FRANKLIN COUNTY
COMMUNITY SCHOOL CORPORATION

We exist so children can excel.

Support Staff Handbook

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Conditions of Employment

Support staff in the Franklin County Community School Corporation are defined as all employees classified as outlined below. The following conditions are applicable to support classified employees of the Franklin County Community School Corporation.

Classified Employees Include the Following:

- Assistant Secretaries / Cafeteria Cashiers
- Attendance Officer
- Building Secretaries / Treasurers
- Bus Aide
- Bus Driver
- Cafeteria Cooks
- Cafeteria Managers
- Controlled Access & Attendance Clerk
- Custodians
- Director of Food Services
- Director of Maintenance
- Director of Technology
- Executive Administrative Assistant
- Maintenance, Building & Grounds, Athletic Facilities Technician
- Network/Computer Technician
- Paraprofessionals (Instructional, Library, Media Center, Study Hall, Attendance Office, Pony Express, etc.)
- Payroll/Benefits Coordinator
- Preventative Maintenance/Assistant
- Purchasing/Accounts Payable Coordinator
- School Nurses
- Student Support Specialist
- Technology Support
- Transportation Director
- Transportation Secretary
- Vehicle Maintenance Technician

All Support Staff – Expectations and Definitions	
At Will Employment	Support staff are at-will employees. Either the employee or the school corporation may terminate their employment relationship at any time, for any reason, with or without cause or notice. The superintendent may also suspend support staff employees, with or without pay.
Attendance / Absences	Employees are expected to report to work regularly and on time. If the employee is unable to report to work on time for any reason, he/she should notify their supervisor or designee as far in advance as possible. Prior to the absence, the employee shall report it to their direct supervisor and enter it into the AESOP system.
Bereavement Leave	Each full-time employee shall be entitled to be absent from work, without loss of pay, for a period of not more than five (5) calendar working days beyond the death of a member of the immediate family and/or two (2) days for extended family to be taken within seven (7) days immediately following the date of passing. Bereavement leave days are not cumulative. The term "immediate family" in this instance shall mean husband, wife, domestic partner, children, grandchildren, mother, father, sister, brother, grandparents, mother-in-law, or father-in-law. The term "extended family" in this instance shall mean aunt, uncle, niece, nephew, or first cousin. Time shall be allowed to attend the funeral service of a close friend or neighbor. This time shall not exceed one (1) day; one (1) occurrence per year (documented). Any additional leave time will require PTO/Unpaid days. This may be liberalized upon approval of the Superintendent of Schools.

Paid Time Off (PTO)	Available for full-time employees. After the probationary time of thirty (30) working days of employment, each employee in this classification shall be entitled to one (1) paid time-off day for each working month in a calendar year. Prior to the absence, the employee shall report the absence in the AESOP system and notify his/her supervisor in advance. 1. Notification and approval of paid time off shall be made two days prior to such leave, except in cases of emergency or sickness. 2. Any PTO or Vacation day taken consecutively over five days must be approved by the direct supervisor, or the employee must provide a doctor's note. 3. While school is in session, any employee may have no more than five occurrences (5) PTO or Vacation days in any month unless approved by the direct supervisor or in accordance with the FMLA process. 4. PTO Days may be used and will be assessed on a half-day (½) or full-day basis. 5. PTO Days, up to sixty (60) days, not used during the employment year, shall be added to the total on July 1st to be used for that fiscal school year. 6. Any absences beyond accumulated PTO or vacation days may be subject to disciplinary action. 7. Unpaid time must be approved by the supervisor. 8. Unless approved by the direct supervisor or in accordance with the FMLA process, all 12-month employees may take up to 10 consecutive PTO/vacation days during summer break. No vacation may be taken from one week prior to the first teacher day through the first five (5) student days. In addition, no vacation may be taken on the last five (5) student days.
E-Learning/ Synchronous Learning/ & Waiver Days	<u>E-Learning Day/s:</u> An E-Learning Day is a student day, even though students are not physically at school. All administration-building, building-level office staff, maintenance, and custodial staff are to report to work unless otherwise notified by the Superintendent of Schools or their respective Building Principal. All full-time employees with Paid Time Off (PTO) may use their PTO for planned or unplanned eLearning days. <u>Synchronous Learning and Waiver Days (Professional Development) :</u> A Synchronous Learning Day is a student day, even though students are not physically at school. All building administration, maintenance, and custodial staff are to report to work unless otherwise notified by the Superintendent of Schools or their respective Building Principal. <u>Office Staff, Instructional Assistants, and Nursing Staff</u>: If unable to report to the designated building, please complete a time clock adjustment form indicating the time worked and give it to your supervisor when you return to the building. Ask your principal to input the time in AESOP.

	Cafeteria Personnel and Custodians: Employees are to report to work as normal and use the time clock to report hours. Administration-Building Staff and Maintenance Staff: These individuals will report to work unless otherwise notified by the Superintendent of Schools or their respective Building Principal. Bus Drivers: In conjunction with the bus contract, district bus drivers will be paid for 175 days, regardless of whether days are e-learning, synchronous, or waiver days. If the school calendar exceeds the contracted number of days, drivers will be compensated at their daily rate. All full-time employees with Paid Time Off (PTO) may use their PTO for planned or unplanned Synchronous days.
Employment Year	Beginning July 1 of one (1) year, to June 30th of the following year, shall constitute one (1) year of employment, provided the individual has been employed for at least six (6) months during that time.
Evaluation	The immediate supervisor will utilize an annual evaluation process. Copies of annual evaluations will be provided to the employee and placed in his/her personnel file.
Family Medical Leave (FMLA)	● In accordance with federal law, S-DCSC shall provide up to twelve (12) weeks of unpaid, job-protected FMLA during a 12-month period (July-June) to eligible staff members. ● For board-approved FMLA, an employee may take time off without pay in lieu of using PTO. ● The FMLA policy is in Appendix B.
Full-Time Staff	Support staff whose normal workweek is thirty (30) or more hours per week are considered full-time employees and are eligible for benefits.
Health Insurance	The Franklin County Board of School Trustees shall adopt a benefits schedule for all support staff. Benefits are available to full-time employees. The employer's contribution for classified employees shall be the same contribution as stated in the most recent Negotiated Contract between Franklin County Community School Corporation and the Franklin County Education Association. If agreed in the most recent Negotiated Contract between FCCSC and FCEA, employees who elect to enroll in an HSA Insurance Plan may qualify for additional employer contributions to their HSA (please see the Employee Benefits Sheets in Appendix C for specific information). The employer and the Association shall mutually agree upon any change in the insurance coverage or carrier. The anniversary date for health insurance coverage shall be January 1st of each year An employee on maternity leave or other employer-approved leave may continue

	coverage under the group health insurance by paying premiums to the school employer on a month-to-month or annual basis. The corporation will continue coverage at its expense until the last day of the month in which leave is granted.
Hiring Procedures	Recommendations for employment shall be made to the Board of School Trustees by the Superintendent of Schools.
Paid Holidays	1. The following positions will receive nine (9) paid holidays listed below: ● Full-time twelve (12)- month employees ○ Custodians · Executive Administrative Assistant ○ Director of Maintenance · Director of Technology ○ Network/Computer Technician · Payroll/Benefits Coordinator ○ Technology Support · Transportation Director ○ Transportation Secretary · Vehicle Maintenance Technician ○ Purchasing/ Accounts Payable Coordinator ○ Maintenance/Building & Grounds/Athletic Facilities Technician New Year's Day — Thanksgiving Good Friday* — Friday following Thanksgiving Memorial Day — Christmas Eve 4th of July — Christmas Labor Day *If Good Friday is used as a school day, the paid holiday would be an additional (1) day following the 4th of July holiday, which could be subject to change at the Superintendent's discretion. 2. The following positions will receive eight (8) paid holidays listed below: ● Full-time Twelve (11)- month employees ○ Director of Food Service ○ Head Secretary/ECA Treasurer New Year's Day — Thanksgiving Good Friday* — Friday following Thanksgiving Memorial Day** — Christmas Eve Labor Day — Christmas *If Good Friday is used as a school day, the paid holiday would be an additional (1) day paid on the following Saturday.

	**If the school year is extended to include Memorial Day, this becomes a paid holiday. At no time should holiday hours be counted to create overtime. Holiday pay should not exceed 8 hours/day, but can be less if the employee's normal workday is less than 8 hours. 3. An employee will not be eligible for a paid holiday if they take an unpaid leave for 14 days immediately preceding or following a paid holiday.
Inclement Weather	All employees are expected to report to their respective building as usual; however, if the roads are impassable and the employee is going to report late and/or is not coming to work, the time will be made up that same week, and/or a leave day will be used for the day missed. All employees shall call their respective direct supervisor about the above. ● All administration-building, maintenance, and custodial staff are to report to work unless otherwise notified by the Superintendent of Schools or their respective Building Principal.
Job Postings	All vacancies as determined by the Board of School Trustees shall be posted for a minimum of ten (10) days at a designated place accessible to all employees and/or advertised on the corporation's website. This may be waived if the day conflicts with the opening/closing of school. ● Employees interested in a transfer should indicate their interest in writing to his/her principal/director or the Assistant Superintendent.
Jury Duty	All full-time support staff employees shall be granted leave for jury duty and will receive the full amount of his/her regular salary (no overtime).
Mileage	Mileage at the IRS mileage rate shall be paid to staff members who travel for professional development or pre-approved district business. It is the employee's responsibility to itemize mileage on a mileage claim form and submit it to the Superintendent's Office for payment.
New Hire: Payroll Information	Before an employee is paid, they shall have the following personnel records on file at the administration office: Background check, W-4 Federal income tax withholding exemption certificate, I-9 form, W4 State and local option tax withholding exemption certificate, W-9 Taxpayer Identification Number Form, and Direct Deposit Form.
Overtime	Overtime must be approved in advance by the employee's immediate supervisor. This includes pre-approval to work through lunch.
Part-Time Staff	Support staff personnel whose normal work week is less than thirty (30) hours are considered part-time employees and shall not be eligible for benefits.
Probationary Period	1. All classified employees new to FCCSC must serve a probationary period of thirty (30) days worked. During such probationary periods, no sick or personal days will be granted to an employee. After the probationary period has been successfully completed, sick and personal days will be calculated from the original hire date. Employees will be paid for holidays during the probationary period.

Retirement	Classified employees are eligible to receive retirement pay benefits if the employee has: (1) completed at least fifteen (15) years of employment in Franklin County Community School Corporation and (2) reached the age of fifty-five (55) prior to retiring. Individuals who have reached the above requirement are eligible for: ● Fifty ($50) dollars per day for their accumulated Paid Time Off days up to sixty (60) days for a maximum of $3,000. ● Continuing their membership in the Corporation Group Health Insurance at his/her own expense until he/she reaches age 65, or for a period not to exceed five (5) consecutive years after said year of retirement. Payments are due in the Business Department no later than the last day of the month prior to the premium due date. ● The Superintendent of Schools shall be notified, in writing, six (6) months prior to retirement. ● In the event an employee is unable to give timely notice of retirement as required and is forced to retire as a result of ill health, accident or other unforeseen events, including death, then and in such an event, the required notice of retirement may be liberalized by the Superintendent of Schools. The appropriate pay as determined in the sections above shall be paid to the retiring employee as retirement pay, or in the event of death, to the estate of the employee. ● Bus Drivers who have been employed by the corporation as a route driver for twenty (20) or more consecutive years are eligible for one hundred ($100) dollars per year of service up to a maximum of $2,500. All employees are covered by the Federal Social Security Program (OASDI) at the prevailing matching contribution rates. Only those eligible for retirement benefits shall be eligible to receive compensation for any remaining sick days on the last day of employment.
Resignations	Bus Driver & Bus Aides: Shall give at least two (2) weeks' written notice to the Director of Transportation. Custodians shall give at least two (2) weeks' written notice to the Building Principal and Assistant Superintendent. (May be waived by the Assistant Superintendent/Superintendent if the circumstances warrant. Cafeteria: Shall give at least two (2) weeks' written notice to the Building Principal and Director of Food Services. (May be waived by the Superintendent of Schools if circumstances warrant). Building Secretaries, Paraprofessionals, Treasurers, and Assistant Secretaries shall give at least two (2) weeks' written notice to the Principal of their respective school and the Superintendent of Schools. (May be waived by the Superintendent of Schools if circumstances warrant). Maintenance: Shall give at least two (2) weeks' written notice to the Director of Maintenance. (May be waived by the Superintendent of Schools if circumstances warrant.)

Vacation Days	Employment year is defined as July 1st to June 30th 1. Covered staff who work twelve months are eligible for vacation days. 2. Vacation days may be used in whole or half-day increments ONLY. 3. Employees who transfer from a full-time (12-month position) to less than full-time will be paid out for any unused time at the time of transfer at the rate of $50 per day. The vacation time will not carry over. 4. Each employee's vacation time must be mutually agreed upon IN ADVANCE by the employee's immediate supervisor. 1st Year: No Vacation — After 1st Year: 5 Days After 5 Years: 10 Days — After 7 Years: 15 Days
Timekeeping	All support staff shall be paid biweekly. All classified staff (except bus drivers and bus aides) must clock in and out using the approved time clock. All building-level personnel shall be paid on an hourly schedule for the previous two (2) weeks. For any pay period when the amount earned by an employee is less than the amount of the employee's voluntary deductions and/or health insurance premiums, the deductions will be carried over to subsequent pay periods. Please refer to the Time Clock Policy on page 8 for additional information.
Wage & Salary	The Franklin County Board of School Trustees shall adopt a wage schedule for all classified employees. Wage and Salary schedules shall be evaluated by the Board of School Trustees each year to determine the amount of any increase for the next employment year.

General Conduct Guidelines

1. All employees are expected to conduct themselves in a manner that serves as an example to students, both morally and professionally. Employees should be courteous and friendly to students, parents, and other staff while performing their duties.

2. All employees are expected to perform their work, conduct themselves ethically at all times, and follow all FCCSC policies, procedures, and operating guidelines for their respective departments.

3. All employees are expected to fulfill all job responsibilities as outlined in the job description. Failure to fulfill all job responsibilities satisfactorily will result in disciplinary action.

4. All employees are expected to follow all safety and security guidelines at all times and to exercise due care to protect the mental and physical safety of students and other staff members.

5. All employees are expected to contribute to a positive work environment.

6. All employees are expected to refrain from threatening or intimidating behavior toward students, parents, and other staff members. Threatening behavior includes but is not limited to abusive and/or obscene language, gestures, and actions that intimidate or cause anxiety concerning his/her physical well-being.

7. All employees are expected to accurately represent their qualifications and apply the knowledge and skills appropriate to their assigned responsibilities.

8. All employees are expected to keep in confidence any information they may obtain, unless disclosure is required by law, authorized by the Superintendent of Schools, or necessary to protect the health and welfare of students, staff, and others.

9. All employees are expected to represent FCCSC positively in terms of professional appearance and dress. Proper attire for positions may be designated and enforced within various departments as appropriate.

10. Employees will be assigned a job description upon employment. However, employees may be directed to perform duties as outlined in other job descriptions or to work at alternative locations when staffing shortages or other circumstances require such action, as directed by an administrator.

11. Some departments may have an additional handbook specific to their department (i.e., Transportation).

12. All employees are to remain alcohol and drug-free.

13. FCCSC maintains a workplace safe and free of violence for all employees. The corporation prohibits the possession or use of dangerous weapons on/in all corporation property.

It is impossible to list all the forms of behavior that are considered unacceptable in the workplace. The above are examples of conduct rule infractions that can result in disciplinary action, up to and including termination of employment.

Appendix A

Time Clock Policy

Mission and Objective: To ensure an accurate record of staff attendance and time worked for proper compensation in compliance with Wage and Hour Laws in accordance with the Department of Labor. The Fair Labor Standards Act (FLSA) requires that employers keep detailed records of time and payments for all employees. All FLSA provisions guide the utilization of the time clock system at FCCSC. In the event of an emergency, this will also allow FCCSC to determine attendance in the buildings.

System: AESOP is the electronic system used by all employees to enter absences. The system also contacts substitutes with their daily job assignment(s). VeriTime is the electronic time clock system used to record classified employees' hours worked and leave days taken. The automated time reports generated by these systems must reflect all regular and extra-duty hours worked during the payroll period (including personal/sick leave, vacation, holidays, etc.).

Supervisors:

a. Supervisors consist of the Superintendent, Director of Operations, Building Principals, Director of Maintenance, Director of Transportation, Director of Food Services, Athletic Director, and Business Manager.

Guidelines and Expectations: All classified staff (except bus aides and substitutes) must clock in and out using the approved time clocks. Bus drivers are also excluded, except when driving for field trips. It is the staff member's responsibility to clock in and out and to report any problems to their supervisors. Supervisors will determine the employee's work hours and attendance leave hours.

Employee Badges:

a. Employees are required to maintain and display the FCCSC-issued identification badge at all times while on school property.

b. Employees are to wear their badge in a visible location, either at or above the waist.

c. Under no circumstances may an employee permit their ID badge to be used by another person.

d. An employee who repeatedly reports to work without their FCCSC ID badge or refuses to wear it may be subject to corrective action.

e. An employee who terminates his/her employment with FCCSC must immediately return her/his badge to the appropriate administrator.

f. Worn badges can be replaced free of charge at the Administration Building.

g. Employees are allowed one replacement badge per year. Additional replacement badges will be provided at an employee cost.

Procedure:

1. Classified staff will scan the barcode located on the back of his/her FCCSC name badge to clock in and out only at approved time clocks. If an employee is reassigned to start or end their workday at another building, they will use the time clock system at that building.

2. It is the responsibility of each classified staff member to monitor their time scans and to immediately advise their supervisor of any problems with the time clock system by completing an FCCSC *Time Clock Adjustment Form*.

3. It is the responsibility of each Supervisor to make all corrections and changes to their employees' records in VeriTime. Comments to explain the correction and/or change must also be included.

4. Bus drivers and aides are responsible for completing the approved time sheet. They will request this form from the Transportation Director and the Payroll/Benefits Coordinator. They are responsible for following the same steps below, 5 a-d, as all other classified staff employees. This timesheet will be submitted to the Transportation Director for approval by Monday morning of the pay week. In turn, the Transportation Director will submit the approved time sheet to the

Payroll/Benefits Coordinator by 1:30 PM on the same Monday.

5. All other classified staff members are required to clock in at the start of the workday and out at the end.
    a. A classified staff employee is responsible for starting work after clocking in. When a shift is complete, it is the employee's responsibility to clock out.

    b. Any time an employee leaves the building during the workday other than for school business, the employee must clock out. If the employee returns the same day, they must clock back in.

    c. Classified staff employees at the Administration Building must clock in and out during their lunch break.

    d. It is prohibited to abuse or take advantage of time clock rounding, e.g., by clocking in at 8:07 AM knowing the clock will round back to 8:00 AM, or clocking out at 4:53 PM knowing the clock will round forward to 5:00 PM.

6. If a dispute over clock-in/out times arises (from an employee, supervisor, or other person), the security video footage in the building will be used to resolve the situation. When security video footage is not available, the dispute will be properly documented on the *Time Clock Dispute Form*, signed by both parties, and submitted to the Payroll Department for filing in the employee's personnel file. If the employee refuses to sign the documentation, the supervisor should note this accordingly in the paperwork and remit it to the Payroll Department.

7. Classified staff must have previous supervisory approval to receive overtime. This includes pre-approval to work through lunch. A supervisor's approval of a time card acknowledges that the time on the card is accurate (including days off and/or overtime). Staff members who clock in more than 7 minutes before the start of their shift or more than 7 minutes after the end of their shift without permission will be subject to disciplinary action.

8. FCCSC does not allow the accrual or use of Compensatory Time. With supervisor approval, employees may flex their hours within a ***single time clock week*** if necessary.

9. After a supervisor approves a leave day, all employees are responsible for entering their leave-day absence in AESOP. In the event of an emergency or if an employee is ill and cannot enter the leave day in the system, it is the supervisor's responsibility to enter this information into AESOP. Leave submitted after the close of a pay period will require a *Payroll Exception Form* and will be paid in the next available pay period. In no instance may approved leave hours and actual time worked exceed the allocated position amounts or result in an employee being placed in an overtime situation. If this situation arises, the supervisor will make the appropriate adjustment to leave hours to bring the weekly total into compliance.

10. FCCSC Payroll Office will close the workweek in VeriTime according to a preset schedule to ensure that time adjustments and leave taken are properly recorded. The time clock week runs from Sunday at 12:00 AM to Saturday at 11:59 PM. Supervisors must resolve all missed scans, reconcile and enter all leave taken, and review their employees' clock hours each week. This information must be approved in VeriTime by 10:00 AM each Monday for the Payroll Department to access.

11. The Payroll Department will review any irregularities or patterns. All irregularities and/or patterns will be reviewed with the supervisor, and all findings shall be reported and/or investigated accordingly.

Discipline Guidelines: For this policy, occurrences that will require disciplinary action are defined as:

a. Failing to clock in or out.
b. Clocking in or out for another staff member.
c. Clocking in early or out late without the supervisor's permission.
d. Employees are conducting personal business or simply not working after clocking in.
e. Taking advantage of the time clock rounding feature.
f. Vandalism of the time clock system.
g. Failing to notify a supervisor of a time clock problem.
h. Failing to dispute or approve hours worked each work week.

Three occurrences will trigger the progressive disciplinary process, which will begin with a written warning. Further occurrences and/or seriousness of this act or failure to comply may result in disciplinary suspension or termination following review with your immediate Supervisor.

FCCSC Time Clock Adjustment Form

Employee Name:_____

Supervisor Name:_____

Date:_____

Adjustment Date	Adjustment	Reason For Adjustment

Employee Signature:_____

Supervisor Signature:_____

Appendix B

Family and Medical Leave Act (FMLA) & Medical Leave

Family Leave and Medical Leave - The Franklin County Community School Corporation shall grant unpaid leave to an eligible employee for one or more of the following reasons, as required by law:

1. For the care of the employee's child (birth or placement for adoption or foster care);

2. For the care of the employee's spouse, son or daughter, or parent, who has a serious health condition; or,

3. For a serious health condition that prevents the employee from performing their job.

4. For any qualifying exigency arising out of the fact that the employee's spouse, child, or parent has been deployed to a foreign country.

The employee shall provide advance notice of leave and medical certification to the Payroll/Benefits Coordinator. Intermittent or reduced leave schedules are subject to approval by the Superintendent of Schools or his/her designee unless medically necessary.

Upon return from FMLA leave, most employees shall be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The Franklin County Community School Corporation Board of School Trustees may deny restoration to certain highly compensated employees, but only if necessary to avoid substantial and grievous economic injury to the employer's operation.

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. The use of unpaid FMLA leave cannot affect the exempt status of bona fide executive, administrative, and professional employees under the Fair Labor Standards Act.

For the duration of FMLA leave, the Franklin County Community School Corporation shall maintain the employee's medical insurance coverage under any "group health plan" on the same terms and conditions as if the employee had continued working.

In some cases, the Franklin County Community School Corporation may recover premiums paid for maintaining an employee's health coverage if the employee fails to return from FMLA leave.

SUBSTITUTE TEACHING PAY SCALE

Substitute Teachers		
Education Level	*Full Day Rate*	*Half Day Rate*
High School Diploma	**$90.00**	**$45.00**
Bachelor's Degree	**$100.00**	**$50.00**
Teaching License	**$110.00**	**$55.00**
Substitute Teacher's Aide	**$75.00**	**$37.50**

EMPLOYEE SIGNATURE/ACKNOWLEDGEMENT PAGE

I acknowledge that I have access to and have reviewed the support staff handbook of the Franklin County Community School Corporation located on the school website at www.fccsc.k12.in.us, under Faculty/Staff, and the Board Policy Handbook located under School Board. I understand it is my responsibility to be familiar with all the information in these handbooks. I understand this is not a contract of employment but rather a set of guidelines for implementing personnel policies. I understand that these handbooks may be modified at any time at the sole discretion of the Franklin County Community School Corporation.

_____
Employee Name (Please Print Name)

_____ _____
Employee Signature Date

Return the signed Employee Signature / Acknowledgment page to the Superintendent's Office.