



Support Staff Handbook

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Conditions of Employment

Support staff in the Franklin County Community School Corporation is defined as all employees who are 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	Employees in support staff positions 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, with or without pay, support staff employees.
Attendance / Absences	<p>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.</p> <p>Prior to the absence, the employee shall report the absence to their direct supervisor and enter the absence into the AESOP system.</p>
Bereavement Leave	<p>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 thirty (30) days. Bereavement leave days are not accumulative.</p> <p>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.</p> <p>The term “extended family” in this instance shall mean aunt, uncle, niece, nephew or first cousin.</p> <p>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.</p> <p>This may be liberalized upon approval of the Superintendent of Schools.</p>
Paid Time Off (PTO)	<p>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.</p> <ol style="list-style-type: none"> 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 employee must provide a doctor's note. 3. PTO Days may be used and will be assessed on either half-days (½) or a whole day basis. 4. 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. 5. Any absences beyond accumulated PTO or Vacation day may be subject to disciplinary action. 6. Unpaid time must be approved by the supervisor.

E-Learning	<p>An eLearning Day is a student day, even though students are not physically at school. 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.</p> <p>All full-time employees that have Paid Time Off (PTO) days are allowed to use these days for planned or unplanned eLearning days.</p>
Employment Year	Beginning July 1 of one (1) year, to June 30 th of the following year, shall constitute one (1) year of employment, providing 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)	<ul style="list-style-type: none"> • 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 can choose to take the time off without pay in lieu of using PTO. • The FMLA policy is in Appendix B.
Full Time Staff	Support staff personnel whose normal work week is thirty (30) or more hours per week are considered full-time employees and are eligible for benefits.
Health Insurance	<p>The Franklin County Board of School Trustees shall adopt a benefits schedule for all support staff. Benefits are available to employees who work full time status.</p> <p>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, then employees electing 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).</p> <p>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</p> <p>An employee on maternity leave or other employer approved leave may continue coverage in the group health insurance by paying premiums, on a month-to-month or annual basis, to the school employer. The corporation will continue coverage at its expense until the last day of the month in which leave is granted.</p>
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
 - Director of Maintenance
 - Network/Computer Technician
 - Technology Support
 - Transportation Secretary
 - Purchasing/ Accounts Payable Coordinator
 - Maintenance/Building & Grounds/Athletic Facilities Technician
 - Executive Administrative Assistant
 - Director of Technology
 - Payroll/Benefits Coordinator
 - Transportation Director
 - Vehicle Maintenance 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 in conjunction with the 4th of July with the exact day to be determined by the Superintendent.

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 on the work 14 days immediately preceding or following a paid holiday.

Inclement Weather	<p>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 used for the day missed. All employees shall call their respective direct supervisor about the above.</p> <ul style="list-style-type: none"> • 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	<p>All vacancies as determined by the Board of School Trustees, shall be posted a minimum of ten (10) days at a designated place accessible to all employees and/or advertised on the corporation website. This may be waived if the day conflicts with the opening/closing of school.</p> <ul style="list-style-type: none"> • Employees interested in a transfer should indicate their interest in writing to his/her principal/director or the Assistant Superintendent.
Jury Duty	<p>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).</p>
Mileage	<p>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 responsibility of the employee to itemize mileage on a mileage claim form and present it to the Superintendent's Office for payment.</p>
New Hire: Payroll Information	<p>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, WH4 State and local option tax withholding exemption certificate, W-9 Taxpayer Identification Number Form and Direct Deposit Form.</p>
Overtime	<p>Overtime must have prior approval by the employee's immediate supervisor. This includes pre-approval to work through lunch.</p>
Part Time Staff	<p>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.</p>
Probationary Period	<p>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.</p>

Retirement	<p>Full-Time Employees are eligible to receive retirement pay benefits if employee has: (1) completed at least twenty (20) years of actual experience in Franklin County Community School Corporation and (2) reached the age of sixty (60) prior to retiring. Individuals who have reached the above requirement are eligible for:</p> <ul style="list-style-type: none"> • 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. <p>All employees are included under the Federal Social Security Program of OASDI at the prevailing rates of matching contributions.</p> <p>Only those eligible for retirement benefits shall be eligible to receive any compensation for sick days remaining on the last day of employment.</p>
Resignations	<p>Bus Driver & Bus Aides: Shall give at least two (2) weeks written notice to the Director of Transportation.</p> <p>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.</p> <p>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).</p> <p>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).</p> <p>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.)</p>

Vacation Days	<p>Employment year is defined as July 1st to June 30th</p> <ol style="list-style-type: none"> 1. Covered staff that 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. <table border="1" data-bbox="418 598 1414 737"> <tr> <td>1st Year : No Vacation</td><td>After 1st Year : 5 Days</td></tr> <tr> <td>After 5 Years : 10 Days</td><td>After 7 Years : 15 Days</td></tr> </table>	1st Year : No Vacation	After 1st Year : 5 Days	After 5 Years : 10 Days	After 7 Years : 15 Days
1st Year : No Vacation	After 1st Year : 5 Days				
After 5 Years : 10 Days	After 7 Years : 15 Days				
Timekeeping	<p>All support staff shall be paid bi-weekly. All classified staff (with the exception of bus drivers and bus aides) must clock in and out using the approved time clock.</p> <p>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 pays.</p> <p>Please refer to the Time Clock Policy on page 8 for additional information.</p>				
Wage & Salary	<p>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 increase, if any, for the next employment year.</p>				

General Conduct Guidelines

1. All employees are expected to conduct themselves in a manner that is an example for the students both morally and professionally. Employees should be courteous and friendly to students, parents and other staff while performing their duties as an employee.
2. All employees are expected to perform their work and conduct themselves ethically at all times and follow all FCCSC policies, procedures and operating guidelines for their respective department.
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 represent their qualifications accurately and to apply the knowledge and skills appropriate to their assigned responsibilities.
8. All employees are expected to keep in confidence such information as they may secure, unless disclosure is required by law, authorized by the Superintendent of Schools, or is necessary to protect the health and welfare of students, staff and others.
9. All employees are expected to represent FCCSC in a positive manner as it relates to 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 follow duties as outlined in other job descriptions or at alternative locations when staffing shortages or other circumstances require such action, as required 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 infractions of rules of conduct that can result in disciplinary action, up to and including termination of employment.

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 on time and payments for all employees. All FLSA provisions guide utilization of the time clock system at FCCSC. In the event of an emergency, this will also allow FCCSC to determine attendances 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 a classified employee's hours worked and leave days taken. The automated time reports generated by these systems must reflect all regular and extra duty hours worked for the payroll period (including personal/sick leave, vacation, holidays, etc.)

Supervisors:

- a. Supervisors consist of 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 (with the exception of 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 her/his FCCSC ID badge or employees who refuse to wear the badge 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 a cost to the employee.

Procedure:

1. Classified staff will scan the bar-code located on the back of his/her FCCSC name badge to clock in and out only at approved time clocks. Should there be a reason that an employee is reassigned to start or end her/his work day at another building location, the employee 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 advise their supervisor immediately of any problems with the time clock system by completing a FCCSC *Time Clock Adjustment Form*.
3. It is the responsibility of each Supervisor to make all corrections and changes for their employees 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 in 5 a-d as all other classified staff employees. This time sheet will be submitted to the Transportation Director for approval by the 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 beginning of the workday and out at the end of the workday.
 - a. A classified staff employee is responsible for starting work once he/she has clocked in. When a shift has been completed, it is the employee's responsibility to clock out.
 - b. Any time an employee leaves the building during the work day other than for school business, the employee must clock out. If the employee returns that same day, the employee 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 the time clock rounding, e.g. 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 a clock in/out time arises (by employee, supervisor, or other person), the security video footage located 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 correct and accurate (including showing days off and/or overtime). Staff members who clock in, without permission, more than seven minutes before the start of their shift or more than seven minutes after their shift ends, 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 his/her leave day absence in AESOP. In the event of an emergency, or 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* be submitted and will be paid on the next available pay period. In no instance, may approved leave hours and actual time worked exceed allocated position amounts or put an employee into 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 begins on Sunday at 12:00 AM and runs through Saturday at 11:59 PM. Supervisors must resolve all missed scans, reconcile and enter all leave taken, and review clock hours for their employees 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 supervisor permission.
- d. Employees 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 result in the beginning of the progressive disciplinary process, which will be 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 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 makes the employee unable to perform his/her 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 leave notice 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" under the conditions coverage would have been provided if the employee had continued working.

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

SUBSTITUTE TEACHING PAY SCALE

Substitute Teachers		
<i><u>Education Level</u></i>	<i><u>Full Day Rate</u></i>	<i><u>Half Day Rate</u></i>
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 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 is a set of guidelines for the implementation of 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 signed Employee Signature / Acknowledgement page to the Superintendent's Office.