



## Southside Special Services of Marion County

### *Handbook for Certificated Administrators Non-Certified Administrators – Professional Staff*

Executive Director  
Assistant Director  
Business Manager/Treasurer  
Human Resources Manager/Deputy Treasurer  
Operations Supervisor

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Dr. Scott Carson  
Executive Director

317-789-1621

5391 Shelby Street  
Indianapolis, Indiana 46227

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## INTRODUCTION

As an administrator for Southside Special Services of Marion County (SSSMC), you are an integral part of our special education system. This Handbook is provided as an overview of the benefits and policies of SSSMC, and is not intended to be an all-inclusive list of SSSMC policies and procedures. Careful review and familiarization of this Handbook is your responsibility. Please note that all employees are subject to the SSSMC Governing Board Policies and Administrative Guidelines. SSSMC reserves the right to change the contents of this Handbook at any time.

The mission of Southside Special Services of Marion County is to provide evidence-based instruction to students and quality technical assistance to our member school corporations. *AG 2105*

Members of the Board and its staff endeavor to provide an appropriate education and related services for students with disabilities from ages five (5) through twenty-two (22) years who reside within the boundaries of the member school corporations *or have been approved by the Executive Director for transfer tuition agreements. AG 2110*

## ADMINISTRATOR ETHICS

The proper performance of school business and administration of an effective educational program requires the services of individuals of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Governing Board expects all administrators to maintain high standards in their working relationships, provide professional leadership in Southside Special Services of Marion County (SSSMC) and its member corporations and their communities through the performance of their duties, to:

- recognize basic dignities of all individuals with whom they interact in the performance of duties;
- represent accurately their qualifications;
- exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
- seek and apply the knowledge and skills appropriate to assigned responsibilities;
- keep in confidence legally-confidential information;
- ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
- avoid accepting anything of value offered by another for the purpose of influencing judgment;
- refrain from using his/her position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen)

In addition, the Governing Board believes that each administrator should maintain standards of exemplary professional conduct and conform his/her behavior to the code of ethics set forth below as adopted from the American Association of School Administrator's Statement of Ethics for School Administrators:

- making the well-being of students the fundamental value of all decision making and actions;

- fulfilling professional responsibilities with honesty and integrity;
- supporting the principle of due process and protecting the civil and human rights of all individuals;
- obeying local, state and national laws and not knowingly joining or supporting organizations that advocate, directly or indirectly, the overthrow of the government; implementing the Board's policies and administrative guidelines;
- pursuing appropriate measure to correct those laws, policies, and regulations that are not consistent with sound educational goals;
- avoiding the use of his/her position for personal gain through political, social, religious, economic, or other influences;
- accepting academic degrees or professional certification only from duly accredited institutions;
- maintaining the standards and seeking to improve the effectiveness of the profession through research and continuing professional development;
- honoring all contracts until fulfillment, release, or dissolution mutually agreed upon by all parties to the contract.

## **EMPLOYMENT POLICIES**

### Non-Discrimination AG 1422/3122

SSSMC does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs, and activities, including employment opportunities as required by the Indiana Civil Rights Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Equal Pay Act of 1973, the Pregnancy Discrimination Act, the Genetic Information Non-Discrimination Act, and any other applicable federal, state, or local law.

### Anti-Harassment AG 3362

SSSMC is committed to providing a work environment that is free from harassment. Harassment, whether overt or subtle, or of a sexual nature or otherwise, is a form of employee misconduct that is demeaning to the victim, undermines the integrity of the employment relationship, and contrary to SSSMC's goal of having employees serve as role models for students. Accordingly, all forms of unlawful harassment are strictly prohibited.

Sexual Harassment has been defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to that conduct is made a term or condition of employment;
- Submission to, or rejection of, that conduct is used as a basis for employment decisions affecting the employee; or
- That conduct has the effect of unreasonable interfering with an individual's work performance or of creating a hostile or offensive work environment.

Examples of sexual harassment include the following:

- *Verbal conduct* of a sexual nature such as talking about sex or sexual feelings, telling sexual jokes or stories, asking personal questions about dating or sexual life, making sexual comments or

innuendoes, whistling or making other suggestive sounds, repeatedly asking for dates or other personal attentions;

- *Nonverbal conduct* of a sexual nature such as displaying materials with sexually suggestive words or pictures, making sexual gestures, giving gifts or other items of a sexual or personal nature, staring at a person's body or clothing, invading a person's space by standing closer than appropriate under the circumstances; or
- *Physical conduct* of a sexual nature such as touching, kissing, hugging, massaging, brushing up against another person, having sex or attempting to have sexual relations with another person.

Harassment based on an employee's or applicant's race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), listed in the Non-Discrimination Policy above is also prohibited. As with sexual harassment, harassment based on any of these categories may include verbal, nonverbal, or physical conduct.

Any incident of sexual or other harassment should promptly be reported to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you *must* contact the Human Resources office. You can raise concerns and make reports without fear of reprisal.

Any supervisor who witnesses or reasonably believes harassment has occurred must promptly advise the Human Resources office, who will conduct a timely investigation as outlined below and maintain confidentiality to the fullest extent possible.

Anyone engaging in sexual or other harassment will be subject to disciplinary action, up to and including termination of employment.

#### Discrimination and Harassment Complaint Investigation Procedures AG 3362

It is the policy of the Board to maintain an education and work environment which is free from all forms of harassment based on sex (including sexual orientation and transgender identity), race, color, national origin, religion, disability, genetic information, or any other unlawful basis. This commitment applies to all SSSMC operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

The Executive Director and Complaint Coordinator are to provide appropriate training to all members of the SSSMC community related to the implementation of this policy and guidelines. All such training is to be age and content appropriate. SSSMC community means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

The annual publication in the parent and staff handbooks and SSSMC website is to note that the Associate Director and Human Resources Manager are the designated Anti-Harassment Complaint Coordinator(s) with whom complaints of sexual and other forms of unlawful harassment should be filed.

This policy and guidelines apply to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board. The Board will investigate

all allegations of harassment and in those cases where unlawful harassment is confirmed, the Board will take immediate steps to end the harassment.

Individuals who are found to have engaged in unlawful harassment including the following prohibited acts will be subject to appropriate disciplinary action.

1. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in harassment investigation.
2. Filing a malicious or knowingly false report or complaint of harassment.
3. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the SSSMC member or third party alleging the harassment pursues the complaint. All records generated under the terms of these administrative guidelines shall be maintained as confidential to the extent permitted by law.

Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. SSSMC will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations.

Both Informal and Formal processes for making a charge of harassment are available including processes for investigating a claim and rendering a decision whether or not the claim was substantiated.

#### Anti-Retaliation/Protection of Whistle Blowers AG 3211

Retaliation against any employee, or any applicant for employment, who has opposed or complained about any prohibited discriminatory practice or who has participated in any manner in an investigation or other proceeding about a prohibited discriminatory practice is also prohibited.

Employment decisions about an employee, or any applicant for employment, who has filed a charge of discrimination shall not be based on the fact that the person has filed a charge. Employment decisions shall be based only on legitimate business considerations such as performance. Discriminatory verbal or physical conduct should not be directed at any employee, or any applicant for employment, because of any protected activity.

#### Employment of Certificated Administrators in Addition to the Executive Director AG 1520

The employment of administrators prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

- A. The Board shall approve the employment, fix the compensation, and establish the term of employment for each administrator employed by SSSMC.
- B. Individuals employed in the following positions covered by the Indiana Public Retirement System (INPRS) and shall be considered administrators:
  1. Assistant Director
  2. Business Manager/Treasurer

3. Human Resources Manager/Deputy Treasurer
  4. Operations Supervisor
- C. The contract entered into between the Board and an administrator must be the Regular Teacher's Contract as prescribed by the State Superintendent.
1. The term of the initial regular teacher's contract for the Executive Director is to be thirty-six (36) months.
  2. A Board employee assigned to any other administrative position should also sign an initial regular teacher's contract with a term equivalent to at least two (2) years. After an initial contract the length of a subsequent contract between the Board and an administrator shall be established by agreement of the parties.
- D. Following the approval of the recommendation of the Executive Director, the Governing Board shall enter into a contract and/or employment agreement for an administrator employed by SSSMC. Prior to employment, the candidate's eligibility to work shall be checked using E-verify.
1. The candidate shall execute the verification of eligibility to work under penalty of perjury as required by I.C. 12-32-1-6.
  2. The candidate's written verification of eligibility to be employed shall be retained in the employee's personnel file for no less than five (5) years.
- E. Relatives of administrators may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.
1. Should the Board choose to employ a spouse or dependent of administrator, the administrator shall submit a Uniform Conflict of Interest Disclosure using Form 54266 from the State Board of Accounts.
  2. This disclosure form shall be submitted for acceptance by the Board before the Board considers the approval of the employment of the spouse or dependent.
- F. Any administrator's intentional misstatement of fact or omission relevant to qualifications for employment or the determination of salary shall be considered by the Board as a reason for contract cancellation.

Outside Activities of Administrators *POLICY 1231*

Administrators should avoid situations in which their personal interests, activities, and associations conflict with the interest of SSSMC. If such situations threaten an administrator's effectiveness within the district, the Executive Director and/or Governing Board shall evaluate the impact of such interest, activity, or association upon the administrator's responsibilities.

- A. Administrators may not dedicate work time to an outside interest, activity, or association.
- B. Administrators may not use school property or school time to solicit or accept customers for private enterprises.
- C. Administrators may not engage in business transactions on behalf of private enterprises in which he/she may profit by virtue of his/her official position or authority or benefit financially from confidential information that the employee has obtained or may obtain by reason of his/her position or authority.
- D. Administrators may not campaign on school property during working hours on behalf of any political issue, or candidate for local, State, or National office. The constitutional right to express political and other opinions as citizens is reserved to all employees.
- E. Administrators should refrain from expression that disrupt the efficient operation of the school and/or interfere with the maintenance of discipline by school officials.



### Personnel Records

A confidential personnel file is maintained for every employee, and may include the following:

- Job application and resume (if requested)
- Wage/salary information
- Job responsibilities and performance reviews
- Change in employment status
- Acts of commendation
- Disciplinary actions
- Federal and state tax information
- Record of job-related training and development
- Termination information, including an exit interview form

Medical records are maintained in a separate confidential (red folder) in the Human Resources Office.

Under the Access to Public Records Act, certain limited personnel file information may be required to be made available. Employees may review their personnel files by contacting the Human Resources office.

### Criminal History Check

All employees are required to submit to a criminal history check prior to the initial date of employment. The criminal history check includes searches of federal or state criminal history databases, as well federal or state sex offender registries. Employees are required to pay any fees associated with the criminal history check and may be required to provide a set of fingerprints. Employees are required to submit to an additional criminal history check after every five-year period of employment and to pay any associated fees. Failure to answer honestly questions asked in relation to a criminal history check is grounds for discipline, up to and including termination of employment.

### Conflict of Interest – Private Practice AG 1130 (see Policy and I.C. 35-44-1-3)

Under the Indiana Criminal Conflict of Interest statute (Ind. Code§ 35-44-1-3) employees are required to declare a conflict of interest if they have a spouse who works with SSSMC or if the employee, the employee's spouse, or the employee's dependent(s) receives any financial benefit as a result of doing business with SSSMC. Conflict of interest forms are available at the Human Resources Office.

It is expected that a full-time employee's responsibilities with the school district take priority over any outside employment activity. The employee's position with SSSMC, either full-time or part-time, may be jeopardized if outside employment has a negative impact on job performance with SSSMC.

Consistent with Board Policy, staff members need to be cognizant of the potential conflict of offering tutoring or remedial services for students on their current caseload or classroom assignment. Staff are required to provide written notification to the Executive Director or designee prior to engaging in tutorial or remedial services for any students on their current caseload after school hours or during any calendar breaks, including summer term.

### Professional Development Activities (see AG 6470.01 – Stipends)

#### ***For Executive Director, refer to Contract Language***

The Board encourages opportunities for administrative staff members to develop increased competence through attendance at professional meetings beyond that which they may attain through the

performance of their assigned duties. **Six (6) weeks prior to attending** a conference, workshop, or professional development activity, either within the district or off-site, the staff member(s) must receive approval prior to attending the event by completing the SSSMC Professional Development (PD) form available on the SSSMC website.

#### Social Media/Education Technology AG 7540.04

Staff members shall not access social media for personal use on the SSSMC network and shall access social media for educational use only. The Board does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them.

#### Staff Use of Personal Communication Devices AG 7530.02

Employees may carry PCDs/cellphones with them while at work including while operating SSSMC equipment subject to the following restrictions:

- a. Excessive use of a PCD/cellphone for personal business during work hours is considered outside the employee's scope of employment.
- b. Employees are personally and solely responsible for the care and security of their personally-owned PCDs.
- c. The Governing Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto its property, or the unauthorized use of such devices.

#### Pest Control and Use of Pesticides AG 8432

While pesticides protect students and staff members from pests that may be found in the school and its surrounding grounds, under some circumstances the insecticides may pose a hazard.

Administrative Assistant for RISE Learning Center, serves as the contact person for information regarding this policy to ensure that parents and staff members are informed annually of SSSMC's pest control policy

#### Environmental Health and Safety Issues AG 8405

As required by Board policy, the Executive Director has appointed the Operations Supervisor as the Coordinator for Indoor Air Quality (IAQ). The IAQ Coordinator is to serve as the lead contact person for matters related to indoor air quality in the facilities operated by SSSMC.

#### Access Card and Fee for Replacement AG 3441

For the purposes of building access and security SSSMC-issued Access Cards/identification (ID) badges are to be worn by all employees at all times during the work day as a condition of employment with the following expectations:

- A. Each employee is solely responsible for the safe-keeping of his/her ID badge.
- B. Any lost ID badges are to be immediately reported by the employee to the HR office.
- C. The cost for replacement of an ID badge is \$10 payable by a Money Order drafted to SSSMC.
- D. The employee is to deliver the Money Order to the HR office to obtain a replacement ID badge.
- E. Employees are to return his/her ID badge to the HR office upon termination of employment for any reason.
- F. Consultants, substitutes, temporary employees, and all other non-employees may be issued an access card on a case-by case basis at the discretion of the Human Resources manager.

Lost identification badges without SSSMC/RLC building access *or those damaged by a student* will be replaced at no cost.

#### Facility Use AG 7510

An employee/sponsor for an event/activity must complete the Application for Facility Use for School-Organization Sponsored Event/Activity form and submit it to the RISE Learning Center Administrative Assistant/ECA Treasurer for Approval. The employee/sponsor will receive an email from the RLC Admin Assistant with approval for use of the facility. The event will be placed on the school master calendar and the room will be reserved. The employee/sponsor must log on to the e-Help Desk ticket system and under the Facilities tab to request room set up arrangements, including room diagram.

#### Court Duty

SSSMC encourages classified staff to fulfill their civic duty to serve on jury duty or when under court order to appear as a trial witness. Regular compensation will be paid for the days served on jury duty or as a trial witness. Staff will be allowed to keep any stipend and or mileage payment from the court. It is the employee's responsibility to notify the employee's immediate supervisor of court duty as soon as practicable. It is also the employee's responsibility to secure from the court and deliver to the Human Resources office verification of the court duty.

#### Election Day Poll Worker

Employees who work at the polls on Election Day must use a personal business leave day to do so. Employees should request this day at least five (5) working days in advance.

#### Subpoenas

Employees who receive subpoenas for reasons related to school business should notify their immediate supervisor as soon as practicable. Employees who attend court for such subpoenas will be compensated in a manner consistent with the Court Duty policy above.

Employees who receive subpoenas to appear in court for reasons other than school-related business should contact their immediate supervisor. An employee may submit the absence as personal business leave or the employee, with approval of the immediate supervisor, may schedule time(s) to make up the hours required for court appearance, or the supervisor may determine that the employee's absence will be recorded as "lost time" with no compensation. The employee is to provide a note from the court indicating the hours that the employee was required to be at the court proceeding.

#### Snow Days

Employees are not asked to do the impossible or to take risks unnecessarily. Because weather and road conditions vary from locality to locality, in the final analysis it is each individual who must decide whether to report for duty. Employees under this handbook should make a conscientious effort to report for duty on a "Snow Day" when school is closed to students. It should be understood that an individual will be paid only for the time he/she is present, unless the absent employee wishes to take a personal business leave or vacation leave day in half day increments. If employees cannot report in person, a telephone call giving the reason for not reporting should be made to an immediate supervisor. Administrators, managers, custodians, and supervisors will be on duty and will direct the work of the support staff personnel under their supervision. In the event that the Executive Director or designee declares a district wide shut down, employees under this handbook will not report to work and no

make-up day shall be required, unless the make-up day is scheduled during a holiday (Martin Luther King, Jr. or Presidents Day).

#### Shortened School Days

Administrators, managers, and supervisors will be on duty and will direct the work of the support staff personnel under their supervision. Employees should make a conscientious effort to report for duty at regularly scheduled times. It should be understood that an individual will be paid only for the time he/she is present, unless the absent employee wishes to take a personal business leave day or vacation leave day in half day increments. If employees cannot report in person, a telephone call giving the reason for not reporting should be made to an immediate supervisor.

#### EVALUATION OF ADMINISTRATORS *POLICY 1530*

##### Certificated Administrators

The evaluation plan for administrators is separate from the plan for certificated employees and may be amended as necessary to accomplish its purpose.

The Board and the Executive Director, jointly, shall at the outset of each evaluation, determine the method by which the evaluation shall be conducted.

The Executive Director annually evaluates all other administrators.

##### Non-Renewal of Administrator's Contract *AG 1543*

Before March 1<sup>st</sup> of the year in which the contract of an SSSMC administrator (Assistant Director) is due to expire and before February 1<sup>st</sup> of the year in which the contract of an SSSMC Administrator (Supervisor of Special Services), the Board or an employee at its direction shall give written notice of renewal or refusal to renew the individual's contract for the following year. If the notice is not given before March 1<sup>st</sup> or before February 1<sup>st</sup> in the case of the SSSMC Supervisor, the contract then in force shall be reinstated only for the ensuing year.

### **STANDARDS OF CONDUCT**

#### Self-Reporting Policy of Arrest, Filing of Charges, or Conviction *AG 1521*

During the course of his/her employment with the SSSMC, each employee shall be required to report his/her arrest or the filing of criminal charges against the employee, and the conviction of criminal charges to his/her supervisor or the Executive Director within two (2) business days of the occurrence. The Executive Director shall obtain a review of each reported arrest and/or conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee. Failure to self-report within two (2) business days may lead to a recommendation of termination for insubordination.

#### Use of Tobacco by Administrators *AG 1615*

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by administrators (as well as professional and support staff) at all times within any facility owned or leased or contracted by the Board. Such prohibition also applies on school grounds, on school buses, and at any school-related event.

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or lease or

contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, van, trucks, and cars.

The Executive Director shall ask an individual who is smoking/vaping in violation of this policy to refrain from smoking. An individual who continues smoking/vaping in violation of this policy and fails to refrain from smoking/vaping is to be removed from SSSMC property after being asked to refrain from smoking/vaping.

#### Weapons and Safety AG 3217/7217

Although employees may store weapons and ammunition in locked vehicles located on school property during work hours, SSSMC and the RISE Learning Center are Gun Free Zones.

#### Staff Gifts AG 1214

It is the policy of the Board that no professional staff member should expect or accept gifts for carrying out the terms of his/her teaching contract. If a staff member has provided an unusual amount of extra help for a student and the parents insist on showing appreciation, expression other than money may be accepted.

The Board does recognize that gift-giving to professional staff members during the holiday season fits the spirit of the season and gift-giving at the close of an academic year is a part of tradition. At these times, gifts other than money may be accepted; however, teachers should not open gifts in class or comment on items in front of students.

Professional staff members shall not accept any form of compensation from vendors that might influence their recommendations on the eventual purchase of equipment, supplies, or services.

Upon the recommendation of the Executive Director, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

## **LEAVE POLICIES**

### Reporting Absences

Employees are required to report absences by email or phone call to the Executive Director the morning of the absence.

### Sick Leave Days

Each administrator shall be entitled to be absent from work due to illness for a total of twelve (12) days per school year.

### Child rearing/Adoption Leave

Child-rearing/Adoption Leave will be defined as follows:

Child-rearing/Adoption Leave utilizes the employee's available paid leave days.

- A. Child-rearing/Adoption Leave commences the day following the birth or placement of the employee's child and continues for six (6) weeks. During this 6-week period, the Administrator may use available paid leave days and/or utilize the 10-day paid Child-rearing/Adoption Leave benefit described in paragraph C below. Any changes to the commencement date must be approved by the Executive Director of SSSMC upon submitting a formal written request.
- B. The Child-rearing/Adoption benefit consists of ten (10) consecutive paid days, which shall not be charged against an employee's available paid leave. This benefit must be used by the employee during the 6-week period described in paragraph B above.
- C. The employee granted such a leave will be returned to the same assignment or one which is comparable and equal in benefits as determined by the administration.

#### Sick Leave Transfer from Other School Corporations

Administrators who are transferring in to SSSMC for the first time who have accumulated sick leave will transfer all of the accumulated sick leave to this school corporation immediately.

#### Personal Leave Days

Administrators are entitled to four (4) personal business days per school year. Personal business days will be used to conduct business that cannot be taken care of except during the work day. Personal Leave Days are not cumulative. Unused days will be transferred to accumulated sick leave on July 1 of each year. Administrators shall indicate the use of a personal leave day on their Leave Day Sheet.

#### Family Illness Leave Days

Administrators may take up to seven (7) family illness days per school year for an illness of an immediate family member. These days will be subtracted from the employee's accumulated sick leave. Immediate family in this section includes any relative or dependent living within the household of the employee. Also included are the employee's spouse, child, father, mother, daughter-in-law, son-in-law, father-in-law, mother-in-law, brother, sister, brother's spouse, sister's spouse, grandparent, and grandchild, whether or not such individual is living within or outside the household of the employee. All employees are required to report absences to their immediate supervisor as soon as possible or no later than 90 minutes before the state of their work day to allow for securing a substitute employee, where applicable. The employee shall indicate the use of a family illness day on their timesheet. RISE Learning Center staff should report their family illness day on the Staff Leave form.

If an employee does not have any accumulated sick leave days and has exhausted FMLA leave (or FMLA leave is otherwise unavailable), the employee may make a written request to the Executive Director or designee for unpaid family illness leave days. The Executive Director or designee shall have the discretion to grant or deny such requests.

#### Funeral Leave Days

Funeral leave shall be granted for death in the immediate family beginning on the day of death and for a period not to exceed five (5) work days to be taken within 30 days of the day of death. Immediate family in this section shall mean an employee's spouse, domestic partner, child, grandchild, parent, grandparent, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step parent, step child, or any relative or legal dependent living with the employee.

Funeral leave for the death of a relative by marriage beyond those listed above shall be granted for a period not to exceed two (2) days including children's grandparents. Funeral leave for the death of an

aunt, uncle, niece, nephew, or cousin related either within the family or by marriage shall be granted one (1) day. The employee shall indicate the use of a funeral leave day on their timesheet.

It is understood that in the event of a death during any vacation break, employees will be given funeral days within thirty (30) days from the day of the death not days when school is back in session.

Funeral leave will be granted without loss of compensation and will not be charged against sick leave. These days do not accumulate from year to year and employees shall have no right to receive payment for any such days upon separation of employment for any reason, whether voluntary resignation, involuntary termination, or otherwise.

Under extenuating circumstances, arrangements for additional funeral leave days may be approved upon written request to the Executive Director or designee. These days will be deducted from available sick day balance.

#### FMLA Leave Days AG 3430.01

SSSMC will comply with the provisions of the Family and Medical Leave Act and corresponding federal regulations. The following is a general overview of SSSMC's FMLA leave policy. For further information, contact the Human Resources office. In the event of a conflict between SSSMC's FMLA leave policy and the FMLA, the latter controls.

To be eligible for FMLA leave an employee must have worked for SSSMC for at least 12 months and have worked at least 1,250 hours eg. (7 hours daily X 180 working days) during the 12 months prior to the start of the FMLA leave. These are to be actual hours worked less leave days. An employee is eligible for up to 12 work weeks of unpaid leave in a 12-month period for the following reasons and with the appropriate documentation:

- For the birth of the employee's child and to care for such child.
- For the placement with the employee of a child for adoption or foster care.
- To care for the employee's spouse, child, or parent who has a serious health condition.
- Because of the employee's own serious health condition.
- Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered activity duty.
- An employee eligible for FMLA leave must exhaust all accumulated sick and personal business days concurrently with unpaid FMLA leave.

There is a 12-week limit for benefit coverage after which the employee is responsible for 100% (COBRA) payment of all benefits.

In addition, eligible employees are entitled 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, child, parent, or next of kin of the employee.

It is the employee's responsibility to provide notification if FMLA is needed. The twelve (12) month period measured forward from the date the staff member's first FMLA leave begins (i.e., the "leave year" is specific to each individual staff member).

Forms for requesting FMLA are in the appendix of this handbook and are also available from the Human Resources office.

## VACATION AND HOLIDAYS FOR 12 MONTH ADMINISTRATORS

### Vacation

Each twelve (12) month (260 contract day) administrator is granted 20 paid vacation days per year. Each twelve (12) month (260-contract day) administrator is granted one week of vacation days during the Spring Break.

***For Executive Director, refer to Contract Language***

Up to ten (10) unused vacation days may carry over into the next contract year with a maximum accumulation of thirty (30) days. Vacation days may be taken in full or half day increments only. Employees must request vacation leave from their immediate supervisor at least four (4) working days in advance, and any grant of such leave request is within the immediate supervisor's discretion. A copy of the approved vacation request shall be forwarded to the SSSMC/RLC Administrative Assistant. Except for first-year employees specified, employees who voluntarily resign are entitled to receive a payout of any unused vacation time. Employees who separate from employment for any other reason are not entitled to receive a payout of any unused vacation time.

### Scheduled Holidays

The following are paid holidays for all twelve (12) month administrators:

***For Executive Director, refer to Contract Language***

Independence Day	Christmas Eve and Christmas Day
Labor Day	New Year's Eve and New Year's Day
Friday of Fall Break	Martin Luther King Day (unless snow make-up day)
Wednesday before Thanksgiving	Presidents Day (unless snow make-up day)
Thanksgiving Day	Memorial Day
Friday after Thanksgiving	

## **WAGE POLICIES**

### Work Year

The work year is from July 1 through June 30.

### Salaries

The Board adopts salary schedules annually effective the beginning of the first full payroll period after July 1<sup>st</sup> of each year.

### Payment of Salary

Employees shall be paid monthly on the 5<sup>th</sup> and 20<sup>th</sup>.

### Payroll Deductions

Payroll deductions will be withheld for Federal Withholding Tax, State Adjusted Gross Income Tax, Social Security and Medicare, County Option Tax according to law, and Public Employees Retirement Fund (PERF), as well as any voluntary payments and contributions listed in the Benefits section of this Handbook.



### Direct Deposit

All employees shall participate in the Direct Deposit Program. The Board will direct all net wages to the account(s) of all employees to any qualified financial institution recognized for direct deposit by the corporation's originating bank.

## **BENEFITS**

### Introduction

All administrators who are working under contract are entitled to the insurance contribution(s). The contributions will be immediately discontinued when an administrator dies, or is released from a contract for any reason. Early retirees are entitled to participate as provided in this handbook. If an administrator resigns, the contribution will continue until the entire contractual amount of salary is paid. It will be the responsibility of the resigning administrator to arrange with the insurance carrier(s) if continuous coverage is desired past the contractual period with the SSSMC. However, an administrator will remain on the insurance programs which they are enrolled until the end of the plan year, if they have completed their contract and their portion of the premiums has been paid. (See *AG 3419, 3420, 3421, 4419, 4430, 4433*, etc.)

### Salaries

Salary for each administrator is established by the Governing Board. Salary for each administrator at SSSMC will be adopted annually by the Governing Board prior to July 1.

### Payment of Salary

All administrators of SSSMC shall be paid in twenty-four (24) consecutive biweekly payments on the 5<sup>th</sup> and 20<sup>th</sup> of each month.

All administrators shall participate in the direct Deposit Program. The Board shall direct all net wages to the account(s) of any administrator in any qualified financial institution recognized for direct deposit by the corporation's originating bank. The administrator must submit a written request acceptable to the payroll office to participate in this service and, once requested, the service shall remain in effect on a continuing basis unless changed in writing by the administrator.

It is the responsibility of each administrator to advise the business office directly in writing of any change of mailing address, either temporary or permanent.

### Payroll Deductions

Payroll deductions will be withheld for Federal Withholding Tax, State Adjusted Gross Tax, Social Security, County Option Tax, and the Indiana Public Retirement System (INPRS).

Administrators may elect to have the following withheld:

1. Health Insurance
2. Dental Insurance
3. Vision Insurance
4. Long Term Disability Insurance
5. Long Term Health Care
6. Term Life and Supplemental Life Insurance
7. Voluntary INPRS Contributions
8. Dependent Care and Flexible Spending Account
9. Tax-Sheltered 403(b) Annuity Program
10. 457 Program

### Tax Deferred Annuities

The Board provides payroll deductions for programs of tax-deferred annuities. Those who wish to participate in such a program must enroll with one of the companies approved by the Board of Education and the Education Association.

### Term Life Insurance

The Governing Board will pay the entire yearly premium, less one dollar (\$1), which the administrator is required to pay, for \$150,000 the term life insurance program. The program will be available to every administrator. The administrator shall have the right to purchase an amount of supplemental term life insurance at his/her own expense.

***For Executive Director, refer to Contract Language***

### Health Insurance

The Governing Board will pay a yearly premium of health and hospitalization insurance for administrators. This insurance will consist of the programs and rates offered by the Hoosier School Benefit Trust (HSBT). This insurance will be offered in accordance with the guidelines established by the HSBT. Administrators who accept less than a full-time position and new hires who are less than full-time employees will receive pro-rate benefits.

### Dental Insurance

The Governing Board will pay a yearly premium of dental coverage for administrators. Administrators who accept less than a full-time position and new hires who are less than full-time employees will receive pro-rata benefits.

For an administrator with a single membership, the Governing Board will contribute an amount equal to the cost of the premium except for one dollar (\$1) to be paid annually by the administrator.

### Short Term Disability

The Governing Board provides payroll deduction for a program of income protection insurance. Participate in the program selected by the employer is an individual decision and a financial responsibility of the employee.

### Long Term Disability

The Governing Board provides payroll deduction for a program of income protection insurance. Participate in the program selected by the employer is an individual decision and a financial responsibility of the employee. The Plan will be selected by the Hoosier School Benefit Trust. (The effective date will be established by the Trust). The qualifying period will be 90 calendar days.

### Long Term Care Insurance

The Governing Board will pay the entire yearly premium, less one dollar (\$1), which the administrator is required to pay. The employee may continue coverage into retirement at his/her own expense at the then current vendor rate through the employer.

Employees' spouses are eligible to join the plan at the group rate if they meet the proof of insurability requirements. The spouse's premiums shall be paid through the employee's payroll deduction. The employee's spouse may continue coverage into retirement at his/her own expense at the then current vendor rate through the employer. The Plan document established with the vendor shall provide details of the coverage.

### Worker's Compensation AG 3431

All employees are covered by worker's compensation insurance at no cost to the employee. If an employee is injured while on duty and the injury resulted from an accident arising out of his/her job assignment, the employee is eligible for benefits from worker's compensation insurance. The benefit will typically pay medical bills, related medical expenses, and lost wages.

In order to receive benefits from this insurance, an employee must submit a completed Injury Report Form within twenty-four (24) hours of the injury. Forms are available from the employee's immediate supervisor or the Human Resources office. It is important that an employee report any on-the-job injury, no matter how minor, as a failure to do so may result in forfeiture of the employee's rights to benefits.

An employee should take great care in completing the Injury Report Form, a copy of which is included in the Appendix. Complete information must be provided for The Employee Section, The Time and Place Section, and The Incident Information Section. The unsigned report should be given to the Human Resources office who will sign the report and forward to the insurance company.

Scheduled follow up visits with the health care provider must be kept and documented. Documentation should be sent to the Human Resources office. Failure to comply with the appropriate follow up visits and reporting could result in the claim being closed and the employee assuming the costs for the medical services.

In the event an employee is required to be absent due to an injury sustained as a result of an assault and/or battery, or accident in the course of employment while properly discharging his/her duties, the absence shall not be charged against the employee's sick/personal leave. If the injury is determined to be compensable under workers' compensation laws, the employee is to receive the equivalent of a full day's pay for all eligible work days. The employee's workers' compensation check(s) will be mailed directly to the HR office to be copied for payroll adjustment purposes. The HR office will contact the employee to pick up his/her check. The employee will keep the workers' compensation check(s) and be paid the remaining daily balance for the eligible work days on the SSSMC payroll schedule.

### Vision Insurance

The Governing Board will pay all but (\$1) of the premium for vision insurance for the administrator only. Vision insurance is available to spouse/dependents at the administrator's expense.

### 401(a) Annuity Plan

1. The 401(a) Annuity Plan accounts established between the Governing Board and the administrators employed on July 1, 2015 are fully vested.
2. The Board will establish and fund a qualified 401(a) Annuity Plan (hereinafter referred to as the "401(a) Deferred Compensation Plan") in the amount of 5.6% of the base salary for administrators.
3. The vesting schedule for the contributions by the Governing Board to the 401(a) Deferred Compensation Plan after a total of 5 years of sequential employment with SSSMC.

All contributions to the 401(a) Deferred Compensation Plan will be fully vested when the employee qualifies for retirement.

### Health Reimbursement Arrangement (HRA)

#### Establishment and Maintenance of HRA Account

The HRA Plan accounts established between the Governing Board and the administrators employed on July 1, 2015 are fully vested.

#### HRA Account Funding Guidelines

The Governing Board will fund the administrator's HRA account according to the following guidelines:

1. The Board will contribute annually to the employee's HRA account an amount equivalent to one percent (1%) of the base salary for administrators.

#### HRA Vesting and Account Access

1. The administrator will have access to the assets of his/her account upon retirement from SSSMC provided that said employee has reached the age of fifty-five (55) years and is vested in the program.
2. In accordance with Internal Revenue Code 501©9 and any other applicable federal and state laws, the retired employee may use the HRA account to purchase health insurance, health services, health products, and/or any other legally allowed items and services.
3. The retired employee may use his/her HRA account to purchase insurance through the school corporation's plan provider(s) at the then current group plan rate(s), provided the retired employee pays one hundred percent (100%) of the premium for each plan chosen.
4. Upon death of the retired employee, legal spouse or dependents any assets remaining in the HRA account shall be distributed according to the SSSMC Plan Document.

## **RETIREMENT BENEFITS**

### Health Insurance

Retirees not yet eligible for Medicare as of the date of retirement and their dependents are eligible for coverage on the date of retirement if both of the following conditions are met:

1. The Retiree is a participant in an HSBT plan as of the date of the retirement
2. The employee is eligible to retire under INPRS

Coverage for a retired employee and eligible dependents will terminate upon the first instance of any of the following conditions:

1. The date the employee becomes eligible for Medicare.
2. The date on which a retired contribution is not made.
3. The date on which SSSMC no longer offers a plan.
4. The date coverage would otherwise cease under the termination provision of the plan (fraud).
5. The date termination is requested by the employee.
6. The death of the retired employee.

### Term Life Insurance

The Governing Board will pay the entire yearly premium, less one dollar (\$1), which the administrator is required to pay, for \$150,000 term life insurance program. The program will be available to every administrator. The administrator shall have the right to purchase an amount of supplemental term life insurance at his/her own expense.

### Long Term Care Insurance

The Governing Board will pay the entire yearly premium, less one dollar (\$1), which the administrator is required to pay. The employee may continue coverage into retirement at his/her own expense at the then current vendor rate through the employer.

Employees' spouses are eligible to join the plan at the group rate if they meet the proof of insurability requirements. The spouse's premiums shall be paid through the employee's payroll deduction. The employee's spouse may continue coverage into retirement at his/her own expense at the then current vendor rate through the employer. The Plan Document established with the vendor shall provide details of the coverage.