

RANDOLPH SOUTHERN



NON-CERTIFIED HANDBOOK

Revised August 8, 2022

RANDOLPH SOUTHERN SCHOOL CORPORATION

NON-CERTIFIED HANDBOOK

GENERAL INFORMATION

Support personnel are those employees of the Corporation that are not required to have a license issued by the Indiana Department of Education in order to be hired to perform a specific duty in the Corporation. All support personnel are hired as at-will employees, which means either party (Corporation or the employee) may terminate employment by giving a two-week written notice. A written contract is not required for at-will employees.

Benefits will be available to support personnel with Board participation as established by the Board of School Trustees in public meeting. Membership in the Public Employees Retirement Fund (PERF) is required for all personnel anticipated to work over 600 hours per year. Some support personnel are employed year round, others are employed more in line with the number of teacher days per school year and others work during the days students are in attendance.

The maximum number of hours of work per week will be forty (40). Any work in excess of this forty (40) hours per week must have prior approval by the employee's supervisor, when approved hours in excess of forty (40) will be compensated at one and one-half time the employee's regular hourly rate. The school corporation does not pay for lunch hours. Working hours should conform to the following maximums:

1.	Custodial Personnel	8 hr/day (260 days)
2.	Maintenance Personnel	8 hr/day (260 days)
3.	School Nurse	7.5 hr/day (182 days)
4.	Social Worker	7.5 hr/day (182 days)
5.	Secretaries	8 hr/day (200 days)
6.	Extended Learning Center/Guidance Secretary	7.5 hr/day (200 days)
7.	Elementary Librarian & Library Aide	7 hr/day (181 days)
8.	Jr/Sr. High School Librarian	7 hr/day (190 days)
9.	Paraprofessional	7 hr/day (181 days)
10.	Cafeteria Director	7.5 hr/day (200 days)
11.	Cafeteria Personnel	2 to 5.5 hr/day (181 days)
12.	Bus Drivers	4hr/day for 182 days
13.	Substitute Teachers	7 hr/day

Compensatory time is overtime that the employee, with approval of supervisor, elects to take at a later date in lieu of being paid overtime. Compensatory time earned during one week is calculated by multiplying the hours worked in excess of forty (40) times 1.5. No compensatory time is permitted to accumulate. All hours worked over forty (40) in one workweek will be paid at time and one-half.

Paychecks or direct deposits will be distributed to the employees at their regular building assignment or banking facility throughout the year. Twelve (12) month employees shall be paid in twenty-four (24) payments. Nine (9) and ten (10) month employees shall be paid in

twenty (20) payments. Paydays will be on the 7th and 22nd day of each month. Pay advices are emailed by the 7th and 22nd day of each month.

The Superintendent may authorize exceptions.

EMPLOYEE SERVICE RECORDS

All support personnel's hours of work as determined by job category will be reported each pay period (semi-monthly) to the Central Office of the corporation by the employee's building principal or immediate supervisor. This report will be made on an individual time sheet, as provided by the Central Office. This report must contain the following information:

1. Employee's Name
2. Regular hours worked on indicated days of pay period
3. Overtime hours worked, date worked and reason for the overtime
4. Vacation days
5. Paid holidays
6. Other paid leave days
7. Lost time

Support personnel are to notify their immediate supervisor or his/her designee at the earliest possible time in the event of not being able to report for work. All personnel must have permission from their immediate supervisor to leave the job during the workday.

The following disciplinary action will be taken when tardiness or absences are not properly reported to the appropriate supervisor or when tardiness or absences are not for valid reasons:

1. First time – conference and written warning
2. Second time – one day off the job without pay
3. Third time – dismiss from the job

Conferences will be held with the appropriate supervisor. A written statement concerning the items discussed at the conference will be given to the employee. A copy of this statement (signed by the employee acknowledging that these items were discussed) will be placed in the employee's file.

EVALUATION

Support personnel shall be evaluated by his/her immediate supervisor at least one time during the school year. Personnel serving a probationary period shall be evaluated by his/her supervisor toward the end of the probationary period as a basis to recommend retention or termination. The evaluation instrument will be developed by the Superintendent with modifications as recommended by the immediate supervisor.

After each evaluation, this form will be reviewed with the person being evaluated and shall be signed by both the evaluator and the support person. The signed evaluation form shall

become a part of the employee's personnel folder. If the person being evaluated disagrees with the evaluation, he/she may attach a written statement to the evaluation giving his/her opinion concerning the evaluation. Each employee shall receive a copy of the evaluation and may review his/her personnel folder upon request to the Superintendent.

CHANGES OF WORK SCHEDULE DUE TO INCLEMENT WEATHER

When it is necessary to cancel or curtail school activities due to adverse weather conditions, these changes will be announced and broadcast through the digital call system, television, and radio stations.

SCHOOL CANCELLATIONS

When school is cancelled due to weather related or emergency conditions, the following support personnel are required to report to work: (1) 12-month employees, (2) secretaries, (3) social worker, (4) nurse, and (5) cafeteria director. The immediate supervisor will notify support personnel about reporting to work and the hours of work.

Support personnel will be paid for only hours worked. This means that only those support personnel who have worked during the school cancellation or curtailment will receive compensation on those days. Unused personal leave days and remaining vacation days are permitted to be used to receive compensation for hours lost due to inclement weather. If unused personal leave days or remaining vacation days are requested to be utilized for this purpose, requests to use increments of less than half-days will be denied.

SCHOOL DELAYS

If school is delayed due to weather conditions or any other cause, support personnel, with the exception of paraprofessionals and bus drivers, are to report at the regular time. Paraprofessionals, Substitute Teachers, and Bus Drivers will govern their schedule according to the student schedule in effect. Paraprofessionals and Substitute Teachers will only work the same time as the students are at school and will be paid for those hours worked.

NOTE: Exceptions to the above may be made by order of the Superintendent.

EARLY DISMISSAL

From time to time, weather conditions may deteriorate during the course of a school day necessitating early dismissal from school. Notification of early dismissal will be made through digital call system, television, radio stations, and P.A. announcements in the schools. Support personnel other than paraprofessionals and substitute teachers will work their regular schedule on early dismissal days. Paraprofessionals and substitute teachers will be dismissed at the same time as students and will be paid for hours worked. Should other support staff leave for reasons of safety, their own well-being and best interest, they will be paid for hours worked.

If a support person is not at work on a school day cancelled due to weather conditions and has applied in advance for “sick” or “personal” leave, time will not be charged against these benefits unless compensation is requested, in writing, for the use of such days.

CRIMINAL HISTORY INFORMATION

To help ensure a safe environment, it is the policy of the Randolph Southern School Corporation to require each individual considered or hired for employment comply with Board Policy 4121, Personal Background Checks and Mandatory Reporting of Convictions and Substantiated Child Abuse and Arrests.

The term “hired for employment” includes, but is not limited to: secretaries, custodians, maintenance workers, cooks, nurse, social worker, librarians, paraprofessionals, bus drivers, substitutes for all positions, volunteers, and lay coaches.

Each applicant interviewed will be questioned about the applicant’s criminal history. Failure to answer honestly any questions related to the criminal history may be cause for termination.

Any information obtained from a criminal history check is confidential and shall not be released or disseminated.

Employees must have a signed copy of the Adult Behavior Expectations form attached to their application before they begin their employment.

KEY EMPLOYEE DEFINITION

Key Employee category was created in 2001 and included the Treasurer, Deputy Treasurer, Technology Director, and Maintenance Director. Key Employees work 8 hours per day for 260 days.

COMPENSATED LEAVE PROVISION

All compensated leave [Paid Time Off (PTO)] must be used before an employee can choose to take an unpaid (docked pay) leave. All compensated leave time shall be in whole day or half-day increments.

TWELVE MONTH EMPLOYEE - FRINGE BENEFITS

Twelve month employees include Custodial Personnel, Maintenance Personnel, and Transportation Secretary/Administrative Assistant.

Only full-time employees are eligible for the following benefits. Full-time employees will work a minimum of 37.5 hours per week. Employees who were once full-time employees, with Board approval, may have their benefits pro-rated if circumstances necessitate working less than a normal workweek.

Sick Leave

Effective with the 2007-2008 school year the corporation's policy for the use of sick days by all non-certified employees states that sick days are to be used by an employee only when he/she is sick or has a doctor's appointment. Should a sick day or sick days be used when the employee is NOT sick, it can be viewed as "ghost employment" and possible insubordination, which could lead to a recommendation of termination.

- a. Each employee is granted ten (10) days of sick leave per year.
- b. Unused sick leave may be carried over into future years with a maximum accumulation of 80 days.
- c. Sick leave for a new employee shall be .83 day per month through December 31. On the first January 1, the employee will be granted ten (10) days of sick leave.
- d. There is no monetary payout for sick days upon termination, resignation, or retirement.
- e. A doctor's note/excuse will need to be provided to Central Office after 3 consecutive sick days or a continued pattern of illness on Monday, Friday, or the day before/after a Holiday.

Personal Leave

- a. Each employee is granted three (3) personal days per calendar year.
- b. Unused personal leave days shall be used prior to January 31st of the following year.
- c. Unused personal leave may be converted to salary at 50% of the employee normal rate of pay.
- d. Personal leave for a new employee shall be .25 day per month through December 31. On the first January 1, the employee will be granted three (3) personal days.

Bereavement Leave

- a. In case of a death within the immediate family, the employee shall be granted up to five (5) days leave without loss of compensation. Immediate family means parent (step), child (step), spouse, mother/father in-law, sibling (step), grandchild (step), grandparent, or anyone domiciled within your residence. In case of death(s) of a close friend or other relation, the employee shall be granted up to two (2) days each school year to be deducted from personal leave.
- b. Unused bereavement leave is not allowed to be carried over into the next calendar year.

Family Illness Leave

- a. Each employee is granted three (3) family illness leave days per calendar year.
- b. Unused family illness leave is not allowed to be carried over into the next calendar year.
- c. Family illness leave for a new employee shall be .25 day per month through December 31.

Medical and Vision Insurance

- a. Twelve-month employees will be offered medical insurance. The value will be established by the Board annually. Employees classified as Key Employees will be offered medical insurance of all but \$1 for a single plan.
- b. Twelve-month employees opting not to take the medical insurance shall receive additional salary compensation. The value of the compensation will be established by the Board annually.
- c. Key Employees will be receive a Health Savings Account (H.S.A.) Contribution of \$3,000.00 per year.
- d. Twelve-month and Key employees will be offered vision insurance up to \$125.00 towards any plan.

Term Life Insurance

- a. All but one dollar will be paid toward \$40,000 term life insurance for key employees and all but one dollar will be paid toward \$35,000 term life insurance for other twelve-month employees.
- b. Employer contribution of benefits will terminate when the employee retires or resigns.

Long Term Disability Insurance

- a. All but one dollar will be paid toward long-term disability insurance.
- b. Employer contribution of benefits will terminate when the employee retires or resigns.

Vacation

Starting August 1, 1993, vacation time for full-time (12 month) service will only be accrued for continuous service with the Corporation.

- a. Status of an Employee that is reemployed by the District.

A reemployed non-certificated individual's date of employment for vacation purposes begins on the first date of the most recent employment.

- b. Two (2) weeks of vacation will be granted for service up to ten (10) years. Three (3) weeks of vacation will be granted for service beginning the eleventh (11) year. Vacation days shall accrue as follows:
 - (1) The employee shall receive five (5) days of vacation on January 1 of the calendar year; the employee shall receive an additional five (5) days of vacation on April 1 of the calendar year; and if eligible, the employee shall receive an additional vacation due to the employee on September 1 of the calendar year. This becomes effective January 1, 2009.
 - (2) For an employee whose eleventh (11) year begins during the calendar year, .42 vacation day will be added for each month through December 31. Three (3) weeks of vacation will be granted the year following completion of ten years.
- c. Vacation Days need to be pre-approved by your Supervisor.
- d. If special circumstances arise and the employee wishes to take his/her vacation prior to accruing the vacation days, the employee must make a request in writing to the School Board. The School Board, in its absolute and sole discretion, may accept or deny the request. The advancement of vacation days shall only be considered for the current calendar year, and not for future years. This becomes effective January 1, 2009.
- e. Employees may only carry over five (5) vacation days per year. Employees will lose any vacation days that exceed five (5) after December 31st of the calendar year. This policy shall begin on January 1, 2020.
- f. Vacation days remaining at termination, resignation, or retirement will be paid out at the employee's hourly rate.

Holiday Days

- a. For twelve month employees, the following days are paid holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve Day, and Christmas Day.
- b. All personal or vacation days used during a break must be pre-approved by their Supervisor. Up to 50% of twelve month employees may be approved for a vacation or personal day on the same workday based upon seniority.

Any employee who attempts to circumvent this policy by using undocumented sick days or non-paid days subject themselves to disciplinary action that may include a warning, written reprimand, suspension without pay or a recommendation to the Board of termination.

Randolph County Travel Warning and 12-Month Hourly Employees

Whenever Randolph County is on a Travel Warning, Randolph Southern 12-month hourly workers will not be required to work. Employees should select one of the following options:

- 1. Make-up the work day at a later date. This date must be acceptable to their immediate supervisor. The immediate supervisor is to provide the work to be done.
- 2. Take a vacation day.

3. Take a personal day.

Employees should notify their immediate supervisor of their selection. The action selected should be completed within the pay period.

Jury Duty Leave

Any school employee who is called to serve on a jury will be paid regular pay for each day he/she is absent from work without the day(s) deducted from sick/personal leave. The employee shall keep the court reimbursement to cover their personal expenses.

401(a) Retirement

- a. 12-month employees will have:
 1. 1.75% of their salary added to their 401(a) plan for the first five (5) years of continuous employment with Randolph Southern.
 2. 2.25% of their salary added to their 401(a) plan beginning with year six (6) through sixteen (16) of continuous employment with Randolph Southern.
 3. 2.75% of their salary added to their 401(a) plan beginning with year seventeen (17) of continuous employment with Randolph Southern.

NINE-MONTH EMPLOYEES ARE CATEGORIZED AS FOLLOWS:

- a. Category I
Cafeteria Director, High School Secretary, High School Assistant Secretary, Elementary Secretary, Nurse, and Social Worker.
- b. Category II
Cooks and other Cafeteria Workers, Bus Drivers, Librarian, Library Aide, Guidance Secretary/In-House Suspension, and Paraprofessionals.
- c. Category III
As Needed Personnel, Extra-Curricular Bus Drivers, Part-Time Mini Bus Driver, Part-Time Bus Mechanic, Sub-Caller, Groundskeeper, and Substitutes for Categories I and II.

Sick Leave

Effective with the 2007-2008 school year Randolph Southern School Corporation's policy for the use of sick days by all non-certified employees states that sick days are to be used by an employee when he/she is sick or has a doctor's appointment only. Should a sick day or sick days be used when the employee is NOT sick, it can be viewed as "ghost employment" and possible insubordination, which could lead to a recommendation of termination.

- a. Category I employees are granted the following sick leave per year:

Cafeteria Director	8
Secretaries	7
Nurse	5
Social Worker	5
Paraprofessional	5

- b. Category II employees are granted five (5) days of sick leave per year. Part-time Category II employees have their sick leave pro-rated.

- c. Unused sick leave may be carried over into future years with a maximum accumulation as follows:

Category I	45 days
Category II:	25 days

- d. Sick leave for new employees shall be pro-rated at the rate of 1/9 per month.

- e. Category III employees are not granted any sick leave.

- f. There is no monetary payout for sick days upon termination, resignation, or retirement.

- g. A doctor's note/excuse will need to be provided to Central Office after 3 consecutive sick days or a continued pattern of illness on Monday, Friday, or the day before/after a Holiday.

Personal Leave

- a. Each employee is granted three (3) personal days per school year.

- b. Unused personal days shall be used prior to October 1st of the next school year.

- c. Unused personal leave may be converted to salary at 50% of the employee normal rate of pay.

- d. Personal leave for a new employee shall be .33 day per month through May 31st. On the first day of the next school year, the employee will be granted three (3) personal days.

- e. Part-time employees will be pro-rated.

- f. Category III employees are not granted any personal days.

Bereavement Leave

- a. In case of a death within the immediate family, the employee shall be granted up to five (5) days leave without loss of compensation. Immediate family means parent (step), child (step), spouse, mother/father in-law, sibling (step), grandchild (step),

grandparent, or anyone domiciled within your residence. In case of death(s) of a close friend or other relation, the employee shall be granted up to two (2) days each school year to be deducted from personal leave.

- b. Unused bereavement leave is not allowed to be carried over into the next school year.
- c. Part-time employees will be pro-rated.
- d. Category III employees are not granted any bereavement leave.

Family Illness Leave

- a. Each employee is granted three (3) family illness leave days per school year.
- b. Unused family illness leave is not allowed to be carried over into the next school year.
- c. Family illness leave for a new employee shall be .33 day per month through May 31st. On the first day of the next school year, the employee will be granted three (3) family illness leave days for the new school year.
- d. Part-time employees will be pro-rated.
- e. Category III employees are not granted any family illness leave.

Medical and Vision Insurance

- a. Category I and Category II employees must work an average of thirty (30) hours per week during the calendar year to be eligible for the corporation group health insurance plan according to the Affordable Care Act. Medical insurance is set at rate established by the Board, annually.

Category I Employee Single Plan Contribution: \$7,830.24 towards plans 1 or 2.

Category II Employee Single Plan Contribution: \$8,023.21 toward plans 1 or 2.

Cafeteria Director Single Plan Contribution: All but one dollar.

Cafeteria Director Health Savings Account Contribution: \$2,450.00

- b. New Category I employees will be granted per month one-twelfth of the annual value until the next September 1st.
- c. Category III employees are not eligible to purchase medical or vision insurance.
- d. Category I employees will be offered vision insurance up to \$125.00 towards any plan.
- e. Category II employees are eligible for vision insurance may purchase vision

insurance at their own expense.

Term Life Insurance

- a. All but one dollar will be paid toward \$30,000 term life insurance for Category I employees.
- b. Category II employees may purchase term life insurance at their own expense.
- c. Category III employees are not eligible to purchase term life insurance.
- d. Employer contribution benefits will terminate when the employee retires or resigns.

Long Term Disability Insurance

- a. Category I, II, III are not eligible to purchase long term disability.

Jury Duty Leave

Any nine-month employee who is called to serve on a jury will be paid regular pay for each day he/she is absent from work without the days(s) deducted from sick/personal leave. The employee shall keep the court reimbursement to cover their personal expenses.

401(a) Retirement

- a. Category I and II nine-month employees will have:
 - 1. 1.75% of their salary added to their 401(a) plan for the first five (5) years of continuous employment with Randolph Southern.
 - 2. 2.25% of their salary added to their 401(a) plan beginning with year six (6) through sixteen (16) of continuous employment with Randolph Southern.
 - 3. 2.75% of their salary added to their 401(a) plan beginning with year seventeen (17) of continuous employment with Randolph Southern.
- b. Category III employees are not eligible to participate in the 401(a) plan.

WORKMAN'S COMPENSATION INSURANCE

The provisions of the Workman's Compensation Insurance plan purchased by the Corporation each year cover all employees on the Randolph Southern School Corporation's payroll. Those employees who suffer a job-related injury must report that injury in the following manner within the indicated time frame:

After notification of their immediate supervisor and obtaining treatment for the injury, the employee must notify the building principal or supervisor either in person or by phone in order to insure the proper forms are completed and sent to the Central Office, then to the

insurance carrier. The employee must complete an accident form and submit it to their principal or supervisor. Any witness to the accident must also complete an accident form. This notification to the principal must be completed as soon as possible from the time of injury. Failure to comply in a timely manner may cause the claim to not be paid and result in disciplinary action.

PUBLIC EMPLOYEES RETIREMENT FUND

Support personnel are required to participate in the Public Employees Retirement Fund. This participation begins on the date of employment and continues until termination of that employment or retirement of the employee. An employee estimated to work a minimum of 600 hours a year qualifies for this retirement fund.

These employees who satisfy the 600-hour requirement will contribute 3% of their yearly compensation to PERF and the Corporation will contribute the matching funds as required by the provisions of the membership in the Fund.

Employees whose employment with the Corporation terminates with the Corporation with less than ten (10) years of service can petition the Fund for the return of their contributions. However, they are not entitled to any refund from the matching funds paid by the Corporation to the Fund.

DISCIPLINARY PROCEDURE

Support personnel may be discharged from service with the Corporation for the following infractions:

- a. Immorality
- b. Direct disobedience to orders of instructions
- c. Incompetence
- d. Breach of employment duties
- e. Justifiable decrease in positions
- f. Unfaithfulness in performance of duties
- g. Failure to conform to the rules and regulations of the corporation

- h.* Physical inability to perform assigned duties
- i. Other just cause

*Physical inability shall be determined by a competent physician to be selected by the Randolph Southern School Corporation.

*Infractions that involve items (a.) and (b.) as listed above will result in immediate discharge; however, all of the other items will be dealt with by the following procedure:

- 1. First offense – conference and written warning
- 2. Second offense – one day off the job without pay

3. Third offense – suspension without pay with recommendation for dismissal pending Board action.

Conferences will be held with the appropriate supervisor. A written statement concerning the items discussed at the conference will be given to the employee. A copy of these documents (signed by the employee acknowledging that the items were discussed) will be placed in the employee's file.

The Superintendent of Schools may suspend an employee without pay pending the decision of the Board at their next regular meeting on the recommendation for dismissal. If the Board does not dismiss the suspended employee, the employee will be reinstated to service and will be given back pay for the time he/she was suspended.

REPORTING OF THREAT, INTIMIDATION, OR HARASSMENT AGAINST SCHOOL EMPLOYEE

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from threatening or intimidating speech or actions, all forms of unlawful harassment.

The following Board policies address the processes and procedures for threats/intimidation and anti-harassment:

4362 (Anti-Harassment)

4362.01 (Threatening and/or Intimidating Behavior Toward Staff Members)

Any employee who has knowledge of a school employee being the subject of a threat, an act of intimidation, or harassment shall report orally this knowledge to the building administrator. The building administration upon receiving such a report of threatening and/or intimidating behavior toward staff members shall make an oral/written report to the Superintendent and local law enforcement agency.

An employee who violates the terms of these policies will be subject to disciplinary action, up to and including dismissal.

ALCOHOL, TOBACCO, AND DRUG-FREE EMPLOYEE POLICY

It is the policy of the Randolph Southern School Corporation that all workplaces shall be free from alcohol, tobacco, and drugs.

The following Board policies address alcohol, tobacco, and drugs in the workplace:

4122.01 (Drug-Free Workplace)

4162 (Drug and Alcohol Testing of CDL License Holders)

4170 (Substance Abuse), and 4215 (Use of Tobacco by Support Staff)

7434 (Use of Tobacco on School Grounds and Buses)

An employee who violates the terms of these policies will be subject to disciplinary action, up to and including dismissal.

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Randolph Southern School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity (Board Policy 4122). No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Any individual who feels that they have experienced discrimination shall forward to the Superintendent in writing a statement detailing the alleged discrimination. The Superintendent's office is located at One Rebel Drive, Lynn, IN (PH: 765-874-1181).