

**YORKTOWN COMMUNITY SCHOOLS
SUPPORT STAFF HANDBOOK**
REVISED, MARCH 19, 2019

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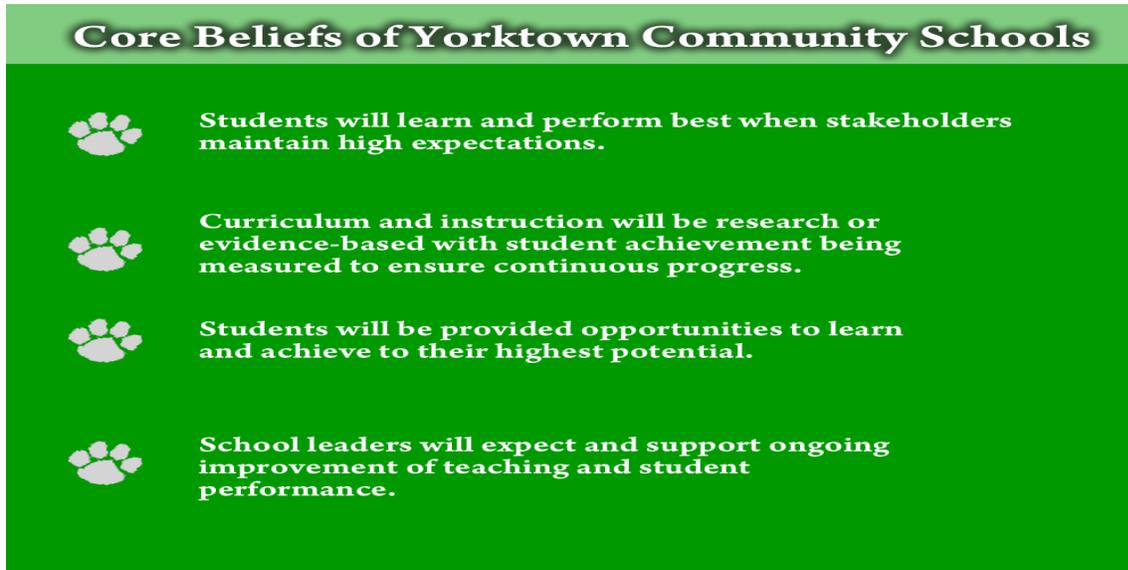
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I. THE ORGANIZATION

Our Corporation Beliefs



Corporation Organization

The school corporation is governed by an elected Board of School Trustees, who, in turn, appoints a superintendent. It shall be the responsibility of the superintendent to determine the need for and define operational requirements sufficient to ensure the smooth functioning of the corporation. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system. If you have any questions concerning how your job relates to your school or building assignment, discuss them with your immediate supervisor.

II. EMPLOYMENT PRACTICES

Equal Employment Opportunity

The Board of School Trustees complies with all federal, state and local laws and regulations prohibiting discrimination. No employee or candidate for employment shall, on the basis of race, creed, color, sex, religion, national or ethnic origin, age, marital status, disability, status as a disabled veteran, veteran, or any other basis protected by applicable law be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any term or condition of employment with the Yorktown Community Schools.

The superintendent will act as the compliance officer whose responsibility is to ensure that the corporation complies with all federal, state and local anti-discrimination laws and regulations and that any complaints of unlawful discrimination are dealt with promptly. The compliance officer is also responsible for external and internal

dissemination of the corporation's anti-discrimination policies and provides employee training on these policies.

Exempt and Non-Exempt Defined

All employees of Yorktown Community Schools, regardless of whether or not they work full or part-time, or are a regular, temporary or special projects employee, are classified as "exempt" or "non-exempt" as defined in the Fair Labor Standards Act. "Exempt" employees are those who are paid a salary above the limit set by applicable law and whose jobs are considered professional, executive or administrative, or that otherwise qualify as "exempt" under applicable law. "Non-exempt" are all other employees who are typically paid hourly rates. Non-exempt employees are eligible to receive overtime pay for time worked in excess of forty (40) hours in a work week.

Employment Classifications

Full-time:	Persons who regularly work 30 or more hours a week.
Part-time:	Persons who regularly work up to 29.5 hours in a week.
Regular:	Persons not classified as seasonal
Temporary/Seasonal:	Persons hired for a brief period of time to fill in on a temporary basis.
Special Projects:	Persons hired for a defined special project only, usually under a special grant.

Therefore, you may be a full-time regular employee, a part-time regular employee, a part-time temporary employee, etc.

Hours of Work

Business hours at the Yorktown Community Schools administration office are 8:00 a.m. to 4:00 p.m. Individual schools may have varying "official business" hours as determined by the building principals. Therefore, programs and classes may have different hours among buildings. Business may be conducted before and after these hours.

Your working hours will be determined by your supervisor based on your job and your responsibilities and the overall work requirements of the corporation and your building. The normal work week for full-time employees is 35 to 40 hours per week depending on your job. Exempt employees work a minimum of 40 hours per week. Each of us is expected to report to work regularly and promptly each day. Yorktown Community Schools may change normal work schedules as circumstances dictate.

Orientation

It is Yorktown Community Schools' intent to provide a suitable, timely orientation for new employees. However, the orientation period for new employees or for employees who have assumed new job responsibilities will vary depending on the nature of the job. New employees will receive a written copy of job responsibilities and this employee handbook, including a sign-off sheet indicating each has received the handbook. Orientation includes, but is not limited to, information about: the employee handbook, general job responsibilities, any applicable benefits and information about the corporation.

From time to time, orientation may be provided for current employees to alert you to any changes in matters normally covered in new employee orientation.

Timekeeping Policy

All non-exempt employees must accurately record all of their time worked by using the school corporation's time clock system. Non-exempt employees are required to record their own time at the beginning and end of each work period by clocking in and clocking out. Employees should make every effort to clock in and clock out as close to the start and end of their shift as possible. Employees must get prior approval from their immediate supervisor or an administrator if they need to clock in more than seven (7) minutes prior to the beginning of their scheduled shift or clock out more than seven (7) minutes after their scheduled shift ends. Support staff employees also must record their time by clocking out whenever they leave work for any reason other than school business and clocking back in when they return.

If you are a non-exempt employee who has unpaid lunch breaks, then you must clock out at the beginning of your lunch period and clock back in when you return to work from your lunch period. If you are a non-exempt employee who has paid lunch breaks, then you shall remain clocked in during your entire lunch period. In other words, DO NOT clock out prior to your lunch period if you are a non-exempt employee who receives paid lunch breaks. If you are paid for your lunch periods, then your supervisor may require you to perform work during your lunch periods.

Clocking in and clocking out for another employee, allowing another employee to clock in and out for you, or falsifying hours worked in any way will be grounds for discipline up to and including termination. Any errors relating to your time keeping records should be reported immediately to your supervisor or to the deputy treasurer at the administration office.

Overtime and Overtime Pay

Due to the nature of our services and the need to be responsive to our students and parents, there will be times when overtime is required of some or all employees. If the nature of your job classifies you as a “non-exempt” employee, you must have the advance written approval of your supervisor to work in excess of your regular work week. Non-exempt employees who work more than 40 hours in a week will receive overtime pay pursuant to applicable law. However, working unauthorized overtime is subject to discipline, up to and including termination.

If you work more than forty (40) hours during any one week period between 12:01 a.m. Saturday through 12:00 a.m. (midnight) the following Friday, overtime pay is at the rate of one and one-half times your normal hourly pay rate. Your supervisor may direct you to take time off during any week that you have or will work more than your regularly scheduled work day on any one or more day(s) so that you will not work more than forty (40) during that one week period.

Exempt employees are expected to perform all aspects of the job as required, including work scheduled outside normal business hours without overtime.

Personnel Records

A confidential personnel file is maintained for every employee. Your record will include your home address and a telephone number where you can be reached. Your file may also include, among other things, the following:

- Job application and resume (if requested)
- Wage/salary information
- Job responsibilities and performance reviews
- Changes in employment status
- Acts of commendation
- Corrective or disciplinary actions
- Federal and state tax information
- Record of training and professional development
- Termination information including an exit interview form

Medical information and criminal background information will be kept in files separate from your personnel file, to the extent required by applicable law. Personnel, medical, and background check files may not be removed from our office where they are regularly maintained. If you wish to review your personnel, medical, or background check file, you may do so by contacting your immediate supervisor or the administration office. Either will arrange for you to review it with the corporation deputy treasurer or designee. You may request a copy of any document in your personnel, medical, or background check file at your expense for copying.

Employee records are extremely confidential and normally Yorktown Community Schools does not knowingly respond to any inquiry about your employment for credit or other purposes without your WRITTEN PERMISSION, or unless we receive a valid court order or subpoena or are required to do so under any other applicable law. Some employee records are subject to public disclosure pursuant to the Indiana Public Records Act, Indiana Code § 5-14-3. In some instances, disclosure of personnel information and records is required in relation to pending litigation or governmental investigation, but Yorktown Community Schools will take appropriate, reasonable measures to protect sensitive information via protective order or other procedure, where permitted by court order or applicable law.

If your employment with Yorktown Community Schools ends, we will only provide dates of employment, position(s) held, and rate of pay for credit purposes regardless of whether we have written permission to do so.

Pre-Employment Testing and Screening

Depending on several circumstances including the nature of the job for which an individual may apply, the skills associated with certain jobs, whether or not the person in the job may be involved in handling money or financial records, an applicant's previous employment, or other reasons, Yorktown Community Schools may conduct certain tests or checks including, but not limited to:

- Previous employment
- Measuring specific job skills or abilities
- Criminal History Record
- Eligibility for bonding

Yorktown Community Schools require all final candidates for CDL driver positions to be tested for the presence of illegal substances and drugs for which the candidate does not have a prescription. (Employment offers for CDL driver positions are contingent upon negative test results.) Yorktown Community Schools may also screen any other job applicant for presence of illegal substances and drugs for which the applicant does not have a prescription. If a drug screen is required of an applicant, employment is contingent upon negative test results.

Filling Open Positions and Advancement

Yorktown Community Schools intends to post all job openings in our schools and at the administration office. If you would like to be considered for an open position, you should submit a letter of interest to the contact listed on the job posting. Whenever practical and when in the best interest of Yorktown Community Schools, present employees who are the most qualified will be given first consideration for vacancies or promotions. Promotion is not based on seniority. Notwithstanding anything stated in this Handbook

or elsewhere, hiring, promotion, and transfer decisions are at the sole discretion of Yorktown Community School

Transfers and Promotions

A transfer is an assignment to a job which is classified at the same pay grade as the job currently held by an employee and generally involves no change in pay. A promotion is an assignment to a job which is classified at a higher pay grade than the job currently held by an employee and generally does involve a change in pay status. Yorktown Community Schools may transfer employees from one job to another in order to meet the organizational needs.

Unpaid Leave of Absence

Yorktown Community Schools does not routinely grant unpaid leave of absence, except as may be required by applicable law. However, there may be individual circumstances when an unpaid leave may be granted or required.

Except as specified below for FMLA leave, unpaid leaves of absence must be requested in writing through your immediate supervisor as much in advance as possible and must be approved by the School Board who will make the decision after consultation with the deputy treasurer and appropriate administrators. In an emergency situation, contact your supervisor or another supervisor as soon as practical then follow up with a written explanation of your reason for absence and a request for unpaid leave.

In general, an unpaid leave may not exceed one (1) year. You may apply for an extension which may or may not be granted. In all cases, you must use all of your vacation and paid leave time first. You will not accrue vacation or paid leave days while on unpaid leave. You are responsible for any fringe benefit costs which you want to maintain unless you have been approved for FMLA (see Policy No. 4430).

Outside Employment or Compensation

We expect that your responsibilities with Yorktown Community Schools will take priority over any outside employment or consulting activity. Work scheduled, required travel and other commitments of your job at Yorktown Community Schools may not be rearranged to accommodate any outside employment related activity. Whether you work full-time or part-time, your position with Yorktown Community Schools may be jeopardized if any outside employment has a negative impact on your performance at Yorktown Community Schools.

If you are compensated with a stipend, honorarium, or consulting fee for any work or speaking engagement you perform in the name of Yorktown Community Schools or during regular Yorktown Community Schools business hours, such monies are to be forwarded immediately to the administration office. If you plan to accept outside

professional employment (even during approved leave), you should first obtain written approval from the superintendent to ensure that no conflict of interest exists. If you are in doubt whether a particular activity is appropriate or might constitute a conflict of interest, you should consult with the superintendent or deputy treasurer prior to making a commitment.

Job Performance

At least once a year, you and your supervisor will review your performance and discuss your performance expectations for the future. This is a collaborative process in which you and your supervisor both need to contribute. If you are a new employee, your supervisor will meet with you at reasonable periods to discuss how well you are learning your job and becoming a part of the organization.

Responsibility for Hiring

The Board of School Trustees hires the superintendent who is responsible for recommending the hiring of all support staff of Yorktown Community Schools. The superintendent may appoint a designee. Recommendations for hiring may be made by other directors and administrators.

Travel

You may be required to travel on Yorktown Community Schools' related business if so requested by your supervisor. In such case, acquaint yourself with Yorktown Community Schools' travel policies (6550 – Travel Payment and Reimbursement).

Conflict of Interest

Yorktown Community Schools' Policy 4113 concerning conflict of interest of Yorktown Community Schools' employees, as a general guideline, is to follow the Indiana Ethics Commission laws regarding state employees, unless there is a specific law concerning conflict of interest regarding public school employees. In addition, state law prohibits you or any member of your immediate family from accepting "kickbacks" on purchases made by Yorktown Community Schools.

In general, these laws cover situations concerning gifts, honoraria, meals, etc., and in general situations where a conflict of interest or an appearance thereof could arise. (Refer to the section on "Gifts and Gratuities" in the Employee Relations section of this handbook).

If you are uncertain about these matters, please contact your supervisor, the deputy treasurer, or the superintendent for guidance.

Termination of Employment

We recognize the value of retaining employees and the high cost resulting from frequent turnover. Therefore, we try to minimize the need for, and incidence of, termination of employees either voluntarily or involuntarily. You may resign at any time and the employment of any person may be terminated at any time without cause or advance notice.

1. Voluntary Termination: You may resign at any time by notifying your immediate supervisor in writing. We do ask that you give at least two (2) weeks notice. You will receive payment for your earned, but unused vacation only with your final paycheck.

2. Involuntary Termination:

- a. Unsatisfactory Performance and Poor Attendance: Your employment may be terminated involuntarily for continued unsatisfactory performance.
- b. Unacceptable Behavior: There are several behaviors which are unacceptable for Yorktown Community Schools' employees. A non-exclusive list is identified and discussed in Section III below.
- c. Repeated Problems: If you receive written corrective action of any type more than once in any twelve (12) month period of time, you may be terminated without further warning or advanced notice. However, no written corrective action is required or guaranteed before termination may occur.

Refer to Section III – Employee Relations/Corrective Action for discussion concerning unsatisfactory performance, poor performance or unacceptable behavior.

Yorktown Community Schools may suspend you to investigate circumstances involved in unacceptable behavior. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay for the period of suspension.

3. Layoffs of Support Staff: If Yorktown Community Schools has to reduce its workforce, employees to be terminated will be given as much notice as possible. In the event of a layoff, we will consider length of service, performance of the job, and past experience and diversified capabilities. If you are notified of your termination because of a layoff, you may choose to leave prior to your stated termination date without forfeiting entitlement

to any earned benefits. If you are terminated due to a layoff, you will be subject to recall.

Leaving Yorktown Community Schools

When you leave employment with Yorktown Community Schools, you will participate in the following activities, when practicable:

1. Complete termination papers including your forwarding address for mailing tax forms. U.S. Postal Service authorities will not forward annual tax information. Should you move after your employment ends, you must promptly notify Yorktown Community Schools so that tax information and payroll may be forwarded to you.
2. Receive information about your insurance and your rights concerning continued participation in our health insurance plan, as may be required by applicable law.
3. Return any Yorktown Community Schools' property such as keys, uniforms, or any equipment issued to you or in your possession.

Exit Interview

At the time your employment with Yorktown Community Schools ends, you will be issued an exit conference form summarizing any benefits you may be entitled. You may request a personal exit interview by contacting the administration office. Your presence may also be requested by the administration office for a face-to-face exit interview.

III. EMPLOYEE RELATIONS

People are our most important asset. Without good employees, Yorktown Community Schools cannot produce the quality and quantity of educational services which our community has come to expect. Therefore, we work very hard to employ people who care about our children and parents, the corporation and their co-workers and who want to work as part of a team to achieve our Mission. We want to provide a place for you to work where you can expect to be treated honestly and fairly and where you can also feel free to discuss with your supervisor or any other manager your concerns and suggestions.

Communication

Good communication is a critical key to individual and organizational success. If you have any questions about your work or if you are experiencing any job-related problems, you should talk to your immediate supervisor about it at once. It is your supervisor's responsibility to listen to you and help you with job-related matters.

If you have a question or concern about any of our policies or practices or if you may be having a problem with your supervisor, you can talk freely with your supervisor and then follow the chain of command protocol. If that problem or concern is related to your immediate supervisor, we will work with you to get your supervisor involved in this process as may be appropriate.

Attendance and Tardiness

We do recognize that people get sick and that sometimes personal and family problems occur when we wish they would not. We try to be very understanding when sickness or family matters occur, but it is important that you realize that your ability to successfully perform your job on a regular basis is extremely important. Attendance is an essential job function of every position at Yorktown Community Schools. If you are not at work, either someone else has to assume the responsibility for your work or the work does not get done. Neither of these situations contributes to a successful and productive organization.

If you know that you will be late for work, notify your supervisor of this prior to the start of your work day. If you are late, discuss with your supervisor the feasibility of making up the time. This may or may not be possible. Please see individual procedures for your department which must be followed.

If you are late for work or absent from work often, your supervisor will discuss this with you. Repeated and continued absences or tardiness may eventually result in termination. Your supervisor may require you to provide a physician's statement concerning your ability to work if you are absent for three (3) consecutive days. If you are absent for three (3) consecutive days and you or a designee does not contact us during this time, we may consider this job abandonment (voluntary termination) and your employment will be deemed to have ended the last day you reported for work.

Employment of Relatives/Conflict of Interest

Although Yorktown Community Schools does not have a prohibition against employing relatives, under no circumstances may any Yorktown Community Schools' employee be supervised directly by a member of his or her immediate family. If two employees marry or choose to live together in a close personal relationship, they may continue to work at Yorktown Community Schools if their relationship does not result in one directly supervising the other. If such direct supervisory relationship does result, Yorktown Community Schools may attempt to work out with the affected employees an alternative

assignment. If no alternative assignment is possible, the two affected employees may be asked to determine which one will continue to work at Yorktown Community Schools.

Sexual Harassment and Other Forms of Unlawful Harassment

It is the policy of the Yorktown Community Schools to maintain a working and learning environment that is free from unlawful harassment of any kind including harassment on the basis of race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or veteran, or other characteristic protected by applicable law. Unlawful harassment of any employee by another Corporation employee is strictly prohibited and will not be tolerated under any circumstances. Similarly, the Corporation will not tolerate harassment of its employees by a third party. All employees are encouraged to promptly report any incident of unlawful harassment in which they are involved or have observed immediately to their supervisor, building administrator, or the superintendent.

A. Definition of Sexual Harassment

Sexual harassment is defined as pervasive and/or serious unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, nonverbal, or physical conduct of a sexual nature when made to an employee by another employee or other third party whenever:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual (i.e., hiring, firing, promotion, demotion, compensation, benefits, working conditions); or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment; or
4. The individual has indicated that such conduct is unwelcome by his or her conduct or verbal objections.

B. Examples of Sexual Harassment

Sexual harassment may include, but is not limited to, the following:

1. Verbal abuse of a sexual nature:
2. Unwelcome touching:

3. Pressure for sexual activity:
4. Suggesting or demanding sexual favors accompanied by implied or explicit threats concerning one's employment;
5. Continued or repeated sexual jokes, language, epithets, flirtation, advances or propositions;
6. Graphic verbal commentary about an individual's body, sexual prowess or sexual deficiencies including social life;
7. Sexually degrading or vulgar words to describe an individual;
8. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting or obscene comments or gestures;
9. The display of sexually suggestive objects, pictures, posters or cartoons;
10. Name calling, relating stories, gossip, comments or jokes that may be derogatory toward a particular sex;
11. The display of sexually suggestive graffiti;
12. Retaliation against an employee for complaining about such behavior;
13. Asking questions about sexual conduct or sexual orientation or preference; or,
14. Repeated remarks with sexual or demeaning implication.

All employees of the Yorktown Community Schools are prohibited from having a dating or sexual relationship with any student enrolled in the Yorktown Community Schools.

C. Other Unlawful Harassment

In providing a productive working environment, the Yorktown Community Schools believes that its employees should be able to enjoy a working environment free from all forms of discrimination, including unlawful harassment on the basis of race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or veteran, or other characteristic protected by applicable law. It is the policy of the Yorktown Community Schools to provide an environment free from such unlawful harassment and such harassment will not be tolerated under any circumstances.

Prohibited unlawful harassment occurs when pervasive and/or serious verbal or physical conduct which is demeaning or showing hostility toward an individual because of the individual's race, creed, color, sex, religion, national or ethnic origin, age

disability, or status as a disabled veteran or veteran, or any other characteristic protected by applicable law, or that of the individual's relative, friends or associates, creates or is intended to create an intimidating, hostile or offensive working environment, interferes or is intended to interfere with an individual's work performance, or otherwise adversely affects an individual's employment opportunities.

Examples of such harassment include, but are not limited to:

1. Using or making reference to epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, creed, color, sex, religion, national or ethnic origin, age, disability, or status as a disabled veteran or veteran, or any other characteristic protected by applicable law.
2. Publication or circulation of any written or graphic material that defames or shows hostility or aversion toward an individual or group because of race, creed, color, sex, religion, national or ethnic origin, age disability, or status as a disabled veteran or veteran, or any other characteristic protected by applicable law, and that is placed on walls, bulletin boards, or elsewhere on Yorktown Community Schools' premises, on Yorktown Community Schools' social media or electronic sites, or circulated in the workplace.
3. Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students and/or other employees with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s) and/or other employees, and that bullying is based upon sex, race, color, national origin, religion, or disability, or any other characteristic that is protected by Federal, State, or local laws. It is defined as any unwanted and repeated or substantially serious written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:
 - A. teasing;
 - B. threats;
 - C. intimidation;
 - D. stalking;

- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. sexual violence;
- I. theft;
- J. sexual, religious, or racial harassment;
- K. public humiliation; or
- L. destruction of property.

D. Complaint Procedure

If an employee believes he or she has been the victim of unlawful harassment (including sexual harassment), has personal knowledge that another employee has been or may reasonably have been the victim of unlawful harassment, or if an employee has questions or concerns about this issue, the employee should promptly report the incident(s) to his or her immediate supervisor, one of the building administrators, the superintendent, and/or the Anti-Harassment Compliance Officer. The employee may make a written complaint to a building administrator, the superintendent, and/or the Anti-Harassment Compliance Officer of the school corporation. An employee always has the option of reporting the conduct directly to the superintendent of the school corporation if he or she prefers. Complaints about the superintendent should be directed to the President of the School Board.

All allegations of unlawful harassment, written or verbal, will be treated seriously. The corporation will immediately conduct a thorough, timely and impartial investigation. Upon the conclusion of its investigation, the corporation will advise the involved parties of the allegations, its findings, and any steps taken to prevent further occurrences.

E. Confidentiality

The right of confidentiality, both of the employee and the accused, will be respected to the extent possible, consistent with the Yorktown Community Schools' legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. However, the identity of an employee complaining of unlawful harassment, including sexual harassment, may be revealed to those

individuals who have a need to know, which may include, but is not limited to the investigator, the superintendent, the School Board, legal counsel, the alleged harasser(s), alleged retaliator(s), and/or any witnesses.

F. Sanctions for Misconduct

If an investigation into an employee's conduct reveals that it is more likely than not that the conduct alleged occurred, the offending employee shall be subjected to prompt, appropriate remedial and/or disciplinary action which may include, but is not limited to, reassignment, suspensions, or termination.

G. Retaliation

Retaliation is prohibited against any employee who brings charges of unlawful harassment or discrimination and against any student or employee who assists or participates in investigating such charges (including but not limited to witnesses). Any employee bringing an unlawful harassment or discrimination complaint or any employee assisting in the investigation of such complaint will not be adversely affected in terms and conditions of the individual's employment nor discriminated against or unlawfully harassed or discharged because of the complaint. Any incident of retaliation should be promptly reported to the employee's immediate supervisor, building administrator, or the superintendent.

H. False Reporting

Any person who knowingly files false charges or makes any false allegation against an employee or a student shall be subject to disciplinary action up to and including termination of employment.

I. Administration of Policy

The school corporation's administrators and other supervisors are responsible for the administration of this policy. Should any administrator or supervisor become aware of a violation of this policy, he or she is expected to take reasonable steps to prevent further harm and immediately report the conduct to the Anti-Harassment Compliance Officer or the superintendent. A prompt, thorough and impartial investigation will be conducted. Failure to report such conduct will be considered a violation of this policy and will subject the administrator or supervisor to disciplinary action up to and including discharge.

Professional Conduct and Appearance

While you are engaged in performing work for Yorktown Community Schools, we expect you to conduct yourself in a professional and business-like manner when interacting with each other, students and other persons who are engaged in a business or professional relationship with Yorktown Community Schools. You are expected to dress appropriately for your work assignment. This includes wearing clothes that are clean, in good taste and present a neat appearance. No article of clothing or jewelry which is a safety hazard or considered to be disruptive to the workplace will be permitted. There may be specific guidelines for your department; please check with your supervisor.

If your supervisor believes that your attire is inappropriate, you may be sent home to change into more appropriate attire. Food service and custodial/maintenance employees are required to wear the uniforms prescribed by their respective departments. ID badges are provided by the Yorktown Community Schools as a safety precaution. These should be worn conspicuously during the work day.

Gifts and Gratuities

Yorktown Community Schools' employees may not accept gifts, gratuities, or favors, including discounts, loans, commissions, rebates or other compensation from individuals, companies or organizations doing business with or desiring to do business with Yorktown Community Schools. Although the acceptance of nominal gifts is discouraged, gifts such as calendars, pens, coffee mugs, etc., may be accepted only if the gift, in neither fact nor appearance, may be deemed to affect your professional judgment and decision making.

Community Relations and Public Representation

In all community and public activities, your actions or statements may be interpreted as a reflection on Yorktown Community Schools. It is Yorktown Community Schools' hope that such reflections will always be positive.

There may be an occasion when Yorktown Community Schools might receive unusual public or media attention or you may be contacted by a member of the media for information or an interview about Yorktown Community Schools. In such a case, only the superintendent or an appointed designee is authorized to assume the role of official spokesperson for Yorktown Community Schools or to otherwise speak on behalf of Yorktown Community Schools. Inquiries seeking comment from Yorktown Community Schools should be referred to the superintendent.

Jury and Witness Duty

Yorktown Community Schools will continue to pay employees at their regular rate of pay for the period of time for jury duty if you are scheduled to work and if you provide court documentation of your time in court, on jury call or on jury duty. Arrangements for this

should be made with the administration office. All pay received from the court should be brought to the administration office and endorsed over to Yorktown Community Schools.

Notify your supervisor as soon as you receive a notice for jury duty. If you are scheduled to work overtime any day that you are also scheduled to be in court, you may be expected to return to work for your overtime assignments as soon as you are excused from the court.

Yorktown Community Schools does not provide any pay for serving as a witness in any legal proceeding unless you are testifying on behalf of Yorktown Community Schools. In such case, you will continue to be paid your normal wages. If you are called to testify on behalf of another party, you will need to request in writing, in advance, paid leave time. If you have no paid leave time you will need to request unpaid leave for such witness appearance.

Use of Yorktown Community School Property and Materials

All Yorktown Community Schools' property, including the building, equipment, vehicles, office supplies and materials, are intended for Yorktown Community Schools' business use only. These things include, but are not limited to, stationery, office supplies, postage and stamps, telephones, fax machines, copiers, typewriters, computers, tools, and other vehicles and equipment. If you are uncertain whether a use is personal, contact your supervisor whose advance permission is required.

Equipment being taken off the premises for Yorktown Community Schools' business use (e.g., for a conference booth or a demonstration session) must be signed out by your supervisor who is responsible for the prompt return of the equipment.

Our telephones are our primary communications mechanism with the public. We discourage the use of telephones for personal use and request that personal calls be for emergency purposes only. Please refer to the Technology Privacy Policy (Policy No. 7540.01) for further direction on e-mail, etc.

Personal Items on Yorktown Community Schools' Premises

Yorktown Community Schools' policy is that offices are also part of Yorktown Community Schools' public space and must comply with the intent of civil rights law and not offend anyone by virtue of his/her race, religion, sex, national origin, ancestry, etc. Yorktown Community Schools will request that inappropriate items be removed from the premises. Yorktown Community Schools does not accept responsibility for loss of or damage to personal property.

Military Leave

If you are a regular employee and interrupt your employment with us in order to serve with the United States Armed Forces or the Indiana National Guard either on active or reserve training duty, you will be eligible for a military leave with all the rights of re-employment established under federal and Indiana law. Yorktown Community Schools also complies with federal law in the event you are required to participate in annual training for your military reserve or National Guard obligation.

Please notify your supervisor of your scheduled annual training as soon as you learn of it so we can make adequate preparations for the time you will be away from work during regular work hours.

Official Closings

When conditions require consideration of the closing or delay of school(s), the transportation director will consult with the superintendent who will have the responsibility for making the decision.

Delays will be two (2) hours.

Two (2) hour delay: All students and staff report two hours late

During a delay of two (2) hours, only essential personnel as listed below are to report to work:

- Administration Building
- Transportation personnel as required by transportation director
- Maintenance personnel as required by maintenance director
- Food service personnel as required by food service director
- Building-level secretaries, on an individual, as-needed basis as required by supervising Principal

If a decision is made to close or delay school(s), the superintendent will make the call and all staff will be notified via mass calls, texts, emails, and through WLBC radio and WTHR Channel 13.

In case of the absence of the superintendent, the Director of Education Initiatives will make the decision.

If school is closed and an eLearning day is used for make-up on a different day, the following shall be in effect on the day of the closing:

- Twelve-month employees working thirty hours or more a week shall report for duty or may elect to use paid leave time.
- Building-level secretaries, on an individual, as-needed basis shall work if required by the supervising Principal
- Instructional assistants/aides shall not report. The district may provide opportunities for some instructional assistants to volunteer to work on the eLearning make-up day.
- Food service employees shall not report.
- Bus drivers shall be paid according to the days established by their contracts.

If necessary, the Superintendent may approve a change in this practice based on unique circumstances.

The decisions to close or delay school(s) for emergencies will also apply to evening activities and programs unless an exception is approved by the superintendent or his designee. ALL twelve (12) month administrative personnel will report to work if it is deemed safe to report.

Students, Parents, Vendors and Guests

We expect students, parents, vendors and guests to be treated courteously and with the same respect that you give to your co-workers. If you have any concerns or problems with any of these persons, please discuss that concern or problem with your supervisor immediately.

Bulletin Boards, Signs and Postings

There are bulletin boards throughout our buildings. They are intended for identifying official notices, items of general interest, and for the posting of announcements required by a governmental body, etc. Our bulletin boards may not be used for individual employee purposes and interests such as outside organizational announcements. If you have an item which may be of interest to all employees, please discuss it with the building administrator who will determine whether or not your requested use of the bulletin board meets these guidelines.

Breaks and Break Room

All of our buildings contain some type of "break" area for employee use.

Everyone is expected to pitch in to keep such rooms clean, including the refrigerator and tables. Please follow the posted rules if applicable for maintaining this common convenience area.

Lunch periods may vary in length depending on the job function or work area. Your supervisor will advise you of the length of your regular lunch break. Lunch, or any other meal, is to be eaten in a common area or a break room (if one is provided) for health purposes.

The lunch period may not be shortened in order to shorten length of the workday unless special arrangements have been made with your supervisor to address a specific short-term situation.

Bereavement Leave

Full-time employees may take a maximum of five (5) days bereavement leave per occurrence in the event of a death of an immediate family member. "Immediate family" includes father, mother, brother, sister, husband, wife, child, stepchild, father-in-law, mother-in-law, grandparent, grandchild, daughter-in-law, son-in-law, brother-in-law, sister-in-law, former guardian, or any person living as a member of the household of the employee.

A maximum of two (2) days of the original five (5) days may be used at a later date, within the same school year or calendar year, whichever is longer, for conducting business associated with the estate or the affairs connected with the death.

Employees may take a maximum of one (1) day bereavement leave per occurrence for any other relative or close friend that is not an immediate family member.

Documentation of date of funeral and relationship to deceased may be requested.

Lobbying and Political Activity

Yorktown Community Schools does not engage in any direct lobbying activities. Only Yorktown Community Schools' personnel who are so authorized by the superintendent may engage in persuasive conversations with any member of any elected body on behalf of the School. However, we understand that our employees may have diverse opinions and interest in civic and legislative issues and in political candidates. We do not intend to interfere in any respect with your exercise of all your individual rights as long as you do so outside of your scheduled work hours and outside Yorktown Community Schools' property. Furthermore, your personal exercise of political rights should not be done in a manner so as to give the impression that you are speaking or acting on behalf of Yorktown Community Schools.

Solicitations and Distribution

Yorktown Community Schools' employees may not distribute literature to or solicit information or resources from co-workers at any time that either person is engaged in work for Yorktown Community Schools (i.e. during work time for either party).

Persons not employed by Yorktown Community Schools are prohibited at all times from distributing literature to employees or soliciting information or resources from employees during hours when an employee is working.

The superintendent may waive this solicitation and distribution policy under appropriate circumstances to be determined in the sole discretion of the superintendent or School Board.

Corrective Action

Unsatisfactory Performance: If you are having difficulty performing your job in a satisfactory manner, your supervisor will advise you of such and will inform you of steps you must take to improve. The purpose of this work review is to help you identify what action you must take to improve your performance. If you continue to perform at an unsatisfactory level, you may be terminated. Normally, the following steps in coaching and progressive corrective action will be followed:

1. Personal discussion with your supervisor, which your supervisor will document in writing (verbal warning).
2. A written warning (may be repeated, based on circumstances).
3. A final written warning, a potential suspension, or recommendation for continued employment with reservations or,
4. Discharge

There may be instances when the severity and impact of unacceptable job performance causes serious financial losses to or other problems for Yorktown Community Schools. In such cases, one or more of these steps may be bypassed. If this happens, the severity of the loss or problem, your performance and work record with Yorktown Community Schools will be considered before corrective action, including discharge is taken. However, there is no right to any particular disciplinary process or disciplinary action under any circumstances and your employment may be terminated for any time, for any or no reason, regardless of any disciplinary process, progressive discipline, or prior notice of performance or discipline deficiencies. Similarly, disciplinary action is at the sole discretion of Yorktown Community Schools and no specific form of discipline or discipline progression is guaranteed or required.

Attendance: Repeated unexcused absences from work and tardiness may result in the same progressive corrective action as for unsatisfactory performance.

Unacceptable Behavior: You may be terminated without advance notice for unacceptable behavior. Unacceptable behavior is generally defined as serious misconduct and bad judgment. It includes, but is not limited to:

- Theft or other dishonesty
- Physical violence (or threats of such)
- Harassment
- Conviction of or arrest for a serious misdemeanor or felony crime
- Threats to anyone associated with Yorktown Community Schools or the services Yorktown Community Schools provides
- Use of tobacco or tobacco products in unauthorized areas
- Violation of the drug-free workplace policy
- Coming to work while under the influence of alcohol or consuming alcohol at work or during the workday
- Committing unsafe acts
- Repeated behavior or one-time behavior of a serious nature that is disruptive to the work of other employees
- Carrying a weapon in a Yorktown Community Schools' building
- Gambling during work hours
- Unauthorized use or misappropriation of Yorktown Community Schools' property, materials and equipment
- Other violations of Yorktown Community Schools' policy which may warrant immediate termination

Repeated Problems: If you receive written corrective action of any type more than once in any 12-month period, you may be terminated without further warning or advance notice.

In all cases, Yorktown Community Schools may suspend you without pay to investigate circumstances involving unacceptable behavior or repeated problems. Depending on the outcome of the investigation, you may be terminated or reinstated. Reinstatement may be with or without pay during the period of suspension.

Termination for Falsification of Records: Yorktown Community Schools may terminate any employee who falsifies any Yorktown Community Schools record or report including, but not limited to, time records and an employment application regardless of the date of discovery. Yorktown Community Schools may suspend you without pay to investigate circumstances involving a violation of this rule.

Termination of Designated Drivers for Positive Drug or Alcohol Test: Any CDL driver who tests positive under the state-mandated CDL drug and alcohol testing program may request a split-specimen test (at the driver's expense). If the split-specimen test also results in a positive reading, the driver's employment will be terminated immediately.

Complaint and Appeal Procedure

If you have a question or concern about any of our policies or practices or if you may be having a problem with your supervisor, you can talk freely with your supervisor and then follow the chain of command protocol. If that problem or concern is related to your immediate supervisor, we will work with you to get your supervisor involved in this process if appropriate.

However, if necessary, you may use Yorktown Community Schools' Complaint and Appeal Procedure as described below to formally appeal complaints, corrective action, or termination. You may appeal the application of any policy, but not the policy itself. (Of course, you can express your opinion about a policy any time you wish.) This procedure is intended to assure fairness and equitable treatment of all employees. It is not intended to be a frivolous exercise or to be used without careful thought. Since it is important that all of us work together to resolve differences, you are encouraged to use the Complaint and Appeal Procedure as a last resort:

What May Be Appealed

1. The application of any policy, but not the policy itself. Opinions regarding the policy may always be expressed to any member of management.
2. Suspension and/or termination of employment.

Who May Appeal

All regular support staff employees may use the Complaint and Appeal Procedure.

Responsibilities

It is in the best interest of Yorktown Community Schools and its employees to have a Complaint and Appeal Process which is fair to all. The success of the process depends on the professional manner in which all participants in the process carry out the process. **YORKTOWN COMMUNITY SCHOOLS WILL NOT PERMIT ANY RETALIATORY ACTION TOWARD ANY EMPLOYEE WHO INITIATES A COMPLAINT OR APPEAL ACTION.**

Time Frames

The time frames identified for the appeal process should be followed in order to resolve a situation as quickly as possible. However, if an individual is not readily available because of scheduled vacation, sickness, out of the office for business reasons, etc. and/or additional time is needed to collect information relevant to the appeal, more time can be made available for the process. The administration office approves and communicates all time frame changes to all appropriate parties.

Role of the Administration Office in the Appeals Procedure

The administration office administers the appeals procedure, assumes of the role of facilitator and advisor, and ensures that all information concerning appeals and appeal decisions are treated confidentially. You and the supervisor involved in the appeal will be notified of each decision reached during an appeal process.

IV. COMPENSATION WITH YORKTOWN COMMUNITY SCHOOLS

Philosophy

The overall compensation philosophy of Yorktown Community Schools is based on the recognition that its employees are its most important organizational asset. Yorktown Community Schools provides a compensation package which currently includes wages and benefits (applicable for full-time employees). Within its available resources, Yorktown Community Schools attempts to offer a total compensation package that is competitive with other non-profit and governmental organizations in Delaware County.

Currently, Yorktown Community Schools is able to provide you with benefits for vacation (12-month employees) and paid leave days.

Yorktown Community Schools can also offer assistance with:

- Disability
- Medical Problems
- Retirement

We cannot guarantee that our past, current, or future benefits will partially or fully meet all of your needs. We have selected benefit providers that appear, on the basis of information available to us, to be sound organizations. However, there can be no guarantee of their performance with respect to any specific situation.

Compensation and benefits may be changed at any time with or without advanced notice by Yorktown Community Schools at its sole discretion. However, Yorktown Community Schools will attempt, to the extent possible, to give as much advanced notice as possible of changes so that employees may plan accordingly.

Payroll

Frequency

Yorktown Community Schools' employees are paid biweekly (every other week). If the normal pay date falls on a holiday, you will be paid on the last work day before the holiday. However, there may be situations which may result in our inability to meet the normal pay schedule. Yorktown Community Schools' work week is from 12:01 a.m. Saturday through midnight the following Friday. Your earnings will not be distributed to any other person unless we have your written permission to do so.

Deductions

From each payroll we will make all deductions required by federal, state, and local law, including federal and state income taxes and Social Security taxes, and any other required county or city tax. Court-ordered payments will also be withheld in accordance with state and federal law. Other deductions may be taken from time to time as permitted by applicable law.

Errors

If the amount of your pay (gross or net) appears to be in error, notify the deputy treasurer or business manager immediately. If an error has occurred in your pay, you will be held responsible for reimbursing Yorktown Community Schools for any accidental overpayment made to you, to the extent permitted by applicable law. If we have made an error not in your favor, we want to make sure we correct it promptly, so you get all of the pay to which you are entitled. Please bring errors to our attention within thirty (30) days of the date of payment or the date payment should have occurred.

Advances

Yorktown Community Schools does not make loans or payroll advances to employees.

Benefits

Some of the benefits for which you are eligible through Yorktown Community Schools are actually a tax-exempt form of compensation. Under federal and state law, you are not taxed on the value of these benefits provided by the Yorktown Community Schools, with few exceptions. Depending on various circumstances, Yorktown Community Schools may change the benefits it offers, the benefit providers, or the proportion of the cost of benefits paid by Yorktown Community Schools.

All the current benefits for which you may be eligible are described briefly for you on the following pages. Because you should have accurate information concerning this important subject, you should direct questions to the deputy treasurer or the administration office. The deputy treasurer and the business manager are the only persons authorized to provide information about Yorktown Community Schools' benefits.

All of these benefits are subject to modification, amendment, or termination at any time by Yorktown Community Schools without notice. For specific details, be sure to read the information provided to you in plan documents which outline the extent of coverage and exclusions under each individual plan.

Health Care

The school corporation provides payroll deduction services for group insurance programs in the areas of hospitalization and medical, vision, and dental. In accordance with this policy, the school corporation pays an approved amount for each employee who may desire to participate in one (1) or more of the approved programs.

The school corporation provides health and dental insurance, in accordance with the following rules:

- A. Definitions. The following terms shall have the following defined meanings for purposes of this policy:
 - 1. Part-time employee: Any employee who works fewer than 30 hours per week during his/her regularly contracted workweek.
 - 2. Full-time employee: Any employee who works 30 or more hours per week during his/her regularly contracted workweek.

- B. Eligibility Requirements: For employees employed and/or wishing to join insurance programs:
 - 1. Part-time employees are not eligible to participate in insurance plans.
 - 2. Full-time employees are eligible to participate in insurance plans at the rates specified in Sections C and D below. Eligibility begins on the first day of the first full month that the employee is employed full-time with the corporation. For example, if an employee begins working full-time on March 2, then his/her coverage will begin on April 1.
 - 3. Employees contracted to drive a corporation-owned school bus prior to October 1, 2005 will be eligible to participate in insurance plans at the rates specified in Sections C and D below. Those drivers hired after October 1, 2005 are not eligible to participate.
 - 4. Eligible employees who desire to add a new dependent to their policy due to the birth of a child or a marriage may do so by notifying the deputy treasurer in the superintendent's office within 30 days of the birth or marriage.

- C. Hospitalization and major medical insurance for eligible employees:

The Board may contribute toward the premium for each eligible, participating, employee. This amount will be determined by the Board.

The Board may change these amounts from time to time, without notice.

D. Dental insurance for eligible employees:

The Board may contribute toward the premium for each eligible, participating, employee. This amount will be determined by the Board.

The Board may change these amounts from time to time, without notice.

The group insurance policy and the summary plan description issued to employees sets out the terms and conditions of the health insurance plan. These documents govern issues relating to employee health insurance. Additional copies are available from the administration office.

Life Insurance with Accidental Death and Dismemberment

The Board shall pay all but \$1.00 of the cost of a \$50,000.00 single life insurance policy with accidental death benefit plan for each full-time employee.

The Board may change these amounts from time to time, without notice.

Income Continuation

Income continuation benefits are designed to provide income for you in the event of a personal sickness or injury extending over a long period of time.

Sickness

If you are sick or disabled and unable to work, you may use one or more paid leave days. If your inability to work extends for more than three (3) days, Yorktown Community Schools reserves the right to require you to provide a certificate of your illness or disability from a physician as well as subsequent update reports as to your expected return to work and may designate leave as FMLA leave, to the extent permitted by applicable law. If you are unable to return to work after three (3) months of disability, your employment with Yorktown Community Schools will be evaluated, which shall include an evaluation of what accommodations may be required pursuant to the Americans with Disabilities Act (ADA).

Long Term Disability (LTD)

Yorktown Community Schools currently offers additional continuation of income at the rate of 66 2/3% of your base pay at the time of disability. Eligibility for this benefit is determined by medical certification and the long term disability carrier. Benefits may be integrated with Social Security Disability and Public Employees Retirement Disability, but will still not exceed 66 2/3% of base pay at the time of disability.

Yorktown Community Schools' full-time employees are eligible for coverage under this plan. There is a 90-day elimination period before benefits under this plan begin which means that you may be eligible for benefits on the 91st day of disability. Benefits under this plan are reduced after age 65.

As a full-time employee, your cost will be \$1.00 per year. Yorktown Community Schools pays the balance of the cost of this benefit.

Vacation

Twelve (12) month, full-time support staff employees will receive paid vacation days in accordance with the following schedule:

- 0 – 10 years of consecutive full-time employment: 10 days per calendar year
- 10 + years of consecutive full-time employment: 15 days per calendar year

The following positions will receive 5 days of vacation annually:

- Food Services Director
- Transportation Director

Vacation days must be exhausted in the calendar year that they are received. If all vacation days are not exhausted in the calendar year they were received, all remaining days will be forfeited for that year.

Vacation days will be prorated in relation to the employee's hire date. Employees must receive prior approval from their supervisor before using their paid vacation days.

A support staff employee in good standing and who provides sufficient notice of resignation (at least 2 weeks) will be paid out the balance of the employee's remaining vacation days. Vacation days will be paid at the employee's daily rate of pay.

Please request your vacations as far in advance as possible. Your supervisor's ability to approve vacation is based on work schedules and the number of people requesting vacations at the same time. If more than one person requests vacation for the same time, the person who requested the dates first will receive preference for the requested time. The superintendent may identify and "black out" periods during which no vacation

days may be approved for the entire district or personnel in designated programs or buildings.

If a legal holiday recognized by Yorktown Community Schools occurs during your scheduled vacation, it will not be counted as a vacation day.

Part-time employees and employees who work full-time for less than 12 months, but who change to full-time 12-month status will receive length of service credit for the accrued time worked as an equivalent to full-time 12-month for purposes of vacation eligibility. Full-time 12-month employees who change to part-time or less than 12 months will be paid for their vacation accrued as a full-time employee at the time they cease full-time 12 month work.

Paid Leave Days

Support staff employees working 30 or more hours per week (“full-time employees”) are permitted to be absent from work with pay in accordance with the rules set forth below. Employees hired by the corporation prior to July 1, 2006 who work fewer than 30 hours per week (“part-time employees”) are also permitted to be absent from work with pay in accordance with the rules set forth below.

- 9 month employees: 10 days each school year
- 10 month employees: 11 days each school year
- 11 month employees: 12 days each school year
- 12 month employees: 13 days each school year

Part-time employees hired by the Corporation on or after July 1, 2006 are not eligible to receive paid leave days. Days absent for these part-time employees will be documented as dock days for payroll and attendance purposes. Dock days are defined as days absent without pay and should be approved by an immediate supervisor except in the case of an emergency.

If in any one school year the support staff member does not use all of his/her allotted paid leave days for that year, then the remaining days shall be cumulative up to a maximum of 90 days.

These days may be used for personal business, personal sickness and medical appointments for you and your family members.

You may use paid leave days in ¼-day segments, if absolutely necessary.

Please refer to or check with your immediate supervisor as to the procedure for requesting paid leave days.

Paternity/Maternity Leave

Support staff members working 30 or more hours per week (“full-time employees”) may take up to four (4) days paternity/maternity leave with pay when a child is born to the support staff member. These days shall not be deducted from the support staff member’s paid leave days. This time is in addition to any FMLA time for which the employee may be eligible.

Holidays

Support staff employees working 30 or more hours per week will be paid for the following holidays provided the holiday falls within a regular work week of the employee:

July 4
Labor Day
Veterans Day**
Martin Luther King Day*
Thanksgiving Day
Christmas Day
New Year’s Day
President’s Day*
Memorial Day
Good Friday*

School bus drivers employed to drive corporation-owned school buses are not full-time employees and are therefore not eligible to receive paid holidays.

* If school is held on any of these days, non-certified staff working will receive a day’s holiday pay in addition to the hours worked for the day. Staff members whose presence is not required for school to be in session may, at the approval or direction of the superintendent, take the holiday off as a paid holiday.

** If school is held on this day, the designated holiday will be the Friday after Thanksgiving.

You may be provided a religious holiday with at least one (1) month advance written notice to the immediate supervisor. Vacation time or a paid leave day must be used for a religious holiday with pay. It may be taken without pay if you have exhausted all vacation time and/or paid leave days.

Family and Medical Leave

Yorktown Community Schools makes family and medical leave available for all regular staff members who have one (1) year of total employment with Yorktown Community Schools and have worked at least 1250 hours in the year before the start of any family or medical leave in compliance with the Family and Medical Leave Act (FMLA) of 1993. In general, family and medical leave provides up to twelve (12) weeks of unpaid leave during any 12-month period for any of the following reasons:

To care for your child after birth, adoption, or foster care placement for a period of up to one year after such birth or placement.

To care for your spouse, child, or parent who has a serious health condition.

For a serious health condition that makes you unable to work.

For purposes of the 12-week leave period, a new calendar year will begin on the first date when you take any FMLA leave (i.e. a “rolling” 12 month period).

You must provide at least 30 days advance notice for the birth or adoption of a child or for planned medical treatment whenever possible. In cases of medical emergencies, notice must be given as soon as possible, usually within one or two days, by you, a family member, or designee.

In cases where you request FMLA leave for your own serious illness or that of a spouse, child or parent, you must also provide Yorktown Community Schools with a certificate of such condition from a health care provider within 15 days. Yorktown Community Schools may require a second opinion from a physician selected by Yorktown Community Schools at the schools’ expense. If the second opinion differs from the first opinion, Yorktown Community Schools may also require a third opinion at its expense.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.

In the case of leave to care for a seriously ill spouse, child or parent, or due to your own serious health condition, you may take leave intermittently (i.e., reduced number of working hours per day or per week) or on a modified or intermittent basis only when such leave is medically necessary as certified by your own health care provider or the health care provider of the ill family member. Otherwise, such intermittent leave is not permitted except at the sole discretion of Yorktown Community Schools. If you take leave intermittently or on a modified or reduced leave schedule, you may be temporarily transferred to another position with equivalent pay and benefits for which you are qualified in order to better accommodate that leave, but will not be required to take more leave than is medically necessary. When you no longer need to continue on leave and are able to return to full-time work, you will be placed in the same or equivalent job as you left when the leave commenced.

Yorktown Community Schools may require periodic reports from you during FMLA leave regarding your status and your intent to return to work. Yorktown Community Schools will also require a medical certificate from a health care provider to support your FMLA leave request either to care for a seriously ill family member or for leave due to your own serious health condition. If you take FMLA leave for personal medical reasons, you

must present a letter or form from your health care provider certifying that you are able to return to work.

When you return from FMLA in a timely manner, you will be assigned to your original position or an equivalent position with equivalent pay and benefits and with all other terms and conditions of employment unless your position has been eliminated.

You will not be eligible for holiday pay while on FMLA leave and you will not be granted a discretionary pay increase during the FMLA leave of absence (unconditional pay increases will be applied).

If you are on FMLA leave and you do not return to work at the end of the 12-week period, you may lose your rights to reinstatement and benefits, and your employment will be evaluated. Additional unpaid may be approved as a reasonable accommodation to the extent required by the Americans with Disabilities Act, to the extent applicable.

FMLA must be taken concurrently with paid leave and vacation days. The exception to this is for the birth or adoption of a child(ren).

There are many guidelines for requesting and being approved for unpaid FMLA and/or ADA leave. If you think you will be requesting such leave, contact the deputy treasurer so the details can be made available to you. The deputy treasurer can also provide you with all necessary forms for requesting leave, receiving medical certification and being approved for the leave.

Section 125 “Cafeteria Plan”

Section 125 of the IRS code allows employees to pay for the costs related to the premiums on the employee’s group health, dental, vision, and life insurance plans on a voluntary pre-tax dollar basis. If you participate in this plan, costs for premiums will be handled through the normal payroll deductions from your pay.

In Indiana, these costs are exempt from federal, state, and FICA taxes. Because these monies do not have any FICA liability, they also are not credited toward an employee’s eventual Social Security retirement benefit.

If you are interested in participating in the Yorktown Community Schools’ Section 125 Plan, contact the deputy treasurer.

Tax Deferred Accounts

Yorktown Community Schools currently provides tax deferred 403(b) plans for all employees.

There are two plans from which to choose. You will need to contact the selected plan representative to enroll and to determine plan restrictions.

Longevity

The corporation will pay to eligible personnel a retirement benefit of \$40.00 per day for each day (up to a maximum of 90 days) of unused accumulated paid leave days. For purposes of this policy, the term “eligible personnel” means an employee who 1) voluntarily terminates his/her employment with the school corporation while in good standing, 2) has reached the age of 50 and 3) has provided at least ten (10) years of continuous service to the corporation. Support staff members who are involuntarily terminated or who do not meet the three requirements to meet the definition of “eligible personnel” shall not be paid for any accumulated paid leave days and such days shall be forfeited by the support staff member upon his/her termination of employment with the corporation.

Professional Development

If Yorktown Community Schools requires you to participate in work-related training or professional development programs, the cost of those programs is paid by Yorktown Community Schools. Such professional development activities may be provided in-house or at an outside class, seminar, conference or workshop. Reimbursement may include payment for mileage, registration fees, and all other reasonable, necessary and documented out-of-pocket expenses.

Unemployment Compensation

Yorktown Community Schools pays for Indiana and federal unemployment coverage for every employee. Unemployment benefits are designed to assist you in the event of termination because of reduction in force. All guidelines for payment of this benefit is controlled through the State of Indiana.

Worker’s Compensation

Yorktown Community Schools purchases insurance on all employees which provides for medical treatment and income assistance for you if it is determined that you have become injured or disabled because of a job-related injury or illness, to the extent required by applicable law. The guidelines for medical treatment and income assistance are determined by regulations established by the Indiana General Assembly. Report immediately to your supervisor any job-related injury.

When an employee sustains an on-the-job injury, the injured employee may elect medical treatment at the following medical care site:

Concentra Medical Centers
4125 West Clara Lane
Suite 100
Muncie, IN 47304
8:00 a.m. – 7:00 p.m., M-F
8:00 a.m. – 6:00 p.m., Sat-Sun
765-288-8800

The injured employee's supervisor or school nurse will contact the administration office to provide a "Medical Treatment Authorization" for the employee to take to or fax to the selected treatment facility for care. After this initial medical treatment, any additional extended care is arranged between the physician at the site selected above and the insurance carrier for the school district.

JWF Specialty
600 E. 96th St.
P. O. Box 40996
Indianapolis, IN 46240-0996
800-706-9500

As soon after the injury as possible (within 24 hours), the "Worker's Compensation First Report of Injury", State Form 34401, is to be delivered to the Yorktown Community Schools administration office. This "First Report" may be completed by the school nurse and/or anyone having responsibility for completing the report in your facility.

If the initial physician's visit results in an unrestricted release to return to work, the injured employee is to report back to duty immediately. If and when the physician releases the injured employee to return to alternate light duty or restricted duty, the injured employee is to report as follows:

Custodial/Maintenance to Facilities Director
Transportation to Transportation Director
Food Services to Food Services Director
All others to Immediate Supervisor/Building Administrator

in order to receive a short-term, temporary, alternate duty assignment unless the employee elects to use any available benefit days (paid leave days, vacation). Fulfilling an alternate duty assignment will assure full daily pay for the injured employee during the recovery period.

If the attending physician determines that the injured employee is not capable of returning to work for an extended period, the injured employee will be granted up to seven (7) consecutive calendar days of Worker's Compensation sick leave during which she/he will receive full compensation. After this seven (7) consecutive calendar day period, the Yorktown Community Schools insurance carrier will provide lost time

compensation (2/3 pay) directly to the injured employee. The injured employee who has not been approved for alternate duty or for return to work may elect to use any available benefit days (paid leave days, vacation) during this period in order to assure full pay during the lost time period. Use of benefit days is obviously not an option for injured employees without any accumulated benefit days.

If an injured employee who is not authorized to return to alternative duty or full duty elects to use available benefit days to maintain full pay, the injured employee is also entitled to retain any lost time pay issued by the insurance carrier for the time period in question.

*Short-term, alternate duty assignments are temporary in nature and will require weekly status reports from the treating physician. Restricted, alternate duty will be provided for up to twenty (20) work days after which time the injured employee's immediate supervisor will have a direct consultation with the treating physician.

Social Security

All Yorktown Community Schools' employees are covered by the Federal Insurance Contributions Act (FICA) which is designed to provide retirement income and healthcare after an age defined by federal law. This is commonly referred to as Social Security and it is paid for equally by Yorktown Community Schools and you. The Congress of the United States determines how much money must be contributed for you (by Yorktown Community Schools) and by you every year. Yorktown Community Schools is required to deduct your contribution from your earnings. That deduction and Yorktown Community Schools' contribution are forwarded to the Internal Revenue Service for deposit into your account.

Medicare Contribution

Part of the above contribution to FICA is designated by the federal government to pay for your healthcare benefits through Medicare after you become eligible.

PERF

The Board shall provide participation in the Public Employees' Retirement Fund (PERF) for all eligible employees. An eligible employee is an employee who works more than 600 hours per year.

Continuation of Benefits

If you participate in Yorktown Community Schools' group health insurance plan and your employment is terminated with Yorktown Community Schools, you may continue to participate in Yorktown Community Schools' group health insurance plan for a defined period of time, to the extent required and defined by applicable law. In addition, your spouse or other dependents may continue to participate in the health insurance plan for

a defined period of time in the event of a divorce or legal separation, your death, or a minor child reaching the maximum age for coverage. If you or your dependents qualify under such cases, you/they may continue in the plan for a period of time defined by federal law and at your expense, which will not exceed Yorktown Community Schools' cost plus 2%. This federally-mandated continuation right applies only to group medical insurance.

You may also convert your life insurance at your own expense. Conversion information is available at the administration office.

You will receive notification by mail on how to enroll in COBRA once your employment is terminated.

Change of Marital or Dependent Status or Beneficiary

Please notify the deputy treasurer when you have any change of address so your tax forms and other required documents can be mailed to your current address. In addition, if you have other changes in status, such a martial status or the number of your dependents, that will or might affect your tax status or your benefit plans, the administration office can assist you. Also, you may want to review from time to time whether or not you want to change the beneficiary for any of your benefits. New dependents cannot be added to dependent health coverage if you do not notify us of the change.

V. HEALTH, SAFETY AND SECURITY

Workplace health and safety – even in an office and school environment – is everyone's business and responsibility. All of us at Yorktown Community Schools are committed to maintaining a safe, clean and healthy work environment. We expect everyone to share in this commitment. Specific safety matters that may pertain to your work area will be discussed with you by your supervisor. It is your responsibility to report any unsafe or potentially unsafe situation or condition to your supervisor.

ACCIDENTS ARE NOT INEVITABLE. YOU CAN PREVENT THEM. YOUR OWN SAFETY ATTITUDE IS YOUR BEST PERSONAL PROTECTION.

Drugs and Alcohol

Alcoholism and drug addiction are medical problems and it is Yorktown Community Schools' policy that they should be treated as such. If you are suffering from alcoholism or drug addiction, or if you think you may be having problems relating to the use of drugs or alcohol, we encourage you to seek treatment. If such treatment requires you to be away from work for a period of recovery, your condition will be treated as any other medical condition, to the extent required by applicable law. However, performance deficiencies or use of alcohol or illegal drugs on school premises or during work hours will be subject to discipline, up to and including termination.

Yorktown Community Schools' administrators and the School Board are committed to a drug-free and alcohol-free workplace and the Board has adopted a policy that our workplace will be free from alcohol and illegal or controlled substances. Our primary goal is to ensure that substance abuse is non-existent at Yorktown Community Schools and that we provide a safe, healthful, productive and secure learning and working environment. Yorktown Community Schools' has adopted and adheres to the requirements of the Drug-Free Workplace Act and Drug Free Schools and Communities Act (Policy No. 4122.01).

Yorktown Community Schools prohibits the unlawful manufacture, distribution, dispensing (or attempt to manufacture, distribute or dispense), possession, or use of a controlled substance (which includes, but is not limited to marijuana, cocaine, heroin, amphetamines and depressants) in buildings we own or rent, on our property, or in the course of your work. Violations of this policy will be dealt with promptly in accordance with Yorktown Community Schools' corrective action procedures discussed earlier in this handbook. This action may include immediate termination even for the first offense.

If you possess or consume alcohol at work (or in the course of your work) or on school property or engage in any work for Yorktown Community Schools under the influence of an intoxicating beverage, you may be discharged immediately. The same is true if you knowingly or intentionally possess alcohol with intent to deliver (or actually deliver) it to another person while you are officially representing Yorktown Community Schools.

Adherence to this policy is a condition of employment. If you need any explanation of what this policy means, if you would like information about the dangers of drug abuse or alcohol abuse, or if you desire assistance in locating a substance abuse treatment center, contact your supervisor or the administration office. Participation in any treatment program will not jeopardize your future employment or advancement, nor will it protect you from corrective action from substandard job performance or rule infractions due to your continued use of alcohol or other drugs.

We reserve the right to test you for being at work under the influence of alcohol or a controlled substance if your behavior or performance may reasonably indicate such influence. However, beginning January 1, 1996, all designated drivers must participate in the state-mandated CDL drug and alcohol-testing program.

If Yorktown Community Schools chooses to continue your employment after any violation of this drug and alcohol policy, you may be required to satisfactorily complete a substance abuse rehabilitation program or be discharged from employment. Yorktown Community Schools may require you to undergo random testing to continue your employment. Such testing may be at your expense. Continued illegal drug use, use of alcohol, or being under the influence of any intoxicating substance during work time or on school property will not be tolerated. Yorktown Community Schools reserves the right to require a fitness for duty evaluation prior to your return to work.

Medical Conditions

If you have a medical condition which might require emergency treatment, please consider advising your direct supervisor, corporation nurse, or building administrator of that condition in the strictest of confidence. Examples of such conditions are diabetes, epilepsy, allergy, or treatment of a disease or illness which could leave you unconscious if you forget or are unable to take your medication. We ask this only to ensure that proper emergency treatment may be provided if you should become unconscious while at work. This is a voluntary action on your part and under no circumstances, other than the need for medical treatment, will this information be divulged to anyone without your consent.

Contagious or Life-Threatening Diseases

If you have a contagious or life-threatening disease, you will be treated as any other employee with a similar condition. You may continue to work as long as you are able to perform your job acceptably and as long as the best medical evidence indicates that your continued employment does not present a health or safety threat to yourself, other employees, members or persons with whom your work would require that you come in contact. Any medical documentation you or a job applicant submits to Yorktown Community Schools becomes a record which will be treated confidentially pursuant to applicable law. Officials who have a need to know the information for an appropriate management purpose will maintain the confidentiality of that information. Your supervisor or the deputy treasurer can discuss this policy with you if you wish.

Weapons and Explosive Devices

Yorktown Community Schools and the board of trustees has adopted and follows a Weapon's Policy that you can refer to (Policy No. 4217). If you feel your safety is or may be threatened, notify your supervisor or the administration office so that we may make a decision about contacting law enforcement authorities for assistance. If necessary, we will cooperate with law enforcement officials to ensure your continued safety.

The Use of Tobacco

Yorktown Community Schools recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user. The "use of tobacco means all uses of tobacco, including cigar, cigarette, pipe, chewing tobacco, or any other matter of substance that contains tobacco as well as electronic, "vapor," or other substitute forms of cigarettes.. Such use of tobacco products by any Yorktown Community Schools employee is prohibited in our buildings, on our property, on our buses or any school owned or leased vehicles, in the course of your work, or at any school-sponsored or school-related event. If you observe another employee, a visitor or a student using tobacco in a non-authorized area, please bring that matter to the attention of your supervisor or the administrator in charge immediately.

You are expected to observe the prohibitions related to the use of tobacco or tobacco products of any other organization with which you come in contact in the course of your work with Yorktown Community Schools.

Building Security

Your supervisor will advise you what hours the building in which you work is locked. If you are authorized to have access to the building during “locked” hours, be sure that you follow all procedures for securing the building after you enter or when you leave. If you are authorized to have a building key, you may be held responsible for any unauthorized use of the building during “locked” hours.

In Case of Accident or Injury

Despite good efforts to avoid them, accidents still occur. We are equipped to handle routine cuts and abrasions with first aid kits being located throughout each building where Yorktown Community Schools conducts business. However, in cases where emergencies involve loss of blood, you are required to follow “Universal Precautions” procedures.

If you become injured at work, regardless of the severity of the injury, **REPORT THE INCIDENT TO YOUR SUPERVISOR IMMEDIATELY.** A neglected injury, minor as it may seem, can become a serious problem if not treated promptly and properly. If you do not report the injury, there will be no documentation that the injury was work-related and you could jeopardize your eligibility for work-related coverage under Worker’s Compensation. If your injury is of a serious nature or if you should become unconscious at work, we will call for emergency medical treatment or arrange for you to be taken to an occupational medicine center or a hospital emergency room. If you need emergency assistance, call your supervisor who will arrange for such.

In all work-related injuries or accidents, Yorktown Community Schools will select the physician or treatment resources for you and may require treatment. We ask your cooperation in filling out the necessary medical forms and accident reports. Complete and timely documentation is necessary to expedite claim processing and to enable us to provide a safe work place.

Visitor Accident or Injury

If a visitor or student should be involved in any type of accident or injury while on Yorktown Community Schools’ property or premises, please notify your supervisor or an administrator immediately if you are aware of the incident. If such accident or injury requires immediate medical attention, treat the situation in the same way you would if an employee were injured.

Fire Extinguishers

Fire extinguishers are placed in locations throughout our buildings and premises and are inspected regularly. Only persons who are trained to operate a fire extinguisher should do so to avoid possible injury from improper use.

Tornado and Fire Procedures

Proper tornado and fire safety directions are posted in each school located within Yorktown Community Schools' district. Please familiarize yourself with tornado and fire procedures and exits for your particular work area in the building.

Do not block exit doors with boxes, equipment, or any other object even on a short-term basis.

Any Suggestions, Questions or Concerns?

If you have any suggestions, questions or concerns about building security, housekeeping or employee health or safety, please bring them to the attention of your supervisor, maintenance director, building administration or the administration office immediately. There is no question which is too minor or insignificant when it comes to safety, health or security.

VI. CHANGES TO THIS HANDBOOK

This Handbook is not a contract. It has been prepared to provide you with an outline of our policies, rules and current employee benefits. Flexibility is important in the area of personnel policies and benefits to allow for growth and change. For that reason, the policies and benefits described in this Handbook may be discontinued or revised by Yorktown Community Schools at any time in light of experience or changing conditions. Similarly, no particular procedure or proceeding is guaranteed by this Handbook.

Changes will be communicated to you. If you have any questions about anything in the handbook, or if you still are not sure about your concerns after talking with your supervisor, please contact the administration office.

Classification of Support Staff

Business Manager/Treasurer
260 Days

Deputy Treasurer
260 Days

Accounts Payable/Grants Coordinator
260 Days

Corporation Secretary/STN Coordinator
260 Days

Facilities Director
260 Days

Technology Coordinator
260 Days

PowerSchool Coordinator
260 Days

Network Administrator
260 Days

Technology Support Specialist
260 Days

Transportation Director
230 Days

Transportation/Maintenance Secretary
260 Days

Food Services Director
230 Days

Corporation Nurse
182 Days

High School Head Secretary
220 Days

High School Treasurer
220 Days

High School Athletic Secretary
200 Days

High School Assistant Principal's Secretary
200 Days

Classification of Support Staff continued

High School Attendance Secretary
190 Days

High School Guidance Secretary
207 Days

Middle School Head Secretary
220 Days

Middle School Treasurer
200 Days

Middle School Attendance Secretary
200 Days

Elementary Head Secretaries
200 Days

Elementary Treasurers
200 Days

Special Education Secretary
190 Days

Custodians
260 Days

Instructional Assistants
180 Days

Bus Drivers
182 Days