Written Reprimand	Written Reprimand to 1-day suspension	3-day Suspension to Termination
<u>INSUBORDINATION</u>			
Failure to perform task as directed by Supervisor	Verbal Reprimand to Termination	Written Reprimand to Termination	3-day Suspension to Termination
<u>PROTECTED INFORMATION</u>			
Disclosure of Confidential personal information or materials	Written Reprimand to Termination	1-day suspension to termination	Termination
<u>SUBSTANCE ABUSE</u>			
Tobacco use on school property	Verbal to Written Reprimand	Written Reprimand	3-day Suspension to Termination
Unauthorized use or possession of Alcohol or drugs on school property	Termination		
<u>SAFETY/PROPER USE OF EQUIPMENT</u>			
Reckless driving or improper operation of School vehicle, to include failure to wear seat belt	Written Reprimand to Termination	3-day Suspension to Termination	Termination
Failure to perform work in manner that does not endanger self or others	Written Reprimand to Termination	Written Reprimand	3-day Suspension to Termination

MISCELLANEOUS OFFENSES

Improper interaction with staff, students, or public	Verbal to Termination	Written Reprimand to Termination	3-day Suspension to Termination
Falsification or aiding in falsifying time and attendance records or claims against the School Corp.	Written Reprimand to Termination	3-day Suspension to Termination	Termination
Loafing, wasting time, inattention to duty, sleeping on duty	Verbal to Written Reprimand	1-day suspension to Termination	3-day Suspension to Termination
Theft of school property	Termination		