

**Beech Grove City Schools**

**CLASSIFIED  
PERSONNEL  
EMPLOYMENT  
HANDBOOK**

**2018**

**BGCS Board Approved July 11, 2017**



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## **Welcome to the Beech Grove City Schools**

Welcome to a new school year at Beech Grove City Schools! We are proud of the reputation and success of our students, staff and community. We believe this success was achieved because of the dedication and hard work of all of our employees. We are grateful for your team effort and shall count on you to support our continuing school improvement efforts.

Your Classified Personnel Employment Handbook is designed to inform you of our general employment expectations, fringe benefit programs, and employment policies. It is your responsibility to become knowledgeable of this information. Each new employee will have a pre-employment orientation with their immediate supervisor, the payroll department or the Assistant Superintendent for Business and Personnel.

If after your conference, you have questions regarding the information in your handbook, or believe you have not received the benefits outlined within, please contact your Building Principal, Supervisor or our Payroll/Business Department.

I hope your employment is rewarding, and I wish you the best of luck in your career with Beech Grove City Schools.

*Thomas A. Keeley*

Thomas A. Keeley, PhD  
Assistant Superintendent

This handbook should not be construed to create or be a part of a contract between the Beech Grove City Schools and any classified employee. The provisions contained herein may be amended or deleted at anytime by the Corporation. All classified personnel of Beech Grove City Schools are at-will employees.

## **NON DISCRIMINATION POLICY**

Beech Grove City Schools does not discriminate on the basis of race, color, religion, gender, national origin, age, or individuals with disabilities, including limited English proficiency, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973). Inquiries regarding compliance may be directed to Thomas A. Keeley, Assistant Superintendent (employment), or Steve Bair, Assistant Superintendent (curriculum), 5334 Hornet Avenue, Beech Grove, IN 46107-2306, phone (317) 788-4481, or fax (317) 782-4065.

## **GENERAL EMPLOYMENT EXPECTATIONS**

Many factors are considered when the Corporation selects a new employee. One of the primary considerations is the ability to get along with co-workers and supervisors, and the ability to project a positive image to our students, parents, and the community.

The following employment rules and procedures represent our general employment expectations. More specific rules and procedures will be discussed with you by your supervisor and will vary depending on your work assignment and location.

## **GENERAL EMPLOYMENT RULES**

1. Report to work every scheduled workday unless you have a personal illness, an approved personal business leave day, or a death in your family.
2. Do your job to the best of your ability.
3. Work as a "Team Player" with all school personnel.
4. Follow Corporation employment policies and procedures printed in this handbook.

### **A. Rules of Conduct**

Rules are needed in any organization so that the operation runs smoothly. The following rules exist because they are essential for the safety, welfare, morale, and general well being of our students and co-workers. A violation of one or more of these rules may result in a reprimand, suspension, or dismissal. The following behaviors may subject an employee to immediate dismissal or other disciplinary action without previous warning:

- falsifying employment application;
- refusal to do the job assigned, willful disobedience of job instructions and/or orders, deliberate inefficiency/slow work production;
- severe and/or persistent incompetence;
- fighting, immoral behavior, or indecency;
- intoxication or drinking on duty;
- use, sale, or possession of controlled substances on the job or use of tobacco products, including e-cigarettes, is prohibited;
- gambling on Beech Grove City Schools' premises;
- engaging in horseplay or other acts endangering self, other employees, students or in violation of safety regulations;
- deliberate or intentional release of confidential information;
- deliberate destruction, damage, or defacement of Beech Grove City Schools' property or equipment;
- use of obscene or abusive language;
- theft; attempted theft;

- falsification of payroll sheets, or other Beech Grove City Schools' records, including, but not limited to, writing time in or out on another employee's payroll sheet;
- soliciting or accepting gifts other than those of small intrinsic value;
- absent without notice or approval of supervisor;
- excessive absenteeism or tardiness, unauthorized absence, failure to notify supervisor of absence, quitting early without permission;
- a threat of any act that would endanger life or property;
- threatening, intimidating, or coercing others (including, but not limited to students, parents, visitors, co-workers, or supervisors);
- discourteous, unethical, or insubordinate conduct with others (including, but not limited to, students, parents, visitors, co-workers, or supervisors);
- substandard work performance, negligence, loafing or sleeping on the job, misuse of work time;
- failure to report job-related injuries;
- posting non-approved material on bulletin boards or removing posted material without authorization;
- unauthorized solicitation, in any form, of other employees, students or visitors;
- failure to report an arrest to immediate supervisor within twenty-four (24) hours;
- any act or form of behavior not herein specifically listed which violates the intent of rules as stated in the above section and other acts, incidents, or conduct, which may adversely affect the efficient operation of Beech Grove City Schools or in any way jeopardize the safety, welfare, morale, or general well being of employees, students, or visitors. The rules stated above are meant as a guide. Other conduct deemed out of compliance with the mission of Beech Grove City Schools, though not listed, may be grounds for disciplinary action or dismissal.

**Discipline Procedure:** In the event it is necessary to take disciplinary action, your direct supervisor, the building principal, or the Superintendent/Assistant Superintendent may follow these steps to encourage improvement for an employee who has shown poor work habits or prohibited conduct:

- |        |   |
|--------|---|
| Step 1 | Discussion with your supervisor (verbal warning); |
| Step 2 | Written warning;                                  |
| Step 3 | Final warning/Suspension;                         |
| Step 4 | Discharge (termination).                          |

The main purpose of having a disciplinary procedure is to give a valued employee an opportunity to correct and improve their work situation. In some instances, suspension or termination without prior warning may be imposed due to the seriousness of any individual offense, due to insubordination or in situations where the best interest of children necessitates an administrative decision to remove an employee from the school atmosphere. Thus, BGCS reserves the right to suspend or terminate any employee without prior notice, and without utilizing the step procedure outlined above.

## **GENERAL EMPLOYMENT PROCEDURES**

**Attendance:** Employees who will be absent or late are expected to notify their supervisor as soon as possible and always before the start time of their workday. Supervisors will give classified employees instructions, names and numbers of cell phone contact and/or voicemail procedures that should be followed. Employees are expected to explain why they will be absent or late and when they expect to return to work. It is the employee's responsibility to insure proper notification is given.

Poor attendance on the job may result in termination of employment.

**Pay Days:** Employees are paid within 10 business days following a ten-fourteen (10-14) day work period. A work period begins at the conclusion of the previous work period and ends ten to fourteen (10-14) days later (See Appendices, “Pay Period Information for 2017 School Year”). Employees will only be paid when their name appears on the “CLASSIFIED STAFF-TIME REPORT” filed by the building principal or supervisor. It is your responsibility to review the portion of the Time Report that records the hours you have worked each pay period. You are required to sign each bi-weekly Time Report, any falsification, errors, or intentional omission of leave days may result in termination. A list of pay periods and pay dates is included in the appendix of this handbook (Pages 13 and 15).

Employees on work schedule A, B, or C, as well as home school advisors and bus drivers, are eligible to apply for the twenty-four (24)-pay option.

**Classified Staff-Time Reports:** Verifying hours worked on the “CLASSIFIED STAFF-TIME REPORT” form is an important employment procedure. The NUMBERS reported on the time report must reflect actual hours worked. Other SYMBOLS that may be used on the time report form are as follows:

|                     |   |
|---------------------|---|
| S-Personal Illness  | F-Bereavement (Must indicate relationship)                        |
| P-Personal Business | J-Jury/Witness Leave (Attach court verification)                  |
| W-Without Pay       | H-Holiday Pay (Only if you receive holiday pay for that day)      |
| SB-Spring Break     | V-Vacation Pay (Only if you are eligible to receive vacation pay) |

Intentional falsification of the “CLASSIFIED STAFF-TIME REPORT” is a violation of the terms of your employment and may result in the immediate termination of your employment.

**Classified Staff – Time Cards/Skyward verification:** Employees who are required to record all hours worked on a Time Card must “clock-in” at the beginning of each shift and must “clock-out” at the end of each shift. The Time Card is supplemental to the ‘CLASSIFIED STAFF TIME REPORT’. The time recorded on the “CLASSIFIED STAFF TIME REPORT” must be consistent with the time recorded on the Time Card. All employees are required to sign in to Skyward with their user name and password to request leave days, absences, or notification of any time off work that will be recorded on the “CLASSIFIED STAFF TIME REPORT”. Employee use of Skyward is mandatory and not recording time off may result in termination. Knowingly signing in for or punching another employee’s time card, having your own time card punch in or being signed in by another employee, or falsification in any manner of the “CLASSIFIED STAFF TIME REPORT” and/or Time Cards is a serious matter and a violation of rules that may result in disciplinary action up to and including termination of employment.

Failure to use the corporation recording system “clocking in”, creates an atmosphere of distrust and can result in disciplinary action or termination.

**Unpaid Personal Leave of Absence:** Absenteeism can be one of the most serious problems any organization can face. It is harmful to both the employer and employee. BGCS considers repeated or habitual absences to be unacceptable and may result in disciplinary action. However, we realize that there will be some exceptions, such as extended illness, that require special consideration. In absences over five (5) days, employees are required to report the status of their absence to their immediate supervisor and/or building principal.

BGCS does not routinely grant unpaid personal leaves of absence. All available leave days must be used prior to a day without pay is considered. The personnel office will deduct available leave days in this order: personal business, vacation then personal illness days. BGCS may grant an unpaid personal leave of absence on an individual basis. The decision to grant an unpaid leave will be based on the length of requested leave, the length of service, the level of job performance, and the overall operational needs of

BGCS. Some leaves may be unavoidable and covered by *The Family Medical Leave Act of 1993*. Please see pages 8-9 of your handbook for a description of this provision.

Without an approved leave, recurring workdays “Without Pay” may result in termination of employment.

**Probation:** Employees new to the Corporation shall serve approximately eight (8) weeks of probationary employment (a minimum of forty workdays) ending on the last day of a pay period. During probation, paid personal illness leave, paid personal business leave, paid bereavement leave, and paid vacation days (see page 8) shall not be available. After completion of probation, the employee is awarded illness and a personal business day on a pro-rated basis (schedule attached). Each employee and their supervisor will be informed of their new benefits by the business office when a new employee successfully completes their probationary status.

## **RATE OF PAY**

All classified employees are paid an hourly rate of pay depending on the position. Bus driver daily rates and a benefit schedule can be found in the bus driver handbook. The Superintendent reviews pay rates annually. Rate of pay adjustments are typically made in July/August. New employees who are hired during the first semester of the school year are eligible for an increase the following year.

## **WORKDAYS**

Workdays are not the same for every classified personnel position. Please refer to the Classified Personnel Work Schedule and Fringe Benefits Matrix in the appendix of this handbook to determine the days your classification is expected to work.

**Days and Hours Worked and Overtime:** Employees are assigned a regular job with regular hours and workdays. Occasionally illness, absence, vacation or other circumstances make it necessary to transfer an employee to another position. Employees may be transferred to another location at any time at the discretion of their supervisor and/or the Superintendent/Assistant Superintendent.

In some cases employees are asked to work “Special Events” which would pay them overtime if they have already worked the 40-hour week. In the event that BGCS can’t find workers to cover the events, the Supervisor will have employees work a “flex week” to make sure the event is covered. Example: Bill will not work on Monday, but he will work Tuesday through Saturday (40 hours) to cover the Saturday “Special Event”. Overtime is calculate for each work week (Saturday through Friday) within a single pay period.

Employees shall not be paid for their thirty-minute (30) lunch/dinner break.

Breaks are not considered a part of the normal work day and will not be paid. A break is considered any extended time away from the specific task or job location, leaving the building for any reason or sitting in a break room.

**Leaving Campus:** Employees are required to remain on campus for their entire shift except during lunch break or when specifically authorized to leave campus by the Principal/Designee. When employees leave campus, they will clock-out and clock-in upon their return. Employees are not paid when they are not clocked in and working. Employees found to be off campus without clocking out could receive disciplinary action including a loss of pay equal to time spent off campus, suspension, and/or termination of their employment with Beech Grove City Schools.

**Overtime** is calculated on hours worked each week of a pay period (Saturday through Friday) in excess of forty hours (40). Personal illness leave, personal business leave, vacation, bereavement, jury/witness leave, and holidays do not count as hours worked. Overtime pay shall be calculated at 1.5 times your regular hourly rate of pay. All classified employees must receive authorization from the Superintendent or designee prior to working overtime hours.

**Cancelled Workdays:** Employees on Work Schedule A will only be paid for days worked. An employee absent or missing time due to inclement weather (when school is closed or delayed) may use available leave time of their choice.

**Return to Work Policy:** If an employee is absent from work for 5 consecutive days due to medical reasons, injury, or health concerns, the employee is required to contact the personnel office to inform administration of when and in what capacity the employee is able to return to work with no restrictions. At the time of that meeting, the employee is required to provide medical clearance from a licensed physician that shows, in writing, that the employee is allowed to work with no restrictions or whether they are able to return to work on a limited basis. Administration may need to consider whether it is possible for the employee to return to work on a limited basis. If the employee is able to return with restrictions, see “Early Return-To-Work Statement” located under **Worker’s Compensation** on page 9 of the BGCS Classified Handbook. No employee is allowed to return to work without proper notification of why there was an absence from work, or to what degree the employee is able to perform the expected duties of their job.

## **FRINGE BENEFITS**

Fringe benefits are not the same for every classified personnel position. Please refer to the Classified Personnel Work Schedule and Fringe Benefits Matrix in the appendix of this handbook to determine the fringe benefits your classification is eligible to receive.

A summary of your benefits is provided in this handbook. More specific information on insurance benefits is available from the Administration Office.

**Paid Holidays:** Employees on work schedules A, B, C, D and D-1 shall receive paid holidays according to the schedule below. Only employees on work schedules A and B are eligible for the Independence Day Holiday pay.

### **SCHEDULE OF PAID HOLIDAYS**

|                     |                        |
|---------------------|------------------------|
| Labor Day           | New Year’s Day         |
| Thanksgiving Day    | Martin Luther King Day |
| Thanksgiving Friday | Presidents’ Day        |
| Christmas Eve Day   | Memorial Day           |
| Christmas Day       | Independence Day       |

Employees must work their scheduled workday before and after a paid holiday or be on **PAID leave** to receive holiday pay.

Employees who work a portion of their scheduled workday the day before or after a holiday will be paid for the same number of hours for the holiday as they were paid on the day they did not work a full shift.

**Leave Days:** If you are on uncompensated leave as of July 1 in any given year, you will receive your annual allotment of leave days when you have returned to active work status for a minimum of 15 workdays.

**Personal Illness Leave:** After the customary 40-day probationary period, personal illness leave days shall be granted on a pro-rated basis for that year. 12-month employees shall be granted five (5) personal illness leave days with pay annually on July 1.

Personal illness leave days may be taken in full or half (1/2) day increments only.  
Unused personal illness leave days may accumulate.

**Personal Business Leave:** 12-month employees shall be granted one (1) personal business leave day with pay annually on July 1. During the first school year of employment (July 1 – June 30), after the customary 40-day probationary period, personal business leave shall be granted on a pro-rated basis for that year. Employees must request a personal business leave day from their supervisor at least (24) hours in advance, except in case of emergency.

Personal business leave days may be taken in full or half (1/2) day increments only.

Unused personal business leave days shall accumulate up to (3) and excess personal business leave days shall accumulate as personal illness leave days.

**Bereavement Leave:**

Introduction: For the purpose of this article, the “immediate family” shall be defined to include spouse, child, parent, brother, sister, mother-in-law, father-in law, niece, nephew, aunt, uncle, stepmother, stepfather, stepdaughter, stepson, sister-in-law, brother-in-law, stepsister, stepbrother, daughter-in-law, son-in-law, grandmother, grandfather, spouse’s grandmother, spouse’s grandfather, granddaughter, grandson, or any person residing in the same home as the employee.

Full-time employees shall be entitled to be absent from work on account of a death of a family member without loss of compensation for the number of days specified below.

Five (5) days: parent, spouse, child, brother, sister, grandparent, grandchild, mother-in-law, father-in-law

Three (3) days: stepchild, foster-child, daughter-in-law, son-in-law, step-brother, step-sister

Two (2) days: brother-in-law, sister-in-law

One (1) day: aunt, uncle, niece, nephew

Bereavement leave shall be taken within one (1) year after the date of death. Bereavement leave with pay is not available during a probation period.

Employees who must travel three hundred miles (300) or more one way due to the death of a family member are entitled to two additional bereavement days for travel.

Notice of bereavement leave/verification must be in writing and given to the employee’s immediate supervisor/building principal as soon as possible. The written notice must include the relationship to the deceased family member.

**Jury Duty/Trial Witness Leave:** Employees who are called upon to serve our community as a jury member or as a trial witness shall be paid for that service. Employees must verify with court documentation.

**Paid Vacation Leave:** Employees on work schedules A and B shall be granted paid vacation leave on July 1 according to the schedule below. During the first school year of employment (July 1 – June 30), vacation leave days shall be granted on a pro-rated basis and in accordance with the scale outlined and explained on page 17. No vacation will be awarded unless the employee has worked a minimum of 120 days.

Paid vacation may be taken in full or half (1/2) day increments only. Employees must request vacation leave from their supervisor at least fourteen (14) days in advance. Paid vacation leave days not used during the current school year they are earned will be allowed to carry over into the first semester of the next school year.

Unused vacation days are not paid out at time of separation of employment.

Employees on work schedules A and B are eligible for five (5) Spring Break days paid. Employees on work schedule A are eligible for five (5) Fall Break days paid.

### SCHEDULE OF VACATION LEAVE

| SCHOOL YEARS<br>OF EXPERIENCE      | PAID DAYS         |
|------------------------------------|-------------------|
| 1 <sup>st</sup> Year of Employment | Pro-rated (p. 15) |
| 1 Year – 9 Years                   | 10 days           |
| 10 + Years                         | 15 days           |

**Health Insurance:** The 2017 HSBT (Hoosier School Benefit Trust) Health Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week, as well as full time bus drivers and monitors to be eligible for coverage in one of the health insurance plans offered by the Corporation. Full time bus drivers and monitors are eligible for HSBT health insurance plans 4 or 5 only with single coverage. The Corporation shall contribute a set amount per year toward the cost of an insurance plan elected by these employees. The employee shall pay the difference. Full time bus drivers and monitors are also eligible for employee/spouse, employee/children, and the full family plans 4 or 5 at 100% cost to the employee. These health insurance rates can be viewed by the employee online at [www.BGCS.k12.in.us](http://www.BGCS.k12.in.us) under the human resources tab.

In the event a husband and wife are both employees of the Corporation and are each eligible for membership, one spouse may elect to take the family plan and the corporation contribution to the single membership of the other spouse shall be applied to the family membership plan of the first spouse.

**Dental Insurance:** The 2017 HSBT (Hoosier School Benefit Trust) Dental Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week, as well as full time bus drivers and monitors to be eligible for coverage in one of the dental insurance plans offered by the Corporation. Full time bus drivers and monitors are only eligible for single coverage in the HSBT dental insurance plans (Core and Enhanced). The Corporation shall contribute a set amount per year toward the cost of a single insurance plan elected by these employees. The employee shall pay the difference. These dental rates can be viewed by the employee online at [www.BGCS.k12.in.us](http://www.BGCS.k12.in.us) under the human resources tab.

**Vision Insurance:** The 2017 HSBT (Hoosier School Benefit Trust) Vision Insurance Coverage Plan provisions allow for all employees who work a minimum of 30 hours per week, as well as full time bus

drivers and monitors to be eligible for coverage in the vision insurance plan (VSP) offered by the Corporation. The employee pays 100% of the cost. These vision rates can be viewed by the employee online at [www.BGCS.k12.in.us](http://www.BGCS.k12.in.us) under the human resources tab.

**Life Insurance:** Employees on benefit schedules A, B, C, shall receive a \$20,000 term life insurance policy for \$1.00 per year.

**Tax Deferred Annuity(403b/457plan):** Every employee is eligible and encouraged to participate in the voluntary deferred compensation program(s). A *Tax Deferred Annuity* is available through payroll deduction to voluntarily save additional money toward retirement. The plan(s) available through BGCS complies with all federal regulations for tax-deferred annuities and/or savings.

**Retirement (PERF):** Employees on benefit schedules A, B, C are covered under the Public Employees' Retirement Fund (PERF). Eligibility for retirement benefits is determined by two (2) factors: 1) age and 2) creditable service. Under current law an employee may qualify for normal retirement with full benefits if the employee is at least age 65 and has ten (10) or more years of creditable service under PERF, is 60 and has fifteen (15) or more years of creditable service under PERF, or at age 55 if years of service plus age total 85.

Under current law, employees may qualify for early PERF retirement with reduced benefits if the employee is at least age 50 and has 15 or more years of creditable service.

**Retirement Severance Pay:** Employees are eligible to receive retirement severance pay when they meet one of the following standards:

**STANDARD 1:** Employees who have a least five (5) years of continuous service before retirement in Beech Grove City Schools and are eligible to receive full benefits from PERF.

**STANDARD 2:** Employees who have at least twenty (20) years of continuous service before retirement in Beech Grove City Schools.

Retirement severance pay shall be determined by multiplying the daily rate of pay times the number of accumulated personal illness leave days.

The daily rate of pay shall be based on an employee's regular pay at the time of retirement. Retirement severance pay shall have a maximum benefit of \$5,000.

Employees must notify the Corporation of his/her intention to retire not later than ninety (90) days prior to retirement.

Employees who are eligible to receive retirement severance pay and who have participated in one of the health and dental insurance plans offered by the Corporation at least five (5) continuous years before retirement may continue health and dental insurance coverage and pay the full premium cost until eligible for full Medicare benefits.

**Workman's Compensation:** When an accident/injury arises out of and in the course of duty, an employee may be eligible for Workman's Compensation benefits. The accident/injury must occur after a healthy employee has arrived at the employee's workstation and is in their normal course of work. The employee will not be eligible if the injury occurs on the way to work or if the injury had been sustained during an activity before the scheduled work day. **An accident/injury must be reported to your supervisor immediately or the claim may be denied.** The supervisor will fill out the appropriate accident/injury report and forward it to the personnel director immediately. An employee cannot return to work without a doctor's release indicating no restrictions or limited work restrictions (see Early Return-To-Work

Statement below) of duty after an employee seeks medical attention for an accident/injury that occurs during the course of normal work duties.

An employee must follow the instructions or recommendation of their supervisor when advised to seek medical attention. A refusal to follow a reasonable request by an immediate supervisor can be grounds for termination.

Before any medical attention is provided by the occupational health clinic designated by the school corporation, the employee **will be required to submit to a drug and alcohol screening**. This screening is to protect the individual from potential harmful effects of any medical procedure or possible drug interactions during their visit. If the employee refuses the drug screening or tests positive for alcohol or an unauthorized or illegal substance, the school corporation may assume no liability in connection to the accident, injury or ongoing health problems of the employee. Depending on the nature of a positive test for alcohol, unauthorized or an illegal substance, the employee may also be terminated immediately.

Any employee found falsifying or making misleading statements in connection to a workman's compensation claim will be subject to a possible insurance fraud investigation, which could include immediate termination and/or arrest.

The State Board of Accounts has ruled, based on the Official Opinion of the Attorney General No. 134 of 1945, that an employee would be entitled to receive only the difference between the amount received under the Workman's Compensation Act and the full benefit otherwise provided by local board regulations.

If the employee uses an accrued sick day and receives full pay from the School Corporation, then the Workman's Compensation benefit must be turned over to the School Corporation.

Double payment or overlapping payment of compensation on account of the same injury is not authorized. If the employee receives no sick leave pay from the Corporation, the employee retains the Workman's Compensation check.

### **Early Return-To-Work Statement:**

It is the policy of Beech Grove City Schools to maintain and support an Early Return-To-Work Program. This program is designed to minimize the disruption and uncertainty that can accompany an on-the-job injury for both the company and our employees.

It is our goal to maintain a safe workplace for our employees. When an injury does occur, our Early Return-To-Work Program helps make the process of returning to work as smooth and efficient as possible. This process includes the employee, doctor and supervisor to ensure your health and recovery is always given top priority.

When an on-the-job injury occurs, you can expect prompt medical attention. If the injury results in a prolonged absence from work, you may be a candidate for our Early Return-To-Work Program. This program offers a medically approved light duty transitional assignment in anticipation of a return to full duty, or vocational rehabilitation, if necessary.

The success of this program is the responsibility of everyone in our school system from top management to every employee. Only by working together can we provide a safe and secure work environment.

Everyone should be alert for potential accidents and strive to eliminate them. If you are aware of an unsafe act or condition, it should be reported immediately to your supervisor to be addressed. This action may prevent an injury from occurring. If an injury does occur, the injury must be reported immediately to a supervisor.

**Family and Medical Leave Policy:** The Beech Grove City Schools has adopted the following Family and Medical Leave Policy in compliance with federal and state law. All employees who have been with the Beech Grove City Schools for at least twelve (12) months and who have worked at least 1,250 hours in such 12-month period are eligible for up to twelve (12) weeks of Leave in each Leave Year (as defined below) for certain qualifying circumstances with continuation of health insurance and other benefits and restoration to the same or an equivalent position upon return from Leave.

Family and Medical Leave is available for employees who experience the birth, adoption or placement of a child for foster care ("Family Leave") or for an employee's serious health condition or the serious health condition of the employee's spouse, parent or child ("Medical Leave"). A serious health condition means an illness or injury that requires hospitalization or the services of a healthcare provider for three (3) or more days for the same condition. A "Leave Year" is a rolling twelve (12) month period measured backward from the date the leave is used. Leave under this policy will be unpaid, except that employees will be required to use accumulated vacation, personal, and sick days for a Medical Leave and must use accumulated personal and vacation days for a Family Leave. All paid days used will count against the twelve (12) weeks) available Leave. Unused family and medical leave days do not accumulate from year to year.

A request for Leave must be made in writing thirty days (30) before the requested start date when the need for Leave is foreseeable. Notice of less than thirty (30) days is permissible only if the need for Leave is not known thirty (30) days prior to the requested start date, in which case the employee must give notice as soon as the employee learns of the need for Leave. Failure to give notice as required hereunder may result in postponement of the starting date of the Leave for up to thirty days (30). In certain serious health conditions, the School District may require the employee to provide medical certification of the need for Leave, which certification shall set for the expected dates or duration of medical treatment and that the employee cannot perform with the employee's normal duties or that the employee is needed to care for a spouse, child, or parent with a serious health condition. The School District reserves the right to request a second medical opinion in addition to the employee's medical certification, and if necessary, a third

medical opinion in the event of a conflict. Employees returning from Medical Leave must provide certification from the healthcare provider that the employee is capable of performing his or her job functions.

Medical insurance coverage, under the school's group health plan for employees on Leave will be continued, provided that the employee pays the employee portion of the insurance premium. If an employee fails to pay the required premium within thirty days (30) after it is due, insurance coverage may be canceled, but it will be reinstated upon the employee's return from Leave. In certain circumstances, the School District reserves the right to advance an employee's portion of the insurance premium to prevent cancellation of the employee's insurance, provided that the employee shall replay such advanced premiums upon return from Leave.

### **FMLA Notice of Expectations**

1. The first twelve (12) weeks of an FMLA leave will be counted towards an employee's annual FMLA entitlement.
2. The twelve (12) month period to determine annual entitlement will be a rolling twelve (12) month period measured backwards from the date leave is used.
3. An employee may substitute paid leave in the following manner:
  - a. Maternity leave – an employee may substitute paid leave as outlined in the negotiated Agreement (certified employees) or the employee handbook (classified employees).
  - b. Adoption leave – an employee may substitute paid leave as outlined in the negotiated Agreement (certified employees) or the employee handbook (classified employees).
4. During the first twelve (12) weeks of a leave (paid or unpaid), health, dental, life, and long term disability insurance, in which the employee may be enrolled, will continue as if they are working. The employee will be responsible for payment of premiums in the same manner. If an employee continues to be on an approved unpaid leave at the conclusion of the first twelve (12) week period, the employee granted such a leave shall have the right to maintain during the remainder of the leave insurance benefits at the employee's sole expense. Please contact Personnel for more details.
5. Failure to return to work after an unpaid portion of an FMLA leave will result in an employee being charged for any health, dental or life insurance premiums paid by the employer during the unpaid portion of the leave.
6. Upon an employee's return to work a fitness for duty certificate must be presented. This would be for return from leave for an employee's own serious illness.
7. An employee granted a leave under the FMLA provisions will be returned to the same assignment or one that is comparable and equal in benefits as determined by the administration.
8. An employee would be required to notify their building principal or supervisor of the employee's intention to return to work. This should be done at least two weeks prior to returning.
9. Complete the medical certification form to certify a serious health condition for an employee or qualifying family member. Failure to do so will be cause to deny leave until certification is provided (not required for maternity leave).

**Transfers/Substitutes/New Hires:** An applicant is not considered employed until they have cleared the Indiana State Police Limited and Federal background check, completed their pre-employment orientation and have reported to work for their first day as a full time employee. Substitutes should not assume they will receive regular employment or are full time employees until they have been notified of their full time status during a pre-employment orientation meeting. New hires may be subject to immediate termination if a criminal conviction or notification of criminal proceedings is found on any background check or it is determined that any information was withheld during the hiring process that may be considered material after employment has started.

If a current employee requests a transfer, they need to place their request in writing to their building principal. Administration reserves the right to decide placement at any time for every classified employee regardless of years of experience or current position.

**Background Verifications:** All applicants are required to utilize the on-line background process before the Beech Grove City School Board approves a recommendation of employment. All applicants must sign permission to allow the school system to run an Indiana State Police Background check to begin the application process. Beech Grove City Schools reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee. Beech Grove City Schools reserves the right to obtain criminal record information on any employee at any time.

Full time classified employees will be required to follow the on-line background process within 30 days no more than 5 years after their previous background verification. Classified employees working as “lay-coaches” or part-time employees will be asked to follow the on-line background process every new school year or at the beginning of their assignment.

**APPENDIX  
2017-2018 PAY DATES**

|           |          |          |          |
|-----------|----------|----------|----------|
| August    | 11, 2017 | February | 09, 2018 |
| August    | 25, 2017 | February | 23, 2018 |
| September | 08, 2017 | March    | 09, 2018 |
| September | 22, 2017 | March    | 23, 2018 |
| October   | 06, 2017 | April    | 06, 2018 |
| October   | 20, 2017 | April    | 20, 2018 |
| November  | 03, 2017 | May      | 04, 2018 |
| November  | 17, 2017 | May      | 18, 2018 |
| December  | 01, 2017 | June     | 01, 2018 |
| December  | 15, 2017 | June     | 15, 2018 |
| December  | 29, 2017 | June     | 29, 2018 |
| January   | 12, 2018 | July     | 13, 2018 |
| January   | 22, 2018 | July     | 27, 2018 |

**NOTE:** All new employees are to sign up for direct deposit. Employees can view their paycheck online through the Employee/Human Resources tab. Call the business office with questions.

**CLASSIFIED PERSONNEL SALARY SCHEDULE  
WORK SCHEDULE AND FRINGE BENEFITS MATRIX**

| <b>POSITION</b>                         | <b>WORK SCHEDULE</b> | <b>BENEFIT SCHEDULE</b> |
|---|----------------------|-------------------------|
| <b>Administration Office Secretary</b>  | <b>A</b>             | <b>A</b>                |
| <b>Building and Grounds Supervisor</b>  | <b>A</b>             | <b>A</b>                |
| <b>Building Secretary/Treasurer</b>     | <b>C</b>             | <b>B</b>                |
| <b>Building Treasurer HS</b>            | <b>B</b>             | <b>A</b>                |
| <b>Building Treasurer MS</b>            | <b>B</b>             | <b>B</b>                |
| <b>Compliance/Reports Specialist</b>    | <b>B</b>             | <b>A</b>                |
| <b>Year-round Custodian</b>             | <b>A</b>             | <b>A</b>                |
| <b>Elementary Building Secretary</b>    | <b>F</b>             | <b>A</b>                |
| <b>Food Service Manager</b>             | <b>D</b>             | <b>B</b>                |
| <b>High School Athletic Secretary</b>   | <b>C</b>             | <b>B</b>                |
| <b>High School Building Secretary</b>   | <b>B</b>             | <b>A</b>                |
| <b>High School Guidance Secretary</b>   | <b>C</b>             | <b>B</b>                |
| <b>Home School Advisor</b>              | <b>E</b>             | <b>C</b>                |
| <b>Maintenance Worker</b>               | <b>A</b>             | <b>A</b>                |
| <b>Middle School Building Secretary</b> | <b>C</b>             | <b>B</b>                |
| <b>Program Aide</b>                     | <b>G</b>             | <b>D</b>                |
| <b>Program Assistant</b>                | <b>D</b>             | <b>B</b>                |
| <b>Transportation Rte. Coordinator</b>  | <b>A</b>             | <b>A</b>                |
| <b>Transportation Supervisor</b>        | <b>A</b>             | <b>A</b>                |

## WORK SCHEDULES

| SCHEDULE | WORK DAYS | PAID HOLIDAYS | PAID DAYS |
|----------|-----------|---------------|-----------|
| A        | 245       | 10            | 260       |
| B        | 233       | 10/SB 5       | 248       |
| C        | 215       | 9             | 224       |
| D        | 190       | 9             | 199       |
| E        | 194       | 0             | 194       |
| F        | 184       | 0             | 184       |
| G        | 180       | 0             | 180       |

**Note:** The Superintendent of Schools determines hours worked per day and workdays per year. The Superintendent of Schools or his designee may alter the work schedules of employees based on individual position needs.

**Benefit Schedule A** positions are expected to work five (5) days per week, fifty-two (52) weeks per year, except for ten (10) paid holidays and paid vacation days. Employees receive five (5) days off with pay for Spring Break (SB) and five (5) days off with pay for Fall Break (FB).

**Benefit Schedule B** Paid holidays, are provided. The 40 workdays outside of the 184 teacher workdays may be scheduled at the discretion of the building principal/designee.

**Benefit Schedule C** positions are expected to work the same one hundred eighty four (184) days that certified teachers work, plus thirty (30) days total. (These days can be worked before or after the school calendar begins or during intersession or semester break opportunities.) These days must be scheduled on an as-needed basis by the building principal. Employees are paid for 9 holidays, which excludes July 4th.

**Benefit Schedule D** positions are expected to work the same one hundred eighty (180) days that students attend school, plus five (5) days before the school calendar begins and five (5) days after the school calendar ends. Employees are paid for 9 holidays, which excludes July 4<sup>th</sup>.

**Benefit Schedule E** positions are expected to work the same one hundred eighty-four (184) days that a teacher works, plus five (5) days before the school calendar begins and five (5) days after the school calendar ends, but are not paid for holidays.

**Benefit Schedule F** positions are expected to work the same one hundred eighty-four (184) days that certified teachers work. Employees are not paid for holidays.

**Benefit Schedule G** positions are expected to work the same one hundred eighty (180) days that students attend school, and are not paid for holidays.

## BENEFIT SCHEDULES

| FRINGE BENEFIT                | A   | B   | C   | D   |
|-------------------------------|-----|-----|-----|-----|
| Paid Holidays                 | YES | YES | NO  | NO  |
| Personal Illness Leave        | YES | YES | YES | YES |
| Personal Business Leave       | YES | YES | YES | YES |
| Bereavement Leave             | YES | YES | YES | YES |
| Jury Duty/Trial Witness Leave | YES | YES | YES | YES |
| Paid Vacation Leave           | YES | NO  | NO  | NO  |
| Health Insurance              | YES | YES | YES | YES |
| Dental Insurance              | YES | YES | YES | YES |
| Life Insurance                | YES | YES | YES | NO  |
| Retirement (P E R F)          | YES | YES | YES | NO  |
| Retirement Severance Pay      | YES | YES | YES | YES |

**BEECH GROVE CITY SCHOOLS**  
**Pay Period Information for 2017-2018 School Year**

| Pay Period |      |        | Payroll Packet Due<br>12:00 Noon |        | Pay Day |              | Student<br>Days | # of<br>Business<br>Days in<br>Payroll | 18<br>Insurance<br>Deductions | 24<br>Insurance<br>Deductions |
|------------|------|--------|----------------------------------|--------|---------|--------------|-----------------|--|-------------------------------|-------------------------------|
| Jul 14     | thru | Jul 29 | Tuesday                          | Aug 01 | Friday, | Aug 11, 2017 | 2               | 11                                     | ---                           | 1                             |
| Jul 30     | thru | Aug 12 | Tuesday                          | Aug 15 | Friday, | Aug 25, 2017 | 10              | 10                                     | 1                             | 2                             |
| Aug 13     | thru | Aug 26 | Tuesday                          | Aug 29 | Friday, | Sep 8, 2017  | 10              | 10                                     | 2                             | 3                             |
| Aug 27     | thru | Sep 09 | Tuesday                          | Sep 12 | Friday, | Sep 22, 2017 | 9               | 10                                     | 3                             | 4                             |
| Sep 10     | thru | Sep 23 | Tuesday                          | Sep 26 | Friday, | Oct 6, 2017  | 10              | 10                                     | 4                             | ---                           |
| Sep 24     | thru | Oct 07 | Tuesday                          | Oct 10 | Friday, | Oct 20, 2017 | 10              | 10                                     | 5                             | 5                             |
| Oct 08     | thru | Oct 21 | Tuesday                          | Oct 24 | Friday, | Nov 3, 2017  | 0               | 10                                     | ---                           | 6                             |
| Oct 22     | thru | Nov 04 | Tuesday                          | Nov 07 | Friday, | Nov 17, 2017 | 10              | 10                                     | 6                             | 7                             |
| Nov 05     | thru | Nov 18 | Tuesday                          | Nov 21 | Friday, | Dec 1, 2017  | 10              | 10                                     | 7                             | 8                             |
| Nov 19     | thru | Dec 02 | Tuesday                          | Dec 05 | Friday, | Dec 15, 2017 | 6               | 10                                     | 8                             | 9                             |
| Dec 03     | thru | Dec 16 | Tuesday                          | Dec 19 | Friday, | Dec 29, 2017 | 10              | 10                                     | 9                             | 10                            |
| Dec 17     | thru | Dec 30 | Tuesday                          | Jan 02 | Friday, | Jan 12, 2018 | 2               | 10                                     | ---                           | 11                            |
| Dec 31     | thru | Jan 13 | Tuesday                          | Jan 16 | Friday, | Jan 26, 2018 | 8               | 10                                     | 10                            | 12                            |
| Jan 14     | thru | Jan 27 | Tuesday                          | Jan 30 | Friday, | Feb 9, 2018  | 9               | 10                                     | 11                            | 13                            |
| Jan 28     | thru | Feb 10 | Tuesday                          | Feb 13 | Friday, | Feb 23, 2018 | 10              | 10                                     | 12                            | 14                            |
| Feb 11     | thru | Feb 24 | Tuesday                          | Feb 27 | Friday, | Mar 9, 2018  | 9               | 10                                     | 13                            | 15                            |
| Feb 25     | thru | Mar 10 | Tuesday                          | Mar 13 | Friday, | Mar 23, 2018 | 10              | 10                                     | 14                            | 16                            |
| Mar 11     | thru | Mar 24 | Tuesday                          | Mar 27 | Friday, | Apr 6, 2018  | 5               | 10                                     | 15                            | 17                            |
| Mar 25     | thru | Apr 07 | Tuesday                          | Apr 10 | Friday, | Apr 20, 2018 | 5               | 10                                     | 15                            | 18                            |
| Apr 08     | thru | Apr 21 | Tuesday                          | Apr 24 | Friday, | May 4, 2018  | 5               | 10                                     | ---                           | 19                            |
| Apr 22     | thru | May 05 | Tuesday                          | May 08 | Friday, | May 18, 2018 | 10              | 10                                     | 16                            | 20                            |
| May 06     | thru | May 19 | Tuesday                          | May 22 | Friday, | Jun 1, 2018  | 10              | 10                                     | 17                            | 21                            |
| May 20     | thru | Jun 02 | Tuesday                          | Jun 05 | Friday, | Jun 15, 2018 | 10              | 10                                     | 18                            | 22                            |
| Jun 03     | thru | Jun 16 | Tuesday                          | Jun 19 | Friday, | Jun 29, 2018 | 4               | 10                                     | ---                           | 23                            |
| Jun 17     | thru | Jun 30 | Tuesday                          | Jul 03 | Friday, | Jul 13, 2018 | 0               | 10                                     | ---                           | ---                           |
| Jul 01     | thru | Jul 14 | Tuesday                          | Jul 17 | Friday, | Jul 27, 2018 | 0               | 10                                     | ---                           | 23                            |

Leave Days awarded after a minimum of 40 probationary days have been worked.

| Hire Month | Personal Illness                | Personal Business |
|------------|---------------------------------|-------------------|
| July       | 5                               | 1                 |
| August     | 5                               | 1                 |
| September  | 4                               | 1                 |
| October    | 4                               | 1                 |
| November   | 3                               | 1                 |
| December   | 3                               | 1                 |
| January    | 2                               | 1                 |
| February   | 2                               | 1                 |
| March      | 2                               | 1                 |
| April      | 1                               | 1                 |
| May        | (5 after July 1 <sup>st</sup> ) | 1                 |
| June       | 5                               | 1                 |

**EXAMPLE:** You are hired on October 8, 2016. Your 40 day probationary period will end on December 9, 2016. On December 10, 2016 you will be awarded 4.00 personal illness days and 1.00 personal business day. July 1, 2017 you will earn 5 personal illness days and 1.00 personal business day.

Vacation Days awarded July 1st following employment and after a minimum of 120 days have been worked.

| Hire Month | Vacation | Date Awarded            |
|------------|----------|-------------------------|
| July       | 10       | 12 mo./July 1           |
| August     | 9        | 11 mo./July 1           |
| September  | 8        | 10 mo./July 1           |
| October    | 7        | 9 mo./July 1            |
| November   | 7        | 8 mo./July 1            |
| December   | 6        | 7 mo./July 1            |
| January    | 5        | 6 mo./July 1            |
| February   | 5        | After July 1, 120 days. |
| March      | 5        | After July 1, 120 days. |
| April      | 5        | After July 1, 120 days. |
| May        | 5        | After July 1, 120 days. |
| June       | 5        | After July 1, 120 days. |

**EXAMPLE #1**

You are hired on October 8, 2016. On July 1, 2016 you will receive 7.00 vacation days. On July 1, 2017 you will be awarded 10.00 vacation days.

**EXAMPLE #2**

You are hired on April 13, 2016. On September 29, 2016 you will have worked 122 days. On September 30, 2016 you will be awarded 5.00 vacation days. On July 1, 2017 you will be awarded 10.00 vacation days.

## **Internal Complaints' Procedure**

The Beech Grove City Schools aims to provide an efficient, helpful and courteous environment to all staff. If any member of our staff needs to make a complaint about their environment, please contact the Assistant Superintendent for Personnel giving details of the nature of the complaint, dates and staff involved. The Assistant Superintendent will contact the appropriate Supervisor, who will investigate the matter and respond.

An acknowledgement of receipt of the complaint will be sent within two working days and, normally, a response will be made within ten working days of receipt of the complaint.

The Superintendent will be informed of any complaints made.

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### **Employee Verification of Pre-Employment Orientation and annual update form**

- I have received a copy of the 2017 Classified Employee Handbook.
- I have carefully and thoroughly read all policies and procedures including grounds for dismissal and/or disciplinary action.
- I have had an opportunity to have my questions answered with regards to the classified handbook, insurance coverage, benefits and over-time pay.

Print employee name: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payroll/Supervisor/Administrator

\_\_\_\_\_  
Date

## Facility Rental Compensation for BGCS Employees

Employees may work after school, weekends, and holiday events organized and approved for outside organizations. Employees working in their extra-curricular assignments listed in the BGCS Bargained Agreement will not receive additional compensation unless the duties are outside of the scope of the ECA assignment.

BGCS will process and approve pay claims with time worked listed by the hour or ½ hour. Normal supervisor approval is necessary to verify hours worked. Employees are paid for duties assigned in these various roles and the compensation may differ from their normal daily or hourly rate depending on the duties of the position they have worked. The following positions/duties are current approved pay rates that are consistent regardless of the source of revenue: Federal, State, local, grant funded or outside organizations:

Teacher/Direct Instruction (**licensed individual**) \$35/hr  
Director/Supervisor/Coordinator - Supervisory Duties (**licensed individual**) \$35/hr  
Direct Instruction/Student Supervision (**Non Degreed**) \$20/hr  
Director/Supervisor/Coordinator - Supervisory Duties (**Non Degreed**) \$22/hr  
Bus Driver/After School Transportation \$25/Hr  
After School Teacher Aide/Tutoring/Worker (**Student**) \$10/hr  
After School Teacher Aide/Tutoring (**Adult**) \$15/hr\*  
After Hours Janitorial Support \$16.50/hr  
Licensed Security/Resource Officer \$30.00/hour  
Athletic workers various duties (per event) per athletic department schedule

Grant funded programs may vary based on the regulations and specifications provided in the grant approval process.

Employees will not be allowed to accept compensation from outside organizations when working duties at an approved BGCS Facility Rental event. All workers should be reported/listed on the facility rental application. Administration will process billing and all payroll through the BGCS business office. Employees should not pay additional workers or students for their help outside the regular payroll process.