

Rochester Community Schools Classified Employee Handbook



Rochester Community School Corporation
...inspiring individuals to learn, grow, and give

690 Zebra Lane • P.O. Box 108
Rochester, Indiana 46975-0108
Phone: 574-223-2159 • Fax: 574-223-4909

DISCLAIMER

The Classified Employee Handbook has been prepared and provided for your information and future reference concerning your responsibilities, expected performance and behavior while working for Rochester Community Schools.

This handbook will answer the most commonly asked questions by employees and address the basic policies and procedures which govern and affect your employment with Rochester Community Schools.

This handbook does not constitute a contract. Although every effort was made to ensure the accuracy of this information at the time of publication, changes may occur. Rochester Community Schools reserves the right to modify or deviate from the handbook at any time and at its sole discretion. Employees and prospective employees should not in any way rely upon the provisions of the handbook in accepting or continuing employment.

PUBLICATIONS

In addition to this booklet, there are several other publications that contain additional information about the organization and operation of Rochester Community Schools. These include: "Bylaws and Policies" and "Administrative Guidelines", available on the District website @ www.zebras.net.

EQUAL EMPLOYMENT OPPORTUNITES

Rochester Community Schools shall adhere to a policy of equal employment opportunities for all employees. It is the policy of the School Board to not discriminate on the basis of race, color, religion, age, national origin, marital status, disability, or sex; in admission, access, treatment, or employment in its programs and activities.

CLASSIFIED EMPLOYEES HANDBOOK

TABLE OF CONTENTS

I. THE BASICS FOR NEW EMPLOYEES

Recruitment and Hiring.....	6
Probationary Period.....	6
Employee Performance Evaluations	6
Performance Improvement Plans	7
Orientation.....	7
Expectations and Guidelines	7
Ethics	8
Change of Address and Telephone Number	8
Information Protection and Confidentiality	8
Internet Access	8
Email	9
Technology use Policy	9
Personal Communication Devices	9
Social Media.....	10
Substance Abuse	10
Tobacco Use	11
Accidents and Safety.....	12
Notifications of Absences	12
Attendance	12
Attendance Policy	13
Notification of Absence	13
Review	14
Progressive Discipline.....	15
Equal Employment Opportunities.....	15
Americans With Disabilities Act.....	16
Disability Defined	16
Reasonable Accommodation	16
Workplace Harassment.....	16
Sexual Harassment	17

II. COMPENSATION

Payroll Practices18
Salary Deductions and Withholding.....18
 Taxes18
 Insurance18
 Other Deductions18
Direct Deposit.....18
Working Periods18
Inclement Weather18
Overtime.....19
Severance pay at Retirement.....19

III. BENEFITS

Medical Insurance.....20
Insurance Options20
Continuation of Coverage.....21
Medical Insurance Continuation at Retirement.....21
403(B) Plans (Tax Sheltered Annuities)21
Workman’s Compensation21

IV. ANNUAL AND ACCUMULAED PERSONAL SICK DAYS

Annual Days.....22
Accumulated Sick Bank Days22

V. LEAVES OF ABSENCE

Personal Leave22
Bereavement Leave23
Family Medical Leave.....23
 Basic Leave Entitlement24
 Military Leave Entitlement.....24
 Eligibility Entitlements24
 Definition of Serious Health Condition24

Use of Leave.....	24
Substitution of Paid Leave for Unpaid Leave	25
Employee Responsibilities	25
Employer Responsibilities.....	25
Civic Duty Leave	25
Jury Duty.....	25
Voting.....	26

VI. VACATION AND HOLIDAYS

Vacation	26
Holidays	27

VII. USEFUL TELEPHONE NUMBERS AND ADDRESSES

VIII. BYLAWS AND POLICIES

IX. ADMINISTRATIVE GUIDELINES

X. “AT WILL” EMPLOYMENT DISCLAIMER

I. THE BASICS FOR NEW EMPLOYEES

RECRUITMENT AND HIRING

The Rochester Community School's primary goal when recruiting new employees is to fill vacancies with persons who have the best available skills, experience, work ethic, willingness to serve, and the ability to build relationships needed to perform the work. Decisions regarding the recruitment, selection and placement of employees are made on the basis of job-related criteria.

When positions become available, qualified current employees may apply for the position. As openings occur, notices relating general information about the position are posted on the corporation website at www.zebras.net.

PROBATIONARY PERIOD

A probationary period is provided to give new Classified employees the opportunity to demonstrate a satisfactory level of performance compared to RCSC job performance expectations. RCSC will use this period to evaluate the employee's capability, work habits, and overall performance.

- The probationary period is 90 calendar days for all new Classified employees. By completing this introductory period, an employee is not guaranteed continued employment. All classified employees are considered "at-will" and job security is subject to personal performance and financial conditions.
- If RCSC determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for 30 day periods, if approved by the Director/Principal and Superintendent.
- Prior to the completion of the 90 calendar day period, new employees will undergo an appraisal to provide feedback on performance, guidance on future direction, and to set selected specific objectives for the next performance appraisal period.
- Upon completion of the probationary period, supervisors will sign off on a performance rubric to remove the employee from probationary status.

EMPLOYEE PERFORMANCE EVALUATIONS

Directors and Principals will make every effort to evaluate RCSC's classified employees every year. Some employee groups such as Instructional Assistants will be evaluated once every two years and annually if necessary. The performance evaluation process is designed to evaluate an employee's job performance and effectiveness as objectively and fairly as possible. The primary purpose of the performance evaluation is to inform the employee of his/her strengths and areas for improvement. Discussion will serve as a

means to improve his/her performance; establish goals and expectations for future evaluations.

PERFORMANCE IMPROVEMENT PLANS

RCSC's performance improvement plan is a structured plan of action designed to assist classified employees in continuing to improve their performance at the standards required for their particular positions.

RCSC's performance improvement plan will place an employee on an Improvement Necessary status. If, after 60-90 days, an employee has not shown improvement, discussion will be made to determine the employee's future employment with RCSC. All classified employees are "at-will" and at any time may be terminated without advanced notice.

ORIENTATION

The work performed by a classified employee is ultimately for the purpose of serving the students of RCSC. Classified employees have a valuable role in making RCSC an effective and efficient organization that educates and serves our students.

When first reporting to a work assignment the supervisor/building secretary will explain the following conditions:

- The expected work including lunch and break periods.
- Procedures for signing in and out.
- How, when and to whom to report absences.
- Specific job duties and responsibilities. What is expected in the assignment? Who will answer any questions that may arise?
- Regulations about parking, access to buildings and rooms, procedures for use of equipment and obtaining supplies.
- Availability of on-site facilities such as restrooms /lounges, food service and dining facilities, and any other special rules and procedures.

EXPECTATIONS AND GUIDELINES

- Employees will always be prompt both in reporting for work and in completing assigned tasks. If an emergency makes it necessary to be late to work or leave early from work, notification of a supervisor or other designated person should take place as soon as possible.
- It is critical to establish a good attendance record. Employees should only be absent from work when it is absolutely necessary or for a pre-planned absence.
- Courtesy and cooperation are two basic elements of success with all jobs with Rochester Community Schools. Employees should always be courteous and cooperative with the public, co-workers, students, and parents.

- Open lines of communication will be maintained. If any instructions given by a supervisor are not clear, the employee must ask for further explanation to clear up any uncertainty.
- Be as clear and concise as possible when explaining matters to students, staff and the public.
- Keep all District business confidential. While many things that happen at the District are a matter of public record, releasing information about them is the responsibility of specific offices and individuals. Refer any unusual requests for information to the appropriate authority.
- Dress appropriately for the type of work assigned. Maintain a well-groomed, clean, neat, and business-like appearance at all times. Remember, each employee is representing the RCSC to students, parents, and the public.

ETHICS

It is critical that all RCSC employees strive for excellence in the public service provided. Consequently, as an employee of RCSC, he/she is expected to conduct interactions fairly, honestly, and with the highest integrity. This means treating students, coworkers, parents, and the public with respect and in a manner that is exactly the way that any person would want to be treated. This also means being respectful of the District's resources and property. Recognizing that each employee plays a critical role in student success, striving for excellence is not only a responsibility that all District employees share, but a personal commitment.

CHANGE OF NAME, ADDRESS AND TELEPHONE NUMBER

Promptly report any change of name, address or telephone number to the head building secretaries and Human Resources.

INFORMATION PROTECTION AND CONFIDENTIALITY

It is the policy of Rochester Community Schools to protect sensitive information. Every employee of the District must ensure the proper protection of information, either in paper or electronic form. An employee is not to take sensitive records home or leave them lying unprotected in the open, such as on a desk, where they can be accessed. An employee is not to convert sensitive information into an electronic format and send it unprotected through email or over the Internet.

INTERNET ACCESS

Access to the Internet and World Wide Web is given principally for work-related activities or approved educational/training activities. This privilege should not be abused

and must not affect a user's performance of employment-related activities.

EMAIL

Email is a crucial communication tool for RCSC. All RCSC employees will be assigned a corporation email address. If unsure as to whether that assignment has been made, please contact Human Resources or the Technology Department. The email system is the property of the RCSC. All emails are archived on the server in accordance with the records retention policy, and all emails are subject for review by RCSC. All employees must sign an Acceptable Use Policy for using RCSC technology. There can be no expectation for privacy in any RCSC email as the emails are by law a public record.

TECHNOLOGY USE POLICY

All employees are expected to use RCSC technology. The Corporation's email and Internet system is the property of the District. By accessing the Internet, Intranet and electronic mail services, an employee acknowledges that the District by itself or through its Internet Service Provider may monitor, log, and gather statistics on employee Internet activity and examine all individual connections and communications.

In all circumstances, use of Internet access and email systems must be consistent with the law and District policies. Violation of this policy is a serious offense.

This policy is incorporated as part of the terms of employment with the District. Subject to the requirements of law, violation of this policy may result in a range of sanctions from restriction of access to electronic communication facilities, to disciplinary action, including dismissal.

The Board designates the Superintendent and the Technology Department as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet/Intranet for instructional purposes.

PERSONAL COMMUNICATION DEVICES

Personal cell phones, RCSC telephones in schools and offices, and other personal communication devices are to be used only for official business with the exception of a personal emergency, in which conversations must be kept as brief as possible. Outgoing personal calls should be made on your personal cell phone or a public telephone during lunch and scheduled break periods so that they will not interfere with work. Personal business including texting, the handling of personal mail, e-mail, and telephone calls should be completed outside of working hours. Personal cell phone usage during scheduled work time, without prior authorization or the exception of a

personal emergency, is a violation of this policy and may result in the application of Progressive Discipline. If the privilege of possession of personal cell phones during scheduled work time is abused, the privilege may be revoked generally for all employees or specifically for the offending employee.

The administrator may arrange for a pre-disciplinary meeting with the employee whose has violated the Personal Communication Devices policy stated above. The violation is to be discussed with the employee in an attempt to determine if there is a mitigating reason for the violation.

Progressive Discipline:

If, after the pre-disciplinary meeting, the administrator determines that a violation of work rules exist and that discipline is appropriate, progressive discipline is to be applied. Typical progressive discipline includes the following steps:

- 1st violation - written reprimand
- 2nd violation - one-day suspension without pay
- 3rd violation - three-day suspension without pay
- 4th violation – termination

These progressive steps will be taken in the order listed in all cases except where the administrator determines that a violation is serious enough to warrant a higher level of discipline.

SOCIAL MEDIA

Facebook, Twitter, and other social media have become very popular and are even used for business purposes. During scheduled work time, RCSC employees are prohibited from social media sites and should never post messages during work time. ~~Adults should not~~ “friend” students who are not related or with whom they have no supervisory role.

Additionally, employees are expected to understand that none of the student privacy laws or school policies, nor the exceptions to these laws or policies, grants any staff member the right to photograph or make a video or audio recording of students and to post such photos or recordings on his/her own social media site. An employee’s access to students is solely in his/her capacity as an employee. Employees are prohibited from photographing and/or recording (audio and/or video) students during the school day, on school property, or during an employee’s work day for personal use.

SUBSTANCE ABUSE POLICY

The District recognizes alcohol and drug abuse as potential health, safety and security problems. The District expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances.

Compliance with this substance abuse policy is a condition of employment, and violations of the policy may lead to discipline and/or discharge.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol or other intoxicants, as well as the misuse of prescription drugs on RCSC premises at any time and place during working hours. While RCSC does not control behavior off the premises on the employee's own time, all employees are encouraged to behave responsibly and appropriately at all times. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees who have an alcohol or drug abuse problem are encouraged to seek appropriate professional assistance. An employee may contact Human Resources for assistance in seeking help to address substance abuse. Human Resources can also help determine coverage available under the Corporation's medical insurance plan.

When work performance is impaired, admission to or use of a treatment or other program does not preclude appropriate action by RCSC. Any violator of this substance abuse policy will be subject to disciplinary action up to and including termination of employment.

TOBACCO USE

In order to provide a safe and comfortable working environment, all types of tobacco use is strictly prohibited at all times inside all RCSC buildings, personal and RCSC vehicles, and on RCSC grounds.

All employees are expected to remind violators of the policy.

ACCIDENTS AND SAFETY

All injuries to students, employees, or guests that occur on RCSC property must be reported to the building principal or his/her immediate supervisor, no matter how trivial they seem. Employees should be alert to safety hazards, the presence of strangers, and other unusual or suspicious situations and immediately report to the proper authority any incidents in which an accident is witnessed or a personal injury occurs. The injured employee, visitor, or the staff member responsible for an injured student shall complete a form (available in the office of the building principal), that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances.

NOTIFICATION OF ABSENCES

It is extremely important that all employees notify the supervisor or designated person as soon as possible of any anticipated absences so that, if necessary, alternate arrangements can be made. An absent employee must report his/her absence before the start of the employee's workday or as soon as practical given the nature of the absence. Employees requiring coverage will be required to use the electronic leave system to report days missed. Also, supervisors will inform employees of the procedure for reporting absences at an assigned location, as procedures may vary.

ATTENDANCE

The daily physical and mental contribution of each employee is critical, and the efforts of each and every employee are needed to help RCSC reach its goals. Unnecessary absenteeism results in reduced productivity, loss of service, and significant cost to RCSC. It is the employee's responsibility to ensure that all employees clearly understand the expectations for performing job duties and how attendance impacts job performance, and that all employees are given a fair opportunity to succeed. Specifically:

- Employees are expected to be at their work area on time.
- Employees are expected to work the number of hours assigned.
- Employees are expected to comply with rules regarding reporting and documentation of absences.
- Supervisors and/or designated individuals will provide feedback, monitor attendance, and maintain attendance records.

Illness and personal leave benefits are provided to ease the financial burden on employees, who may be required to be absent from duty due to legitimate illness, injury, or personal necessity. Employees who use illness and personal leave for unauthorized reasons are in violation of RCSC policy. Failure to comply with this policy can result in appropriate disciplinary action, up to and including termination. This policy ensures that

fellow employees do not unfairly bear the burden of the workload of those who inappropriately use illness or personal leave. When RCSC employees succeed, RCSC students succeed.

ATTENDANCE POLICY

This policy provides guidelines to RCSC administrators for monitoring the attendance and punctuality of employees. The intent is to promote a high level of attendance through a cooperative relationship between administrators and staff. Employees are expected to be at work whenever possible.

- *This policy applies to all RCSC classified employees and prohibits excessive absenteeism, excessive tardiness and sick leave abuse. RCSC employment assumes a commitment to regular attendance. Employees are expected to report for duty as scheduled and to notify the designated departmental representative in a timely manner whenever they are unable to do so.*
- *Supervisors will provide a copy of this policy to new employees at the time of hire and will explain to the employee that regular attendance and reporting to work as scheduled are essential for effective department operations.*
- *Employees are responsible for reading and understanding this policy. If an employee does not understand any part of this policy, questions to clarify an understanding should be addressed to the department administrator or the employee's supervisor. This policy will be applied equitably and in conjunction with RCSC Bylaws and Policies.*
- *Employees are expected to be responsible for scheduling their leave time and for ensuring that they have enough leave time to cover their absences. RCSC may grant leaves without pay in exceptional circumstances such as the extended illness of an employee or a family member.*

Notification of Absence:

- *Each employee must report an unscheduled absence to the designated departmental representative within the notice period specified. Employees must provide the reason for absence, estimated time of return and type of leave that he/she wishes to use. When the electronic system for reporting absences is available, that system will be used first before phone calls or notes from employees.*
- *Each department will designate the appropriate person(s) to be contacted and will define what is considered to be reasonable notice for its operational needs. This information will then be communicated to the employees of the department.*
- *Failure to comply with notification standards may result in the scheduling of a pre-disciplinary meeting, which may result in discipline up to and including discharge.*
- *Reporting an absence does not guarantee that the absence will be automatically approved. Depending upon the nature of the reason for the absence, the*

supervisor may require additional verification before deciding if the absence is considered approved.

Review:

Administrators will monitor the attendance record of each employee and determine through a review process whether excessive absenteeism, excessive tardiness or sick leave abuse exists. A review of an employee's attendance or punctuality may be initiated if any of the following circumstances exist:

- ~~Unscheduled~~ *Unscheduled* absences of three or more days in length in any 12 week period, including for reasons of illness without a doctor's note or personal business,
- *Tardiness on three (3) occasions within a 12 week period. (Tardiness is defined as failing to report promptly, ready to work, at the scheduled starting time of the shift or taking unauthorized extended rest or meal periods.)*
- *A pattern of unscheduled absence in conjunction with:*
 - *Scheduled days off,*
 - *Legal holidays,*
 - *Weekends,*
 - *Same days of the week,*
- *Requests for un-paid absences,*
- *The use of unscheduled leave under false pretenses,*
- *Unscheduled absences:*
 - *Immediately following discipline,*
 - *After working overtime,*
 - *After having a leave request denied,*
 - *Under any other suspicious circumstance as determined by a department administrator,*

Absences approved under the federal Family Medical Leave Act (FMLA) laws may not be used as a basis for discipline.

Absences due to job injury, funeral leave, vacation, holidays or other paid personal leaves will not be included as a basis for discipline. Absences for which employees provide acceptable medical verification of their inability to work shall not be considered as unexcused absences. Note, however, that unexcused absences for which an employee brings in acceptable medical information may still be excessive and subject to possible discipline if the employee has no leave time to cover the absence and has exhausted FMLA and contractual leave without pay benefits.

If a review of an employee's attendance is initiated, the administrator will take into consideration any mitigating circumstances before determining that possible excessive absenteeism, excessive tardiness or sick leave abuse exists. Discipline is NOT to be automatically applied until the following procedure is followed.

The administrator may arrange for a pre-disciplinary meeting with the employee whose record is being reviewed. The attendance or tardiness record is to be discussed with the employee in an attempt to determine if there is a mitigating reason for the poor record or possible abuse. The administrator will make a good faith effort to work with the employee to resolve whatever circumstances are adversely affecting the attendance record.

Progressive Discipline:

If, after the pre-disciplinary meeting, the administrator determines that a violation of work rules exists and that discipline is appropriate, progressive discipline is to be applied. Typical progressive discipline includes the following steps:

- 1st violation - written reprimand*
- 2nd violation - one day suspension without pay*
- 3rd violation - three day suspension without pay*
- 4th violation - termination*

These progressive steps will be taken in the order listed in all cases except where the administrator determines that a violation is serious enough to warrant a higher level of discipline. Examples of serious violations include: no-call/no-show or leaving work without authorization. No-call/no-show for three consecutive days or more will result in the scheduling of a pre-disciplinary meeting and may result in discharge without prior discipline.

EQUAL EMPLOYMENT OPPORTUNITIES

RCSC is an equal opportunity employer and makes all employment decisions without regard to race, color, age, religion, sex, disability or national origin. This policy applies to all terms and conditions of employment, including but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, compensation, and training. RCSC seeks to comply with all applicable federal, state and local laws related to discrimination.

RCSC makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance within the organization.

If an employment decision has been made that does not conform with RCSC's commitment to equal opportunity, the violation should promptly be reported to Human Resources. The complaint will be thoroughly investigated. There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training and other terms, conditions and privileges of employment. The ADA does not alter RCSC's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of his or her disability, or because of a perceived disability. Most, if not all states now have similar statutes prohibiting discrimination against the disabled. As a matter of corporation policy, RCSC prohibits discrimination of any kind against people with disabilities.

Disabled Defined

An applicant or employee is considered disabled if he or she (1) actually has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record or history of such an impairment or (3) is regarded or perceived (correctly or incorrectly) as having such impairment.

A qualified employee or applicant with a disability is an individual who satisfies the skill, experience, education, and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

Reasonable Accommodation

Qualified applicants or employees who are disabled should request reasonable accommodation from RCSC in order to allow the employee to perform a particular job. Any employee who is disabled and would like such reasonable accommodation should contact Human Resources. On receipt of a request, a meeting will take place to discuss the disability. Further information from health care provider(s) regarding the nature of the disability and the nature of limitations and/or other steps necessary to help determine viable options for reasonable accommodation may be necessary. RCSC will then work with you to determine whether the disability claim can be reasonably accommodated. If the disability claim can be accommodated, alternatives will be explored and an effort made to implement a mutually agreeable accommodation. Reasonable accommodation may take many forms and it will vary from one employee to another. Accommodation that will impose undue hardship on RCSC is not considered reasonable.

WORKPLACE HARRASSMENT

RCSC is committed to providing a work environment that provides employees equality, respect and dignity. In keeping with this commitment, RCSC has adopted a policy of "zero tolerance" with regard to employee harassment. Harassment of any other person, including, without limitation, fellow employees, visitors, parents or students, whether at work or outside of work, is grounds for immediate termination. RCSC will make every reasonable effort to ensure that its entire community is familiar with this policy and that

all employees are aware that every complaint received will be investigated and resolved appropriately.

Sexual Harassment

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. It is defined as any unwelcome sexual advance, request for sexual favor(s), or other verbal or physical conduct of a sexual nature when (1) submission to the conduct is made either explicitly or implicitly a term or condition of an employee's employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

If a person has been subjected to harassment or if a person has witnessed any form of harassment, an appropriate manager, supervisor or Human Resources should be contacted immediately. An allegation against a direct supervisor should be filed with Human Resources. All complaints will be immediately and thoroughly investigated in a professional manner. There will be no retaliation against any employee who files a complaint in good faith or who assists in providing information relevant to a claim of harassment, even if the investigation produces insufficient evidence to support the complaint. If it is determined that inappropriate conduct has occurred, RCSC will act promptly to eliminate the offending conduct, and we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action, as deemed appropriate under the circumstances and in accordance with applicable law.

To protect the privacy of persons involved, confidentiality will be maintained throughout the investigation process to the extent practicable and appropriate under the circumstances. Investigations may include interviews with the parties involved, and where necessary, individuals who may have observed the alleged conduct or who may have relevant knowledge.

II. COMPENSATION

PAYROLL PRACTICES

Employees are paid bi-weekly. When a payroll date falls on a holiday, employees will, when possible, be paid on the last business day before the holiday.

SALARY DEDUCTIONS AND WITHHOLDING

The District will withhold the following from your paycheck:

Taxes

Federal, state, and local taxes will be withheld as required by law, as well as the required FICA (Social Security). Any court order for child support and or other garnished wages will be held as required by law. Personal contributions to health, dental, vision and insurance for self as well as eligible family members will also be taken out as authorized. Additionally, any other voluntary deductions will be withheld per request.

Insurance

Your contribution to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs

Other Deductions

Other deductions which you authorize, including short-term disability insurance, Flexible Spending Account contributions, United Way and 403(b) contributions.

DIRECT DEPOSIT

All classified employees of RCSC, which include staff, student employees, part-time and temporary workers are required to have payroll funds Direct Deposited.

Direct Deposit is a safe, easy and efficient banking method for payroll funds. Direct Deposit is posted electronically to the employee's account showing as available funds on the payroll date.

Employees will stop by Human Resources to complete and sign a direct deposit form. All that is needed is a canceled check or a direct deposit form completed by the employee's bank to start the process.

WORKING PERIODS

The working periods required of classified staff members shall be clearly specified to ensure the smooth and regular operation of RCSC. The principal or supervisor is designated by the Superintendent to determine starting times.

INCLEMENT WEATHER

In the event that school is canceled due to inclement weather and classified employees who are on duty are sent home, the employees will receive pay for that day. If an employee is sent home and has worked a half-day or less, the employee will be paid for a half-day. Working past a half-day will result in being paid for the full day.

In the event that school is closed or delayed for any reason and the support employee is not called for work, he/she shall not receive pay during that time. Failure of the School Reach notification system does not require the District to compensate the employee for hours not worked. School employees are reminded to listen to local radio stations or South Bend TV stations where delays and closings are posted, especially when weather conditions warrant.

Persons employed in the following position(s) will ordinarily report for work when schools are closed for bad weather, mechanical problems, and other like causes:

- Central Office Staff
- Head Building Secretaries
- Transportation Secretary
- Head Building Technicians
- Maintenance

Persons employed in the following position(s) shall not ordinarily report for work when schools are closed for bad weather, mechanical problems, and other like causes:

- Instructional Assistants
- Attendance, Guidance and Athletic Secretaries
- Food Service Personnel
- Nurses
- Extended Day Director and Extended Day Personnel
- Media Coordinator and Computer Lab

OVERTIME

Classified staff shall not work hours beyond their regular schedule unless such work is specifically authorized by the immediate supervisor.

Overtime will be paid at a rate of one and one-half times (1.5 x rate) for all hours of actual work in excess of forty (40) hours in a given seven (7) day work week. Leave days and holidays (recognized by RCSC) will be considered "hours worked" for the purpose of determining overtime eligibility. In the event the assignment is for Sunday or the holiday of Christmas Day, New Year's Day, Memorial Day, July 4th, Labor Day, or Thanksgiving, the classified employee will be paid a "double time" rate (2.0 x rate).

SEVERANCE PAY AT RETIREMENT

A classified employee in a job considered full-time, who decides to retire after completing ten (10) years of service to the District and has reached the age of fifty-five (55), or has completed thirty (30) years of service with the District, will receive a one (1) time payment calculated by:

1. Multiplying accrued but unused leave by .25.

2. Multiply the product times the per diem rate of the pay appropriate for that individual's salary placement.
3. The amount of the benefit calculated in Steps 1 and 2 shall not exceed the value of forty (40) days of accrued but unused leave.

A retirement severance payment for accrued but unused sick leave will eliminate all leave credits.

Notice of retirement must be submitted, in writing, and received by the Superintendent prior to payment of retirement benefits.

III. BENEFITS

MEDICAL INSURANCE

It is the policy of the District to offer medical insurance to its full-time employees. A full-time employee is defined as one who works an average of at least seventeen and one-half hours per week.

INSURANCE OPTIONS

RCSC will endeavor to keep the following insurance packages at the option of the carrier and open to voluntary selection of the employee. Enrollment will be subject to the requirements of the carrier(s) and cost of voluntary selection in addition to RCSC insurance benefits, if any, shall be the sole responsibility of the employee including any premium increases.

Medical	Section 125
Dental	Long Term Disability (LTD)
Vision	Life/Accidental Death and Dismemberment
FSA/ HSA	Short Term Disability

RCSC has implemented a Section 125 Plan which allows for insurance costs incurred by the employee to be sheltered from taxes (payroll deducted insurance cost(s) would be deducted from gross salary prior to taxes being deducted). Employees who did not enroll in Section 125 at the time of implementation may enroll during the open enrollment period of the next school year or if a status change occurs within your family. ***Employees should note that if they enroll in Section 125 they may not drop any of the insurance sheltered in this plan until open enrollment of the following year. (This is Federal Law).***

CONTINUATION OF COVERAGE

Employees wishing to continue their insurance coverage(s) after leaving employment with the District are required to complete a new application of insurance. C.O.B.R.A. benefits would begin on the first day of the month following the employee's termination. The cost of the insurance would be the sole responsibility of the terminated employee with no contribution coming from RCSC. The current rates for the insurance(s) would apply with any subsequent increase or decrease in the cost of the insurance the sole responsibility of the terminated employee.

MEDICAL INSURANCE CONTINUATION AT RETIREMENT

A classified staff member who has been an employee for the previous ten (10) years and has reached the age of fifty-five (55) or who has completed thirty (30) years of service to the District (and is enrolled in the group medical insurance plan at the time of their retirement) will be permitted to retain membership in the group health insurance plan until age sixty-five (65). Participation will be solely at the expense of the classified staff member and the employee will pay the maximum rates as determined by the insurance carrier.

403(B) PLANS (TAX SHELTERED ANNUITIES)

As an eligible District employee, employees may participate in a special tax-sheltered savings plan, known as a 403(B) or a Tax-Sheltered Annuity (TSA). 403(B) plans are managed by major insurance companies or regulated investment companies. To participate in a 403(B) savings plan, employees contribute a portion of their pay (through automatic payroll deductions) to an annuity or mutual fund on a pre-tax basis. For contact information of the District's 403(B) plan administrator, please contact the RCSC Human Resource Office.

WORKER'S COMPENSATION

To provide for payment of medical expenses and for partial salary continuation in the event of work-related accident or illness, employees are covered by Worker's Compensation Insurance, provided by RCSC and based on state regulations. The amount of benefits payable, as well as the duration of payments, depends upon the nature of the injury or illness. However, all medical expenses incurred in connection with an on-the-job injury or illness and partial salary payments are paid in accordance with applicable state law. If an employee is injured or becomes ill on the job, the employee must immediately report the injury or illness to a supervisor and Human Resources. This ensures that RCSC can help obtain appropriate medical treatment. The failure to follow this procedure may result in a workers' compensation report not being filed in accordance with the law, which may delay benefits in connection with the injury or illness. Questions regarding Workers' Compensation Insurance should be directed to Human Resources.

A classified employee injured during the regular performance of his/her assignment (unless the injury is due to the employee's failure to comply with posted safety rules) shall be entitled to worker's compensation.

- A. Employees may elect to collect Work Compensation and not affect their sick leave; or,
- B. RCSC will pay the difference between what an employee receives from Worker's Compensation and their regular pay and will charge the employee one (1) day of sick leave for every three (3) days absent from work.

These days will not be charged against the employee's accumulated sick days or annual days.

All such injuries must be reported immediately to the supervisor and within twenty-four (24) hours to the District's Human Resource Office in order for this section to apply.

IV. ANNUAL AND ACCUMLATED SICK DAYS

ANNUAL DAYS

Annual days are "paid" leave days provided to classified employees in July of each year. Annual days are provided to ease the financial burden on employees who are required to be absent from duty due to legitimate illness, injury, or personal necessity. See benefit chart for a listing of annual days by job classification.

ACCUMULATED PERSONAL LEAVE DAYS

At the end of each school year, unused annual days will be rolled into the employee's accumulated sick days at a rate of one and one-half (1 ½) times. Accumulated sick days can only be accessed for personal illness after the first one-half of the employee's annual days have been used.

V. LEAVES OF ABSENCE

PERSONAL LEAVE

Uncompensated leave is not permitted when "paid" days are available for staff member use.

Accumulated leave days **may** be used for doctor or dentist visits scheduled for treatment of an **acute** or **chronic** condition; accumulated sick leave days **may not** be used for **routine** doctor or dentist visits unless prior approval is given by the Superintendent.

All absence must be taken in full or one-half units. Exception: Less than four (4) hour assignment must be full unit.

The first one-half (.5) of the employee's annual days will be used first. Successive absence for the support staff member's personal illness will be deducted from any accumulated sick leave.

If the staff member has no accumulated sick bank leave, the balance of the annual allotment shall be used.

BEREAVEMENT LEAVE

For bereavement, each employee will be entitled to be absent following a death in the immediate family without loss of pay for a period extending not more than five (5) school days beyond such death. The immediate family for such purposes shall include the husband, wife, child, parent, brother, sister, or any other person living in the employee's home as part of the family.

Upon the death of a grandparent, grandchild, father-in-law, step father, mother-in-law, step mother, brother-in-law, step brother, sister-in-law or step sister not living in the same home as part of the employee's family, an employee shall be entitled to be absent without loss of pay for up to three (3) school days. Should said leave be exhausted prior to the funeral, the employee shall be entitled to be absent the day of funeral without loss of pay.

Upon the death of a grandparent-in-law, step grandparent, uncle-in-law, step uncle, aunt-in-law, step aunt, niece or nephew, not living in the same home as part of the employee's family, an employee shall be entitled to be absent without loss of pay for one (1) calendar day for the funeral if the funeral is on an employee workday.

Bereavement leave will begin on the day of the death or the day after and must be completed in five calendar days. Proof of relationship may be required. The Superintendent in his/her sole discretion may grant additional bereavement leave with or without pay. Under special circumstances, the employee may choose to delay all or part of the bereavement leave with permission of the Superintendent.

FAMILY MEDICAL LEAVE

Basic Leave Entitlement

FMLA (Family Medical Leave Act) requires covered employers to provide up to 12 rolling weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying events. Qualifying events may include attending certain military activities, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Eligibility Requirements

Employees are eligible for FMLA leave if the employee has worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide certification and periodic recertification supporting the need for leave.

Any employee may be required to provide periodic reports on his/her status during the leave. Requested medical information must be provided within seven (7) days of the request.

Employees must return to work when authorized by their healthcare provider. If a doctor releases an employee to return to work and the employee chooses not to return, the employee may jeopardize their right to receive workers' compensation benefits.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

CIVIC DUTY LEAVE

Jury Duty

RCSC encourages employees to fulfill their civic duties. To that end, employees will be allowed leave to serve on a jury, if summoned. RCSC requires that an employee

provide a copy of the summons notice as soon as it is received so that it may be kept on file. If an employee is called during a particularly busy period, RCSC asks that the employee request a postponement. RCSC will provide additional documentation in this regard, if necessary, to obtain such postponement.

Jury duty can last from several days to several months or more. During this time an employee will be considered on a leave of absence and will be entitled to continue to participate in insurance and other benefits as if working. While serving on jury duty, an employee is expected to call in to supervisor periodically to keep the supervisor apprised of absence status.

RCSC will compensate full-time employees for the difference between jury duty compensation and current daily pay.

Voting

RCSC encourages all employees to vote. Most polling facilities for elections for public office are scheduled to accommodate working voters. RCSC therefore, requests that employees schedule their voting for before or after their work shift.

VI. VACATION AND HOLIDAYS

VACATION

The following administrative guidelines should be followed for paid vacation time.

- Classified employees on 12-month assignments, other than certain administrative positions, earn (5 days) after 1 year of service with RCSC.
- Classified employees on 12-month assignments, other than certain administrative positions, earn (10 days) after 3 years of service with RCSC.
- Classified employees on 12-month assignments, other than certain administrative positions, earn (15 days) after 8 years of service with RCSC.

Most classified employees working less than 12 months per year do not receive paid vacation time.

Summer school work/assignment will not be used as a basis for an increase in vacation allowance.

Compensatory time will not be used as the basis for an increase in the vacation allowances.

Requests for the use of vacation allowance must be approved, in advance, by the immediate supervisor of the staff member requesting such vacation.

Vacations must be taken within one (1) year of the time earned, no roll-overs.

Vacations will be granted only at times of the year when they will not interfere with the normal operation of the school - but in no case may more than one (1) week vacation be granted while students are in attendance at school without the approval of the Superintendent.

A staff member who anticipates termination may take unused vacation prior to the termination date with approval of the Superintendent.

Unused vacation will be paid in full to a retiring classified staff member or to the estate of a deceased classified staff member. Personal vacation days may not be used to extend academic calendar vacation time.

Unused vacation, upon separation from employment, will be paid at the staff member's current rate of pay.

HOLIDAYS

Paid holidays are an added benefit. To qualify for holiday pay, you must be a regular employee in **paid status** on the scheduled work day immediately **preceding** and **following** the holiday. Refer to the benefit chart for holiday benefits.

All classified staff working and on duty in twelve (12) month positions will be subject to the following holiday schedule:

If the July 4th Holiday Falls On

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

These Days Shall be Observed

Monday
Monday
Monday & Tuesday
Wednesday
Thursday & Friday
Friday
Friday

If the Christmas Day/New Year's Day Falls On

Sunday
Monday
Tuesday
Wednesday
Thursday

These Days Shall be Observed

Monday
Monday
Monday & Tuesday
1/2 day Tuesday & Wednesday
1/2 day Wednesday/Thursday/Friday

Friday
Saturday

1/2 day Thursday & Friday
Friday

VII. USEFUL TELEPHONE NUMBERS AND ADDRESSES

School District Headquarters

690 Zebra Lane
P.O. Box 108
Rochester, IN 46975
Phone: 574-223-2159
Fax: 574-223-4909

Rochester High School

1 Zebra Lane
Rochester, IN 46975
Phone: 574-223-2176
Fax: 574-223-3401

Rochester Middle School

650 Zebra Lane
Rochester, IN 46975
Phone: 574-223-2280
Fax: 574-223-1531

Riddle Elementary School

302 Barkman Street
Rochester, IN 46975
Phone: 574-223-2880
Fax: 574-223-1539

Columbia Elementary School

1502 Elm Street
Rochester, IN 46975
Phone: 574-223-2501
Fax: 574-223-0530

Website

www.zebras.net

VIII. BYLAWS AND POLICIES

For more information, the following RCSC Classified Staff Bylaws & Policies can be found on the Corporation website @ www.zebras.net

Rochester Community School Corporation Bylaws & Policies Table of Contents

4000 - CLASSIFIED STAFF

- ☐ [4111](#) Creating a Position
- ☐ [4120](#) Employment of Classified Staff
- ☐ [4120.04](#) Employment of Substitutes
- ☐ [4121](#) Personal Background Check
- ☐ [4122](#) Nondiscrimination and Equal Employment Opportunity
- ☐ [4122.01](#) Drug-Free Workplace
- ☐ [4130](#) Assignment and Transfer
- ☐ [4141](#) Layoffs of Classified Staff
- ☐ [4142](#) Dismissal and Suspension
- ☐ [4150](#) Disciplinary Actions
- ☐ [4160](#) Physical Examination
- ☐ [4161](#) Unrequested Leaves of Absence
- ☐ [4162](#) Drug and Alcohol Testing of CDL License Holders
- ☐ [4170.01](#) Employee Assistance Program (EAP)
- ☐ [4211](#) Whistleblower Protection
- ☐ [4213](#) Student Supervision and Welfare
- ☐ [4214](#) Staff Gifts
- ☐ [4215](#) Use of Tobacco by Classified Staff
- ☐ [4216](#) Classified Staff Dress and Grooming
- ☐ [4217](#) Weapons
- ☐ [4220](#) Evaluation of Classified Staff
- ☐ [4231](#) Outside Activities of Classified Staff
- ☐ [4362](#) Anti-Harassment
- ☐ [4362.01](#) Threatening and/or Intimidating Behavior Toward Staff Members
- ☐ [4400](#) Salary/Wage Schedules

- ☐ [4410.01](#) Compensation for Part-Time Staff
- ☐ [4413](#) Overtime
- ☐ [4415](#) Severance Pay
- ☐ [4419](#) Group Health Plans
- ☐ [4419.02](#) Privacy Protections of Fully Insured Group Health Plans
- ☐ [4421](#) Benefits
- ☐ [4430](#) Leaves of Absence
- ☐ [4430.01](#) Family & Medical Leaves of Absence ("FMLA")
- ☐ [4433](#) Vacation
- ☐ [4440](#) Job-Related Expenses
- ☐ [4531](#) Work Stoppage

IX. ADMINISTRATIVE GUIDELINES

For more information, the following RCSC Support Staff Administrative Guidelines can be found on the Corporation website @ www.zebras.net

Rochester Community School Corporation Administrative Guidelines Table of Contents

4000 - SUPPORT STAFF

- ☐ [4111a](#) Creating a Position
- ☐ [4111b](#) Verification of Employment Eligibility
- ☐ [4120](#) Employment of Support Staff
- ☐ [4120c](#) Pre-Employment Interview Questions
- ☐ [4120d](#) Checking References of Applicants
- ☐ [4120.04](#) Employment of Substitute Support Staff
- ☐ [4120.09](#) Use of Unpaid Volunteer Aides
- ☐ [4120.10](#) Job Sharing
- ☐ [4121](#) Personal Background Check
- ☐ [4122](#) Nondiscrimination and Equal Employment Opportunity
- ☐ [4122a](#) Federal Regulations for Section 504
- ☐ [4122b](#) Grievance Procedures for Nondiscrimination and Equal Opportunity/Access

- ❑ [4122c](#) Comparative Analysis of Employment Related Provisions of ADA and Section 504
- ❑ [4130](#) Assignment and Transfer
- ❑ [4140](#) Resignation
- ❑ [4160a](#) Physical Examination
- ❑ [4160c](#) Emergency Treatment and Board-Ordered Physical Examinations
- ❑ [4162a](#) Drug and Alcohol Testing Program for CDL License Holders
- ❑ [4162b](#) Handling of Test Results, Record Retention, and Confidentiality
- ❑ [4170a](#) Substance Abuse
- ❑ [4179](#) Staff Concerns
- ❑ [4211](#) Whistleblower Protection
- ❑ [4215](#) Use of Tobacco by Classified Staff
- ❑ [4220](#) Evaluation
- ❑ [4231](#) Outside Activities
- ❑ [4235](#) Jury Duty/Court Appearance
- ❑ [4251](#) Extra Duty
- ❑ [4281](#) Personal Property of Staff Members
- ❑ [4362](#) Anti-Harassment
- ❑ [4362a](#) Reporting Threatening and/or Intimidating Behaviors
- ❑ [4419.01](#) Privacy Protections of Self-Funded Group Health Plans
- ❑ [4421](#) Federal Group Health Continuation (COBRA)
- ❑ [4421a](#) Important Notice of Employees Right to Documentation of Health Coverage
- ❑ [4430](#) Leaves and Vacations
- ❑ [4430.01](#) Unpaid FMLA Leave
- ❑ [4440a](#) Job-Related Expenses
- ❑ [4440b](#) Use of Private Car for School Business
- ❑ [4440c](#) Use of School Vehicle for School Business

For more information, the following RCSC Property Administrative Guidelines can be found on the Corporation website @ www.zebras.net

Rochester Community School Corporation
Administrative Guidelines
Table of Contents

7000 - PROPERTY

- ☐ [7230](#) Public Gifts to the Corporation
- ☐ [7310](#) Disposal of Corporation Property
- ☐ [7430](#) Safety in Schools
- ☐ [7434](#) Use of Tobacco on School Premises
- ☐ [7440](#) Plant Security
- ☐ [7450](#) Inventory Procedure
- ☐ [7455](#) Asset Acquisition, Transfer, and Disposal
- ☐ [7510a](#) Use of Corporation Facilities
- ☐ [7510b](#) Charges and Priorities for Use of School Facilities
- ☐ [7510c](#) Supervision of Rented Facilities
- ☐ [7510d](#) Advanced Payment of Fees for Approved Use of School Facilities
- ☐ [7530](#) Personal Use of Corporation Equipment/Facilities
- ☐ [7530a](#) Technology Equipment Security Procedures
- ☐ [7540](#) Computer Technology and Networks
- ☐ [7540a](#) Electronic Network Acceptable Use
- ☐ [7540.01a](#) Personal Use of Corporation Technology
- ☐ [7540.01b](#) At-Home Access to Corporation Technology
- ☐ [7540.02](#) Web Page Specifications
- ☐ [7540.03](#) Student Network and Internet Acceptable Use and Safety
- ☐ [7540.04](#) Staff Network and Internet Acceptable Use and Safety
- ☐ [7540.05](#) Work at Home Agreement for Rochester Community Schools for Microsoft Office 2000

X. "AT WILL" EMPLOYMENT DISCLAIMER

In consideration of my employment, I agree to conform to the employment policies of the Rochester Community School Corporation. I agree that my employment is "at will," is not to be for any specific duration, and that I may resign or be terminated at any time without advance notice or cause or the need of me or the corporation to follow any particular procedure. I also agree that my employment is not subject to any express, implied, or oral contract or promise and that the corporations employee handbook and personnel related documents as they now exist or may be issued or revised in the future, are not to be regarded as such by me.

Employee's Signature: _____

Employee's Name Printed: _____

Date Signed: _____