

NORTH JUDSON-SAN PIERRE
SCHOOL CORPORATION

Non-Certified Staff Handbook

“Preparing Today’s Youth for Tomorrow’s Opportunities”

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North Judson-San Pierre School Corp.
801 Campbell Dr
North Judson, IN 46366

Phone: 574.896.2155
Fax: 574.896.2156

NORTH JUDSON-SAN PIERRE SCHOOL CORPORATION

PURPOSE STATEMENT

Preparing Today's Youth
For
Tomorrow's Opportunities

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FORWARD

Welcome to the NJ-SP SCHOOL CORPORATION TEAM. We're glad that you have decided to be with us and hope that you'll find your association to be both enjoyable and rewarding.

To be a member of the NJ-SP SCHOOL CORPORATION TEAM means that you have exhibited the qualities of Honesty, Integrity, Loyalty, and Commitment. We expect you to bring these qualities to the workplace as you carry on your responsibilities.

NJ-SP SCHOOL CORPORATION has prepared this handbook to address any questions you may have and to inform you of our policies, procedures, and applicable benefits. This handbook is for informational purposes only. We hope the information provided on the following pages will help you understand just how important you are to the total organization and the continued success of the NJ-SP SCHOOL CORPORATION.

EQUAL EMPLOYMENT OPPORTUNITY

The NJ-SP School Board shall comply with all Federal laws and guidelines prohibiting discrimination and with all requirements and administrative guidelines of the U.S. Department of Education. It is the policy of the NJ-SP School Board that no non-instructional staff member or candidate for a position in this School Corporation 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 shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the NJ-SP School Board is responsible or for which it received financial assistance from the U.S. Department of Education.

IMPORTANT

Your employment with NJ-SP SCHOOL CORPORATION is voluntarily entered into and you are free to resign at any time, with or without cause. Similarly, NJ-SP SCHOOL CORPORATION is free to terminate any time, with or without notice or cause, so long as there is no violation of applicable law. Accordingly, neither you nor NJ-SP SCHOOL CORPORATION has entered into any contract of employment, expressed or implied. This handbook and its policies do not create a contract between any employee(s) and NJ-SP SCHOOL CORPORATION. Our relationship is and always will be of voluntary employment “at-will”.

The NJ-SP SCHOOL BOARD shall comply with all Federal Guidelines prohibiting discrimination and with all requirements and administrative guidelines of the U.S. Department of Education.

Any of the items in this handbook are subject to change at any time.

In the event of any conflict or ambiguity between the language of this handbook and the policies and guidelines of the NORTH JUDSON-SAN PIERRE SCHOOL CORPORATION, said policies and guidelines shall govern.

MANAGEMENT RIGHTS

NJ-SP SCHOOL CORPORATION recognizes the importance of the policies, procedures, and other information set forth in this Handbook. However, the items set forth in this Handbook are not conditions of employment. NJ-SP SCHOOL CORPORATION reserves the right to make changes or to eliminate policies and benefits, and the right to give current policies, procedures or benefits a different interpretation in a particular situation. NJ-SP SCHOOL CORPORATION reserves the right to modify policies, procedures, and benefits at any time, for any reason with or without notice. All modifications must have the written approval of the Superintendent. Therefore, before relying on an item in this Handbook, you should check with the Payroll/Human Resource Manager as to whether the item is still current.

In some instances, state or federal laws may impose requirements in addition to stated NJ-SP SCHOOL CORPORATION policy. In such cases, those legal requirements will prevail over general policy. In any situation where insurance or other benefit plans are concerned, the terms of the policy or plan prevail over statements contained in this Handbook.

NON-CERTIFIED EMPLOYMENT CATEGORIES

Each employee is designated as either NONEXEMPT or EXEMPT from Federal and State wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of Federal and State laws. EXEMPT employees are excluded from specific provisions of Federal and State wage and hour laws.

In addition to the above categories, each employee will belong to one other employment category:

YEAR-ROUND-FULL-TIME EMPLOYEES

Year-Round Full-time employees have satisfactorily completed their probationary period and are regularly scheduled to and do work a twelve (12) month/260-day work year (2,080 annual hours). Generally, they are eligible for the School Corporation's benefit package, subject to the terms, conditions, and limitations of each benefit program.

SCHOOL YEAR FULL-TIME EMPLOYEES

School Year Full-Time employees have satisfactorily completed their probationary period and are regularly scheduled to work less than the full-time work schedule, but at least thirty (30) hours per week and 180 days per year (1,080 annual hours or more). Generally, they are eligible for some benefits sponsored by the School Corporation, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME EMPLOYEES

Part-time employees have satisfactorily completed their probationary period and are scheduled to work less than thirty (30) hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are eligible for some benefits sponsored by the School Corporation, subject to the terms, conditions, and limitations of each benefit program.

PROBATIONARY EMPLOYEES

Probationary employees are in the process of having their performance evaluated to determine whether further employment with the School Corporation is appropriate. Employees who satisfactorily complete the probationary period will be notified in writing of their new employment classification. The Probationary period is ninety (90) days in length beginning on the day the employee begins new employee orientation.

TEMPORARY EMPLOYEES

Temporary employees are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a specific duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change of

status in writing. While temporary employees receive all legally mandated benefits (such as worker's compensation insurance and Social Security), they are ineligible for all of the School Corporation's other benefit programs.

GUIDELINES AFFECTING JOB PERFORMANCE

The NJ-SP School Board of Trustees and Superintendent establish policies, rules, and regulations governing employee's conduct and activities. These rules have been established to help avoid confusion and to operate effectively and efficiently. An employee's conduct on or off the job that reflects unfavorably towards the NJ-SP School Corporation or interferes with the overall operations requires corrective action. Violations of these rules may lead to disciplinary action up to and including termination of employment. In addition, each Principal, within his/her school may establish rules and regulations not inconsistent with those established by the NJ-SP School Board and Superintendent.

The following are examples of actions that may lead to disciplinary action, up to an including termination of employment. These examples are not meant to be an exhaustive list of violations that may lead to disciplinary action, but are intended to be suggestive of those types of things that may result in disciplinary action be taken.

1. Verbal abuse to students, parents, or other employees of the NJ-SP School Corporation.
2. Intimidating, coercing or interfering with other employees or administration.
3. Threatening or intimidating other school employees.
4. Assault of students, parents, or other employees of NJ-SP School Corporation.
5. Acts of dishonesty.
6. Knowingly signing, punching, or altering the time card of another employee.
7. Repeatedly disregarding timekeeping procedures.
8. Falsification of any personnel or other Corporation documents or records.
9. Falsification of any timecard.
10. Failure to disclose information on an application that could jeopardize the welfare of students or NJ-SP School Corporation.
11. Misusing or removing from the premises, confidential corporation records or sensitive information of any nature without prior authorization.
12. Making or publishing false statements concerning worked performed for NJ-SP School Corporation.
13. Discourteous treatment to students, parents, or other corporation employees.
14. Engaging in any unauthorized action or making any unauthorized statement that might place the School Corporation in violations of state or federal law.

15. Possessing, using, selling or buying any alcoholic beverages, narcotic, hallucinogenic drug, marijuana, barbiturate, amphetamine, or other intoxicant during working hours.
16. Reporting to work under the influence of alcohol or drugs.
17. Use of illegal drugs or substances.
18. Excessive absenteeism or tardiness.
19. Unauthorized absence.
20. Loitering or wasting time during work hours.
21. Taking excessive breaks.
22. Unauthorized use of school equipment.
23. Disregard of established safety guidelines and procedures.
24. Unauthorized use of corporation vehicles, equipment, and tools.
25. Unauthorized possession of or use of any firearm.
26. Negligent conduct or horseplay resulting in personal injury or property damage.
27. Violation of discrimination, sexual harassment, or equal employment regulations.
28. Convictions of an offense deemed detrimental to NJ-SP School Corporation or its overall operations.
29. Convictions of any crime or moral turpitude.
30. Taking unpaid days without approval.
31. Sleeping on the job.
32. Gross or willful neglect.
33. Incompetence.
34. Insubordination.
35. Removing or tampering with bulletin board notices without authorization.
36. Leaving corporation premises during work hours without permission.
37. Other conduct that would be improper and/or inappropriate.
38. All other conduct warranting disciplinary action under the circumstances.

NEW EMPLOYEES

EMPLOYMENT AND CLASSIFICATION OF NON-INSTRUCTIONAL STAFF (POLICY #4120)

The School Board recognizes that it is vital to the successful operation of NJ-SP School Corporation that positions created by the Board are filled with qualified and competent staff.

All applications for employment shall be referred to the Superintendent. The Superintendent shall submit recommendations for employment of each non-instructional staff member to the Board of School Trustees, who shall have the authority to approve such recommendations.

Individuals employed in the following categories shall be considered members of the non-instructional staff:

- A. Attendance/Office Aides
- B. Bus Aides
- C. Bus Drivers
- D. Business Manager/Treasurer
- E. Cafeteria Employees
- F. Career Aides
- G. Computer Aides
- H. Computer Technicians
- I. Custodians
- J. Guidance Secretary
- K. Instructional Aides
- L. Maintenance Director
- M. Maintenance/Grounds Employees
- N. Mechanics
- O. Media Aides
- P. Nurse
- Q. Payroll/Human Resource Manager
- R. Playground Aides
- S. Secretary
- T. Secretary/Treasurer

Relatives of Board members, Administrators, and Supervisors of any kind, may be employed by the corporation provided the staff member being employed is not placed in a position in which she/he would be supervised by the relative staff member.

Any non-instructional staff member's intentional misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for termination of employment.

When appropriate, no candidate for employment as a non-instructional staff member shall receive recommendation for such employment without having proffered documented evidence of his/her certification or pending application for certification.

The Superintendent shall prepare administrative guidelines for the recruitment, selection, and classification of all non-instructional staff members.

PERSONAL BACKGROUND CHECK
(POLICY #4f21)

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment as

a non-instructional staff member. This background check MUST be conducted PRIOR to any work performed by the employee. Additionally, such background checks must also be made for substitutes who may be employed by NJ-SP School Corporation and for volunteers who may have sole care, custody or control over students. The requirement also applies to individuals who apply for employment with an entity with which NJ-SP School Corporation contracts for services, who seek to enter into a contract to provide services to NJ-SP School Corporation, or who are employed by an entity that seeks to enter into a contract to provide services to the school corporation, if the individuals under contract are likely to have direct, ongoing contact with children in the scope of that employment. The Superintendent shall establish the necessary procedures for obtaining the background information, which shall include the following:

- A. Local, State, and National Criminal History Records Check
- B. Sex-offender registry check
- C. Telephone inquiry with each former employer
- D. Explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred

Should it be necessary to employ a person in order to maintain continuity of a program prior to receipt of the Background Check, the Superintendent may provide for a substitute until the Background Check can be performed.

The employee is responsible for all fees and charges for any and all initial background checks. NJ-SP School Corporation will pay for the required background checks after 5 years.

The procedures established by the Superintendent will ensure that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except to a school employee authorized by the Superintendent or a School Board Member.

The Superintendent is authorized to require an applicant to submit, at no expense to NJ-SP School Corporation a set of fingerprints as part of his/her employment application.

PLACEMENT ON SALARY SCHEDULE

Non-Instructional staff members will normally be paid according to the first level of the employee's salary scale (per job title). However, the Superintendent has the discretion to set the employee's salary at whatever level s/he feels is commensurate with the employee's previous job experience and skills. ANY rehired employee, regardless of Superintendent suggested starting salary pay step will not be entitled to ANY previous sick, personal, or vacation days that they may have had. An employee's job title and scheduled annual days are to be included in an employee's recommendation to hire letter. No employee paid by the NJ-SP School Corporation is to be paid less than the current allowed minimum wage.

PROBATIONARY PERIOD

All new non-instructional staff members will serve a probationary period of ninety (90) calendar days. The probationary period begins on the day that the employee begins new employee orientation. No later than thirty (30) calendar days prior to the completion of the probationary period, the employee shall receive a written evaluation concerning the employee's work performance. This evaluation shall be used to determine if the employee is to continue his/her employment with NJ-SP SCHOOL CORPORATION. During the ninety (90) day probationary period the employee **is not** eligible for:

1. Health, Life, Dental, Vision benefits
2. Benefit Day (no compensation)
3. Bereavement Leave (no compensation)
4. Holidays (no compensation)
5. Business Days (no compensation)
6. Extended leave, family illness leave, personal business leave, and/or leave without pay.
7. Additional benefits or compensation unless so required by law.

COMPENSATION

SALARY/WAGE SCHEDULES (POLICY #4400)

The NJ-SP School Board intends that all non-instructional staff members be properly compensated for services rendered to NJ-SP SCHOOL CORPORATION. It also will try to ensure uniformity in the compensation of non-instructional staff job salary/wage schedules for non-instructional staff members annually and will adjust salaries as it deems prudent and necessary, and as financial resources are available.

PUBLIC EMPLOYEE RETIREMENT FUND (PERF)

A full-time employee is eligible for PERF when their employment category includes: Year-round full time, school-year fulltime, or Bus Drivers (Regular, Yellow bus drivers).

TIME CARDS/SHEETS & TIME KEEPING

Employees are to record all times worked and all meal breaks by use of a time clock. Time cards/sheets are to be completed and maintained by the employee. Information on the card/sheet **MUST** include the beginning and ending date of the pay period, the employee's

name, time in, time out, lunch, and the total amount of time worked EACH day. An accurate TOTAL amount of time worked each pay week should be recorded by the employee at the conclusion of each pay week on the time card/sheet. All hourly non-instructional employees should accurately record the time that they begin and end their assigned work shift, as well as the beginning and ending time of any split shift or departure from work for personal reasons. Non-instructional employees are to notify their immediate supervisor of any needed corrections. The immediate supervisor will make any required corrections and initial the time card/sheet correction.

Employees MUST work their assigned work schedule. Employees are not to make their own beginning and ending work times or break periods. Altering work schedules without prior approval of the employee's immediate supervisor and the Superintendent may result in disciplinary action, up to and including termination of employment.

ANY time off MUST be properly written on the time card/sheet.

ALL overtime must have PRIOR approval, in writing, from the employee's immediate supervisor and PRIOR approval from the NJ-SP School Superintendent to be eligible for compensation. Where such PRIOR approval is obtained, the employee is to write a brief description on their time card of the approved overtime. The immediate supervisor must initial the time card for overtime to be compensated.

BREAK PERIODS

Evening custodians are scheduled for eight (8) hour days (Monday-Friday) inclusive of a thirty (30) minute paid break. During school breaks (Fall, Winter, Spring, and Summer) all custodians are to work during the day 6:30 a.m. - 3:00 p.m. unless otherwise directed by their Supervisor and the Superintendent. The thirty-minute lunch break is not paid during the day shift.

WORK WEEK DEFINITION

The work week for non-instructional personnel employed by the NJ-SP SCHOOL CORPORATION, will begin at 12:01 AM on each Sunday and extend to 12:00 midnight the following Saturday (168-hour time period).

WORK SCHEDULES

Due to the schedule of students and staff, some employees' hours and days will vary to meet the required staffing needs appropriate for their assigned duties. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as

variation in the total hours that may be scheduled each day and week. Employees MUST work their assigned work schedule--they are not to make their own beginning and ending work times or break periods. Altering work schedules without PRIOR approval of the employee's immediate supervisor and the Superintendent may result in disciplinary action, up to and including termination of employment. Supervisors must have PRIOR Superintendent approval to change an employee's scheduled work shift times. All employees' annual days and hours are established and budgeted through the Central Office with annual Board approval. No hours or days are to ever be changed without PRIOR Superintendent and Business Manager approval. The periods of work required of the non-instructional staff member shall be clearly specified to ensure the smooth and regular operation of the School Corporation. The Superintendent reserves the right to specify the working hours for non-instructional staff members. The Payroll/Human Resource Manager is to only pay employees for PRIOR approved annual scheduled hours and days unless otherwise notified by the Superintendent that the Superintendent has approved an employee's hours/days for additional time paid per the normal schedule of budgeted annual days and hours.

INCLEMENT WEATHER

In the event that school is cancelled due to inclement weather, non-certified, school year employees will not report to work.

In the event that school is closed early, for any reason, non-certified, school year employees will clock out and be sent home.

In the event that school is delayed for any reason, non-certified employees will clock in and begin work according to the delay schedule.

Failure of the School Messenger system does not require Corporation to compensate the employee for hours not worked. School employees are reminded to listen to local radio stations or TV stations where delays and closings are posted, especially when weather conditions warrant.

Persons employed in the following position(s) will ordinarily report for work when schools are closed for bad weather, mechanical problems, and other like causes: Central Office Salaried Employees, Maintenance, Custodians, and Technology Coordinator.

eLEARNING

Bus Drivers and Instructional Assistants will not work eLearning days and will not be paid for eLearning Days, unless supervisors need them to work or participate in Professional Development activities. Secretarial Staff will be advised by their administrators as to work or not work on eLearning Days. The Technology director and technician will work on eLearning Days. Kitchen Staff are not expected to work on eLearning Days. Benefit days may not be used for eLearning days.

OVERTIME

It is the intention of the NJ-SP School Board to compensate NONEXEMPT non-instructional staff members for overtime work when such is previously approved and properly performed.

No overtime shall be worked without the PRIOR approval of the Superintendent and No overtime will be paid without the PRIOR approval of the Superintendent.

Overtime compensation is paid in accordance with Federal and State wage and hour restrictions. As required by law, overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Failure to work scheduled overtime or overtime worked without PRIOR authorization from the Superintendent may result in disciplinary action, up to and including possible termination of employment.

EXEMPT employees are never to receive any additional pay, time, or compensation of any sort for any overtime worked.

COMPENSATORY TIME

The NJ-SP School Corporation does not recognize the practice of compensatory time. ALL NONEXEMPT (see EMPLOYMENT CATEGORIES) employees must have the PRIOR approval from their Supervisor and Superintendent to receive pay for any additional time worked over and beyond their regularly scheduled hours. Employees are NEVER to take or be given additional time off for any time worked over and beyond their regularly scheduled hours. Salaried EXEMPT employees (see EMPLOYMENT CATEGORIES) are NOT to be paid extra or to receive any time off for any time worked over and beyond their regularly scheduled hours.

DOUBLE DIPPING

Employees are not permitted to receive more than one (1) wage for any work performed during their regularly scheduled work hours.

SALARIED EMPLOYEE

A salaried employee is an employee who is paid a set rate of pay for each workweek period over the duration of a fifty-two (52) week year. In the case of EXEMPT employees (see EMPLOYMENT CATEGORIES) ANY additional time worked over and beyond an employee's regularly scheduled workweek is considered part of the employee's salaried wage. ANY time worked in excess of an EXEMPT employee's regularly scheduled workweek is NEVER to be compensated in additional time off or additional pay where the work being performed is within that employee's job description.

HOLIDAYS

The NJ-SP School Corporation will grant the following holiday time off to **Year-Round Full-time employees**. Year-Round Full-time employees may use vacation days before and after if vacation days are available.

Paid holidays are as follows:

New Year's Day
Presidents' Day
Good Friday
Memorial Day
July 4th
Labor Day
Thanksgiving Day (2)
Christmas Eve
Christmas Day
New Year's Eve

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be recognized on the following Monday.

The NJ-SP School Corporation will grant the following holiday time off to **School-Year employees who work 5 days/week**--employees who work the scheduled day before.

Paid holidays are as follows:

Presidents' Day
Good Friday
Memorial Day
Labor Day
Thanksgiving day (2)

ALL -SPORTS PASS

All non-instructional staff members are provided at no cost with an all-sports pass for each school year. The pass is valid only for the employee and only for the regular home sports events (all tournaments are exempt). The pass will expire at the conclusion of the school year, or when the employee's employment with NJ-SP School Corporation is terminated.

DIRECT DEPOSIT/PAYROLL DEDUCTIONS

NJ-SP will provide direct deposit services through the National Automated Clearing House Association (NACHA). Employees will select financial institutions for their direct deposit by completing the Direct Deposit Authorization form provided by the Payroll Department. The direct deposit will be processed provided that the identified financial institution is capable of receiving such deposits. Employees are required to participate in the corporation's direct deposit plan. It shall be understood that the employee shall be directly responsible for payments to the designated organization or program if the employee's pay is not sufficient to cover such obligations. The NJ-SP School Corporation will not be held responsible or liable based upon the form or manner of deductions, lack of deductions, or payments.

INSURANCE

The School Board shall make the insurance benefits listed below available to eligible non-certified staff members and will pay a portion of the premium.

QUALIFICATIONS

Effective December 14, 2004, only NJ-SP Regular Full-time Employees (12 month/260 annual working days) will be eligible to participate in the NJ-SP insurance plans.

All Non-Instructional Employees that were participating in the NJ-SP insurance plans prior to December 14, 2004, will be grandfathered into any insurance plan that they were participating in at this time.

If an employee (that is not a Regular Full-time Employee 12 month/260 day) withdraws from an insurance plan, he/she will be ineligible to re-join the plan/s at any future date unless they are working in an NJ-SP Regular Full-time Employee (12 month/260 day) category.

The NJ-SP School Board of Trustees approved this amendment on December 14, 2004.

The following Regular Full-time non-instructional job classifications that work 12 months/260 days per year qualify for participation in-group health and life insurance benefits.

Scheduled hours/day	Positions	Health	Dental	Vision	Life
8 hour/260 days (2080 annual hours)	Year Round Full-time	Yes	Yes	Yes	Yes
The following non-instructional job classifications DO NOT qualify for participation in any NJ-SP group health or life insurance.					
6 to 8 hrs 1080-1880 annual hours)	School Year Full-time	No	No	No	No
5 to 5.75 hrs. (900-1035 annual hours)	School Year Part-time	No	No	No	No
3.5 to 4.75 hrs. 630 - 855 annual hours)	School Year Part-time	No	No	No	No
2 to 3.25 hrs. 360-585 annual hours)	Part-time	No	No	No	No

The employee's share of insurance costs will be deducted from the employee's pay each pay period. The employee's share will be based upon the insurance plan selected by the employee divided by the number of weeks that the employee works annually. If an employee is off for an extended period, the employee is personally responsible for paying the NJ-SP School Corporation for their share of the insurance each month. All payments are to be paid in a timely manner. The NJ-SP School Corporation **IS NOT** responsible for paying the employee's share or running up a "credit" for the employee to reimburse at a later date. The employee **MUST** pay his/her insurance share each month by payment due date.

LIFE INSURANCE

The NJ-SP School Corporation will pay all but \$1.00 of the annual premium for a group life insurance for all Year-Round Full-Time non-instructional employees.

MEDICAL INSURANCE

ELIGIBLE Year-Round Full-time non-instructional employees who work 12 month/260 days per year (2,080 annual hours) may participate in the NJ-SP School Corporation group medical plan. Employee costs toward the health insurance coverage may vary year to year due to the costs of the insurance package.

DENTAL INSURANCE

ELIGIBLE Year-Round Full-time non-instructional employees who work 12 month/260 days per year (2,080 annual hours) may participate in the NJ-SP group dental plan. If the employee desires to include any family members, the additional cost shall be charged to the employee.

VISION INSURANCE

ELIGIBLE Year-Round Full-time non-instructional employees who are hired to work 12 month/260 days per year may participate in the NJ-SP group vision plan. If the employee desires to include any family members, any additional costs shall be charged to the employee.

LIABILITY INSURANCE

Employees are covered under the umbrella liability insurance policy of the NJ-SP School Corporation.

LEAVES

All leaves will be entered in the absent manager software program.

An employee requesting a prearranged leave should get verbal approval from their direct supervisor prior to entering the absence in the absent manager software. Leave requests for the purpose of reporting to other places of employment WILL NOT be approved.

Leaves differ from absences primarily in terms of the length of time the non-instructional staff member is away from his/her assigned responsibilities.

The following leaves may be granted, in accordance with federal and state law, and the conditions established for each type of leave:

Benefit days, and vacation days will be awarded on July 1 of each year based on the hours worked or in the case of vacation time, based on years of service. New employees, after completing their 90-day probationary period, will be awarded benefit days on a pro-rated basis depending on working days remaining until July 1.

BENEFIT DAY LEAVE

The purpose of sick leave is to protect the employee's income during periods of personal illness. The employee is to be compensated an amount equal to the number of hours normally worked on a regular scheduled workday. If, in any one work-year the employee shall be absent less than the prescribed number of days, the unused sick days may accumulate.

Benefit days can accumulate to a maximum of forty-five (45) days. New benefit days will be awarded on July 1 of each year.

ANY absences of three (3) consecutive days or more WILL require a Doctor's excuse form signed by a licensed Physician or Supervisor approval. (Example: Aide or Teacher supervisor is the Principal) The filing by a non-instructional staff member of any willfully false statement concerning the cause or duration of an absence shall subject the employee to disciplinary action up to and including termination.

Benefit Day leave may be used for:

- A. Absence of the non-instructional staff member due to personal illness, injury, pregnancy, or exposure to a communicable disease, which could be communicated to other non-instructional staff members or to students.
- B. Absence of the non-instructional staff member due to illness or injury of someone in the non-instructional staff member's immediate family. In this section, the non-instructional staff member's immediate family is defined as a member of the immediate family of the non-instructional staff member residing in the home of said non-instructional staff member.
- C. Absence of the non-instructional staff member due to business of a personal nature.

A benefit leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.

UNPAID DAYS

To minimize hardships that may result from illness or injury, NJ-SP provides paid benefit time benefits. However, periodic benefit or unpaid leave taken on a repeated basis may be reviewed as abuse of the system. Employees must use all accumulated time (benefit and vacation) before unpaid days will be applied. Unpaid days may be used only in extreme circumstances. Permission

of the principal/department head and the superintendent is required PRIOR to approval. After 3rd unpaid absence, the Supervisor will meet with Employee and Superintendent to

Determine conditions of remaining an employee.

ABSENCE REPORTING

Attendance is a key component in the operation of any school system. An Employee who is ill and cannot report for work must personally contact his/her immediate supervisor. This contact is to be made as soon as possible to allow a substitute worker (if needed) to be contacted and have sufficient time to prepare to come to work. ALL of an NJ-SP employee's absences are to be recorded and charged to the employee, according to the reason for absence (benefit day or professional says). The employee is to be charged for all time missed.

RECORDS OF BENEFIT DAY LEAVE

The personnel records of the NJ-SP School Corporation shall show the attendance of each non-instructional staff member and such days as that non-instructional staff member may be absent shall be recorded with a coded reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each non-instructional staff member.

BENEFIT DAY LEAVE BENEFIT QUALIFICATIONS

SCHEDULED HOURS/DAYS	CLASSIFICATION	QUALIFIED BENEFIT DAYS
8 hr/260 days (2080 annual hours)	Year-Round Full-time	8
8hr/190-230 days 1080-1880 annual hours	School-Year Full-time	6
6 to 7.5 hours 1080-1350 annual hours	School-Year Full-time	6
5 to 5.75 hours 180 days (900 to 1035 annual hours)	Part-time	5
2 to 4.75 hours (360 to 855 annual hours)	Part-time	2

BEREAVEMENT LEAVE

In case of a death in the immediate family, an employee is entitled to be absent without loss of compensation for a period of not more than five (5) successive school days. "Immediate family" shall include parents, sibling, spouse, daughter/son, step-parent, step-children, step-sibling, or any relative who at the time of death was living in the household of the employee. If more than one (1) death in the immediate family should occur, five (5) successive school days shall be granted for each. In the event the death occurs within the immediate family and that family member's service or financial affairs may require a different arrangement of bereavement days, that arrangement is to be approved by the Superintendent.

Three (3) successive days for bereavement shall be granted without loss of compensation for the death of the employee's: grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and step-grandchildren.

One (1) day shall be granted for the death of the employee's: uncle, aunt, grandparent of spouse, first cousin, niece, or nephew.

FAMILY MEDICAL LEAVE ACT

A. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the employer for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate stints of employment will be counted, provided that a break-in-service does not exceed 7 years. Separate stints of employment will be counted for breaks in service of 7 years or longer if the break in service is due to National Guard or Reserve military obligation or written agreement reflecting an employer's intention to rehire the employee after the break-in-service.
- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.

B. Types of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child: Pregnancy leave is characterized by physical disability because of childbirth or a pregnancy-related condition. Birth leave may be a combination of parental leave and pregnancy leave. Parental leave is time off work for employees who are physically able to return to work but choose to stay home and care for newborn children.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.

- 3) To care for a spouse, child or parent with a serious health condition.
- 4) The serious health condition (**described below**) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider or a condition involving any of the following:

- a chronic or long-term health condition is an employee who is incapacitated for more than three consecutive full calendar days must show that he/he is receiving continuing treatment from a health care provider in order to satisfy the definition of a serious health condition. In order to satisfy the "continuing treatment" requirement, an employee:
 1. Must visit a health care provider two times within 30 days of the first day of incapacity, unless extenuating circumstances prevent a follow-up visit;
 2. Must see a health care provider within seven days of the first day of incapacity;
 3. With a chronic serious health condition, must visit a health care provider at least twice a year.
- any period of incapacity due to pregnancy or for prenatal care;
- a chronic condition which requires periodic visits for treatment by a health care provider continues over an extended period of time and may cause a periodic rather than a continuing period of incapacity.
- a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider); or
- any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than 3 consecutive calendar days in the absence of medical intervention or treatment.

Employees with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to consult with the Area HR Administrator.

- 5) A qualifying exigency arising out of the fact that your spouse, son, daughter or parents on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

Qualifying exigency for FMLA leave may fall within these categories:

(1). Short notice deployment (up to 7 days leave); (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation (up to 5 days leave per event); (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Employees requesting this type of FMLA leave must provide proof of the qualifying family member's call-up or active military service before leave is granted.

6) To care for a covered service member who is your spouse, son, daughter, parent or next-of-kin with a serious injury or illness incurred in the line of duty on active duty (up to 26 weeks of leave in a single 12 month period).

This leave may extend up to 26 weeks in a 12-month period for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating. Next-of-kin is defined as the closest blood relative of the injured or recovering service member.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care. This certification is not tied to a serious health condition as for other types of FMLA leave. This is the only type of FMLA leave that may extend an employee's leave entitlement beyond 12 weeks to 26 weeks. Other types of FMLA leave are included with this type of leave totaling the 26 weeks.

C. Maximum Period for Leave

In General: An eligible employee can take up to 12 weeks (or up to 26 weeks of leave to care for an injured or ill service member) under this policy during any 12-month period measured on a rolling basis.

Intermittent Leave or a Reduced Work Schedule: The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the work week or work day, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 work weeks (or 26 work weeks to care for an injured or ill service member over a 12-month period).

Intermittent leave or reduced working hour arrangements may be provided for family care leaves or medical leaves when required as a part of a medically necessary course of conduct, provided adequate medical certification of such need is obtained. Intermittent leave or reduced working hours for birth, child placement or other non-health related reasons is at the discretion of the company. The company reserves the right to transfer temporarily to an employee to an alternative position with equivalent pay and benefits to accommodate scheduled intermittent leaves. Employees using intermittent leave must comply with the company's normal call-in procedures for absences absent extenuating circumstances.

Two Employee Households: If a husband and wife both work for the company and each

wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

D. Procedure for Requesting Leave for 1) the birth of a child or in order to care for that child; 2) the placement of a child for adoption or foster care and to care for the newly placed child; 3) to care for a spouse, child or parent with a serious health condition; or 4) the serious health condition of the employee

All employees requesting this type of FMLA leave must provide notice with an explanation of the reason(s) for the needed leave to their immediate supervisor with at least 30 days' notice for foreseeable leave including planned medical treatment for a serious injury or illness of a covered service member unless not practicable. Use form 380-E for Certification of Health Care Provider for Employee's Serious Health Condition. Use form 380-F for Certification of Family Member's Serious Health Condition.

For employees on intermittent or recurring leave for the same incident, this notice will be provided every six months.

If any employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice. While on leave, employees are requested to report periodically to the company regarding the status of the medical condition and their intent to return to work.

The company will provide individual notice of rights and responsibilities to each employee requesting leave within 5 business days.

E. Procedure for Requesting Leave for 1) a qualifying exigency for military family leave (covered family member's active duty or call to active duty in the Armed Forces); or 2) to care for an injured or ill covered service member.

All employees requesting this type of FMLA leave must provide notice with an explanation of the reason(s) for the needed leave to their immediate supervisor, who will advise the Area HR Administrator. Leave may commence as soon as the individual receives the call-up notice. If the leave is foreseeable, the immediate supervisor may require the employee to provide a written request for leave and reason(s) with a copy to the Area HR Administrator. Certification of Qualifying Exigency for Military Family Leave must be provided using form WH-384. Certification to care for an injured or ill service member for family military leave must be provided using form WH-385 or form WH-385V.

The company will provide individual notice of rights and responsibilities to each employee requesting leave within 5 business days.

F. Certifications

- Any employee requesting medical leave must provide medical certification indicating the serious health condition and other information as requested within 15 days after the employee makes the request for leave. Certification of the serious health condition shall include the date when the condition began, its expected duration, a brief statement of treatment and a statement that the employee cannot perform the essential functions of his/her job. For medical leave for the employee's own medical condition, use Form WH380-E.
- If the leave is to care for a child, parent or spouse, the certification must state that the employee is in need to care for the family member and provide an estimate of the amount of time the employee will be needed to provide care or assistance. For a family member who is seriously ill, use form WH-380F.
- If the employee plans to take intermittent leave or work a reduced schedule, the company may request information about a health care provider's specialization and fax number, an employee of family member's diagnosis, certification from the health care provider that intermittent or reduced leave is medically necessary, a statement pertaining to which essential job functions an employee cannot perform, and more detailed information on the anticipated frequency and duration of intermittent and reduced schedule leaves. The certification must also include dates and the duration of treatment as well as a statement of medical necessity for taking intermittent leave or working a reduced schedule.
- Recertification may be required periodically supporting the need for continuing treatment.

In the event of return of an incomplete medical certification form, the employee has up to seven additional days to provide the completed form. The company may not directly contact an employee's health care provider for purposes of clarifying or authenticating information provided on a medical certification form without first obtaining an employee's permission. The company can use a health care provider, HR professional, leave administrator or management official to authenticate information. An employee's direct supervisor is prohibited from contacting an employee's health care provider. Before the company may contact an employee's health care provider for clarification, the employee must be given a chance to rectify any deficiencies with the certification and must obtain the employee's permission as is consistent with HIPPA. In the event that an employee refuses to cure deficiencies in a certification or does not grant the employer permission to speak to the health care provider to obtain clarification, the employee's request for FMLA leave may be denied.

The company has the right to ask for a second opinion if it has reason to doubt the certification. The company will pay for the employee to get a certification from a second doctor, which the company will select. If necessary to resolve a conflict between the original certification and the second opinion, the company will require the opinion of a third doctor.

The company and the employee will mutually select the third doctor, and the company will pay for the opinion. This third option will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion. The company may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second/third opinion, if records are requested by the health care provider “in order to render a sufficient and complete opinion.”

Fitness for Duty Certification: An employee will be required to submit a fitness for duty (FFD) certification prior to reinstatement (following FMLA leave) if he/she has been advised of this requirement in the employer’s designation of leave notice.

- The health care provider may be required to verify the employee is able to perform the essential functions of the job, if the employee was advised of this requirement in the Designation Notice.
- For employees on intermittent or reduced leave, an employer may require a FFD certification to return from such an absence as often as once every 30 days if reasonable safety concerns exist regarding employee’s ability to perform his/her duties.
- The company reserves the right to delay reinstatement until the employee submits the required FFD recertification.

g. Use of Benefit time Leave, Disability and Vacation during Family Medical Leave

An employee who is taking FMLA leave because of the employee’s own serious health condition or the serious health condition of a family member must use all paid vacation, sick or other paid leave and take the remainder of the 12 weeks as unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (as long as the reason for the absence is covered by the company’s sick leave policy) prior to being eligible for unpaid leave.

Disability leave for the birth of the child and for an employee’s serious health condition, including workers’ compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee’s 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal and family leave prior to being eligible for unpaid leave.

H. Benefits during Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

- During the period of leave, participants in the group health insurance plan will continue to receive coverage on the same basis as employees on leave. The company will continue to pay the same portion of the insurance premiums for employees on leave as it pays for active employees. The employee on leave will be responsible for any additional costs such as costs associated with obtaining family/dependent coverage. Payment will either be through payroll deduction, if available, or by personal check as scheduled by the Payroll Department. If this payment is late, the employee's health insurance coverage may be dropped for the duration of the leave.
- If an employee does not return to work after leave due to personal rather than medical reasons, the company will seek reimbursement for all health care premiums paid on behalf of the company during the leave.

An employee who does not return to work at the end of the leave will receive information about rights to COBRA continuation of medical insurance coverage at the expiration of the family medical leave.

I. Employee Status after Leave

Employees who return to work within the approved family and medical leave period and who are capable of performing all essential functions of their position will be reinstated to their same position or to an equivalent one in accordance with applicable federal and state laws. If the employee is able to return to work earlier than anticipated, he/she must provide the company with at least two business days advance notice. The company reserves the right not to reinstate employees who exceed the maximum family and medical leave who would not otherwise be employed at the time reinstatement is requested due to layoff or other reasons, or those highly compensated "key employees" defined as exempt from reinstatement rights under federal law. Key employees are those salaried employees among the highest paid 10% of substantial and grievous economic injury to the company, the company reserves the right not to reinstate such employees.

The policy is meant to comply with applicable federal and state laws. It is not intended to provide benefits beyond those required by such laws.

VACATION

Vacation time off is available to *ELIGIBLE* employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Year-Round Full-Time Employees (12 months/ 260 days) 2080 annual hours

The amount of paid vacation time employees receive each year increases with the length of their employment.

During the first twelve (12) months of employment, non-instructional employees are not eligible for any paid vacation days.

YEARS OF ELIGIBLE SERVICE	VACATION DAYS EACH YEAR
After 1 year	10days
After 2 years	15 days
After 10 years	20days

To take vacation, ELIGIBLE employees should request approval in advance from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Eligible employees will receive their vacation days on July 1st of each year. New employees, after completing probationary period, will be awarded vacation days on a pro-rated basis. Five (5) vacation days may be rolled over to the following year with 25 being the maximum number of vacation days accrued.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

JURY DUTY

Non-instructional staff members shall contact the Superintendent when they are called for jury duty or a court appearance. In case of absence due to jury duty, an employee will receive regular base pay salary minus that paid by the Court. The employee **MUST** submit a copy of verification of payment by the Court to the NJ-SP Central Office for salary adjustment. **The employee will receive full pay, if they endorse the check received from the Court or pay the amount shown on their record slip less travel allowance within five (5) days of receipt.** While on jury duty, staff members are required to report daily their

schedule for the following day, and must report to work when excused for a day or more or suffer loss of pay. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

SUBPOENA

In case of absence in response to a subpoena, an employee will be paid in accordance with how a jury duty pay is handled.

MATERNITY/PATERNITY/ADOPTIVE LEAVE

A staff member may request a leave of absence for maternity or adoption. The leave length will be governed by consideration for the employee's health, the need for continuity in services, and the maintenance of qualified NJ-SP staff.

The NJ-SP School Corporation reserves the right, on the advice of the non-instructional staff member's physician, to specify the point at which benefit leave shall commence, the length of time for which leave shall continue after the disabling event, and the conditions under which the classified staff member may return to work. A thirty (30) days written notice of the intent to return to work must be submitted to the Superintendent. Maternity and adoptive leave may extend for no longer than one (1) calendar year commencing from the first day of absence. Non-instructional staff members SHALL NOT be compensated for leave taken.

REQUIRED LEAVE OF ABSENCE (POLICY #4161)

NJ-SP School Corporation is committed to providing an environment in which its employees feel safe. If the Superintendent reasonably believes that an employee poses a direct threat due to a medical condition, the non-instructional staff member will be offered the opportunity for a meeting to discuss these issues.

If a non-instructional staff member refuses to attend the meeting, the Board may order the non-instructional staff member to submit to an appropriate examination by a physician designated and compensated by the Board to determine whether the employee can perform his/her job without posing a direct threat, with or without a reasonable accommodation. Where the physician designated by the Board disagrees with the physician designated by the non-instructional staff member, the two (2) physicians shall agree in good faith on a third impartial physician who shall examine the non-instructional staff member and whose

medical opinion shall be conclusive and binding on the issue of ability to perform assigned duties with or without accommodation. The expenses of a third examination shall be borne by the Board.

If, as a result of such examination, the non-instructional staff member is found to be unable to perform assigned duties with or without accommodation, the non-instructional staff member may be placed on leave of absence for reasonable time to heal or until the staff member is able to perform the essential job function, but only for a period not to exceed one (1) year.

UNPAID LEAVE

To minimize hardships that may result from illness or injury, NJ-SP provides paid benefit time benefits. However, periodic benefit or unpaid leave taken on a repeated basis may be reviewed as abuse of the system. Employees must use all accumulated time (benefit and vacation) before unpaid days will be applied. Unpaid days may be used only in extreme circumstances. Permission of the principal/department head and the superintendent is required PRIOR to approval. After the 3rd unpaid absence, the Supervisor will meet with Employee and Superintendent to determine conditions of remaining an employee.

WORKING ENVIRONMENT

CHAIN OF COMMAND

Employees are to make every attempt to follow the set chain of command chart in the event that they have a concern or complaint. The employee is first to go to his/her immediate supervisor. If the employee has a reasonable and objective belief that his/her concern or complaint was not addressed, the employee may then take the concern or complaint to next person in the chain of command. The NJ-SP School Board is at the top of the chain of command. The NJ-SP School Board will make exceptions to this policy when an employee's concern or complaint has to do with harassment or discrimination on the part of an individual in that employee's chain of command. In such circumstances, the individual in question may be bypassed with the employee bringing his/her concern or complaint to the next person in the chain of command.

ACCIDENT/INCIDENT REPORT

Any accident/incident/injury incurred by any school employee or school visitor within any building or school vehicle, or on any school property MUST be reported in writing to their direct supervisor within twenty-four hours of occurrence. A short description of the event must be noted on the form designated by the Superintendent for such purposes, and the employee must sign the form.

Employees are to report anything that they notice that may cause an injury or be of a hazard to anyone who came in contact with the item or area of concern to their immediate Supervisor or Building Principal. ALL items or areas that may have a possible injury or risk factor shall be designated “off limits” and a top priority will be given to repairing the area by the Maintenance Department. The Maintenance Director will inform the Building Principal and Superintendent when such area is safe.

NJ-SP Return-To-Work

To preserve the ability to meet our school needs under changing conditions, NJ-SP School Corporation reserves the right to revoke, change, or supplement guidelines at any time with written notice. The policies and procedures in this return-to-work program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.

Objectives

Our return to work policy provides a way to return workers to employment at the earliest date following any injury or illness. We desire to speed recovery from injury or illness and reduce insurance costs. This policy applies to all non-certified workers and will be followed whenever appropriate.

NJ-SP defines “transitional” work as temporary modified work assignments within the worker’s physical abilities, knowledge, and skills.

Where feasible, transitional positions will be made available to injured employees in order to minimize or eliminate time loss.

For any reason, at any time, we may elect to change the working shift of any employee based on the needs of the corporation.

The physical requirements of transitional/temporary work will be provided to the attending physician. Transitional/temporary positions are then developed with consideration of the worker’s physical abilities, the needs of NJ-SP, and the availability of transitional work.

Transitional temporary work assignment

NJ-SP will determine appropriate work hours, shifts, duration, and locations of all work assignments. NJ-SP reserves the right to determine the availability, appropriateness, and continuation of all transitional assignments and job offers.

Possible Light Duty Jobs_

- Security Guard
- Paint Aisle Markings
- Inventory Parts, Supplies, and/or Tools
- Pick up Trash in Yard and Lot
- Inspect Fire Extinguisher and Eye Wash Stations
- Replenish First Aid Cabinets
- Perform Assembly
- Complete a Safety Inspection
- Drive a Fork Truck
- Sort and Deliver Mail
- Work in Tool Room
- Make Telephone Calls/Answer Telephones
- Order Supplies
- Shipping (Labeling and Wrapping)
- Train New Employees
- Drive a Vehicle, Run Errands
- Do Light Housekeeping and Dusting
- Perform Quality Control Inspections
- File Paperwork
- Shred Documents
- Complete Safety Training
- Update MSDS Manuals
- Sweeping
- Wash Company Vehicles
- Mow Lawns with Riding Lawn Mower
- Update Safety Bulletin Board
- Clean Tools
- Apply Ice Melting During Winter Months
- Inspect Flooring for need for Maintenance or Cleaning
- Create or Rewrite Evacuation Maps
- Work Normal Jobs but Slower
- Work Normal Job but with Specific Limitations

BLOODBORNE PATHOGEN CONTROL

The NJ-SP School Board seeks to protect those staff members who may be exposed to bloodborne pathogens and other potentially infectious materials in their performance of assigned duties. Proper training is essential in this area and each non-instructional staff

member is required to view annually a Bloodborne Pathogen video. Procedures and precautions will be discussed at this time. Non-instructional staff members are expected to regard this matter seriously and are responsible for overseeing and implementing the appropriate safety measures.

The following guidelines provide for NJ-SP School Corporation compliance with Federal regulations for protecting staff members against exposure to blood pathogens and other infectious materials that can cause Hepatitis B and/or HIV viruses.

A. Exposure Determinations

Staff members in the following job classifications have responsibilities for which they could reasonably anticipate exposure to blood and other potentially infectious materials:

1. School nurses
2. Custodians
3. Special education teachers and aides who work with students who are prone to biting, scratching, and other such actions that can cause bleeding or exposure to saliva and other body fluids
4. Teachers in vocational/technical education whose students work with equipment that can cause cuts or other injuries that produce bleeding
5. Members of a school staff who have been designated to provide first aid when and if necessary
6. Coaches
7. Bus drivers

B. Inoculation

Each of the staff members in the above-named categories shall be offered free vaccination with the Hepatitis B vaccine after training. Employees will have the opportunity to receive or decline Hepatitis B vaccinations.

The Superintendent shall determine which hospital or other health service shall administer the vaccinations and do any necessary follow-up testing. S/He shall:

1. Arrange a schedule for vaccinations that makes it possible for the staff members to be vaccinated during their work time;
2. Obtain the necessary information concerning the efficacy, safety, administration, and benefits of the vaccine so that each staff member can be properly informed prior to making a decision as to whether or not s/he wishes to be vaccinated; and
3. Ensure that the results of post vaccination testing are properly recorded and kept confidential.

If the staff member declines the Hepatitis B vaccine, s/he shall complete Form 8453.01 F1, which shall be placed in the staff member's confidential file.

If the staff member chooses to be vaccinated, s/he shall sign Form 8453.01F4 and report to the school nurse in accordance with the schedule for vaccinations.

C. Precautions

A plan should be developed to identify the likely situations where staff members may be exposed, to describe how such situations can be minimized, and the ways in which exposure will be managed. AG 8453 provides a set of procedures for the proper handling of bodily fluids. Each of the staff members in the "at-risk" categories identified above is to be trained in these procedures when employed and at the beginning of each school year. The instructor will be someone knowledgeable about bloodborne pathogens and other potentially infectious materials, how they may be transmitted in a school setting, vaccinations, and the precautionary procedures. At the completion of the training, each staff member is to sign Form 8453.01 F2, confirming the date and content of the training and that s/he understands the content.

D. Post Exposure Evaluation and Follow-up

Whenever a staff member has contact with blood or other potentially infectious material, s/he shall immediately contact the school nurse and complete Form 8453.01 F3. NJ-SP School Corporation shall offer the staff member a confidential medical evaluation by the County Health Department.

The parents of the student who caused the exposure are to be contacted promptly to obtain permission to test the student's blood for Hepatitis B and HIV viruses, either in cooperation with their family physician or through the County Health Department.

The exposed staff member will to be informed of the test results, if available, with the parents' consent and in accordance with Federal and State laws concerning the confidentiality of medical records and related information.

The staff member's blood should then be tested with his/her consent. The staff member shall also receive post exposure treatment, if so indicated by the Public Health Service or treating physician.

The healthcare professional conducting the medical evaluation is to be provided:

1. A copy of the Federal regulations concerning the Exposure Control Plan
2. A copy of Form 8453.01 F2
3. A copy of the staff member's job responsibilities vis-à-vis the exposure
4. The results of the student's blood test, if available
5. A copy of the staff member's medical records

The health care professional shall, within five (5) days after the evaluation provide NJ-SP School Corporation with a written opinion containing:

1. A possible recommendation for Hepatitis B vaccination, if the staff member has not already been vaccinated
2. Confirmation that the staff member has been adequately informed of the evaluation results and any further evaluation or treatment deemed necessary

The staff member is to be given a copy of the written opinion within fifteen (15) days after receipt by NJ-SP SCHOOL CORPORATION. The original opinion is to be filed in the staff member's confidential medical file.

E. Medical and Training Records

Medical records of staff members must identify them by name and social security number and include any and all results indicating the staff member's Hepatitis B status, examinations, testing, follow-up care, and written opinions. All such information shall be kept in staff members' confidential files (AG8320) and retained for the period of their employment, plus thirty (30) years.

Training records must include the dates and content of the training, the name and qualifications of the instructors, and the names and job titles of the staff members. Each staff member's training record (Form 8453.01 F2) shall be kept in his/her personnel file for three (3) years after the training date.

HEPATITIS B VACCINES

NJ-SP staff (as per guideline #88453.01) shall be offered free vaccinations with the Hepatitis B vaccine after training. The NJ-SP School Corporation will offer the employees the opportunity to receive or decline hepatitis vaccinations.

SEXUAL HARASSMENT

NJ-SP School Corporation is proud of its professional and congenial work environment, and will take all necessary steps to ensure that the work environment remains pleasant for all who work here. All employees must treat each other with courtesy, consideration and professionalism. NJ-SP School Corporation will not tolerate harassment of any employee by any other employee or supervisor for any reason. In addition, harassment for any discriminatory reason, such as race, sex, national origin, disability, age, religion, or other protected category is prohibited by state and federal laws, which may subject NJ-SP School Corporation and/or the individual harasser to liability for any such unlawful conduct. With this policy, NJ-SP School Corporation prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. Accordingly, derogatory racial, gender,

ethnic, religious, age, sexual or other inappropriate remarks, slurs, or jokes will not be tolerated.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, any other visual, verbal, or physical conduct of a sexual nature and sexual innuendos or suggestive comments when:

1. Submission to the conduct is made with implicitly or explicitly a condition of the individual's employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment, which is intimidating, hostile, or offensive to the employee.

Each employee must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

1. Verbal: repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds;
2. Visual/Non-verbal: derogatory posters, cartoons, or drawings; suggestive objects or pictures; graphic commentaries; leering or obscene gestures; displaying or forwarding sexually explicit or pornographic material through e-mail or the Internet;
3. Physical: unwanted physical contact including touching, interference with an individual's normal work movement or assault; and
4. Other: making or threatening reprisals as a result of a negative response to harassment.

Any employee who believes that he/she is or may be subjected to objectionable conduct, or has observed such actions taken by a supervisor, co-worker, student, or other school official should promptly take the following steps:

- A. If the alleged harasser is a staff member or a student, the affected employee should, as soon as possible after the incident, contact the Gender Equity Contact Person.
- B. If the harasser is a student of NJ-SP SCHOOL CORPORATION, the supervisor, if not the student's principal, should immediately inform the student's principal of the alleged harassment.

All staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members, students, or others associated with NJ-SP School Corporation. The staff member may make

contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) who s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to the Superintendent.

In response to every complaint, NJ-SP School Corporation will take prompt investigatory actions and corrective and preventative actions where necessary. Each investigation shall be conducted in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved in the investigation is to discuss the subject outside of the investigation. All staff member and others involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation. No employee in this organization is exempt from this policy. An employee who brings such a complaint to the attention of NJ-SP School Corporation in good faith will not be adversely affected as a result of reporting the harassment.

Any employee who engages in objectionable conduct is subject to discipline up to and including termination.

REPORTING THREATENING BEHAVIORS (POLICY #4362.01)

Threatening behavior may take different forms, including, but not limited to, the following:

1. Face-to-face encounters in which words are used that indicate to the staff member that his/her safety and well-being are in jeopardy.
2. Written communications that include comments toward the staff member or his/her family that are disparaging or would imply or state explicitly that the staff member and/or his/her family may be subject to some form of physical or psychological abuse or violence.
3. Written or spoken comments to a staff member which could subject him/her to blackmail or extortion.
4. Written or spoken communication that would imply or explicitly state that some form of damage may be done to the staff member's property or that of his/her family.

Any staff member who believes that s/he is the victim of any of the above actions or has observed such actions taken by a student, parent, fellow staff member, supervisor, co-worker, or other person associated with NJ-SP School Corporation such as a vendor, contractor, volunteer, or school official should promptly take the following steps:

- A. If the alleged aggressor is the staff member's supervisor, the affected employee should, as soon as possible after the incident, contact the Superintendent.
- B. If the alleged aggressor is not the staff member's supervisor, the affected staff member should, as soon as possible after the incident, contact his/her supervisor.
- C. If the alleged aggressor is a student of NJ-SP School Corporation, the supervisor, if not the student's principal, should immediately inform the student's principal of the alleged threat.

All staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present threat allegations or charges against fellow staff members, students, or others associated with NJ-SP School Corporation. The staff member may make contact either by a written report or by telephone or personal visit. During this contact, the reporting staff member should provide the name of the person(s) who s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly by the staff member receiving the report and forwarded to the Superintendent.

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STUDENT WELL-BEING

Non-instructional staff members may be confronted with situations, which, if handled incorrectly, could result in liability to NJ-SP School Corporation and personal liability to the staff member. It is the responsibility of the Superintendent to prepare administrative guidelines **if needed** to ensure the maintenance of the following standards in accordance with applicable federal or state law:

- A. Each non-instructional staff member shall report immediately to the principal any accident, safety hazard, or child abuse s/he detects.
- B. A non-instructional staff member shall not send students on any personal errands.
- C. A non-instructional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. This provision should not be

construed as precluding a non-instructional staff member from associating with students for legitimate or proper reasons.

- D. A non-instructional staff member shall not transport students in a private vehicle, with the exception of students who are related to the employee (i.e. children, step-children, etc.)
- E. A student shall not be required to perform work or services that may be detrimental to his/her health.
- F. Most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws. Any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse. This does not affect the obligation to report suspected child neglect or abuse.

CHILD ABUSE/NEGLECT

It is important to know any person who has a reason to believe a child is a victim of abuse or neglect has a duty to make a report to the Department of Child Services (DCS) or the police. If you hear about or see child abuse/neglect you must report it immediately. Indiana Code § 31-33-5-1. If you suspect a child is being abused or neglected call Indiana's Child Abuse and Neglect Hotline at 1-800-800-5556 or local law enforcement. The police and/or DCS are the appropriate authorities to investigate these matters.

A form is included in the Appendices to use for reporting purposes.

EMPLOYEE SUBSTANCE ABUSE (POLICY #4170)

Any non-instructional staff member whose physical characteristics, appearance, behavior, or breath odor suggests to a supervisor that s/he may be under the influence of alcohol shall be requested to take a Breathalyzer test at the local police station. The non-instructional staff member shall be taken to the station by a supervisor.

This policy is referencing non-instructional staff which does include bus drivers, however, bus drivers receive and are also under the rules of the "School Bus Driver's Handbook".

The policy for drug and alcohol testing of bus drivers may be different than that of other non-instructional staff members.

Should the non-instructional staff member refuse to take such test or should the results of the test be positive, s/he shall be disciplined by the Superintendent for conduct unbecoming a non-instructional staff member and his/her case immediately referred to the Board for disposition.

Should a supervisor determine from the physical aspects, appearance, or behavior of a non-instructional staff member that s/he might be under the influence of other drugs, said non-instructional staff member should be immediately taken to a local health facility for further diagnosis. Should the non-instructional staff member refuse or be found to be under the influence of drugs, s/he shall be disciplined by the Superintendent for conduct unbecoming a non-instructional staff member and his/her case immediately referred to the Board for disposition.

A non-instructional staff member that has an illness or any other problems relating to the use of alcohol or other drugs will receive the same consideration and offer of assistance that is presently extended to support staff having any other illness. The non-instructional staff member is responsible for correcting unsatisfactory job performance or behavior resulting from a suspected health problem. Failure to do so, for whatever reason, will result in appropriate corrective action as determined by the NJ-SP School Board. No NJ-SP support staff will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.

DRUG FREE WORKPLACE
(POLICY #4122.01)

For purpose of this policy, school property includes any school building; school premises; school-owned vehicle or other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

As a recipient of a federal grant, NJ-SP School Corporation requires that employees abide by the terms of this policy and that employees will notify their supervisor in writing of any conviction for a violation of any criminal drug statute occurring on school property, as defined above, no later than five (5) calendar days after such conviction. NJ-SP School Corporation also requires any employee who is convicted of any work-place drug crime notify his/her supervisor in writing within 10 days of/from the notice of conviction.

DRUGS/ALCOHOL ABUSE REPORTING RESPONSIBILITY

NJ-SP School Board recognizes that school employees and administrators are obligated to report crimes involving controlled or illegal substances. This policy is intended to aid employees and administrators in complying with this reporting law.

Any employee who personally witnesses or has personal knowledge from surrounding circumstances of a crime involving a controlled or illegal substance occurring in, on, or within 1000 feet of school property shall make an immediate written report to the school principal or the principal's designee.

A school principal, his/her designee, or other administrative staff member who receives a report, or has personal knowledge from surrounding circumstances, of a crime involving controlled or illegal substances occurring in, on, or within 1000 feet of school property, shall make an immediate written report to the police using a form developed by the Superintendent. School property includes school buses whether or not owned by NJ-SP School Corporation.

Counselors and psychologists who learn of a violation of the controlled substances laws from privileged communication are exempt from the reporting requirement.

Crimes involving controlled or illegal substances include possession, use, transmittal, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, intoxicant, drug, paraphernalia, or counterfeit drug.

EMPLOYEE ASSISTANCE PROGRAM

(POLICY #4170.01)

The School Board believes that early recognition and treatment of illegal drug use or controlled substance abuse is important for successful rehabilitation, return to productive work, and reduced personal, family, and social disruption.

NJ-SP School Corporation encourages the earliest possible diagnosis and treatment for alcoholism and drug abuse and supports sound treatment efforts. Whenever feasible, and subject to the limitations described here, NJ-SP School Corporation will assist staff members in overcoming illegal drug use or controlled substance abuse. However, the decision to seek diagnosis and accept treatment for illegal drug use or controlled substance abuse is primarily the individual staff member's responsibility.

Self-Referral

Staff members with personal drug or controlled substance abuse problems should request assistance from the Superintendent. Assistance will be provided on a confidential basis. Staff members who, in dealing with drug or controlled substance abuse problems, voluntarily request assistance through the EAP may do so without influencing their performance appraisal or jeopardizing their employment with NJ-SP School Corporation.

Corporation Referral

Staff members who test positive for the current use of illegal drugs or controlled substance abuse and who are referred, at Corporation request, for counseling or treatment will be limited to one (1) opportunity for counseling or treatment to cease the use of illegal drugs. A 2nd positive test for the current use of illegal drugs will result in immediate termination.

Special Considerations

All Corporation-requested staff member treatment and counseling will require, at a minimum, that the staff member immediately cease any illegal drug use and controlled substance abuse, and that the staff member be subject to periodic unannounced testing for a sixty (60) month period following enrollment in the program. Undergoing treatment or counseling will normally not jeopardize a staff member's employment. However, NJ-SP School Corporation is required in certain situations to report a staff member's involvement with drug use or controlled substance abuse to Government agencies concerned with national security, health, and safety. In these situations, NJ-SP School Corporation may be required to prohibit the staff member from driving a Corporation vehicle. If other work cannot be found for which s/he is qualified, the staff member's employment may be terminated.

REQUIREMENT TO REPORT ARREST

Any time an employee is arrested for any reason, he or she must report said arrest to his or her supervisor within 24 hours of its occurrence. Failure to do so may result in discipline up to and including dismissal.

All employees should be aware that they are required by state law to make the reports contained in this policy. Anyone making a report of a controlled substance violation is granted immunity under state law from any civil damages or penalty for making the report. Persons acting maliciously or in bad faith will not be so prosecuted.

TOBACCO USE - SMOKE FREE ENVIRONMENT

The NJ-SP School Board has designated that ALL school facilities, vehicles, and property are NONSMOKING AREAS. Smoking is not permitted at any time within the NJ-SP School Corporation. Any breach of this policy will lead to disciplinary action, up to and including termination of employment.

In addition, NJ-SP School Corporation recognizes that the use of tobacco presents a health hazard, which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, ecigarette, vaping devices, pipe, snuff, or any other matter or substance that contains tobacco. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the use of tobacco by non-instructional staff members in school buildings, on school grounds, on school buses, school vehicles, or at any school-related event.

DANGEROUS WEAPONS (POLICY #4217)

The School Board will not tolerate the possession of weapons, bombs, devices, instruments, materials, or substances (animate or inanimate) that are used for, or are readily capable of causing death or serious bodily injury, by any staff member while on Corporation property, at a school-sponsored event, or in a school vehicle. This includes bringing weapons onto school property in the staff member’s personal vehicle. Any staff member found possessing such items on Corporation premises, a school vehicle, property being used by NJ-SP School Corporation for school purposes, or in the staff member’s personal vehicle on school property will be reported to the local law enforcement agency and prosecuted to the fullest extent of the law. In addition, the employee will be subject to disciplinary action, up to and including termination.

Staff members shall report knowledge of dangerous weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such knowledge may subject the staff member to discipline. The Superintendent shall prepare administrative guidelines to require that a report be filed as soon as possible with the appropriate law enforcement agency, and that a concerted effort is made to see that the individual is prosecuted to the fullest extent of the law. Such items may only be brought onto Corporation property for educational purposes under controlled circumstances when authorized by the Superintendent.

This restriction applies to any staff member licensed to possess firearms, unless s/he is serving as a security guard assigned to the School Corporation and is on duty at the time.

EMPLOYEE INFORMATION

JOB RESPONSIBILITIES & DUTIES

NJ-SP non-instructional employees are to be presented with a job description and instructions on access to the Handbook at their entrance interview by the Payroll/Human Resources Manager. All job descriptions are intended to describe the type and level of work being performed by a person assigned to a specific job. All job descriptions are not exhaustive lists of all duties and responsibilities required by a person so classified. ANY and ALL job descriptions may have other duties assigned by the Superintendent or Supervisor. All NJ-SP employees are expected to be honest in the reporting of work time, reasons for absence, and the execution of their job responsibilities. ANY changes in the scheduled workday and break times MUST have PRIOR Superintendent approval.

DIRECTORY UPDATE INFORMATION

ANY change of name, address, or telephone number shall be reported to the Payroll/Human Resources Manager in writing within ten (10) working days.

OUTSIDE ACTIVITIES (POLICY #4231)

So that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the NJ-SP School Corporation, the following guidelines are provided:

- A. Refrain from making public utterance about private associations if such remarks are likely to violate community standards of propriety.
- B. Avoid conduct and association outside the school, which, if known, could have an adverse or harmful effect upon the school community.
- C. Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.
- D. Do not use school property or school time to solicit or accept customers for private enterprises, without written administrative permission.
- E. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school employees.
- F. Do not engage in political activities during assigned hours of employment.
- G. Do not conduct unproved solicitations on school property.
- H. Do not reveal confidential information to which you were privy at school.

None of the foregoing restrictions are to be construed as to make any particular employee's conduct a ground for termination where such conduct is constitutionally protected as an

exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

PROFESSIONAL APPEARANCE

(POLICY #4216)

The School Board believes that non-instructional staff members are an important and integral part of NJ-SP School Corporation. Since non-instructional staff members are highly visible staff to the students, the professional staff and the public, the Board believes non-instructional staff members should at all times be well-dressed and groomed. Non-instructional staff members who understand this precept and adhere to it enlarge the importance of their task, present an image of dignity, and encourage respect.

The Board retains the authority to specify the following dress and grooming guidelines for non-instructional staff members. All non-instructional staff members shall, when assigned to Corporation duty:

- A. Be physically clean, neat, and well groomed.
- B. Dress in a manner consistent with their non-instructional responsibilities.
- C. Dress in a manner that communicates to others a pride in personal appearance.
- D. Dress in a manner that does not cause damage to Corporation property.
- E. Be groomed in such a way that their dress or hairstyle does not disrupt the educational process or cause a health or safety hazard.

EMPLOYEE EVALUATIONS

(POLICY #4220)

The NJ-SP School Board recognizes that to promote positive individual job performances and improvement to student service an employee evaluation program must be implemented and maintained. The purpose of the evaluation process is to help non-instructional staff members to realize the continued improvement of job skills, knowledge, abilities, attitude and performance. This evaluation is intended to identify where the employee meets expected standards and also whether any weaknesses exist that prevent a staff member from achieving the standards of his/her assigned job duties. Any remedial measures required to meet or exceed job requirements must be listed on an employee's evaluation form and must be discussed with the employee.

The immediate supervisor will evaluate their assigned staff on an annual basis. The immediate supervisor may hold a conference with the employee to discuss the written evaluation. At the conclusion of the evaluation meeting, the Supervisor will provide the employee an opportunity to sign copies of the evaluation. An employee's signature may only be an indication of the receipt of the evaluation, or may include a statement indicating the employee's acceptance of the evaluation. If the employee's signature represents only

the receipt of the evaluation, the employee may submit a written statement in response to the evaluation within ten (10) days. An employee's response will be attached to the evaluation and kept in the employee's personnel file.

The Superintendent shall prepare administrative guidelines for conducting non-instructional staff member evaluations.

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within an organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment may end:

RESIGNATION

Employment termination initiated by an employee who chooses to leave the NJ-SP School Corporation voluntarily. The NJ-SP employee is expected to submit a written letter of resignation to the NJ-SP School Corporation two (2) weeks PRIOR to the effective date of resignation. The NJ-SP School Board will extend the same courtesy of two (2) weeks' notice when it is felt that dismissal action needs to be taken with a specific employee, EXCEPT if an employee commits an offense that calls for immediate dismissal.

DISCHARGE

Employment terminated by the NJ-SP School Corporation. Any formerly terminated NJ-SP employee is ineligible for ANY future rehire in ANY NJ-SP job classification, subject to the requirements of federal and state law.

LAYOFF

(POLICY #4141)

It is the responsibility of the School Board to provide the non-instructional staff necessary for the operation of NJ-SP SCHOOL CORPORATION, consistent with the responsibility of the Board for the judicious allocation of its resources.

The Superintendent shall, when necessary, recommend to the Board the abolishment of existing positions. The Board reserves the right in accordance with statute to abolish any existing position in whole or in part or to reduce the number of non-instructional staff members in such positions based on the recommendation of the Superintendent.

All non-instructional staff members shall be selected for layoff in accordance with factors such as job performance, past experience, and diversified capabilities.

MEDICAL TERMINATION

Employment termination may be initiated by the employee or by the organization when an employee is unable, for health or safety reasons, to continue to perform essential functions of the employee's position.

RETIREMENT

The employee may initiate voluntary retirement from active employment status. The employee will receive his/her final pay in accordance with applicable state law. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

REHIRE

ANY former NJ-SP non-instructional employees who are hired after a previous resignation will be hired in as a new employee and will have the same benefits as any other beginning employee in the classification of hire unless authorized/approved by the Superintendent. ANY formerly terminated NJ-SP employee is ineligible for ANY future rehire in any NJ-SP job classification, subject to the requirements of federal and state law.

VACANCIES

Human Resources must receive notification of any NJ-SP job vacancy. A job posting will be requested from the immediate supervisor and then forwarded to all buildings and the bus barn. Vacancy notices must be posted a minimum of five working days.

TRANSFERS IN ASSIGNMENT (Policy #4130)

A NJ-SP non-instructional employee who desires to transfer to another position shall file a written statement of such desire with the immediate Supervisor. At times when involuntary transfers are deemed necessary, transfers will be made on the basis of the best interests of the NJ-SP School Corporation. These transfers will be made after consulting with building Administrators, Supervisors, and the Superintendent. The Superintendent is responsible for the assignment and transfer of support staff. Any NJ-SP employee who is transferred must have written recommendation by his/her supervisor for such transfer. The Superintendent must approve this transfer and then submit the request to the Board for approval. The Director of Business and Finance and Payroll/Human Resource Manager are to be notified of all transfers. Upon approval, a copy of the transfer shall be placed in the personnel file of the employee being transferred.

TECHNOLOGY PRIVACY

All staff will be required to read and sign an Acceptable Use Policy.

TELEPHONE CALLS/CELL PHONES

Employees are not to use NJ-SP School Corporation telephones for personal calls during their scheduled work shift, except on an emergency basis. It is essential that the school telephones are always open for necessary or important school contacts. Cell phones are not to be used during employees' scheduled work shift, except on an emergency basis. Employees may use NJ-SP School Corporation telephones/or their personal cell phones to make brief, local (non-toll) calls provided such calls are made during free time.

Except in the case of emergencies, local calls should be limited to two (2) to three (3) minutes. No long-distance calls are to be made using NJ-SP School Corporation telephones without the permission of the Principal. If such calls are made, calls must be charged to the receiving party, a credit card, or a calling card. Telephone cards are not to be used with computer modems without the approval of the computer coordinator/Principal. All long-distance calls will be logged.

Cell phones that are provided to NJ-SP employees to assist in their job functions with the NJ-SP School Corporation are not be used for personal calls at any time. Employees who are provided with NJ-SP School Corporation cell phones and whose job functions include the operation of a motor vehicle, such as Bus Drivers, are not to dial, place calls, or answer calls while operating their vehicle during work hours or in the performance of duties on behalf of NJ-SP School Corporation. Employees must first pull their vehicle off the road and bring the vehicle to a complete stop in a safe location before using their cellular telephone or other device. Failure to comply with this policy will subject employees to disciplinary action up to and including termination.

WORKPLACE VISITORS

Employees are not to have visitors of any kind, including friends and/or relatives, during the employee's assigned work shift. An employee may, at times, have someone drop off an item or need to see a visitor for a brief period of time. No visitor shall remain with an employee at the employee's job site. Employees may NEVER bring in or have friends and/or relatives who are not NJ-SP employees to help with or to do the employee's assigned work. Baby-sitting or bringing in children to the employee's assigned work shift is NEVER permitted.

USE OF SCHOOL EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. Please notify the supervisor if any equipment machines, tools, or vehicles appear to be damaged, defective, or need to be repaired. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles as well as excessive or avoidable traffic and parking violations can result in disciplinary action up to and including termination.

Employees using an NJ-SP School Corporation vehicle are to keep the interior and exterior of the vehicle clean and maintained. A mileage and gas log is to be kept in the vehicle and maintained on a daily basis. Employees are NEVER to conduct personal business with school owned vehicles, which includes any non-work activities (i.e., personal breaks,

moving, errands, etc.) Employees are not to use school tools, equipment, vehicles, bus garage, or building facilities for personal use or gain.

Employees are not to use school corporation fuel for personal use or gain. If employees receive PRIOR approval from the Superintendent to use their personal vehicles for school-related business, the employee is to fill out a mileage claim form and to be reimbursed at the current approved rate for mileage traveled during the school-related business. Employees are NEVER to be compensated with school corporation fuel.

DISPOSITION OF SURPLUS PROPERTY (POLICY #7310)

The Board of Education requires the Superintendent to review the property of NJ-SP School Corporation periodically and to dispose of material and equipment that is no longer usable in accordance with the terms of this policy.

A. Instructional Material

NJ-SP School Corporation shall periodically review instructional materials, i.e., textbooks, library books, manuals, support materials, etc. to determine the relevance of such materials to the modern day and to current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. Concepts or content that do not support the current goals of the curriculum
2. Information that may not be current
3. Worn beyond salvage

B. Equipment

NJ-SP School Corporation shall periodically inspect the equipment used in the instructional program to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. Repair parts for the equipment no longer readily available
2. Repair records indicate equipment has no usable life remaining
3. Obsolete and no longer contributing to the educational program
4. Some potential for sale at a school auction

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste disposal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

The Superintendent is to provide the NJ-SP School Board with a list of all equipment and furniture to be disposed, auctioned, or donated. The NJ-SP School Board PRIOR to any action being taken with the NJ-SP property in question MUST approve both the disposal and manner of disposal.

Employees are not to take ANY items or equipment that has been or is to be designated as obsolete or surplus property. All such items possessing NJ-SP property identification numbers are to have the identification numbers; name of items, and building location recorded and turned in to the Business Manager.

WORK STOPPAGE (POLICY #4531)

The School Board is obligated and committed to provide certain basic services to students residing in the School Corporations under its jurisdiction and as contracted. Therefore, if the schools are open and students are in attendance, those basic services will be provided.

Non-instructional staff members are required at all times to perform their normal duties as assigned by the Superintendent of Schools. Non-instructional staff members who fail to perform their duties when so required will be subject to loss of pay and disciplinary action up to and including termination, and may, in accordance with the policies of this Board and the laws of the State, be subject to the loss of benefits.

CORPORATION/BUILDING

PURCHASING

Only those employees that have been authorized by the Business Manager or Superintendent are permitted to purchase items for the NJ-SP SCHOOL CORPORATION.

ANY employee purchasing without the PRIOR approval of the Business Manager or Superintendent, will be personally responsible for the payment of the incurred invoice along with being subject to disciplinary action, up to and including termination of employment.

The Business Manager reserves the right to request that written requisitions are submitted PRIOR to ANY ordering conducted.

CRISIS PLAN

The NJ-SP School Corporation has established a crisis plan in the event of a crisis. A copy of this plan is available through your direct supervisor or building principal.

EMERGENCY EVACUATIONS (POLICY #8420)

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters, and that such emergencies are best met by preparedness and planning. The Board authorizes a system of emergency preparedness, which shall ensure that:

- A. The health and safety of students and staff are safeguarded
- B. Minimum disruption to the educational program occurs
- C. Students learn self-reliance and are trained to respond sensibly to emergency situations.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. The Superintendent shall develop procedures for the handling of emergencies, which include a plan for the prompt and safe evacuation of the schools.

BOMB THREAT (POLICY #8430)

While the likelihood of a bomb being placed in a school is very remote, the School Board believes the following steps should be taken to ensure the safety of students and staff:

- A. Students and staff will be evacuated from the building upon the decision of the Building Administrator.
- B. The police will be contacted and requested to investigate and may enlist the assistance of outside help.

Administrators, building engineers, and maintenance personnel will assist and cooperate with police authorities.

Police and school authorities will make every effort to determine who made the bomb threat call. If an individual is apprehended, s/he shall be prosecuted to the fullest extent permitted by law. If a student is involved, the Student Code of Conduct will be enforced to its fullest and the matter referred to the appropriate court.

SCHOOL SECURITY AND KEYS

Master facility keys and fobs will be distributed by the Maintenance Director with authorization coming from the Superintendent. A written list shall be kept listing those employees with MASTER keys and fobs.

In general, staff members shall only be provided with the key to the space(s) they require access to as well as other areas in which they have a legitimate responsibility. The maintenance Director will maintain a file of master keys. It is a violation of this guideline for ANY unauthorized person to have a MASTER KEY or duplicate in his/her possession. Such unauthorized persons are subject to disciplinary action, up to and including termination. No SUB-MASTER keys shall be distributed to personnel without the written authorization of the assigned Building Principal.

Employees are to sign a "key card" identifying all school keys received and returned by that employee. Employees are to personally return and "sign off" for all returned keys to the Maintenance Director. All issued keys are the property of the NJ-SP SCHOOL CORPORATION. Keys are issued to employees based on job requirements and are not to be given or loaned out without Administrative approval. Incidents of lost or stolen keys are to be reported immediately to the Building Principal/immediate Supervisor and the Superintendent. Employees may be held liable for the costs associated/incurred with the loss of assigned school keys.

The Superintendent is also to be made aware of all keys that are available/assigned that have access to the swimming pool area. Keys are only to be cut for the swimming pool when authorized by the Superintendent.

Any key given to an employee for use is strictly prohibited from being duplicated.

SECURITY/BUILDINGS

In order to properly protect against theft:

1. Staff members are expected to obtain room, desk, and closet keys from the school office at the beginning of the school term.
2. No money or valuables are to be left in the room.
3. At no time shall students be given keys for their use.

4. Staff members must keep possession of their assigned keys.
5. Staff members should secure valuables at all times.
6. Class doors MUST be kept locked when the classroom is empty.
7. PRIOR to leaving school each day, staff members must close windows and lock doors to their rooms.
8. Staff members are responsible for the equipment and supplies in their classrooms and offices. Should any items “disappear,” the Superintendent must be notified immediately.

CLOSING

NJ-SP School Corporation realizes that our basic strength and continued future growth depend directly on our employees. We feel an employee who is satisfied with his or her job will be more productive at work and will contribute more toward the success of NJ-SP School Corporation.

NJ-SP School Corporation is committed to providing our employees with good working conditions, competitive wages and benefits, and fair treatment on an individual basis. We continue to make improvements in these areas and remain committed to upholding this record of progress. Further, we pledge to treat each and every employee with respect and in a fair and professional manner at all times. We encourage you to bring your concerns to your supervisor or building principal and we, in return, promise to listen and give the utmost consideration to those issues. Working together as a TEAM, we can continue to make the NJ-SP School Corporation successful a great place to work and learn.