

NORTH WHITE SCHOOL CORPORATION  
402 E. Broadway St.  
MONON, IN 47959



CLASSIFIED  
EMPLOYEE  
HANDBOOK  
2023-2024

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## **CLASSIFIED EMPLOYEE HANDBOOK**

This handbook was prepared to provide information to all classified employees of the North White School Corporation. The provisions contained within the handbook have been reviewed and approved by the Board of School Trustees. It is hoped that through this communication, employees will better understand their benefits and rights of employment with the school district.

A classified employee is defined as any employee who does not require a license issued by the Professional Standards Board of the Indiana Department of Education to perform his or her duties. Classified employees within the school district may work either during the school year (nine or more month's duration but less than twelve months) or for a full calendar year (twelve-month employees).

Specific working hours will be established and assigned by the classified employee's immediate supervisor. All classified employees are hired on an at-will basis. This means that either party may terminate employment by giving the other party a two-week written notice. All other definitions of "employment-at-will" defined in Indiana statute or by previous litigation will be recognized by the North White School Corporation. The only exception to the at-will doctrine will be school bus drivers who are under contract as per Indiana statute.

## **SCHOOL BOARD OF TRUSTEES RIGHTS**

The Board shall have the responsibility and authority to manage and direct, on behalf of the public, the operations, and activities of the School Corporation to the full extent authorized by law. Such responsibility and activity shall include but not be limited to the right of the Board to:

1. Direct the work of employees.
2. Establish policy.
3. Hire, promote, demote, transfer, assign, and retain employees.
4. Suspend or discharge its employees in accordance with applicable law and board policy.
5. Maintain the efficiency of school operations.
6. Relieve its employees of duties because of lack of work or other legitimate reason.
7. Take actions necessary to carry out the mission of the public schools as provided by law.

## **MEMORANDUMS**

Employment memorandums will be prepared annually for certain classified employees and will indicate the specific assignment, the beginning date of the proposed

employment, and the hourly wage. It should be clearly understood, however, that the memorandum is not an employment contract and is used primarily to notify an employee of his or her specific assignment. In no way does it alter the "employment-at-will" status of classified employees.

### **PAYS/TIME SHEETS**

As of January 1, 2008, all treasurers, secretaries and school nurses will receive their pay over 12 months of 26 pays. All classified employees must complete time sheets. Time sheets are due to the immediate supervisor by noon Wednesday, one week prior to the scheduled pay date. \* An employee should record the total number of hours worked on a given day. If an employee is not actually at work, the reason for absence should be entered in the appropriate place on the time sheet. Reasons may include illness, illness in the immediate family, vacation, inclement weather, or the like. The number of hours worked should NOT be recorded by the employee if the employee was not actually at work on the designated date. The immediate supervisor will indicate the number of hours to be authorized for payment, and this determination will be based upon provisions stated in this handbook. All time sheets must have the supervisor's signature before being sent to the Corporation office.

From time to time, it will be necessary, due to an early pay date, to have time sheets completed at a specific time. Notification of these exceptions will be made through a directive from the superintendent's office.

Overtime hours must have advance approval by the immediate supervisor and also should be indicated in the appropriate place on the time sheet. Payment for approved overtime will be made at the rate of one and one-half times the regular hourly rate. **There will be no banked time.**

A time sheet is a legal document, and it is authorization for the school district to pay an employee for services rendered. Care should be taken in completing the time sheet. A signature should only be affixed after an employee is satisfied that all information is correct and accurate. Time sheets are eligible for audit by the State Board of Accounts every two years.

\* Employees: Please call on Friday morning with any time sheet changes.

### **EVALUATION**

Each classified employee will be formally evaluated one time per year by his or her immediate supervisor or building supervisor (or designee). The evaluation instrument will be developed and updated from time to time in consultation with the Superintendent's Administrative Team and/or classified employees and will contain items to help assure a successful working relationship.

Upon completion, the evaluation form will be signed by the evaluator and the classified employee and placed in the employee's personnel folder, which is maintained by the Central Office. A classified employee who does not agree with the evaluation may attach

a written statement outlining his or her exceptions to the evaluation made. The attached employee statement will also be filed in the personnel folder. A copy of the evaluation form will also be given to the employee if requested. Past evaluation forms on file in the personnel folder may be reviewed by the employee upon advance request to the superintendent's office.

## **HOLIDAYS**

Official paid holidays observed for twelve-month employees (custodians, technology director, mechanic, maintenance & central office employees) in the North White School Corporation are:

Memorial Day	July 4th	Labor Day
Thanksgiving & the following Friday		Christmas Eve
Christmas Day	New Year's Eve	New Year's Day

Official paid holidays for building treasurers, secretaries, corporation nurse and cafeteria director are as follows:

Memorial Day	Labor Day	
Thanksgiving & the following Friday		Christmas Day
New Years Day		

Official paid holidays for instructional aides; bus drivers, crossing guards, bus aides, and cooks are as follows:

Labor Day	Thanksgiving Day	Christmas Day
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Vocational Aids:

No Holidays - just sick and personal days.

If a holiday falls on Saturday or Sunday the immediate supervisor will decide if Friday or Monday will be used to observe the holiday. If an employee works more than one job for the Corporation the job with the most holidays allowed takes precedent.

## **VACATIONS**

Secretaries, custodians, corporation treasurer, technology director, mechanic, and maintenance personnel who work on a twelve-month schedule will receive two weeks vacation with pay after one complete year of employment. If service begins after July 1st, vacation days will be prorated. Central office secretaries and the Corporation treasurer will receive three weeks of vacation after three years of employment and four weeks after 10 years of employment.

Vacation time is accumulated on the basis of a fiscal year (July 1 through June 30). On each subsequent June 30 the employee will be eligible for two (2) weeks of vacation time. On June 30th following the sixth year and each succeeding year, one day of vacation will be added until the fifteenth year.

#### **VACATION DAYS FOR 6 OR MORE YEARS OF EMPLOYMENT**

6 years	7 years	8 years	9 years	10 years	11 years	12 years	13 years	14 years	15 years
11 Vac. Days	12 Vac. Days	13 Vac. Days	14 Vac. Days	15 Vac. Days	16 Vac. Days	17 Vac. Days	18 Vac. Days	19 Vac. Days	20 Vac. Days

Arrangement for taking vacation **MUST BE APPROVED IN ADVANCE** by the immediate supervisor.

All vacation time earned must be used within twelve (12) months from the date it was accumulated.

#### **USE OF ELECTRONIC DEVICES**

Employees may not use cell phones during instructional or supervisory times, unless it is directly related to the lesson (other than lunch or authorized breaks).

#### **DRESS/ATTIRE**

Employees are to dress appropriately for their specific assignment. The employee's direct supervisor will determine the necessary attire for their assignment. In most cases, you are to dress as a professional. You are a model for your students. Professional appearance sets a businesslike environment in your class. Reflecting a professional demeanor among all teachers, administrators, and support staff in our school reinforces a positive environment in which expectations are high. Jeans, sleeveless tops, yoga/spandex type pants and sporting attire (except for physical education teachers) are not considered professional attire. Staff members should not wear clothing with holes and/or tears in them. Building administrators will be responsible for making any modifications to this expectation as they deem appropriate for specific situations.

#### **IN-SERVICE/STAFF DEVELOPMENT**

From time to time, attendance at certain workshops or meetings may be beneficial to the employment of a classified employee. Permission may be granted by the superintendent or his or her designee for an employee to attend such meetings. Payment of regular wages plus previously agreed upon conference expenses will be made for all previously approved in-service/staff development meetings.

## **EMPLOYEES ON LEAVE**

Any employee of the North White School Corporation who is on a leave of absence due to illness, maternity, or any other reason and who is not available for work during the period of the leave will not receive the benefits of any weather-related school closing. A doctor's statement indicating an employee, because of illness or maternity, is not able to perform his or her regular duties is classified as not available for work.

## **HEALTH INSURANCE**

The school district through the Midwest Area School Employees' Insurance Trust (MASE) provides a health insurance benefit for custodians, secretaries, the school nurse, the social worker, district maintenance personnel, bus/van drivers, food service employees, facilitators and instructional assistants. A health insurance plan will be made available to each employee hired prior to September 1, 2009 who works 17.5 hours per week in the categories mentioned above. A health insurance plan will be made available to each employee hired on or after January 1, 2010 who works 30 hours per week in the categories mentioned above.

A health and life insurance plan will be made available for all bus/mini bus drivers who drive 17.5 hours or more per week. The change will take place effective Jan. 1, 2017.

A single or family plan benefit will be offered as appropriate. The Board will pay 90% of the cost of a single premium of the insurance plan selected by eligible employees.

When a classified employee who is eligible for health insurance benefits reaches the month of his or her 65th birthday, he or she may choose to remain on the regular health insurance plan as long as the employee is actively at work.

Benefits paid by the corporation cease when the employee terminates his or her services to the School Corporation. Employees are eligible for insurance the first of the month following his or her hire date and benefits will cease at the first of the month following his or her termination.

If a classified employee who is eligible and participates in the group health insurance program retires before the age of 65 (but after age 55) and wishes to remain in the group plan, he or she may pay the full premium and be a member in good standing until the month of his or her 65th birthday.

Changes in the prime carrier and the coverage included may be made by official action of the Midwest Area School Employees' Insurance Trust. In the event of a change, employees will be notified promptly.

## **GROUP LIFE INSURANCE INCLUDING ACCIDENTAL DEATH AND DISMEMBERMENT (AD & D)**

All custodians, instructional assistants, facilitators, secretaries, the school nurse, the social worker, district maintenance personnel, bus/van drivers, and food service employees hired prior to September 1, 2009 who work a minimum of 17.5 hours per week may participate in the group life insurance program provided by the Board of School Trustees. All custodians, instructional assistants, facilitators, secretaries, the school nurse, the social worker, district maintenance personnel, bus/van drivers, and food service employees hired on or after September 1, 2009 who works 30 hours per week in the categories mentioned above may participate in the group life insurance program provided by the Board of School Trustees.

A \$50,000 face value group life policy will be provided by the employer at a cost of \$4.00 to the employee. This plan contains a \$50,000 payment in case of death, a \$100,000 payment in case of accidental death, and certain dismemberment benefits. An eligible classified employee may join the life insurance program by completing the proper enrollment forms upon employment, and the benefit goes into effect on the first of the month following official appointment as an employee of the school district. Information is available from the corporation treasurer at 253-6618.

If any employee who is eligible and participates in the basic group life insurance program retires, he/she may pay the full premium and continue in the program. This provision applies to the basic life insurance only.

### **SECTION 403(B)**

All classified employees are entitled to participate in the North White School Corporation's Section 403(b) plan.

Excluding the following:

- Non-resident aliens
- Employees eligible for 457(b) deferrals
- Student employees
- Employees who normally work fewer than 20 hours per week.

A "Salary Reduction Agreement" must be submitted to the corporation office electing to use a board approved vendor.

## **WORKER'S COMPENSATION**

All employees on the payroll of the North White School Corporation are covered by Worker's Compensation. Any employee who has a job-related injury must report that injury in the following manner and according to the following time lines:

After notifying the building principal and seeking treatment for the injury, an employee must notify the superintendent's office either by telephone or in person (preferably in person) in order that the proper forms may be completed and then sent to



the insurance carrier within five (5) working days from the time of injury. Without filing the proper forms with the insurance company, Worker's Compensation claim may not be paid.

PLEASE NOTE: Our health insurance carrier will not pay for any work-related injury claims since these must be paid through Worker's Compensation. An employee who is absent from work due to a work-related injury may use school district sick leave until Worker's Compensation begins. The compensation for any given day may not exceed one full day's wages through any combination of Worker's Compensation and regular wages. Any questions or need for further information should be directed to the corporation treasurer at 253-6618.

### **PERF BENEFITS**

Classified employees in the following categories are eligible to participate in the Public Employees Retirement Fund (PERF) organized under the statutes of the State of Indiana: custodians, food service employees, maintenance personnel, school nurse, and treasurers/secretaries.

To qualify for PERF benefits, a person must work a minimum of 600 hours per year in a full-time position with the North White School Corporation. Employees in the above-mentioned categories must participate in the Retirement Fund throughout their employment with the school district.

### **RETIREMENT PAY BENEFIT**

To help express in a monetary way the community's appreciation for years of service to the school district a retirement program is being initiated.

To qualify for retirement compensation, an employee:

1. Must be at least 55 years of age and have indicated in writing plans to retire from the School Corporation.
2. Must have a minimum of ten (10) successive years of service to the school district immediately preceding the intended retirement date. Employment for extracurricular activities shall not qualify for retirement benefits.
3. The classified employee must qualify for Public Employees Retirement Fund (PERF) to be eligible for retirement compensation from the Corporation and work a minimum of six (6) hours per day.

An employee who meets the above criteria is eligible to receive retirement benefits computed as follows:

## 1. Definitions

- a. A "work day" shall be considered an average of the hours worked per day based on the three years-preceding retirement.
- b. "Hourly rate" shall be the amount paid per hour in the fiscal year immediately proceeding retirement. Employees who retire at the end of the calendar year shall be paid at their current hourly rate.
- c. "Years of service" shall be considered to a maximum of 30
- d. "Accumulated sick leave" shall be defined in the section title SICK LEAVE found on page 11.

## 2. Computation

- a. Using the definitions above, an eligible employee shall receive a retirement benefit computed by multiplying the "workday" times the "hourly rate" times the "years of service."
- b. Eligible classified employees shall receive an additional amount of \$40.00 for each day of accumulative sick leave.

Payment of the retirement benefit as calculated above shall be issued as a part of the final check.

## **RETIREEES RETURNING TO NORTH WHITE**

An employee who has previously retired from North White School Corporation is not eligible for any of the above listed benefits upon additional retirements. The rehired employee will be compensated at the beginning rate of pay and will not be guaranteed the same vacated position. Thereafter, the employee will be considered a new employee and follow the same vacation day earnings for their years of service as all other new employees. No retirement pay benefits listed under "Retirement Pay Benefits" above, are available for formerly retired classified staff.

## **SICK LEAVE**

Each classified employee shall be granted seven (7) sick leave days per year except bus aides and bus drivers who will receive four (4) sick leave days per year. If an employee holds two positions at the same time, the position that offers the greater number of available days will be given. For record keeping purposes, sick leave benefits will be calculated for all classified personnel on July 1. All new employees will begin earning sick leave after 90 calendar days of successful employment. The first year after 90 days an employee will receive 1/2 of their sick days and then the full amount July 1st. Rehired employees' balance of sick days will not be transferred. Classified staff are required to take leave in half (.5) day increments.

Unused sick leave days shall accumulate to a total based on days worked:

Employees working 180-195 days	may accumulate - 80 days
Employees working 196-205 days	may accumulate - 90 days
Employees working 206-220 days	may accumulate - 100 days
Employees working 221-245 days	may accumulate - 110 days
Employees working 246-260 days	may accumulate - 120 days

Annual and accumulated sick leave may be used for personal illness and/or medical or dental leave appointments. Up to one-half of the annual sick leave days may be used for illness in the immediate family in any one-year. Immediate family is defined as father, mother, spouse, children, grandchildren, father-in-law, and mother-in-law.

The accounting of sick leave days available will be recorded on the employees' check stub. The North White School Corporation reserves the right to require a physician's statement whenever an employee's use of sick time is deemed excessive. If an employee works more than one job for the Corporation the job with the most sick leave benefit takes precedent.

## **PERSONAL LEAVE**

All classified employees are entitled to two (2) workdays for the transaction of personal business and/or for the conduct of personal or civic affairs (working polls on Election Day) during each year of employment except bus drivers and bus aides who receive one (1) personal day each year. All new employees must successfully complete 90 days of work to earn half of their personal leave benefit. After July 1, employees would receive their full amount of personal leave. Classified staff are required to take leave in half (.5) day increments.

The request for use of personal days shall be submitted to the superintendent or his or her designee on an appropriate form provided by the School Corporation. Whenever possible, the request shall be submitted prior to the date(s) of absence.

One unused personal day remaining at the end of June will be transferred to the employee's sick leave balance. If an employee works more than one job for the Corporation the job with the most personal leave benefit takes precedent.

Except in case of emergency, a classified staff member may be permitted to use a personal leave day the day before or after a school vacation, provided she/he files a written request at least thirty (30) days prior to the vacation period, and the request is approved by the Superintendent or his/her designee. A classified staff member shall not be permitted to take a personal day the day before or the day after a school vacation period solely to extend a school vacation.

## **BEREAVEMENT LEAVE**

Each classified employee shall be entitled to be absent from work on account of death in the immediate family for a period extending not more than five (5) business days beyond such death without loss of compensation. Immediate family is father, mother, brother, sister, child or spouse, and any other relative who at the time of his/her death is living as a member of the employee's household. In case of father-in-law or mother-in-law, grandparent or grandchild, the employee is entitled to be absent three (3) business days without loss of compensation. When the death is that of an aunt, uncle, first cousin, nephew or niece, brother-in-law, sister-in-law, the employee is entitled to be absent (1) business day without loss of compensation, presumably the day of the funeral. (2) business days shall be granted if the funeral is more than two hundred (200) miles away (round trip). If more than one death in the immediate family should occur, no more than seven (7) business days shall be granted. **Other bereavement will be considered at the discretion of the Superintendent.**

Each classified employee shall be permitted to be absent from work without loss of compensation for one (1) business day for attending the funeral of any other member of the family.

The relationship of the relative should be recorded on the time sheet when it is submitted for bereavement leave utilization. Bereavement leave days are non-accumulative.

## **JURY DUTY LEAVE**

When requested, a classified employee may serve on jury duty. The Board of School Trustees will pay the employee his or her full salary provided that such employee agrees to return to the Board all pay received for serving on jury duty. This return payment does not include the expense payment, if any, that also may accompany such service.

## **STAFF ABSENCES FOR MEDICAL LEAVE**

If circumstances warrant, the Board of School Trustees of North White School Corporation may grant a medical leave of absence without pay upon request of a full-time employee of the school district. The following steps should be taken if an employee wishes to be considered for and be granted a medical leave:

A written request signed by the employee or his or her agent and directed to the superintendent indicating the reason for the leave should be submitted.

1. Medical substantiation signed by a doctor shall be provided to the Superintendent.
2. The length of the medical leave shall be established in time intervals

which will accommodate the overall educational program for the students in the school; that is the remainder of a marking period, the remainder of a semester, or the like.

3. A medical leave may be extended for a specific period of time upon written request and approval by the Superintendent.
4. All decisions of the Superintendent shall be considered final.

While an employee is on medical leave granted by the Board according to the aforementioned guidelines, the person will continue to be defined as an employee of the school district and will be eligible to participate in the various group insurance programs by individually paying the premiums due. However, no other employment benefits will be granted during the course of the unpaid leave (i.e. sick leave, personal leave, paid vacations, etc.)

### **FAMILY AND MEDICAL LEAVE - ACT OF 1993**

A number of leaves allowed under this contract also qualify as leaves entitled to protection under the Family and Medical Leave Act (FMLA). All eligible employees will be entitled to the maximum leave allowed, when necessary, under the provisions of either the specific leave section listed above and/or this family section.

An unpaid leave of absence for up to twelve (12) weeks in duration may be granted to eligible employees for certain family or medical reasons. An employee who has been employed for at least twelve (12) months (need not be consecutive) before the leave request and who has worked at least 1,250 hours during the previous year is eligible for a leave of absence pursuant to this section.

#### **A. Qualifying Events**

1. A family or medical leave will be granted should the need arise for any of the following qualifying reasons:
  - a. Birth of the employee's child, or the placement of a child for adoption or foster care, and first-year care of the child.
  - b. To care for the employee's spouse, child, or parent who has a serious health condition.
  - c. For a serious health condition that causes the employee to be unable to perform his/her job.
2. Leaves may begin before the birth of a child if a medical condition exists that makes the employee unable to perform the job, or prior to the placement of a child for adoption or foster care if circumstances require absence from work for the placement to proceed.

An employee's entitlement to leave for the birth or placement of a child expires at the end of the twelve (12) month period beginning on the date of the birth or placement.

## B. Notice Requirement

If the leave is foreseeable, thirty-(30) day's written notice is required. Failure to provide thirty (30) days notice for a foreseeable leave may cause the leave to be denied until thirty (30) days after the employee first gave the required notice of the foreseeable leave. If the need for the leave is not foreseeable, the employee must give notice to the office of the superintendent as soon as possible.

## C. Certification Requirement

Any request for leave due to a serious health condition or due to the serious health condition of a qualifying family member must be supported by a timely certification issued by health care provider. The employee must provide the requested medical certification within fifteen (15) calendar days after the request was made. If the superintendent has reason to doubt the validity of medical certification, the employee may be required to obtain a second opinion at school corporation expense. Should any variance between the two medical certifications exist, a third opinion, at school corporation expense, may be requested. This opinion shall be final and binding. Failure to submit the required medical certification may result in the denial of the leave or denial of bias. Medical certification shall be submitted on forms provided by the school corporation.

## D. Request Procedure

Requests for leaves of absence and extensions must be submitted in writing and on the prescribed form supplied by the office of the Superintendent unless impossible due to an emergency.

## E. Leave Substitution

Employees will substitute accrued vacation, personal leave, sick leave, or other qualifying leave for all or part of any otherwise unpaid FMLA. This qualifying paid leave will be counted as part of the Employee's twelve (12) weeks of FMLA leave entitlement. However, the use of paid leave by the employee under circumstances, which do not qualify, as family medical leave cannot be counted against the twelve (12) weeks of FMLA leave to which the employee is entitled.

## F. Maintenance of Group Insurance

During FMLA, eligible employees will maintain coverage under the employee's group health plan (including life insurance) at the same level and under the same conditions for which coverage would have

been provided if the employee had remained in active employment continuously for the duration of such leave. Employees who contribute to such a group health plan must continue to make such contributions during the period of their leave in order to maintain coverage. The employer may recover the premium paid for maintaining a employee's health plan coverage during any period of unpaid leave if the employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition that would entitle the employee to leave, or other circumstances beyond the employee's control.

#### G. Restoration to Position and Benefits

Eligible employees returning from family or medical leave after twelve (12) weeks will be returned to the position that they held when they went on leave, or they may be placed in equivalent positions with equivalent benefits, pay and other terms and conditions of employment.

#### H. Return to Work

Employees returning from any form of leave of absence must be able to assume all of the essential functions of their jobs upon return. As a condition to restoring an employee whose leave was based on the employee's own serious health condition, such employee must provide certification from the employee's health care provider stating that the employee is able to resume work.

#### I. Failure to Return from Leave

An employee granted a leave of absence pursuant to this provision who fails to return to work upon expiration of the leave granted shall be classified as "voluntarily terminated."

#### J. Intermittent or Reduced Scheduled Leave

1. During the first twelve (12) weeks of leave for a serious health condition (either an employee's own or that of a qualifying family member), intermittent or reduced schedule leave may be taken when medically necessary. Employees seeking intermittent or reduced schedule leave must provide medical certification issued by a health care provider. Employees who have requested foreseeable intermittent or reduced scheduled leave due to planned medical treatment may be transferred temporarily to an alternative position at the discretion of the superintendent if the alternative position better accommodates recurring periods of leave than the employee's regular position, provided the employee is qualified for the alternative position and the position has equivalent pay and

benefits.

2. Employees requesting FMLA leave near the end of an academic term will be subject to special rules of FMLA.

#### K. Leave Entitlement Period

The twelve (12) month period in which (12) weeks of family leave entitlement occurs will consist of the twelve (12) month period measured forward from the date the particular employee's FMLA leave begins.

#### L. Status Reports

During the leave, an employee may be required to provide reports on his/her status and intent to return to work following leave. Requested information must be provided within fifteen (15) days of the request.

#### M. Jointly Employed Spouses

A total of twelve (12) weeks of FMLA leave will be granted to each jointly employed spouse regarding birth or adoption of a child or to care for a sick parent. If the FMLA leave requested is for personal illness, each spouse will be entitled to twelve (12) weeks of FMLA leave.

### **WORK SCHEDULE ALTERATION DUE TO INCLEMENT WEATHER**

The safety and well being of students in the schools of the North White School Corporation are of the utmost priority and importance. From time to time during the course of the school year, alterations may need to be made in the regular working schedule due to inclement weather. Change in the regular schedule will be announced on Radio and T.V. Stations: WASK 105.3 FM, WKHY 93.5 FM, WAZY 96.5 FM, WSHW 99.7 FM, WMRS 107.7 FM, WXXB FM102.9 FM, WHZR103.7 FM, WRIN 1560 AM, WLQI 98 FM, WLFI TV 18, WRTV 6, WTHR 13, WISH 8 and FOX 59. In addition, direct information will be relayed to school bus drivers via an organized telephone chain.

The following guidelines will be followed due to schedule alterations:

#### SCHOOL CANCELLATION:

If conditions warrant, school may be canceled by the superintendent. The work schedule for classified employees whose school is closed due to weather related or emergency conditions is as follows:



Unless a snow emergency is verified by the superintendent's office, twelve-month secretaries, custodians, and maintenance personnel will report to their school buildings and work. Other classified personnel shall not report to work and shall be compensated in the same manner as certified employees in relation to the required 180 student days. If make-up days are required, affected classified personnel will work without compensation in the same manner as certified personnel. If twelve-month secretaries, custodians, and maintenance personnel experience compensation inequities as a result of cancellations, compensatory time off will be granted accordingly.

During a time of a snow emergency officially declared in White County and verified by the superintendent's office, employees should not report to work unless requested by the superintendent or his designee. Twelve-month secretaries, custodians, and maintenance personnel may be compensated for up to three days of snow emergency, after which they will be compensated only for hours worked. Personal business days and vacation time may be used for snow emergencies. Other classified personnel\* shall be compensated in the same manner as certified employees in relation to the required 180 student days. If make-up days are required, affected classified personnel shall work without compensation in the same manner as certified personnel.

Subject to the limitations stipulated above, "leave" days shall not be charged for school days that are canceled. Exceptions to the above regulations may be made by special order of the superintendent or his/her designee.

### ELEARNING DAYS

Instructional aides who are not assigned to instruct students through Google Classroom during an eLearning day will receive a no pay day. They will be given a choice to make-up the lost time. All time must be made up by the last working day of the current school year calendar.

In the event of an E-Learning Day bus drivers can make-up the day by cleaning buses, custodial work, etc. at the discretion of the Transportation Director. All time must be made up by the last working day of the current school year calendar.

### SCHOOL DELAYS

If school is delayed due to weather conditions or any other cause, all classified personnel should plan to begin their duties according to the delay schedule in effect. If a delay is changed to a cancellation, only custodians, maintenance personnel, and twelve-month secretaries will continue to work their regular schedules.

If a substitute bus driver is on call and is prepared to run a regular bus route, but school is canceled due to these conditions, he or she will be paid one-half a day's wages. Exceptions to the above may be made by order of the superintendent or his/her designee.

### EARLY DISMISSAL

If weather conditions deteriorate during the course of a school day and a decision is made to dismiss students early, twelve-month secretaries, custodians, and maintenance personnel shall complete their workday unless otherwise ordered by the superintendent. Other classified personnel shall be released with the students and compensated according to the hours they worked for that day.

\*Cafeteria personnel will be paid for hours worked.

### **CLASSIFIED EMPLOYEE SICK LEAVE TRANSFER PROGRAM**

(In Accordance with Home Rule IC 20-5-1.5 for School Corporations)

The purpose of the Classified Employee Sick Leave Transfer Program is to relieve its members from undue financial burdens due to absence from work on a long-term basis due to illness, injury, or incapacitations sufficiently severe that it would make their presence in school inadvisable. This program is not intended to give unlimited sick leave to all employees. Its primary purpose is to give an employee substantial income protection in the event of a medical catastrophe. It is also designed to provide a maximum benefit to employees who have utilized the regular sick leave days, personal days, and vacation days in a professional manner. The employee will not repay days granted through this program.

A committee comprised of the School Corporation Board's President, the Corporation Superintendent and the Corporation Treasurer shall administer the sick leave transfer program. The committee shall have full discretion in allowing requested transfers subject to the following condition. A transfer of sick leave days may only be allowed if the medical condition (catastrophe), as certified by the Employee's Physician, will require the Employee to be absent from work for more than fourteen (14) consecutive days. All employees may grant accumulated sick leave days to a classified employee who has no sick leave, personal leave, or vacation day balance. Transferred days may only be used for the personal illness of the requesting classified employee. Family illness requests may be considered in extraordinary circumstances.

- a. The process is to be done totally voluntarily.
- b. Only whole days will be transferred.
- c. Days must be granted in the school year of sick leave expiration.
- d. Transfers will not be made to individuals who have sick days, personal leave days and/or vacation days remaining in their account.
- e. Accumulated sick days will not be transferred from the account of an employee who is leaving the employment of the School Corporation.
- f. Certified and classified employees may contribute to the account of a classified employee who has been approved for the sick leave transfer program.
- g. The maximum number of days which may be transferred to an employee is the number of days required to carry him/her through their current school year contract.

- h. Sick days may be transferred at the rate of up to two days per employee per request. If a second request is made, the rate of up to two days per employee per request shall apply.

### **Non-Discrimination Policy:**

North White School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. For further information, clarification, or complaint (grievance) procedures, please contact the Superintendent's office (219-253-6618) or the following coordinator:

North White Elementary School Principal  
A.D.A. Coordinator (American with Disabilities)  
Section 504 Coordinator (handicapping conditions)  
Title IX Coordinator (gender discrimination)  
North White School Corporation  
North White Elementary School, 304 East Broadway St.  
Monon, IN 47959  
219-253-6663

### **Loyalty Stipend**

Classified staff will receive a \$500 stipend for those who reach a five-year work milestone (ie. 5,10,15, etc.).

### **Employee Portal**

Classified staff will receive all of their financial documents through an employee portal (ie. Paystubs, W2s, Tax Information, etc.). Questions about this can be referred to the Corporation Treasurer.